



Accounts

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For computing support options, see [HASCS Help](#).

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URL: <http://www.fas.harvard.edu/computing/docs/accounts/index.html>

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What is the FAS Computer Services' Account Policy?

An Overview of Eligibility

The following individuals are eligible for FAS Accounts (Unix) at FAS Computer Services. These accounts are limited to one per person. All account holders are required to have a current Harvard ID. We do not provide group accounts for student groups. Instead, we offer services such as email list servers, newsgroups, and web pages.

FAS Computer Services reserves the right to revoke access to an existing computer account as soon as an individual loses his/her affiliation. Efforts will be made to notify groups of users prior to account expiration. Notification on an individual basis is not guaranteed.

Account holders who are no longer eligible are responsible for making their own provisions for obtaining computer resources outside of FAS Computer Services, e.g., through another School at Harvard or a commercial Internet Service Provider (ISP).

Pending review by the Dean, FAS Computer Services may provide specific accommodations (e.g., mail forwarding) for a limited time to the most recent graduating class of Harvard College/GSAS. As a rule, however, FAS Computer Services does not provide email forwarding, file transfer, or other computer services for individuals who become ineligible for an account.

Please note that eligibility for FAS (Unix) accounts does not necessarily permit access to FAS dial-up modem services.

Eligibility for FAS Computer Accounts

- FAS Undergraduates who are currently Registered (1)
- FAS Undergraduates who are registered as on Leave (1)
- Harvard College graduates on FAS sponsored Fellowship programs
- GSAS Students who are currently Registered (1)
- GSAS Students & Traveling Scholars who are registered as on Leave (1)
- Faculty and Staff with full or part-time appointments in FAS
- Emeritus Faculty in FAS
- Casual Employees in FAS (e.g., Research Assistants) sponsored by a full-time supervisor in the department
- FAS House Appointees (e.g., Tutors) sponsored by the Master's Office
- Freshman Proctors
- Extension School Degree and Certificate Candidates (1)
- Extension School Students enrolled in a computer-lab course (2) (3)
- Extension School Faculty and Teaching Assistants (4)
- Summer School Students (3)
- Summer School Proctors (3)
- Summer School Faculty and Teaching Assistants (4)

Eligibility Subject to Special Arrangement

- Full-time employees of the Harvard Art Museums
- Nieman Fellows

Notes

1. Prior to graduation, accounts remain active through the Summer and University intersessions.
2. Requires Harvard ID # issued by the Extension School.
3. Eligibility expires the last day of the semester. Continuation of access and email address between semesters is not guaranteed.
4. Continuation of access and email address between semesters is at the discretion of the Extension School.

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URL: http://www.fas.harvard.edu/computing/docs/accounts/faqs/account_policy.html

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If I'm in the Extension school, am I eligible for a FAS account?

Only certain members of the Extension School are eligible for an FAS account as listed below.

- Extension School Degree and Certificate Candidates
- Extension School Students enrolled in a computer-lab course
- Extension School Faculty and Teaching Assistants

Students in the Extension School who are eligible for FAS accounts should receive their account information in a letter from the Extension School Registrar's Office.

All other Extension School students are not eligible for accounts.

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If I'm eligible for an FAS account, how do I activate it?

Incoming freshman: Your FAS account has already been created. You will receive a username and password in an informational packet at registration. To activate your account, follow the instructions provided in the packet. If you require assistance, please come to the [Help Desk](#) in the basement of the Science Center.

GSAS students Please run the [Register](#) program. Register will give you the status of your eligibility.

Other **FAS affiliates** (*including employees of Harvard Art Museums*): Please run the [Register program](#). [Register will give you the status of your eligibility.](#)

[Nieman Fellows:](#) [Your FAS account is pre-created. Information required to access your account will be provided by the Nieman Foundation.](#)

[Extension School students](#) (*individuals enrolled in a computer-lab course, degree and certificate candidates*): [Please run the Register](#) program. Register will give you the status of your eligibility.

Faculty and Staff who require assistance, please direct questions to the [Faculty and Staff Web Help Request Form](#) or call 6-2727.

For more information on eligibility, please see [FAS Computer Services' Account Policy](#).

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URL: <http://www.fas.harvard.edu/computing/docs/accounts/faqs/activate.html>

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If I'm not affiliated with FAS, where can I get help?

If you are in a Harvard affiliated school or department other than FAS, the following list should help you find an appropriate source of assistance:

Business School (HBS)

Contact: (faculty & staff) ithelp@hbs.harvard.edu
(students) mbatech@hbs.harvard.edu
Support Center: (faculty & staff) 495-6600
(students) 495-6070

Divinity School

Contact: 495-4502 or 496-9133
Email: divhelp@div.harvard.edu
Location: Andover Hall, basement

Division of Applied Sciences (DAS)

Contact: 495-2871
Support Center: 495-9050

Graduate School of Design

Email: helpdesk@gsd.harvard.edu
Phone: 496-1247
Website: http://www.gsd.harvard.edu/educ_res/crg/

Graduate School of Education

Contact: 496-0657
Support Center: 495-5069

Kennedy School of Government

Computer Lab: 495-0796
Email: (Lotus Notes users) helpdesk
(all others) ksg_helpdesk@harvard.edu
For email accounts contact: (students) 5-8271
(faculty & staff) 5-1984
Helpdesk: 495-1985
Hours (Helpdesk): (summer '97) Mon.-Fri. 8am-10pm, Sat.-Sun. 10am-5pm
Website: <http://www.ksg.harvard.edu/its>

Law School (HLS)

Hours: Mon.-Fri. 9am-5pm
Location: Basement of Hauser
Phone (Student Helpdesk): 495-9576

Medical School

Email: helpdesk@warren.med.harvard.edu
Hours (Support Center): Mon.-Fri. 9am-5pm
Information Services: 432-1000
Location: Building A, Suite 509
Support Center: (for CCMail) 432-2000

Medical School - Affiliated Hospitals

Beth Israel

Information Systems Helpdesk: 754-4040
Location: West Campus
Problems with system or workstations: 7-2100

Brigham and Womens Hospital

Computer Helpdesk: 732-5927
Hours: 8am-4pm
Location: PBH Ground Room R-049
Radiology Helpdesk: 732-5500, ext 2449

Dana Farber Cancer Institute

Contact: 632-2106
Email: help_desk@dfci.harvard.edu
Location: Galleria; 350 Longwood Ave. Room 1g200
Phone: 632-3399

Website: <http://helpdesk.dfci.harvard.edu>

Dental School

Informational Technology Helpdesk: 432-2000

McLean Hospital Information Systems

Contact: 855-2192

Email: suttona@mcleanpo.mclean.org

Hours: Mon.-Fri. 9am-5pm

Location: 115 Mill Street, Belmont 02178

Network Information Center Helpdesk (NIC)

Email: helpdesk@nic.harvard.edu

Hours: Mon.-Fri. 9am-5pm

Location: 10 Ware Street, basement

Phone: 496-2001 (for central administration email accounts)

Website: <http://www.helpdesk.harvard.edu/>

Radcliffe

Phone: 496-9097

Website: <http://www.radcliffe.edu/admin/rito/>

School of Public Health

Email: ics@hsph.harvard.edu

Hours (Support Center): Mon.-Fri. 9am-5pm

HSPH student computer lab: 432-3165

Location: 677 Huntington, Kresge Building, Rm. LL8

Support Center: 432-HELP (4357)

Technology Product Center (TPC)

Phone: 495-5450

Location: 1730 Cambridge Street

Hours: Mon.-Fri. 9am-5pm, Sat. 10am-3pm

Website: <http://www.uis.harvard.edu/tpc>

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How do I run Register?

You may either [run Register](#) from the web

or you can do the following:

1. Telnet to **fas.harvard.edu**.
2. Type **register** as the username.
3. Press the return key for the password. (no password)
4. Follow the prompts.

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What is a course account?

A course account is exactly what the name implies - it is a special account for students, created specifically for a course, at the request of a professor. Course accounts provide access to a variety of software and materials. These accounts can be accessed through [Macintoshes](#) or [PCs](#) in the public labs or in dorm rooms.

Students do not create course accounts; all information, such as the username, password, and access to the account should be provided by the professor or teaching assistant. Course accounts are maintained by the [Instructional Computing Group](#).

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Macintosh Course Libraries and Student Course Accounts

FAS Computer Services provides access to Macintosh computers in the Science Center Microcomputer Labs and in House/Dorm Labs. Macintosh resources can also be accessed through the FAS Network. Macintosh resources are not accessible via modem.

Many professors and instructors use computer resources as an integral part of their courses. This guide gives a basic overview of the course resources available and how to access them.

Accessing the Macs in the Lab

The Macintosh computers in the Science Center labs are password-protected. Please use your FAS account username and password to gain access to these computers. If you do not know your username and password, please ask for assistance at the [Help Desk](#).

General Software

FAS Computer Services provides a variety of Macintosh software packages to the FAS community on the FAS Network. These packages include word processing, spreadsheet, database, graphics and presentation, math and statistics, and many more. The software packages provided are located in a folder called General Software.

To access General Software from a Lab Mac:

- Double-click the **hard drive** icon. (located in the top right corner of the screen)
- OR
- Pull down the **Apple Menu** (located in the top left corner of the screen) and select **General Software**.

To access General Software from a personal computer connected to the FAS Network: (This option is for students who have connected their computers to the FAS Network from their dorm rooms.)

- Pull down the **Apple Menu** (located in the top left corner of the screen) and select **General Software**.

Accessing a Course Library

A Course Library is a designated folder for instructors to place a variety of items specifically related to a course (e.g., software, data sets, documents, assignments). Course Libraries are password-protected and can be accessed only by students enrolled in the course. Your instructor will provide the username, password, and specific instructions for accessing the Course Library.

To access a Course Library:

- Pull down the **Apple Menu** (located in the top left corner of the screen) and select **Chooser**.
- Click the **AppleShare** icon (located in the top left box) once to highlight it.
- Select **FAS Computer Services** from the **AppleTalk Zone** list (located in the bottom left box). The AppleTalk Zone list is in alphabetical order. You may have to use the scroll bar on the right side of the box to find FAS Computer Services.
- Select **FAS_COURSES** from the **File Server** list. Click **OK**.

- Enter the Course Library username and password provided by your instructor. Click **OK**.
- Click once on the item that is available (COURSES1, COURSES2, etc., you may have to scroll through the list to find the available item). Click **OK**. A file cabinet icon will appear on the desktop.
- Close the **Chooser** by clicking once on the box in the top left corner of the window.
- Double-click the **file cabinet** icon to open it.

A folder with course information will then open and you can access the data or software you need.

Finding Courseware

Additional software is provided for some courses and placed in a folder called Courseware. Courseware is software that has been provided on the FAS Network at the request of an instructor.

The Courseware folder is located in the top level of the General Software folder.

Your instructor will provide instructions and assistance using this software.

Accessing a Student Course Account

A Student Course account is different from a Course Library. A Student Course account is a personal storage area assigned to each student in a course. Your instructor will provide you with a username and password. You may have both a Student Course account and a Course Library for a course. If your course has BOTH a Course Library and a Student Course account, your Student Course account username and password will provide access to the Course Library.

To access a Course Account:

- Pull down the **Apple Menu** (located in the top left corner of the screen) and select **Chooser**.
- Click the **AppleShare** icon (located in the top left box) once to highlight it.
- Select **FAS Computer Services** from the **AppleTalk Zone** list (located in the bottom left box). The AppleTalk Zone list is in alphabetical order. You may have to use the scroll bar on the right side of the box to find FAS Computer Services.
- Select FAS_COURSES from the **File Server** list. Click **OK**.
- Enter the username and password provided by your instructor. Click **OK**. A file cabinet icon will appear on the desktop.
- Close the **Chooser** by clicking once on the box in the top left corner of the window.
- Double-click the **file cabinet** icon to open it.

A folder with your username will appear. A Course Library folder and a Drop Box may also be visible, if they have been created for your course. You may store files in your folder. No one else will have access to the files you store in your folder. Your Student Course account and its contents will be deleted at the end of the term. Your Student Course account has a storage quota.

If you save a file in your Student Course account and then wish to submit it electronically using a Drop Box (if provided for the course) please make a duplicate copy of the file BEFORE dragging it on top of the Drop Box icon. Any files you submit via the Drop Box will be subtracted from your quota.

Using a Drop Box

A Drop Box is an electronic way of submitting assignments within a Course Library. The instructor will inform you if there is a Drop Box for your course and the guidelines for its use.

To submit an assignment using the Drop Box:

- Complete the assignment. (Make a duplicate copy to keep for your records.)
- Click and drag the item on top of the **Drop Box** icon in the Course Library folder.
- A message warning you about restricted access to the folder will appear. Click **OK**.

Your assignment can then only be viewed by the instructor.

Where to Go for Help

If you have questions about your Course Library or Student Course account username and password, Courseware, or the contents of the Course Library folder, please see your instructor.

If you have general questions about how to access a Course Library, where to find Courseware, or connecting your computer to the FAS Network, please see the [HASCS Help Locator](#) for assistance.

For More Information

Some computer manuals are available at the Cabot Science Library. FAS Computer Services guides and information about the FAS Network are available at the Science Center Help Desk and on the Web (<http://www.fas.harvard.edu/computing/docs>).

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URL: http://www.fas.harvard.edu/computing/docs/accounts/faqs/Course_Mac.html

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PC Course Accounts and Course Libraries

FAS Computer Services provides access to IBM-compatible computers in the Science Center Microcomputer Labs and in House/Dorm Labs. PC resources can also be accessed in dorm rooms through the FAS Network. PC course resources are not accessible via modem.

Many professors and instructors use computer resources as an integral part of their courses. This guide gives a basic overview of the course resources available and how to access them.

PC Course Account

A PC course account (sometimes referred to as your M:> drive area) is a personal storage area assigned to each student in a course. PC accounts are automatically created when FAS students are assigned their FAS accounts. If you are an Extension or Summer School student, your instructor will provide you with your PC account username and password.

The FAS Network will give you access to your own PC account directory, the M:> drive. You may store files in this area. No one else will have access to the files you store in your PC account. Your PC account has a storage quota. If you are an Extension or a Summer School student, your PC account and its contents will be deleted at the end of the term.

General Software

FAS Computer Services provides a variety of DOS and Windows software packages to the FAS community on the FAS Network. These packages include word processing, spreadsheet, database, math and statistics, and many more.

Windows Courseware and Course Libraries

Windows software is provided for some courses either in the form of Courseware or in a Course Library. Courseware, or course-specific software, has been provided on the FAS Network at the request of an instructor. A Course Library is a designated folder for instructors to place a variety of items specifically related to a course (e.g., software, data sets, documents, assignments).

Some software packages are password-protected and can be accessed only by students enrolled in the course. Your instructor will provide the username, password, and specific instructions for accessing password-protected software.

If your PC is connected to the FAS Network, then you must have a copy of Windows on your hard drive to access Courseware and Course Libraries.

A number of DOS Courseware packages are available. They can be accessed by a menu item on the blue Main Menu screen.

Finding Courseware and Course Libraries on a Lab PC

FAS Computer Services provides PCs in the Science Center and House/Dorm Labs. These computers are provided for FAS students and Extension/Summer School students enrolled in computer-based courses. You must have a PC account username and password to use the computers in the Science Center and House/Dorm

Labs.

To access DOS General Software:

- At the blue FAS PC Lab Menu screen, select **Login to Network**.
- Enter the PC account username and password.
- The blue Main Menu screen will appear. A number of DOS applications (including DOS Courseware), Internet programs, and computer utilities are listed on the Main Menu.

To access Windows General Software:

- At the blue Main Menu screen, select **Windows (Lab use only)**.
- At the Windows Menu screen, select **Windows 3.1**.
- The Windows Program Manager will open. Double-click **Applications** to see a selection of Windows application packages.

To access Windows Courseware:

- At the Program Manager screen, pull down the File menu and select **Run**.
- In the Command Line: box, type **gomenu**. Click **OK**. This will activate a special software selection and installation program.
- Click **Windows Applications** once.
- Click **Courseware for Windows** once.
- Read the Welcome to the Courseware Installer information and click **Windows Courseware** once.
- The Select Location of Install window will appear. Select **Computer Lab Account**. Click **Continue**.
- A list of available Courseware for Windows will appear. Select the appropriate package and click Install. Follow the program's installation instructions.

To access a Windows Course Library:

- At the blue Main Menu screen, select **Windows (Lab use only)**.
- At the Windows Menu, select **Windows 3.1**.
- The Windows Program Manager will open. Double-click **Main**.
- Double-click **File Manager**. A list of available drives will appear across the top of the File Manager window.
- Click the **L drive** (lowercase L) once. A list of available Course Libraries will appear. You can then open and access the Course Library for your course.

Finding Courseware and Course Libraries on a PC Connected to the FAS Network in a House/Dorm Room

You must have a copy of Windows on your hard drive to access Courseware and Course Libraries from your House/Dorm room. Unfortunately, Windows General Software applications are not currently available to users with a PC connected to the FAS Network.

To access DOS General Software:

- At the DOS (C:\) prompt, type **cd network**.
- Type **startnet** and press [ENTER].
- Enter your PC account username and password.
- The blue Main Menu screen will appear. A number of DOS applications, Internet programs, and computer utilities are listed on the Main Menu.
- To use Windows, select **Exit to DOS** to exit the menu without logging out from the FAS Network. Start your local copy of Windows.

To access Windows Courseware:

- At the Program Manager screen, pull down the **File** menu and select **Run**.

- In the Command Line: box, type **gomenu**. Click **OK**. This will activate a special software selection and installation program.
- Click **Windows Applications once**.
- Click **Courseware for Windows** once.
- Read the Welcome to the Courseware Installer information and click **Windows Courseware** once.
- A Select Location of Install window will appear. Select **Personal Hard Drive** and click **Continue**.
- A list of available Courseware for Windows will appear. Select the appropriate package and click **Install**. Follow the program's installation instructions.

To access a Windows Course Library:

- At the DOS (C:\) prompt, type **cd network**.
- Type **startnet** and press [ENTER].
- Enter your PC account username and password.
- The blue Main Menu screen will appear.
- To use Windows, select **Exit to DOS** to exit the menu without logging out from the FAS Network. Start your local copy of Windows.
- At the Program Manager screen, double-click **Main**.
- Double-click **File Manager**. A list of available drives will appear across the top of the File Manager window.
- Click the **l drive** (lowercase L) once. A list of available Course Libraries will appear. You can then open and access the Course Library for your course.

Where to Go for Help

If you have questions about your Course Library or Student Course account username and password, Courseware, or the contents of the Course Library folder, please see your instructor.

If you have general questions about how to access a Course Library, where to find Courseware, or connecting your computer to the FAS Network, please see the [HASCS Help Locator](#) for assistance.

For More Information

Some computer manuals are available at the Cabot Science Library. FAS Computer Services guides and information about the FAS Network are available at the Science Center Help Desk and on the Web (<http://www.fas.harvard.edu/computing/docs>).

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Will my account stay open over the summer?

If you are continuing on in the Faculty of Arts and Sciences and the Registrar's Office has you listed as a returning, fully-affiliated student, your FAS account will remain active over the summer.

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2000 Undergraduate Student Account Expiration FAQ

This applies only to students who are graduating in June and received an Account Expiration notice via email on 5 May 2000.

Forwarding and Files

- [How do I forward email?](#)
- [How do I set up a vacation message?](#)
- [How do I forward my web pages?](#)
- [How long will mail and web forwarding last?](#)
- [How do I change my mail forwarding after July 15th?](#)
- [How do I save my saved email messages and files?](#)
- [Does FAS Computer Services provide accounts for alumni?](#)

Account Extensions

- [I won't start my job until after July 15th. Can I keep my account until then?](#)
- [I will be a Summer School Student, Proctor, or TF. Can I keep my account?](#)
- [I will be a GSAS student next Fall. Can I keep my account?](#)
- [I will be a Harvard College student completing coursework next Fall. Can I keep my account?](#)
- [I will be a Harvard FAS employee with a Staff or Officer ID card. Can I keep my account?](#)
- [I will be a Casual employee \(such as a Research Assistant or a TF hired for the Fall\) in an FAS department. Can I keep my account?](#)
- [I will be working for PBH this summer. Can I keep my account?](#)
- [I will be enrolled in Harvard Law School, Medical School, Divinity School, KSG, GSD, Ed School, SPH, or Business School next Fall. Can I keep my account?](#)

Miscellaneous

- [How long will my network connection remain open?](#)
- [When does my FAS account expire?](#)
- [How do I unsubscribe from FAS mailing lists?](#)

Forwarding and Files

- **How do I forward email?**

At the `fas%` prompt, type **forwardmail**

or update this data on the Web at www.fas.harvard.edu/computing/utilities/

More [detailed instructions](#) can be found in our [Documentation Center](#).

Email forwarding applies to new, incoming messages only—not your current INBOX or existing mail folders.

After July 15 you will have the ability to add a new forwarding address by using the above web page.

The Harvard Alumni Association offers permanent lifetime email forwarding for alumni. Graduating seniors can register for this service starting May 1.

For information about this service, or to register for this service, please see their web site at www.haa.harvard.edu. When filling out the registration form, use your home address and "no degree" for the degree field. New degree data will be updated by the Alumni Records Office after Commencement.

- **How do I set up a vacation message?**

At the `fas%` prompt, type **forwardmail**.

or update this data on the Web at www.fas.harvard.edu/computing/utilities/

More [detailed instructions](#) can be found in our [Documentation Center](#).

- **How do I forward my web pages?**

At the `fas%` prompt, type **forwardweb**.

Web forwarding will begin **immediately** after you set it up.

- **How long will mail and web forwarding last?**

Mail and web forwarding will continue through 1 October 2000.

- **How do I change my mail forwarding after July 15th?**

Update your forwarding address at www.fas.harvard.edu/computing/utilities/

If you will be changing forwarding addresses between July 15th and October 1st, here is a recommended method for continuity of email.

1. Set up another email address via an ISP, work, or another school.
2. Set up forwarding address via Post.Harvard (www.haa.harvard.edu).
3. Set your Post.Harvard to forward to your new email address.
4. Set your FAS account to forward to your Post.Harvard address.

Your FAS account mail is now forwarding to your new account via Post.Harvard. If your address changes, all you need to change is your Post.Harvard address.

- **How do I save my saved email messages and files?**

Please download any files or mail messages you wish to save well before July 15.

Information about downloading can be found in our [Documentation Center](#).

- [Preparing for Account Expiration](#)
- [PC](#)
- [Macintosh](#)

For additional assistance, contact your [House UA](#) or mail help@fas.harvard.edu.

Note:

After July 15, you will not be able to access your existing INBOX, mail folders or files on "fas", nor can FAS Computer Services retrieve them for you. No exceptions will be made.

- **Does FAS Computer Services provide accounts for alumni?**

No, FAS Computer Services does not provide FAS accounts for alumni.

But the Harvard Alumni Association provides permanent, lifetime email forwarding for alumni. More information about this service can be found at their web site at www.haa.harvard.edu.

June College and GSAS graduates are eligible to register for Post.Harvard beginning May 1. It is a forwarding service that provides a permanent email address, such as **yourname@post.harvard.edu**. Messages sent to your Post.Harvard address are forwarded directly to an email account you provide to the service.

Please note: It is not an account, and it will not replace your current email Internet Service Provider (ISP) or your Harvard email account.

When you register, the system will ask for basic address information to confirm what is on file. (We recommend that you enter your home address, and if necessary, update it by sending a message with your name and information to: **aro@harvard.edu**. Wait three days, and try again.) Please enter "no degree" in the degree field on the registration form. New degree data will be updated in the University's database by the Alumni Records Office throughout the weeks following Commencement.

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Account Extensions

- **I won't start my job until after July 15th. Can I keep my account until then?**

Unless you are an affiliate of FAS, we can not extend your account.

For continuity of email access, you may wish to open an account now with an Internet Service Provider (ISP). A helpful web site is thelist.internet.com.

- **I will be a Summer School student, Proctor, or TF. Can I keep my account?**

Complete the following online form to extend your account before July 15. You will need a valid Summer School ID card before proceeding:

www.fas.harvard.edu/computing/docs/accounts/faqs/summer.html

Summer School accounts expire at the end of the 2000 Summer School term. Email or web forwarding will be available until October 1. Please note that Summer School affiliates do not have access to the modem pool.

- **I will be a GSAS student next Fall. Can I keep my account?**

You will automatically receive an email account extension, provided your enrollment status is fully processed by July 15. You will receive email confirmation from our office indicating that your account has been extended.

Please contact the Registrar's Office to verify that your registration has been completely processed by July 15. FAS Computer Services cannot do this on your behalf.

- **I will be a Harvard College student completing coursework next Fall. Can I keep my account?**

You will automatically receive an email account extension, provided your enrollment status is fully processed by July 15. You will receive email confirmation from our office indicating that your account has been extended.

Please contact the Registrar's Office to verify that your registration has been completely processed by July 15. FAS Computer Services cannot do this on your behalf.

- **I will be a Harvard FAS employee with a Staff or Officer ID card. Can I keep my account?**

You will automatically receive an email account extension, provided your appointment status is fully processed by July 15. You will receive email confirmation from our office indicating that your account has been extended.

Please contact the hiring supervisor or Personnel Officer in your department to verify that your appointment has been completely processed by July 15. FAS Computer Services cannot do this on your behalf.

- **I will be a Casual employee (such as a Research Assistant or a TF hired for the Fall) in an FAS department. Can I keep my account?**

If you have been hired to work in an FAS department but have not received a University appointment (Staff or Officer ID card), you can apply for an account extension by completing the following form before July 15:

Application for Non-Appointment and Casual FAS Employees

Applications require departmental sponsorship and financial authorization. Copies are available at the [Science Center Help Desk \(Room B-13\)](#) or online at:

www.fas.harvard.edu/computing/hascscs/policy.html

- **I will be working for PBH this summer. Can I keep my account?**

If you are working for PBH this summer, you can apply for an account extension by completing the following form before July 15:

Application for Non-Appointment and Casual FAS Employees

Applications require departmental sponsorship and financial authorization. Copies are available at the [Science Center Help Desk \(Room B-13\)](#) or online at:

www.fas.harvard.edu/computing/hascscs/policy.html

- **I will be enrolled in Harvard Law School, Medical School, Divinity School, KSG, GSD, Ed School, SPH, or Business School next Fall. Can I keep my account?**

Unless you are an affiliate of FAS, we can not extend your account.

For continuity of email access, you may wish to open an account now with an Internet Service Provider (ISP). A helpful web site is thelist.internet.com.

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Miscellaneous

- **How long will my network connection remain open?**

If you have a network connection on campus, you will receive a separate email notice regarding your data jack expiration.

- **When does my FAS account expire?**

If you received notice on May 5, your FAS computer account is currently scheduled to expire on Thursday, July 15, 2000, 12:01 am.

If you are unsure of the date, please contact your [House UA](#) or mail help@fas.harvard.edu.

- **How do I unsubscribe from FAS mailing lists?**

If you are subscribed to a mailing list on FAS, you should unsubscribe from the list before your account is expired.

To remove yourself from a list on FAS, send mail to **majordomo@fas.harvard.edu**.

In the body of the email message, type

unsubscribe *list*

where *list* is the name of the mailing list you want to unsubscribe from.

More information about [mailing lists](#) can be found in our [Documentation Center](#).

Last Modified: 03 May 2000

URL: <http://www.fas.harvard.edu/computing/docs/accounts/faqs/ugrad.html>

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2000 Graduate Student Account Expiration FAQ

This applies only to students who are graduating in June and received an Account Expiration notice via email on 5 May 2000.

Forwarding and Files

- [How do I forward email?](#)
- [How do I set up a vacation message?](#)
- [How do I forward my web pages?](#)
- [How long will mail and web forwarding last?](#)
- [How do I save my saved email messages and files?](#)
- [Does FAS Computer Services provide accounts for alumni?](#)

Account Extensions

- [I am receiving an non-terminal Master's and will be continuing on for a PhD. Can I keep my account?](#)
- [I won't start my job until after September 15th. Can I keep my account until then?](#)
- [I will be a GSAS student completing coursework next Fall. Can I keep my account?](#)
- [I will be a Harvard FAS employee with a Staff or Officer ID card. Can I keep my account?](#)
- [I will be a Casual employee \(such as a Research Assistant or a TF hired for the Fall\) in an FAS department. Can I keep my account?](#)
- [I will be enrolled in Harvard Law School, Medical School, Divinity School, KSG, GSD, Ed School, SPH, or Business School next Fall. Can I keep my account?](#)

Miscellaneous

- [How long will my network connection remain open?](#)
- [When does my FAS account expire?](#)
- [How do I unsubscribe from FAS mailing lists?](#)

Forwarding and Files

- **How do I forward email?**

At the `fas%` prompt, type **forwardmail**

or update this data on the Web at www.fas.harvard.edu/computing/utilities/

More [detailed instructions](#) can be found in our [Documentation Center](#).

Email forwarding only applies to new, incoming messages, not your current INBOX or existing mail folders.

Email forwarding will not be available after 15 September 2000.

The Harvard Alumni Association offers permanent lifetime email forwarding for alumni. Graduating GSAS students can register for this service starting May 1.

For information about this service, please see their web site at www.haa.harvard.edu

- **How do I set up a vacation message?**

At the `fas%` prompt, type **forwardmail**.

or update this data on the Web at www.fas.harvard.edu/computing/utilities/

More [detailed instructions](#) can be found in our [Documentation Center](#).

- **How do I forward my web pages?**

At the `fas%` prompt, type **forwardweb**.

Web forwarding will begin **immediately** after you set it up.

- **How long will mail and web forwarding last?**

Email and Web forwarding will not be available after September 15, 2000.

- **How do I save my saved email messages and files?**

Please download any files or mail messages you wish to save well before July 15.

Information about downloading can be found in our [Documentation Center](#).

- [Preparing for Account Expiration](#)
- [PC](#)
- [Macintosh](#)

For additional assistance, contact grad-help@fas.harvard.edu.

Note:

After September 15, you will not be able to access your existing INBOX, mail folders or files on "fas", nor can FAS Computer Services retrieve them for you. No exceptions will be made.

- **Does FAS Computer Services provide accounts for alumni?**

No, FAS Computer Services does not provide FAS accounts for alumni.

But the Harvard Alumni Association provides permanent, lifetime email forwarding. More information about this service can be found at their web site at www.haa.harvard.edu.

June College and GSAS graduates are eligible to register for Post.Harvard beginning May 1. It is a forwarding service that provides a permanent email address, such as **yourname@post.harvard.edu**. Messages sent to your Post.Harvard address are forwarded directly to an email account you provide to the service.

Please note: It is not an account, and it will not replace your current email Internet Service Provider (ISP) or your Harvard email account.

When you register, the system will ask for basic address information to confirm what is on file. (We recommend that you enter your home address, and if necessary, update it by sending a message with your name and information to: **aro@harvard.edu**. Wait three days, and try again.) Please enter "no degree" in the degree field on the registration form. New degree data will be updated in the University's

database by the Alumni Records Office throughout the weeks following Commencement.

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Account Extensions

- **I am receiving a non-terminal Master's and will be continuing on for a PhD. Can I keep my account?**

You will automatically receive an email account extension, provided your enrollment status is fully processed by September 15. You will receive email confirmation from our office indicating that your account has been extended.

Please contact the Registrar's Office to verify that your registration has been completely processed by September 15. FAS Computer Services cannot do this on your behalf.

- **I won't start my job until after September 15th, can I keep my account until then?**

Unless you are an affiliate of FAS, we can not extend your account.

For continuity of email access, you may wish to open an account now with an Internet Service Provider (ISP). A helpful Web site is thelist.internet.com.

- **I will be a GSAS student completing coursework next Fall. Can I keep my account?**

You will automatically receive an email account extension, provided your enrollment status is fully processed by September 15. You will receive email confirmation from our office indicating that your account has been extended.

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Applications require departmental sponsorship and financial authorization. Copies are available at the [Science Center Help Desk \(Room B-13\)](#) or online at:

www.fas.harvard.edu/computing/hascsc/policy.html

- **I will be enrolled in Harvard Law School, Medical School, Divinity School, KSG, GSD, Ed School, SPH, or Business School next Fall. Can I keep my account?**

Unless you are an affiliate of FAS, we can not extend your account.

For continuity of email access, you may wish to open an account now with an Internet Service Provider (ISP). A helpful Web site is thelist.internet.com.

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Miscellaneous

- **How long will my network connection remain open?**

If you have a network connection on campus, you will receive a separate email notice regarding your data jack expiration.

- **When does my FAS account expire?**

If you received notice on May 5 your FAS computer account is currently scheduled to expire on Tuesday, September 15, 2000, 12:01 am.

If you are unsure of the date, please contact grad-help@fas.harvard.edu.

- **How do I unsubscribe from FAS mailing lists?**

If you are subscribed to a mailing list on FAS, you should unsubscribe from the list before your account is expired.

To remove yourself from a list on FAS, send mail to **majordomo@fas.harvard.edu**.

In the body of the email message, type

unsubscribe *list*

where *list* is the name of the mailing list you want to unsubscribe from.

More information about [mailing lists](#) can be found in our [Documentation Center](#).

Last Modified: 3 May 2000

URL: <http://www.fas.harvard.edu/computing/docs/accounts/faqs/graduate.html>

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Preparing for Account Expiration

Notifications of account–expiration dates are emailed well in advance to those affected. Since all data becomes inaccessible once an account expires, those facing account expiration may want to:

- Forward email and web page requests
- Request a Post.Harvard address
- Save email and data

[Updates and supplemental information](#) are available on the web.

Important dates

- **June College graduates:** access ends July 15; mail forwarding ends October 1
- **June GSAS graduates:** access ends September 15; mail forwarding ends October 1
- **Extension Schools students** (non–degree and non–certificate students): access ends as soon as student is no longer registered (specific term dates accounced in Unix [Message Of The Day](#)); mail forwarding ends three weeks later
- **November College and GSAS degree recipients:** access ends January 1; mail forwarding ends March 15
- **March College and GSAS degree recipients:** access ends May 1; mail forwarding ends July 15
- **All other FAS affiliates**, including faculty, staff, and DCE degree recipients: access ends 30 days after registration or appointment ends; mail forwarding ends three weeks later

Forward email and web page requests

Email arriving at your FAS account can be forwarded to another account and a vacation message sent informing the sender of your new email address. To use email forwarding, you must have an account to which incoming messages can be directed. Requests for your FAS web page can also be forwarded to another web site.

To set up email or web page forwarding, or to create a vacation message:

1. Go to the online [Account Utilities collection](#).
2. Enter your FAS Username and Password
3. Select a utility and follow the onscreen instructions

You may change your forwarding information at any time. Please note that these services are only temporary and will end when your account is deleted.

Post.Harvard

The Harvard Alumni Association offers permanent email forwarding to alumni. For more information, or to register, please visit the Alumni Association's [Web Site](#) and select **Register for email forwarding** from the list of shortcuts.

Students may register for Post.Harvard addresses beginning on the following dates:

- June College and GSAS degree recipients: May 1
- November College and GSAS degree recipients: November 1
- March College and GSAS degree recipients: April 15

Save email and data

Email and data in your FAS account (on the Unix system) can be transferred and saved to your desktop PC. Use an FTP program such as WS_FTP (Windows) or Fetch (Mac). Detailed instructions for using both programs are available in the FAQ titled [Working with Pine Attachments](#).

Pine stores email messages in folders that conform to the Berkeley mail format. This format is used by most email applications including Eudora, Netscape Communicator, and Outlook. Check the documentation of your preferred email application for instructions on importing your Pine email folders.

To transfer email from your FAS account to your PC: (Though WS_FTP is referenced here, the procedure is similar for Fetch.)

1. Open WS_FTP and connect to your FAS account
2. The contents of your FAS account appear in the right listbox. Click the **mail** folder, then click the **ASCII** radio button.
3. Click the **left transfer arrow**. Click **Yes** to transfer the selected directory structure.
[WS_FTP selection window]



4. Your mail folder will be transferred to the directory on your PC indicated in the left listbox.
5. Your INBOX is separate from your mail folder. To transfer your INBOX, repeat steps 2—4, clicking the **.inbox** file in the right listbox. Since your INBOX is a file rather than a folder, you won't be prompted to transfer the directory structure.

The process is the same for transferring data: simply click the item in the right listbox, then click the left transfer arrow. For data other than mailbox folders, click the **Auto** box.

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For computing support options, see [HASCS Help](#).

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URL: [http:// www.fas.harvard.edu /computing/docs/accounts/expire.html](http://www.fas.harvard.edu/computing/docs/accounts/expire.html)

How do I obtain or change a PIN number?

In the fall of 1998, under the auspices of the FAS IT Committee, FAS Computer Services implemented an FAS-wide Personal Identification Number (PIN) system to serve as a secure means of authenticating a person's identity to gain on-line access to University records.

The system has now been adopted on a University-wide level. Accordingly, responsibility for PIN management functions (changing, deleting, requesting a new PIN) will transfer from FAS Computer Services to University Information Systems (UIS) and Identification and Data Services.

This change will occur on Monday, 25 October 1999.

As of 25 October 1999 all PIN-related questions should be directed to the new official UIS PIN support channels.

The new Web site for PIN administration is:

www.pin1.harvard.edu.

Users with questions not answered by this website should call the UIS Helpdesk at 6-9001.

Last Modified: 10/25/99

URL: <http://www.fas.harvard.edu/computing/docs/accounts/faqs/pin.html>

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