

Each AUA user is provided with an account (login name and password), which serves for network access, email and Internet access.

#### *1. User Passwords*

It is recommended that passwords be:

- The 8 and more alphanumeric and special characters long;

With the exception of temporary passwords created by the Security Officer or Associate, the owner of the user ID must create passwords.

- Good choices for passwords are:
  - Two or more adjoining words;
  - Gibberish;
  - Alphabetic characters mixed with numbers.

Poor choices for passwords are:

- Repeating character strings;
- A single dictionary word;
- Trivial. Never use:
  - Any part of your name;
  - Nicknames;
  - Initials;
  - Spouse's or child's name;
  - user ID;
  - Hobbies;
  - Seasons of the year;
  - Birthdays;
  - Pets;
  - Anniversary dates.

Other recommendations for passwords are:

- Passwords should never be PASSWORD or the user's login ID or user ID;
- Passwords should be difficult to guess, but easy to remember so that there is no need to write them down.
- Passwords that are written down should never be left in easily accessible locations, e.g. unlocked desk drawers, desk calendars, the back of the work station;
- When changing a password the recommendation is to not use one, which was used previously;

#### *2. Faculty and staff accounts*

Faculty and staff accounts are maintained by the AUA System Administrator or IT Specialist ([netadmin@aua.am](mailto:netadmin@aua.am)). The password is set by the owner of the account from the AUA System Administrator's terminal and can be changed here: <https://setpass.aua.am:8443> .

#### *3. Students' accounts*

All AUA students are provided with username for login to the Moodle, printing system, connecting to WiFi, using Library Off-campus access and Public computers and accessing AUA email.

ICTS open students email accounts upon receiving appropriate information from the Office of the Registrar.

ICTS send username / password information to your personal email address mentioned in the UMS system.

The password can be changed here: <https://setpass.aua.am:8443> .

After graduation students' @edu.aua.am email accounts are replaced with @alumni.aua.am. Students retain their mailbox, Google drive content after graduating the AUA.

#### *4. Students' printing*

Students' printing in computer labs is under the control of a network program. A special print counter counts the number of printed pages for each student. There is a quota for free-of-charge printing (check with the AUAF ICTS Office). Extra pages are charged. At the end of the month the Network Engineer provides a list of payments due to extra page printing. Payments for extra page printing are made at the Accounting Office.

#### *5. File Services*

There are several file servers on the AUA network. Some of them provide the access only from inside the network, others – from outside.

The fileserver accessed by \\10.1.0.11 or \\staffserver is used for faculty/staff needs. Staff and faculty members get access to this server as soon as they get an account. Departments have shared folders on \\10.1.0.11\\_Users\MIS with write and read rights

There is also a file server with read-only directories accessed as \\10.1.0.12 or \\fileserv . Installation packages and tools are in the \\10.1.0.12\\_Public folder.

The Medialibrary server accessed by <http://medialibrary.aua.am> is used for faculty/staff needs. All media (photo and video) material are stored here.

The AUA Digital Repository server accessed by <https://dspace.aua.am> is used for the collection and preservation of scholarly and creative digital content produced by AUA's faculty, students and staff.

## 6. Wireless Network

Wireless network is available in most areas of the Main building (Library, Classrooms, Auditoriums, Cafeteria) and Paramaz Avedisian building (Auditoriums, Classrooms).

Wherever wireless connection is available, you should find “**AUA\_WiFi**” wireless hotspot and can connect to campus WiFi using your AUA username and password.

Eduroam wireless roaming network is available in AUA campus.

Having a laptop or pocket PC with wireless adapters you can now connect wireless to the network within the AUA building. To prevent an unauthorized access a Network Authentication is used, which requires an authorization from the user, i.e. AUA login and password.

Users must keep their passwords confidential, so as to avoid the potential for abuse.

In case of problems with Internet access an e-mail request may be sent to [ICTS \(Request system\)](#).