



**LOCATION**

**BE3166**

**OFFICE HOURS**

**MONDAY to FRIDAY**  
**8:00 a.m. to 4:30 p.m.**

**PHONE**

**206.587.6327**

# HOW DO I GET HELP?

# Contact **NEED**



**ONLINE**

[www.SeattleCentral.edu/IT-Services/NEED.php](http://www.SeattleCentral.edu/IT-Services/NEED.php)

**CALL**

206.587.NEED

**EMAIL**

[NEED@sccd.ctc.edu](mailto:NEED@sccd.ctc.edu)

Please include  
within your

**NEED**

**REQUEST:**

- Ccs/scs # of the computer
- Your name & contact information
- A brief description of the problem



# 5 EASY STEPS TO FIND YOUR **STUDENT LOGIN**

**ONLINE**

Go to [www.SeattleCentral.edu](http://www.SeattleCentral.edu)

**FIND**

Find Student Online Services [lower left side of the page]

**CLICK**

Click on 'Get your Login Name'

**SEARCH**

Search the list to find your login name

**CONNECT**

Your password is the last 6 digits of your SID



# HOW TO GET HELP WITH

# PRINTERS

**NEED  
TONER?**

Contact **NEED**  
**206.587.NEED**

**OTHER  
PRINTER  
PROBLEMS?**

Contact **GLOBAL SERVICES**  
at **1.877.999.8839**

# HOW TO GET HELP WITH **KEYCARDS**



Check with your

**DIVISION KEYCARD PERSON**

- To make changes to your KeyCard
- To report problems with your KeyCard
- To Report Broken Card Readers

# STAFF AND FACULTY SOFTWARE DISCOUNTS



JourneyEd offers discounts for faculty and students on a variety of software, including:

- Microsoft Office 2007
- Windows Vista
- Adobe Photoshop CS3
- Quickbooks Pro
- Corel Painter X



[www.JOURNEYED.com/SELECT](http://www.JOURNEYED.com/SELECT)



# HOW TO ACCESS

## Wi-Fi

- On your laptop, with a wireless card installed, look at the available wireless networks and connect to “SCCC”
- Open your browser and a logon box will appear
- Type your login name in UPPERCASE letters
- Your password is the last 6 digits of your SID

*Access available in  
Broadway Edison and  
Science and Math buildings*

If you have not paid your CL or UT fee you can still use Wi-Fi at Seattle Central. Use your student log-in and password to access the Wi-Fi network.

ie. **LOGIN:** JS MIT01

**PASSWORD:** \*\*\*\*\*

# **STUDENT USE OF THE SCCC COMPUTER CENTER**



## **Computer Center Access Requirements**

- **Must be a currently enrolled SCCC student**
- **Fees required each quarter: Universal Technology (UT) or Computer Lab (CL)**
- **All students are required to log on to the Student Accounts to use Open Lab and Lab class computers**
- **SCCC Student ID require for verification at any time**



# **STUDENT USE OF THE SCCC COMPUTER CENTER**

## **Hours of Operation**

<b>Monday to Thursday</b>	<b>7 a.m. to 10 p.m.</b>
<b>Friday</b>	<b>7 a.m. to 5 p.m.</b>
<b>Saturday</b>	<b>9 a.m. to 6 p.m.</b>

**Afternoons and evenings tend to be less crowded.**



# **SIMPLE WAYS TO GO GREEN**

## **SHUTDOWN**

*Shut down your desktop computers and peripheral devices at night.*

## **UNPLUG**

*Have your power saving and management options enabled and properly configured for periods when your computer is temporarily not in use. Avoid using animated screen savers and opt for a black screen, or change your settings from screen saver to sleep mode or hibernate.*

## **RECONFIGURE**

*Switch your computer off at the wall during prolonged absence [weekends or vacation time].*

# **THE COST OF PRINTING ON CAMPUS**



**Students use their SCCC Student ID card for printing**

**The Card must first be encoded by Computer Center staff. After that, a \$1 value can be applied to the card at the printer-card machine in room 3148.**

<b>Black and White</b>	<b>3 cents ea.</b>
<b>Color</b>	<b>25 cents ea.</b>

# GETTING TO KNOW THE INSTALLED SOFTWARE

## APPLE

- Mac OS X
- Acrobat Professional 8.1.2
- Dreamweaver CS3
- Flash CS3
- Illustrator CS3
- InDesign CS3
- Photoshop CS3
- Capture One Pro 3.7.9
- Final Cut Studio 2
- Quicken 2007
- QuarkXPress 8.0
- LightWave 3D 9.3.1
- ProfileMaker Pro 5.0.8



**Not all programs are available in all labs, please  
check in advance.**

# GETTING TO KNOW THE INSTALLED SOFTWARE

## PC

- Windows XP
- Microsoft Office 2007
- Photoshop CS3
- Dreamweaver CS3
- Acrobat Professional 8.1.2
- Dreamweaver CS3
- Flash CS3
- Illustrator CS3
- InDesign CS3
- Photoshop CS3



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