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## CADLAB & Studio Labs

Days	Hours
Monday	10:00 a.m. – 6:00 p.m.
Tuesday	10:00 a.m. – 6:00 p.m.
Wednesday	10:00 a.m. – 6:00 p.m.
Thursday	10:00 a.m. – 6:00 p.m.
Friday	CLOSED
Saturday & Sunday	CLOSED

### CADLAB B Schedule

- CADLAB B is open based on the schedule above, except on days when the college is closed. Timing may vary depending on holidays. The lab may operate with extended hours during final reviews and final exams depending on interest and staffing availability. Follow us on Instagram, [@ssa.archit](https://www.instagram.com/ssa.archit), for more IT broadcasts and updates on CADLAB operations.
- **ArchIT No longer distributes stand-alone plotters to studios. Studio Labs 219 & 319** are centrally managed by ArchIT and available only for all currently enrolled SSA students. These studio labs match the capabilities of the CADLabs, including licensed software and printing. Your cooperation is essential to ensure the proper function and success of these labs. CADLab rules and guidelines apply to both studio labs. **The studio labs hours of operation follow the opening and closing times of the Spitzer building.**
- All Spitzer School of Architecture students can login to the lab computers in **SSA 101C, 125, 127, 219, and 319** using their Citymail username and password.
- Only SSA students who are actively enrolled in classes for the current semester are permitted to **print/plot in CADLAB B, Studio Lab 219 & Studio Lab 319.**
- Do **not** save any work on the lab computers. You are responsible for saving your work. We recommend storing your documents on a USB drive, e-mail, or cloud service. CADLAB Assistants are **not** responsible for any unsaved work.
- Warnings are issued 30 minutes in advance of CADLAB closings.
- ArchIT reserves the right to close the CADLAB in the event of necessary maintenance, malfunction, or other problems.

## Rules

Rules of conduct in the lab are designed to keep our laboratories in good working order, and to help us provide a civil, productive and safe working environment for students. Violators of these policies will be asked to leave the lab and may have both their security access and computer account suspended.

- **Never share your username and password with anyone.** In addition to allowing, you to log in to CADLAB computers, they also grant access to your Citymail account, Wi-Fi, print quota, print release stations, Web Checkout reservations, and the City Central student portal, which provide access to privileged information including your class schedule and transcript.
- Absolutely **No food** or **drinks** are allowed in any of the computer labs. **No** exceptions.
- Talking on cell phones is prohibited; if you must make or take a call, please leave the lab.
- Any audio or video must be listened to through personal headphones so that others cannot hear. Please be respectful, considerate, and speak quietly.
- If you are asked by a CADLAB Assistant, a faculty member, or a Public Safety officer to show your City College ID card, to identify yourself, you must comply with this request.
- **Do NOT tamper with computers or printers**, if they are not functioning properly ask our staff for assistance
- To help maintain equipment and hygiene, please keep your feet off tables and chairs and your shoes and socks on.
- When you are finished using your station please remember to log off, clean up after yourself, push in your chair, and return any equipment or supplies you checked out. If a computer is left unattended, it may be logged off.
- There are a limited number of computers in our labs. Therefore, “camping” of lab computers is not allowed. Leaving your personal belongings at a workstation does not reserve that computer.
- For any technical issues in the computer labs, please [contact ArchIT](#) for assistance.

## CADLAB Printing

- Similar to other labs at CCNY, The Spitzer School of Architecture is following a “green” printing policy for the CADLAB. By encouraging more conscientious printing habits and reducing waste, green printing will help our college community achieve its goal of creating a more sustainable campus. Any cost-savings realized from this initiative will be reinvested into services that support SSA students.
- **Printing in the CADLAB can be stressful. However, if you follow these guidelines, then you are ensuring a seamless experience for yourself and everyone else**

The Spitzer School of Architecture provides every student with \$100 printing credit for the Fall, and Spring Semesters and \$50 for the Summer Semester. Once that runs out, you will need to replenish your account to be able to continue printing in the CADLAB. Please see the following link regarding Account Replenishment Instructions:

<https://ssa.cuny.cuny.edu/wp-content/uploads/2018/08/Deposit-FLEX-funds-into-your-CityONECard.pdf>

Make sure to format your file appropriately for printing to the CADLAB plotters. If their file is not formatted correctly, then the print job may not be successful.

- Do not wait till the last minute to print out your work in the CADLAB. During times of pin-ups and reviews, the CADLAB does get extremely busy. Please plan ahead of time.
- The Spitzer School of Architecture provides every student with \$100 printing credit for the Fall, and Spring Semesters and \$50 for the Summer Semester. Once that runs out, you will need to replenish your account to be able to continue printing in the CADLAB. Please see the following link regarding Account Replenishment Instructions:  
<https://citycollege-sp.transactcampus.com/eAccounts/AnonymousHome.aspx>
- Please format your file appropriately for printing to the CADLAB plotters. If your file is not formatted correctly, then your print job may not be successful.
- Large print jobs must be broken into 20-page increments.

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## CADLAB Refunds

- Do Not share your account information with your friends. Doing so is a security risk. Refunds for a failed print job will not be approved if it is determined you let someone print from your account.
  - Please refer to [CUNY's Information Security Policy](#) - Article II (Access Issues) subsections 7 and 8 on safeguarding user ID's and passwords
- Printing refunds will only be approved in the event of a system error, or an error made by a CADLAB Assistant. If it is determined that your file was not formatted correctly as illustrated in the Printing Instructions, your refund request will be denied.
- Printing Refund Requests need to be filed with a CADLAB Assistant within a 24hr period of the failed print job. Any requests beyond that timeframe will not be considered.
- Please remember to log off from your account when you are done using a lab computer. Refunds will not be approved if someone else prints from your account.
- Printing errors attributed to the end-user will **NOT** be credited. Some of the errors include:
  - Printing a file that is formatted incorrectly
  - Print jobs got cancelled by an authorized ArchIT CADLAB Assistant due to print jobs are too big and/or holding up the print queue
  - Printing to the wrong printer
  - Printing on the wrong paper size
  - Not picking up job from printer
  - Printing wrong document
  - Printing with the wrong orientation (landscape vs. portrait)
  - Multiple copies of the same document (when only one was desired)
  - Failure to logoff and another student uses your account
  - Print jobs delayed several minutes due to heavy user load
  - Print jobs that are lost or thrown away

## Citymail & CCNY Wi-Fi

All matters related be sent through your student e-mail also known as [Citymail](#) account, as well many important alerts and official announcements. For more info visit [Office of Information Technology](#) page.

- You can login in to CCNY computers & reserve study rooms
- You can use CUNY Library to access authentic sources
- You can also use your Citymail email to get student discounts

### How to Activate Citymail

Your Citymail account is automatically generated 72 hours after you register for classes. Activate your account

go to <https://reset.ccny.cuny.edu/student/>

Choose Option A and follow the instructions

For Example,

Username: (first name initial and last name, three numbers)

jdoe000@citymail.cuny.edu

Password: email password

### Connect to CCNY Wi-Fi

You can use CCNY Wi-Fi for your personal devices while you are in the campus for free.

#### To Connect CCNY Wi-Fi

Go to Wi-Fi connections

Select ccny-Wi-Fi

For Identity type your

Citymail ID (jdoe000)

Type in your Citymail password

**For CA Certificate:** use system certificate

**Online Certificate Status:** Request Status

**Domain:** ccny.cuny.edu

The connect

- **Note:** as you change your email password, your password to log into computers and other school accounts, will change as well.



## Websites

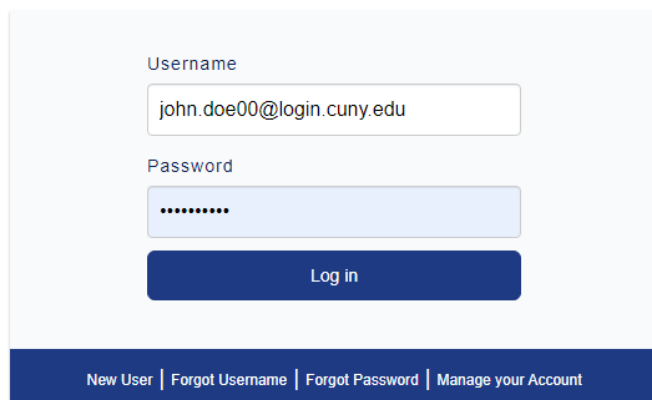
### CUNYfirst

CUNYfirst is CUNY's Fully Integrated Resources and Services Tool. CUNYfirst provides essential student, human resources and finance administration across the University via an integrated enterprise technology solution built on PeopleSoft.

### CUNY Login

Log in with your [CUNY Login credentials](#)


If you do not have a CUNYfirst account, see the [FAQs](#).



The login form has a light blue background. It contains two input fields: 'Username' with the text 'john.doe00@login.cuny.edu' and 'Password' with masked characters '\*\*\*\*\*'. Below the password field is a dark blue 'Log in' button. At the bottom, a dark blue bar contains links: 'New User | Forgot Username | Forgot Password | Manage your Account'.

CUNYfirst email is different than your CityMail email. The CUNYfirst email should consist your lastname. firstname (last two digit of EMPLID)@login.cuny.edu (i.e., [John.doe00@login.cuny.edu](mailto:John.doe00@login.cuny.edu))

After log in select **"Student Center"**



The dashboard has a purple header with 'Favorites | Main Menu | Student Center'. Below is a search bar and an ID field. The main content area is divided into sections: 'Academics' (with a message 'You are not enrolled in classes.'), 'Financials' (with 'My Account' and 'Financial Aid' links), and 'Personal Information' (with 'Contact Information' and 'Emergency Contact' links). A right sidebar contains links for 'Search For Classes', 'Milestones', 'Enrollment Dates', 'Program Advisor', 'CUNY Websites', 'Assessment / Transcript', and 'Other Links'.

From This Section you would be able to access your information which includes class schedule. Class registration, your transcript, information from Fafsa, your Personal information etc.

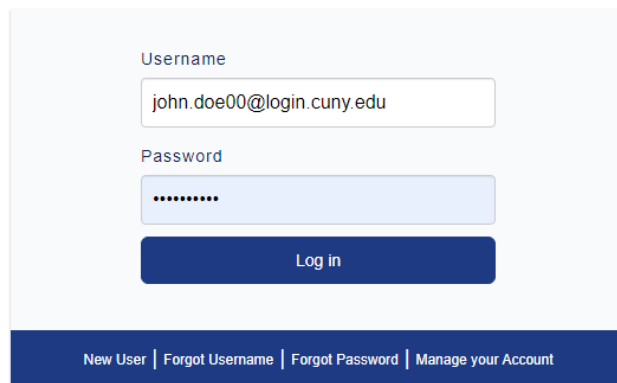
## Blackboard

Blackboard is a web-based course management program that enables students and faculty to participate in online classes and/or utilize online course materials to compliment face-to-face learning.

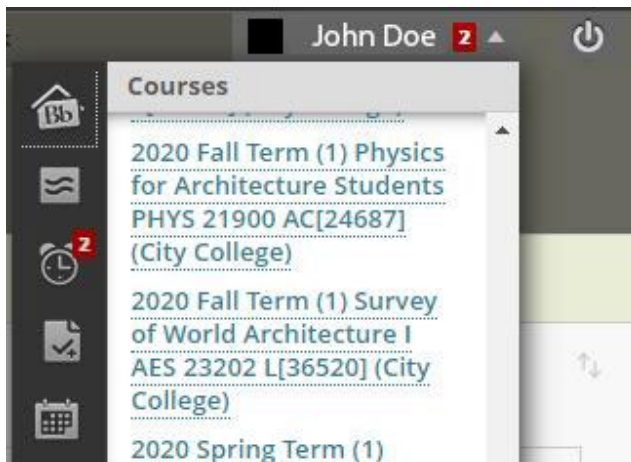
### CUNY Login

Log in with your [CUNY Login credentials](#)

If you do not have a CUNYfirst account, see the [FAQs](#).

A screenshot of the CUNY Login page. It features a light blue background. At the top, the text "Username" is above a text input field containing "john.doe00@login.cuny.edu". Below that, the text "Password" is above a password input field with masked characters. A blue "Log in" button is positioned below the password field. At the bottom, a dark blue bar contains the links "New User", "Forgot Username", "Forgot Password", and "Manage your Account" in white text.

Students should be able to access their Blackboard using CUNYfirst login.



After Logged in, on the top left corner you should be able to see your name. Once you click on your name, a drop-down menu will appear. From there you should be able to access your courses, see class announcements, take exams & access your grades.

Note: not all professors use Blackboard. If your professor doesn't use blackboard you will not see the course in the list.

## Software & Hardware Guide

### Software Guide for SSA Students

Software	Platform	Cost	Notes
Adobe Creative Cloud (Photoshop, Illustrator, InDesign, etc)	Win/Mac	Annual \$239/yr Monthly \$19.99 for 1st year, then \$29.99	It is subscription based: monthly or yearly. All Adobe software are included in the subscription: <a href="https://www.adobe.com/creativecloud/buy/students.html">https://www.adobe.com/creativecloud/buy/students.html</a>
Rhino 7	Win	FREE	FIND RHINO 7 INFORMATION ON SECTION
ArcGIS Desktop	Win	N/A	Students in GIS courses will receive guidance from their instructors
ArcGIS Pro	Win	N/A	Students in GIS courses will receive guidance from their instructors
Autodesk (AutoCAD, Revit, 3ds Max, etc)	Win	Free	Autodesk software is free to students by signing up for an Autodesk account: <a href="https://www.autodesk.com/education/home">https://www.autodesk.com/education/home</a>  Please note AutoCAD for Mac is limited and does not have all the features the Windows version has.
Microsoft Office	Win/Mac	Free	CCNY provides Microsoft Office 365 for all active students with CityMail accounts: <a href="http://citymail.ccny.cuny.edu/">http://citymail.ccny.cuny.edu/</a>
Google Earth Pro	Win/Mac	Free	Students can download the software from: <a href="https://www.google.com/earth/versions/">https://www.google.com/earth/versions/</a>
Lumion	Win	Free	Visit the following website for free license: <a href="https://lumion.com//students-usa.html">https://lumion.com//students-usa.html</a>
SketchUp Pro	Win/Mac	\$55/yr	It is a subscription based software: <a href="https://www.sketchup.com/plans-and-pricing#for-higher-education">https://www.sketchup.com/plans-and-pricing#for-higher-education</a> . For personal use you can sign up for SketchUp Free. It is web-based but limited in features: <a href="https://www.sketchup.com/plans-and-pricing#for-personal">https://www.sketchup.com/plans-and-pricing#for-personal</a>

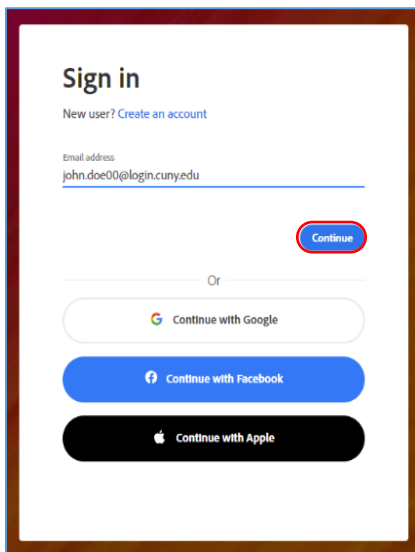
Vectorworks	Win/Mac	Free	Students may download this design software for free at the following website: <a href="https://www.vectorworks.net/en-US/education">https://www.vectorworks.net/en-US/education</a>
Vray for Rhino	Win	\$99/yr	It is a subscription based software: <a href="https://www.chaosgroup.com/education/licenses">https://www.chaosgroup.com/education/licenses</a>

- Please note, not all software are necessarily required for incoming students. Students should check with their professors or advisors regarding what they initially need.
- It is recommended to purchase a powerful Windows PC that will last you the duration of your degree and beyond. Recommended laptops for the students of the Spitzer School of Architecture are available at a discounted price in three configurations:  
[www.dell.com/ssastudents](http://www.dell.com/ssastudents)
- Mac users please note that most applications are native to Windows operating systems. To run Autodesk software or Rhino, you will need a Microsoft Windows license. It is not recommended to run 3rd party virtualization software due to performance issues.

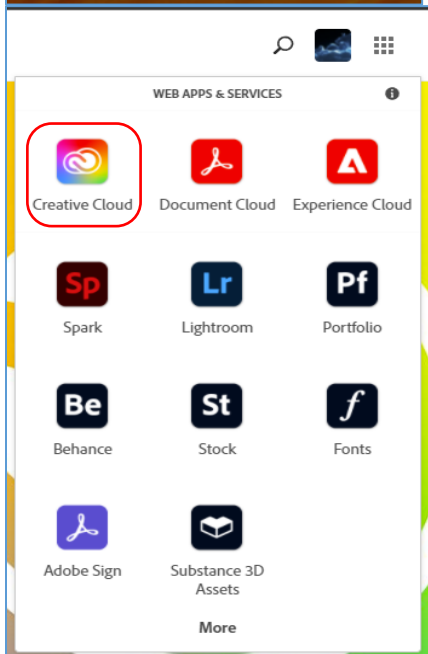
### Adobe Creative Cloud for Students

All enrolled students can access [Adobe Creative Cloud](#) software from the CCNY remote access computer labs. To access Adobe products, select any of **SSA's computer labs** or **Tech Center** sections on the list using your **CCNY Citymail** username and password.

Because they require intensive graphical computing resources, SSA students registered in design studio courses that require Adobe Creative Cloud Audition and Premiere can continue to use the software through the Adobe login using their CUNY Login which is lastname.firstname (last two digit of EMPL ID) @login.cuny.edu (i.e., [John.doe00@login.cuny.edu](mailto:John.doe00@login.cuny.edu))

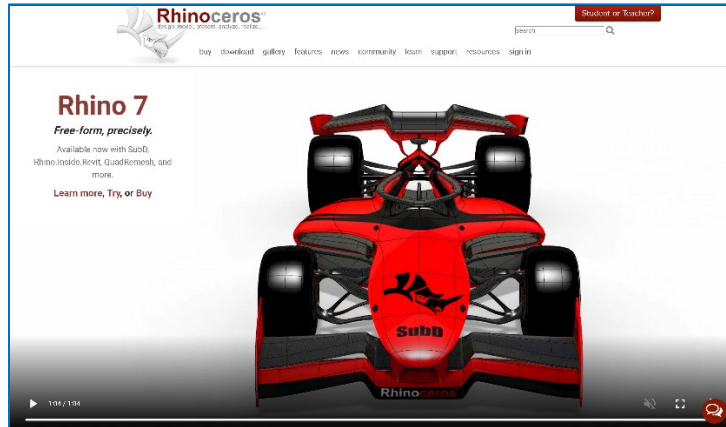


Once you click **Continue** it will take you to login through CUNY portal. It will take to you to a diffrend page and ask you to login through your CUNY email and password.

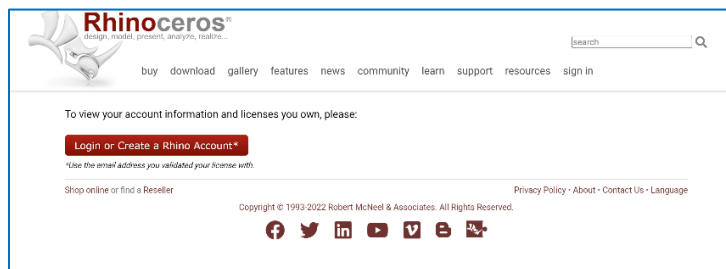


Once logged in, on the top left corner you should see the menu and then click Creative Cloud. It will take you to a page with all the Adobe applications which you can download.

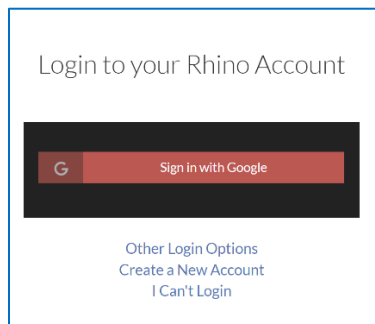
## Rhino for Students



Step 1: Go to **Rhino3d.com** and click **Sign in**

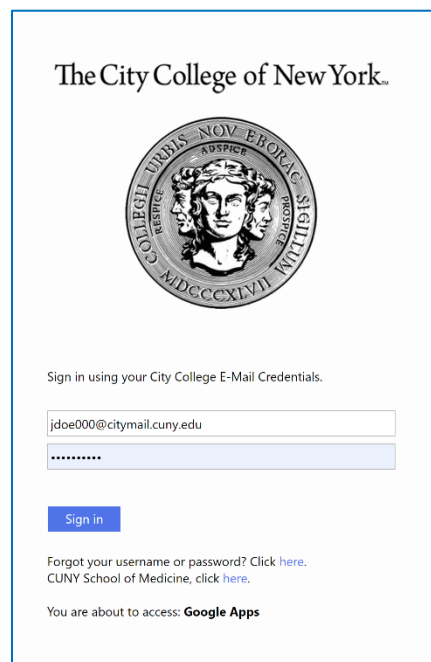
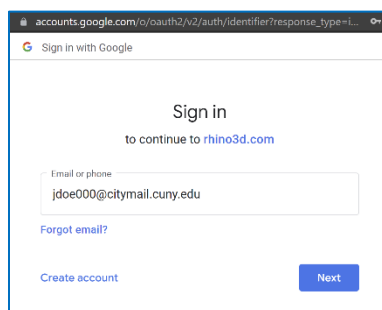


Step 2: Click on the **“Login or Create a Rhino Account”** Button

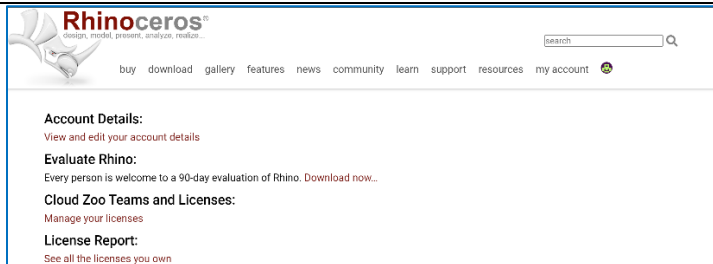


Step 3: Click on **“Sign in with Google”** Button.

Step 4: In Google window. Select **Use Another Account** and then Type your **Citymail** for email. It will direct you to City College Site.



Step 5: Sign in with your **Citymail Account**



**Rhino 7.21**  
design, model, present, analyze, realize...

buy download gallery features news community learn support resources my account

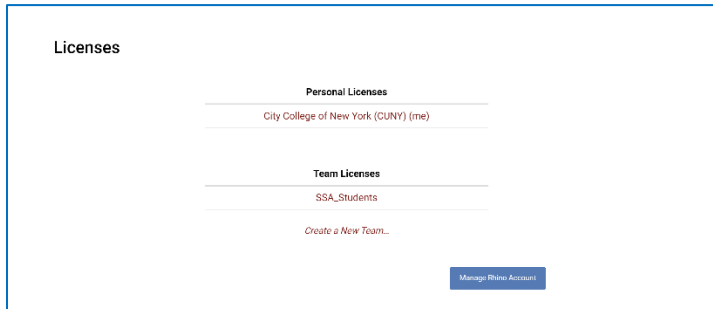
**Account Details:**  
View and edit your account details

**Evaluate Rhino:**  
Every person is welcome to a 90-day evaluation of Rhino. Download now...

**Cloud Zoo Teams and Licenses:**  
Manage your licenses

**License Report:**  
See all the licenses you own

Step 6: Once it redirects you to Rhino page, click on the **“Manage your Licenses”** Link.



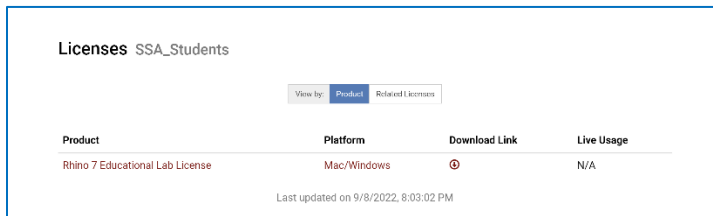
**Licenses**

**Personal Licenses**  
City College of New York (CUNY) (me)

**Team Licenses**  
SSA\_Students  
Create a New Team...

Manage Rhino Account

Step 7: on Licenses Page. Click on the **“SSA\_Students”** Link.



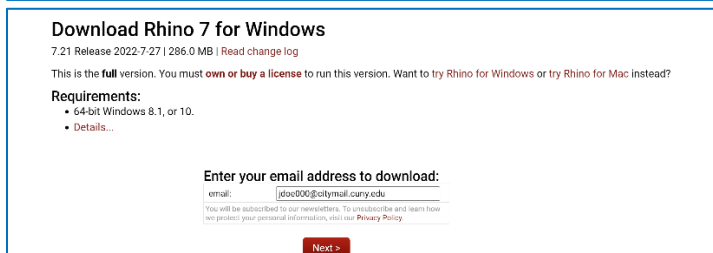
**Licenses** SSA\_Students

View by: Product Related Licenses

Product	Platform	Download Link	Live Usage
Rhino 7 Educational Lab License	Mac/Windows		N/A

Last updated on 9/8/2022, 8:03:02 PM

Step 8: It will take you to Download page. Click on the **Download Icon**.



**Download Rhino 7 for Windows**  
7.21 Release 2022-7-27 | 286.0 MB | Read change log

This is the **full** version. You must **own or buy a license** to run this version. Want to try Rhino for Windows or try Rhino for Mac instead?

**Requirements:**

- 64-bit Windows 8.1, or 10.
- Details...

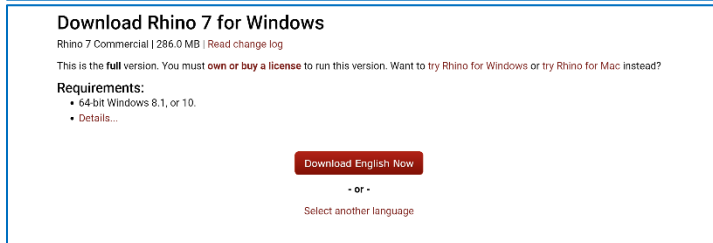
**Enter your email address to download:**

email:

You will be subscribed to our newsletters. To unsubscribe and learn how we protect your personal information, visit our [Privacy Policy](#).

Next >

Step 9: One last time type in your Citymail click **“Next”**



**Download Rhino 7 for Windows**  
Rhino 7 Commercial | 286.0 MB | Read change log

This is the **full** version. You must **own or buy a license** to run this version. Want to try Rhino for Windows or try Rhino for Mac instead?

**Requirements:**

- 64-bit Windows 8.1, or 10.
- Details...

Download English Now

- or -

Select another language

Step 10: Click **“Download”**

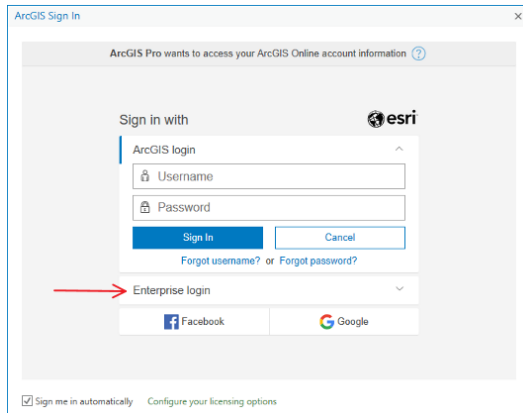


Once the File is downloaded you can Click the file & **Install** Rhino.

If you already had Rhino it will give you Option to Modify or Uninstall/Repair. Click **Modify**, this will update the version and license.

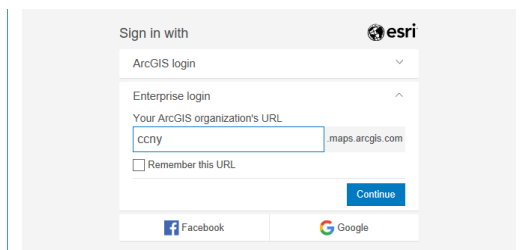
Once it's installed it may ask to sign in with Citymail again.

## ArcGIS Pro

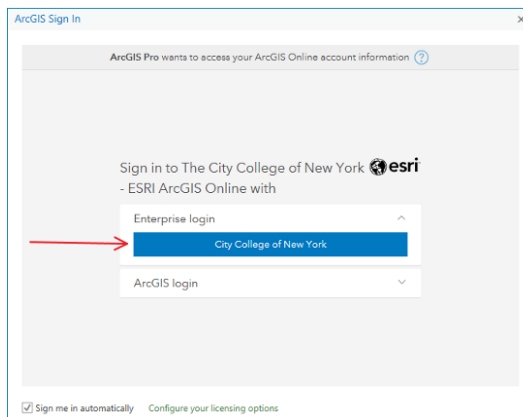


1. Open ArcGIS Pro

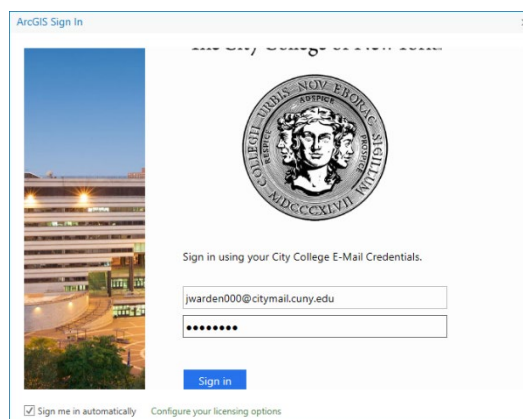
2. On the login screen of ArcGIS, click on **Enterprise login**.



3. After clicking on the Enterprise login there will be an empty box in the whitespace under Your ArcGIS organization's URL. Type in "ccny" without quotes and click on **Continue**



4. Select City College of New York to **continue**.



5. The next window will prompt for CCNY credentials. Type in your CCNY email and password and click **Sign in**

Note: If there are issues logging in, please make sure your password is typed in correctly. If issues continue to persist, reset your password at <https://reset.cuny.cuny.edu/>



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### Dropbox

Students & Teachers use Dropbox to share the files.

- You can get access to CUNY [Dropbox](#).
- Login to Dropbox using Cunyfirst email. (i.e., [John.doe00@login.cuny.edu](mailto:John.doe00@login.cuny.edu))

### Office 365

As a CUNY Student you get access to [Office 365](#) for free. You should be able to download the Microsoft applications such as Microsoft Word, PowerPoint, Excel etc. in your personal device for free. Please use your City mail in order to get access.

### OneDrive

Take advantage of unlimited Space for students in [OneDrive](#). You can also download OneDrive in your desktop and sync your work. So, you can access your files anywhere without having to upload in the cloud every time or saving it in flash drive.

- You can get OneDrive using your Citymail email. (i.e., [jdoe000@citymail.cuny.edu](mailto:jdoe000@citymail.cuny.edu))

### Autodesk

Students can download [Autodesk](#) software for free. Using there Citymail

- **AutoCAD**  
Computer-aided design (CAD) software that architects, engineers, and construction professionals rely on to create precise 2D and 3D drawings.
- **Revit**  
Use Revit® BIM (Building Information Modeling) software to drive efficiency and accuracy across the project lifecycle, from conceptual design, visualization, and analysis to fabrication and construction.
- **3Ds Max**  
Offers a rich and flexible toolset to create premium designs with full artistic control.

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## Computer Hardware Guide for SSA Students

A good, quality laptop is essential for Spitzer School of Architecture students. However, not just any computer is good enough. There are many computers that can install and run architectural software, but that does not mean that they are efficient.

Undergraduate and graduate students are strongly encouraged and expected to own a computer that can appropriately handle the software they will be taught in class. Please note that technology is constantly changing and evolving. We try our best to anticipate the software requirements of computer hardware; however, we cannot promise that the current specs will be adequate for all computing needs as you progress through your curriculum.

As an architecture student, expect to spend around \$2000 for an appropriately configured laptop. Please do not purchase an underpowered computer. You may get by early in your curriculum, but you will run into problems while trying to run design and 3d modeling applications. Recommended laptops for SSA students are available at a discounted price in two configurations including multiyear maintenance and loss coverage: [www.dell.com/ssastudents](http://www.dell.com/ssastudents).

Architecture software is essentially Windows-based. Therefore, it is highly recommended to purchase a powerful PC laptop that will last you the duration of your degree and beyond. However, students can purchase and use Apple computers if they configure their Mac to install a Windows operating system partition to run applications such as, Rhino, Grasshopper, Revit, 3ds Max, etc.

Laptops are portable and convenient. You can carry your laptop to work in classrooms, studios, or essentially anywhere. Please be advised that the Spitzer School of Architecture is not responsible for your personal belongings. Therefore, please exercise caution and best security practices pertaining to electronic devices. Do not leave your laptop unattended.

As you are searching for an appropriate computer, please review the following laptop hardware guide with recommended specs pertaining to the needs of architecture students:

Component	Specs	Notes
<b>Operating System</b>	Windows 10 (64-bit) / Mac OSX	It is a personal preference. However, Mac users must partition their hard drive to use Windows specific software, which can be a hassle. Students who purchase or use a Macintosh computer must have dual operating system. A PC laptop is highly recommended over an Apple laptop.
<b>Processor</b>	Intel Core i7 (Quad Core or better is preferred) Clock speed: 2.3GHz or higher with Turbo Boost	A faster CPU with more cores means faster 3D rendering time. The 8th generation i7 processors have 6 Cores. You will be running powerful CAD, modeling, and graphics software; therefore, it is wise to get as powerful a CPU as you can afford.
<b>Video Card</b>	Nvidia or AMD-discrete graphics card with 3GB or more memory; Intel HD graphics are not sufficient	At least Nvidia GX1060 or Nvidia Quadro T1000 or T2000 is recommended. For AMD go for at least a Radeon RX580 The following link ranks graphic cards (aim for Class 1 or Class 2): <a href="https://www.notebookcheck.net/Comparison-of-Graphic-Cards.130.0.html">https://www.notebookcheck.net/Comparison-of-Graphic-Cards.130.0.html</a>
<b>Screen</b>	15.6" with at least 1920x1080 resolution	Considering the level of mobility yet without ignoring the necessary attention to detail, a laptop with a minimum screen size of 15 inches is encouraged. Another option is a smaller screen but utilizing an additional, free-standing monitor to plug into at your studio desk or home. FHD (full high definition) resolution is sufficient for the work involved; however, higher resolutions such as UHD (ultra-high definition), 4K or 5K prepare you for the future trends.
<b>RAM</b>	16GB or higher	Architectural software will account for a big chunk of your RAM, particularly when multitasking. Higher is better.

<b>Hard Drive</b>	512GB SSD or higher	Architectural design files often require significant space, so the higher the storage, the better off you are. SSD is faster and more reliable than a mechanical hard drive but comes with a higher price tag. You can install the OS and architecture software in SSD and all other files in HDD for optimum performance for instance.
<b>Networking</b>	Dual Band Wireless 802.11AC; NIC/Ethernet- (optional) 10/100/1000 Ethernet Card	Students are not permitted to setup and connect any personal wireless routers. Therefore, it is important that your computer has a wireless card to connect to CCNYWIFI on campus.
<b>Warranty</b>	3-4 years Onsite/In-Home Service with accidental damage	4 years is highly recommended if possible. This extended warranty with accidental damage has already been added to the recommended laptops from <a href="https://dell.com/ssastudents">https://dell.com/ssastudents</a>
<b>Accessories</b>	24" monitor or higher with HDMI port	Free-standing monitor to plug into at your studio desk or home. You can purchase through here: <a href="https://dell.com/ssastudents">https://dell.com/ssastudents</a>
	External Mouse	Built-in trackpad is not sufficient. A mouse is essential while working with design software.
	External Drive (1TB or higher) / Flash drive (32GB or higher)	External hard drive is necessary for extra storage and backups of your work.
	Video adapters	Can be used to connect your laptop to the school's digital projectors or display screens. Newer computers will need a USB-C to VGA adapter and USB-C to HDMI adapter or HDMI to VGA adapter. <a href="https://www.amazon.com/gp/product/B074HZMCQ3">https://www.amazon.com/gp/product/B074HZMCQ3</a> <a href="https://www.amazon.com/Rankie-Gold-Plated-Active-Adapter-Converter/dp/B00ZMV7RL2">https://www.amazon.com/Rankie-Gold-Plated-Active-Adapter-Converter/dp/B00ZMV7RL2</a>

## Remote Access to Computers

To accommodate currently enrolled CCNY students, some computer labs on campus have been configured for remote access to licensed software, including Adobe Creative Suite, ArcGIS, Rhino, and Autodesk software.

All currently registered Spitzer School of Architecture (SSA) students can use their Citymail login credentials and personal devices to remotely access licensed software installed in SSA's computer labs. Additionally, the CCNY Tech Center, Science Division, and Accessibility computer labs are available for students authorized to access them, with other departments to follow.

1. Go to <https://remoteaccess.labstats.com/City-College-of-New-York>
2. Choose your Computer Lab and the Computer you want use then Click connect





**Computer Labs**

- \*TECH CENTER GENERAL SECTION 1
- \*TECH CENTER GENERAL SECTION 6
- \*TECH CENTER GENERAL SECTION 7
- Accessibility Lab
- DC37 Courses
- Faculty & Staff Computer Lab
- Science- MR044
- SCIENCE- MR829
- SSA CadLab A**
- SSA CadLab B
- SSA Electronic Media Lab

**SSA CadLab A**


The CadLabs and EML labs are for students in the Spitzer School of Architecture. To connect, you must be enrolled in classes for the current semester in the Spitzer School of Architecture.

4 computers available

 CAD50906Y127	CAD50906Y127	<b>Connect</b>
 CAD50913Y127	CAD50913Y127	<b>Connect</b>
 CAD50910Y127	CAD50910Y127	<b>Connect</b>
 CAD50903Y127	CAD50903Y127	<b>Connect</b>

*Note: CADLAB A CADLAB B & SSA Electronic Media Lab is recommended for Arch students because it has all the necessary software.*

Connect to CAD50906Y127

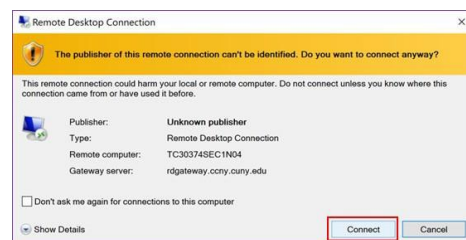


**Follow these steps:**

1. Download and open the connection file
2. Press the 'Connect' button
3. Log in with your username and password

*You may need to choose 'More choices' and 'Use a different account' to enter your correct username*

A new pop-up page will appear. Click Download to install the file in your device.

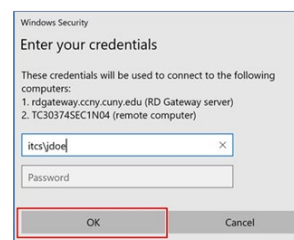


On new pop-up window, Click connect to continue.

Enter your Citymail username and password and Click **Ok**

Note: username should be itcs\jdoe000

Once you are finish with the session make sure to Sign out



## Plotters Printing

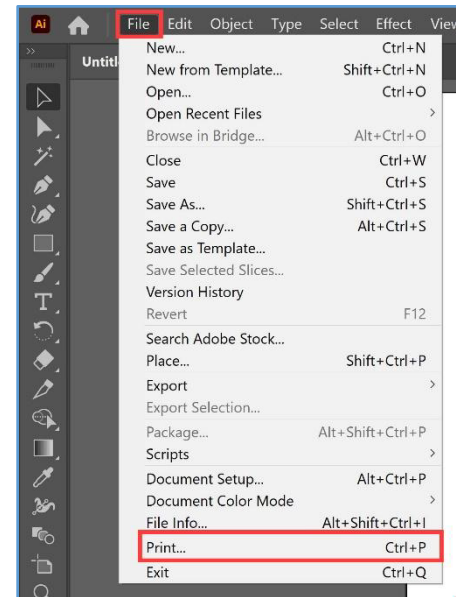
Plotters are available in CADlab, SSA 219 & 319 for student's convenience. The plotters require PDF file, to ensure quality print, you may follow these instructions.

### Adobe Illustrator

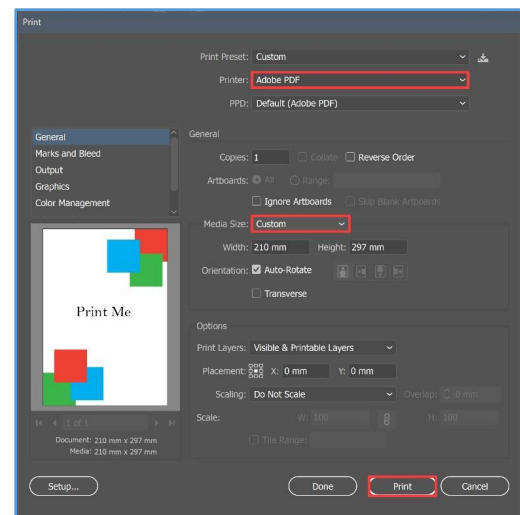
#### Option 1

1. Once your file is ready to print, make sure to export your file into PDF by selecting Print and save it as Adobe PDF instead of using the general Export option.

This way you will make sure to keep all the data in your file.

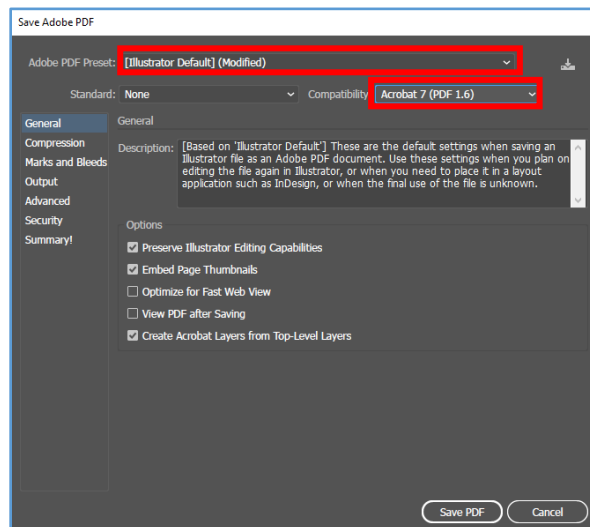
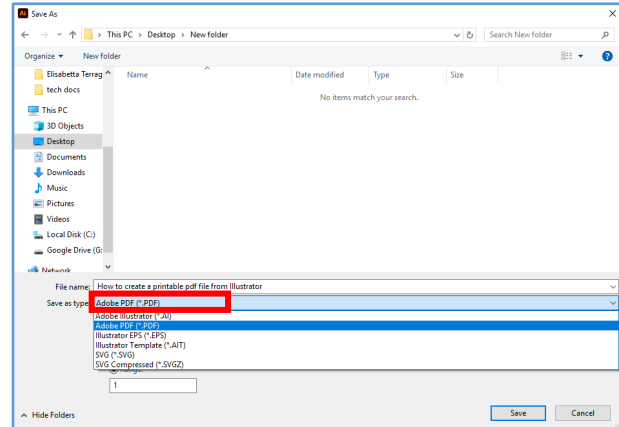
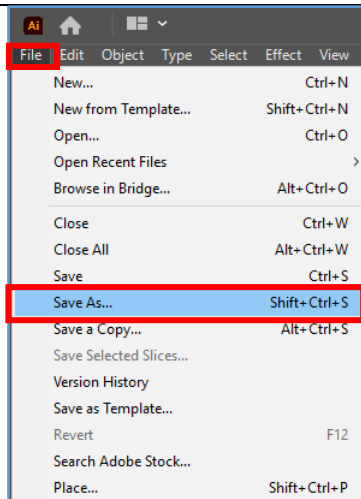


2. Change the printer to Adobe PDF
3. Make sure to change your media Size to custom so it fits your page
4. Click Print, another window will pop up
5. Type your desired title for the file and click save.



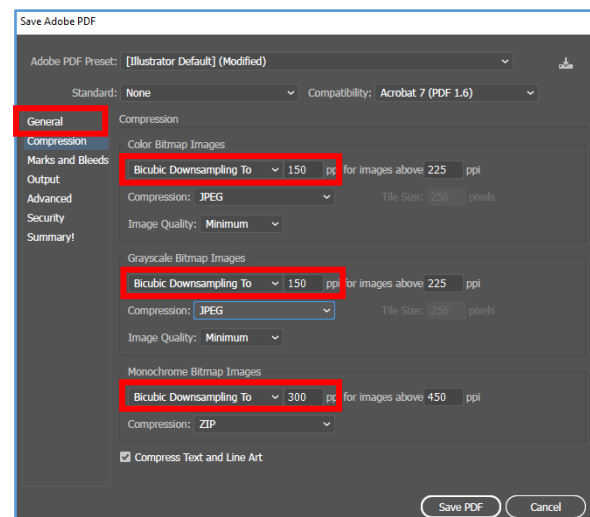
#### Option 2

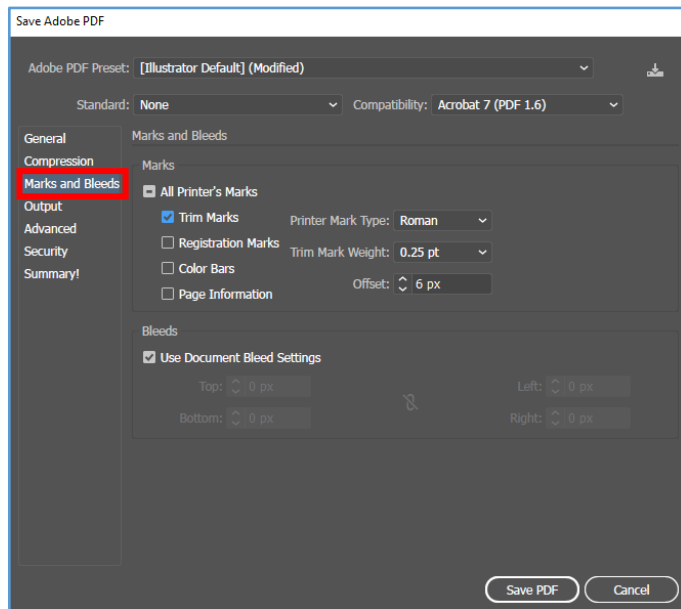
1. At the top of the Illustrator window, click **File > Save As...** and a file explorer window will appear. Make a name and change the file type to **Adobe PDF (\*.PDF)**



2. A new window will pop up on your screen. Change the settings so that they follow the setup of the figure below.

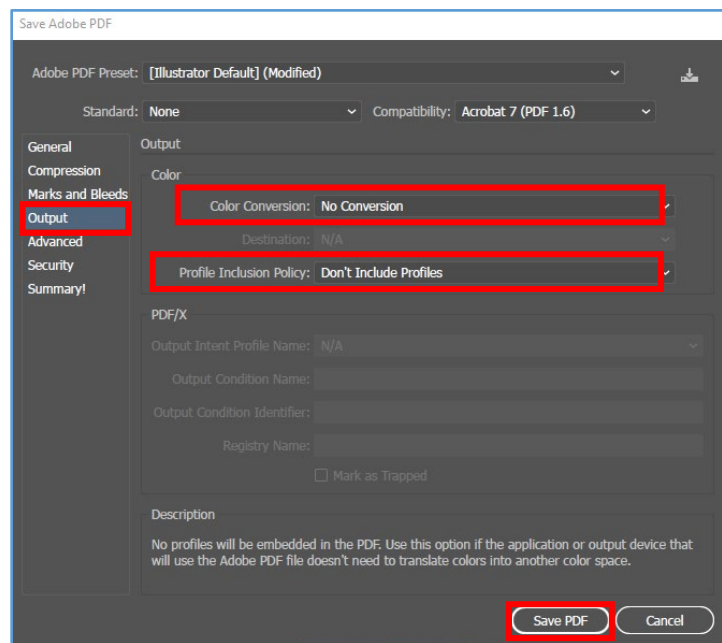
3. On the left side of the window, select **Compression** and change all the settings to follow the image below.





4. Select the **Marks and Bleeds** tab on the left side of the window and click what you would want for your PDF. (This section isn't mandatory.)

5. Select the **Output** tab on the left and change
  - a. "Color Conversion" to **No Conversion**
  - b. "Profile Inclusion Policy" to **Don't include Profiles**



Click on **Save PDF** at the bottom of the window.



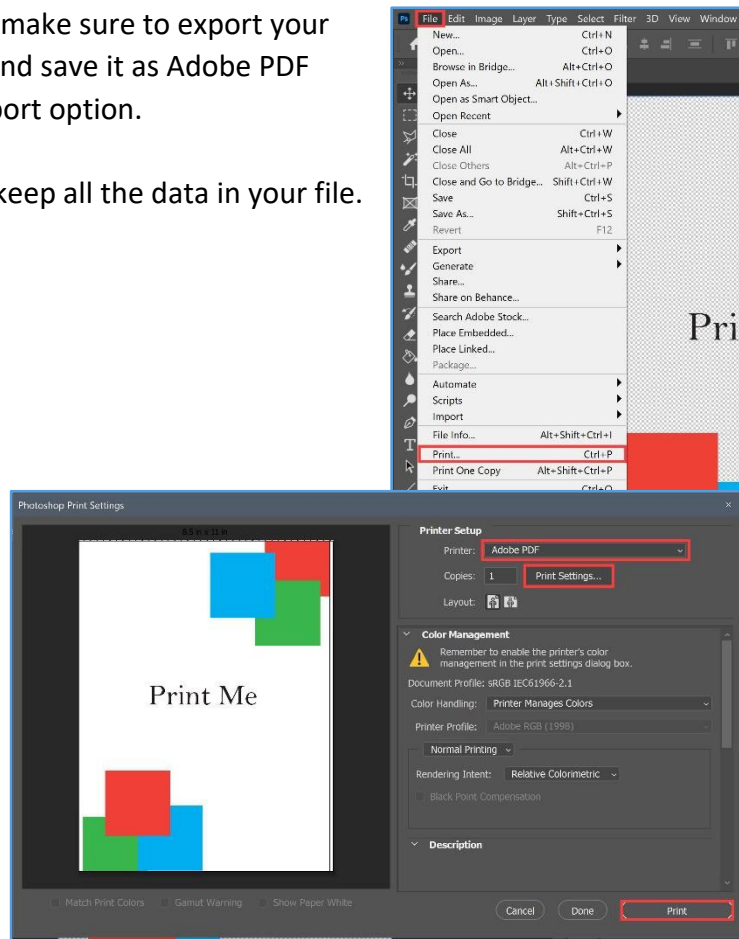
## Adobe Photoshop

### Option 1

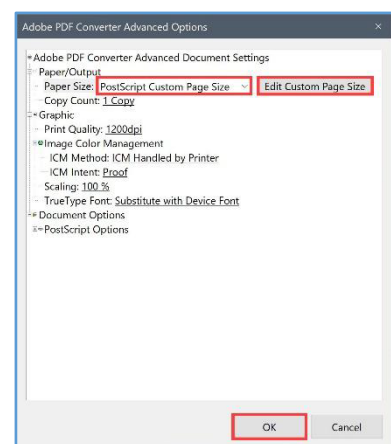
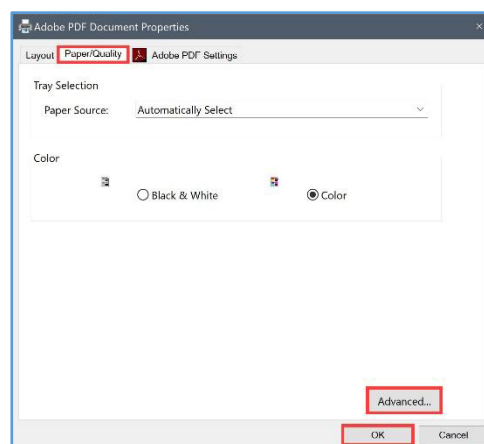
1. Once your file is ready to **Print**, make sure to export your file into PDF by selecting Print and save it as Adobe PDF instead of using the general Export option.

This way you will make sure to keep all the data in your file.

2. Select **Adobe PDF** for printer
3. Click on **Print Settings**.



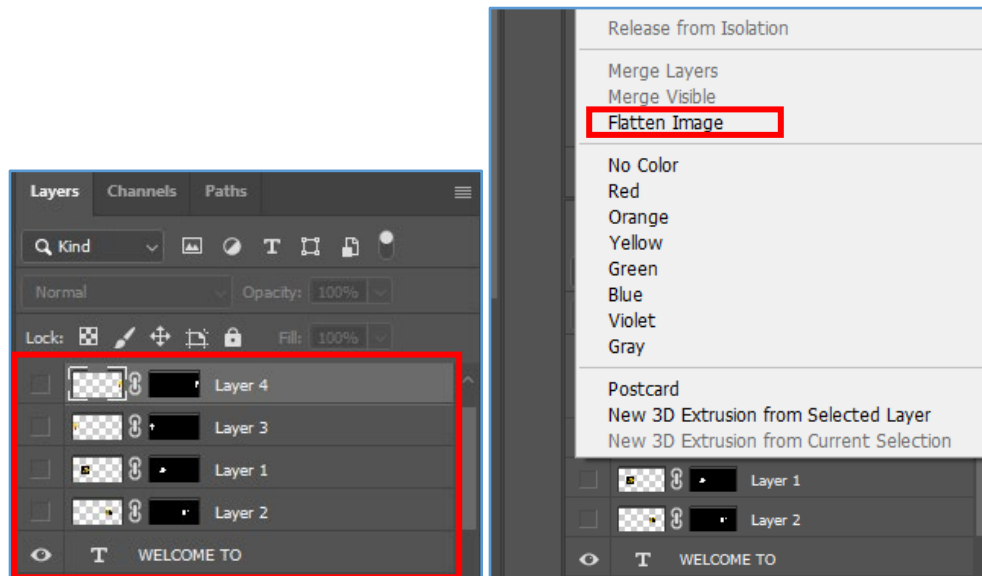
4. On **Paper Quality Tab**, click **Advance**.
5. For paper size select **Postscript custom page size**.
6. Click **OK**
7. Click **Print**



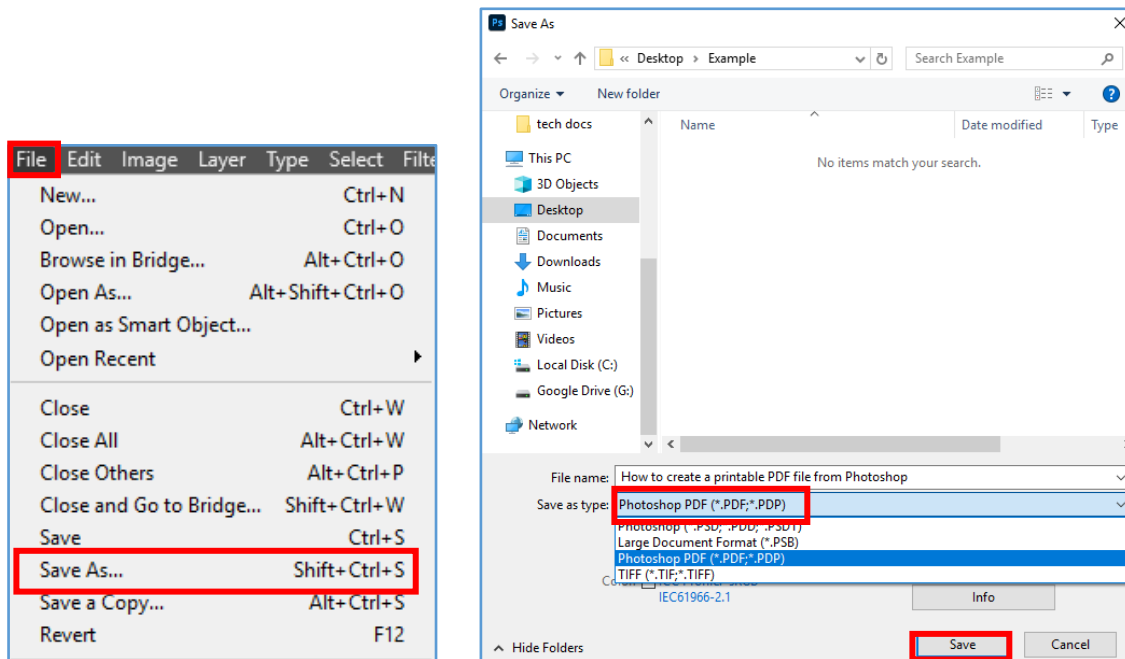
8. Later type the title you desire and click **Save**.

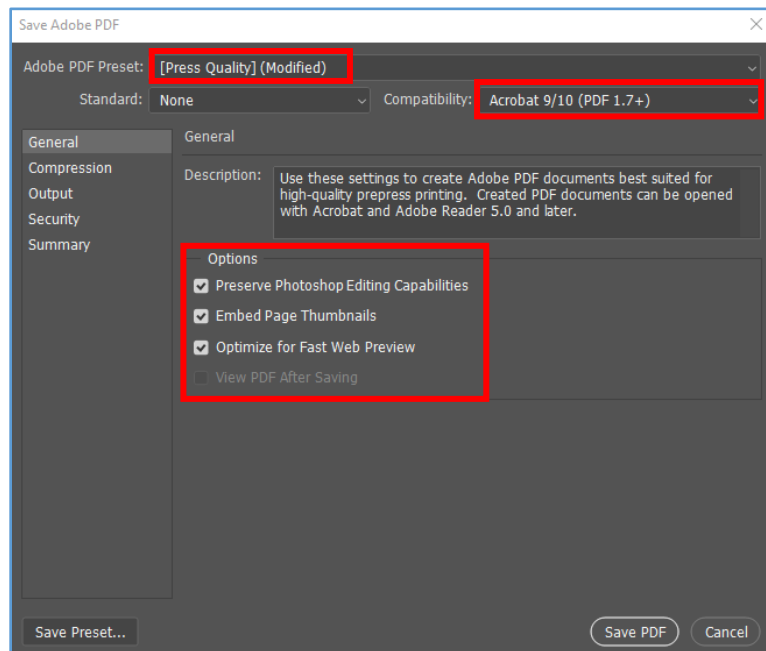
## Option 2

1. Flatten all your layers by right clicking the layers and select **Flatten Image**

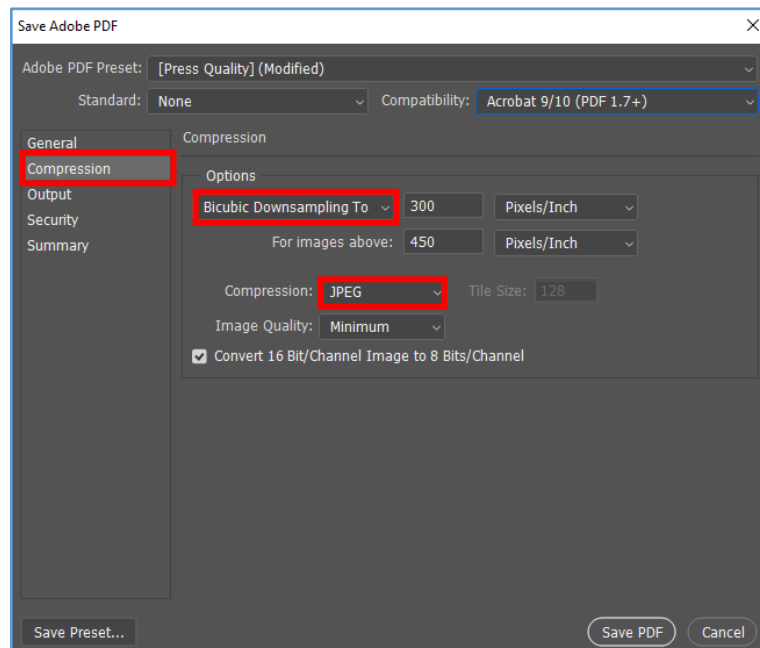


2. At the top of Photoshop, click **File > Save As...** and a new window will pop up. You will change the name in this new window, change the "Save as type:" to **Photoshop PDF** and click **Save**.



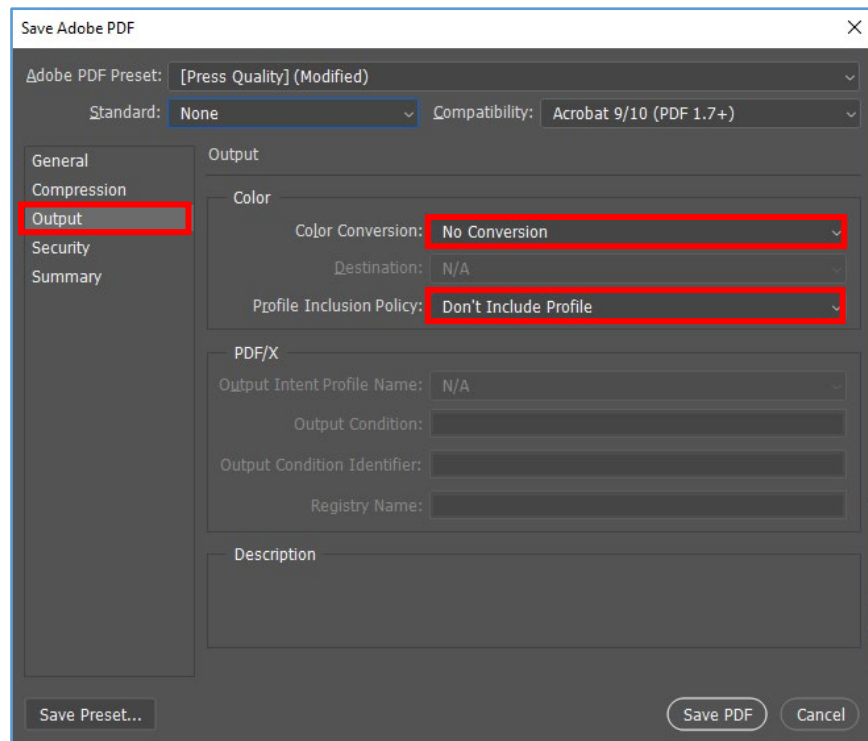


3. With the new window that popped up, change “Adobe PDF Preset” to be **[Press Quality] (Modified)**. Under “Compatibility” select **Acrobat 9/10 (PDF 1.7+)** and follow the selections shown in the following image.



4. Select **Compression** on the left side of the window and follow the selections of the figure below.

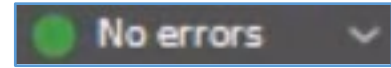
5. Select **Output** on the left side of the window and follow the selections of the figure below.



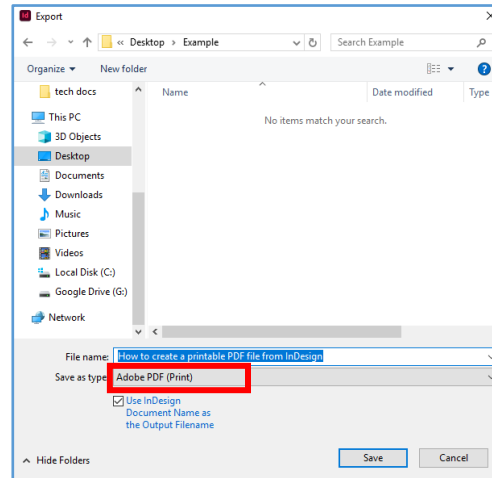
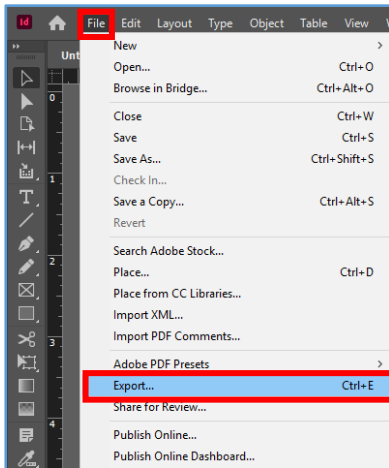
6. Click **Save PDF** at the bottom of the window.

## InDesign

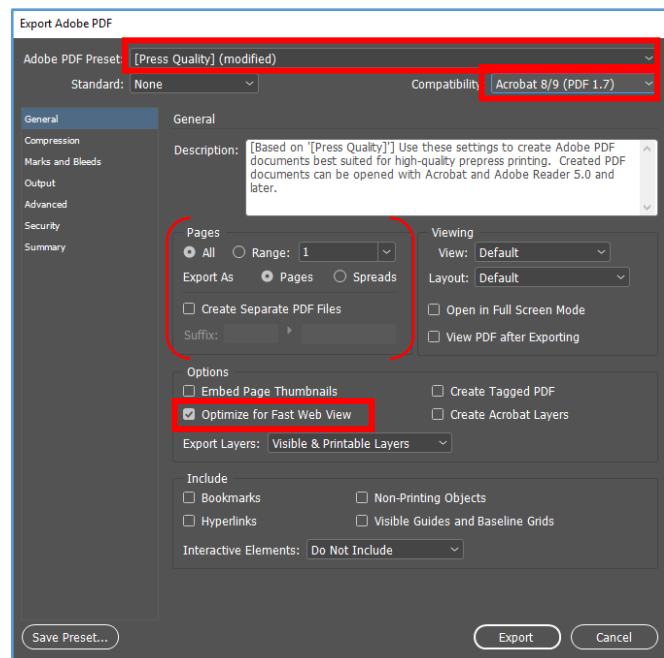
1. Check the bottom of the InDesign window to see if you have errors in your file. Resolve any errors until it shows.



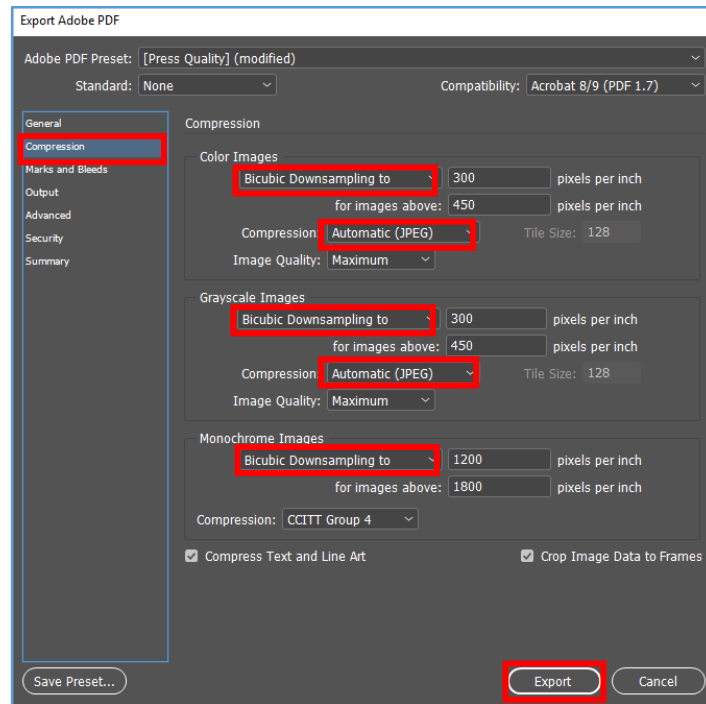
2. At the top of InDesign, click **File > Export...** and a new window will pop up. You will change the name in this new window and change the “Save as type:” to **Adobe PDF (Print)**



3. Once you click save, a new window will pop up.
  - a. At the top of this window, change the “Adobe PDF Preset:” option to be **Press Quality**
  - b. Change the “Compatibility” to **Acrobat 8/9 (PDF 1.7)**
  - c. Please note the “Pages” section. This is where you decide if you want to make your whole file a PDF or only part of it.
  - d. Under “Options”, the “Export Layers” should be **Visible & Printable layers**



4. Click the **Compression** tab on the left side of the window and change the settings to match the figure below.



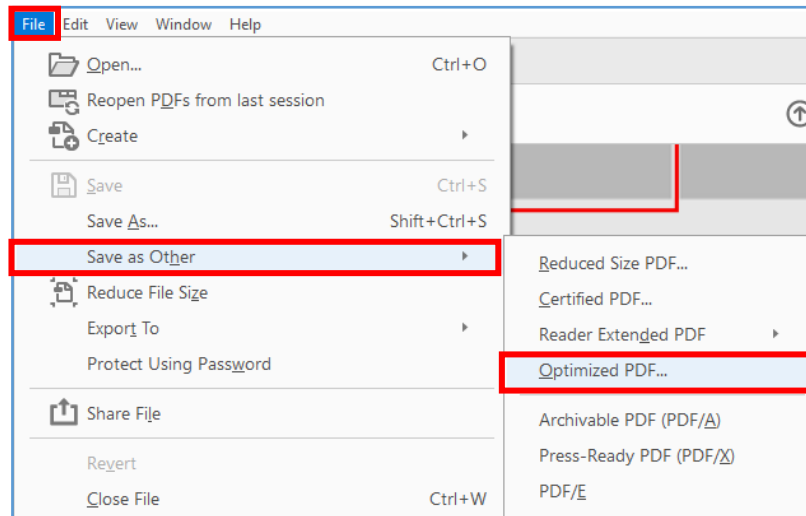
Click **Export** at the bottom

## Optimize a PDF

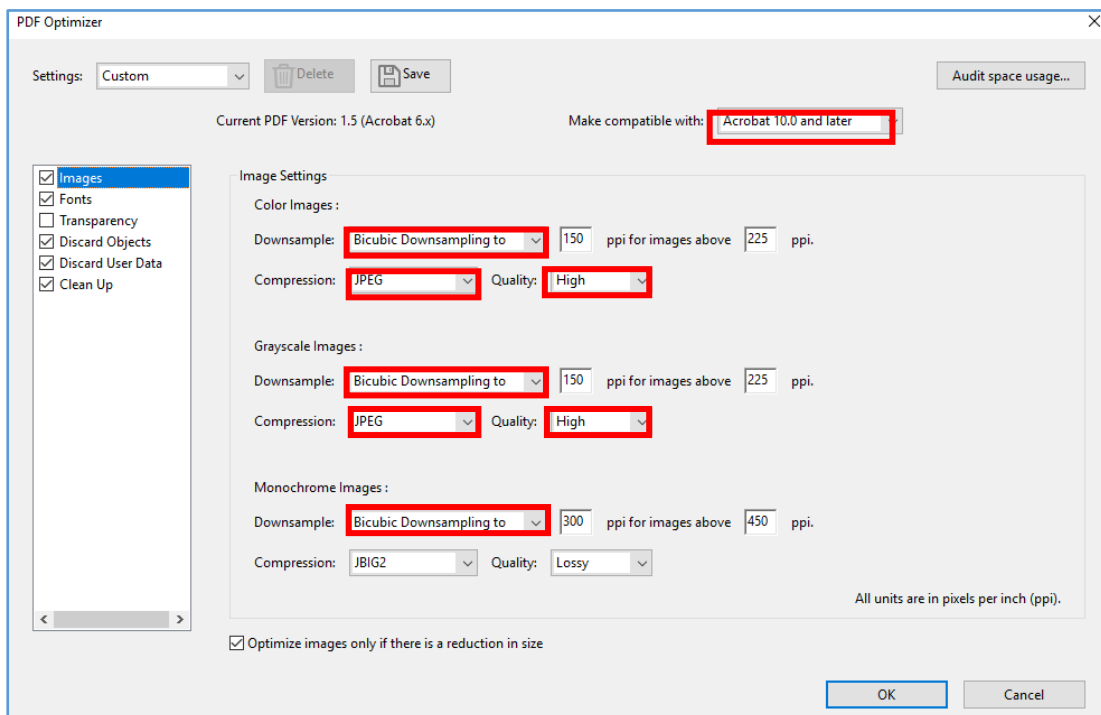
One of the ways to compress large files

*PLEASE NOTE: This method is used for large files that won't print. Although it is rare, there have been cases where work quality has lowered through optimization. Please double check for any alterations before printing.*

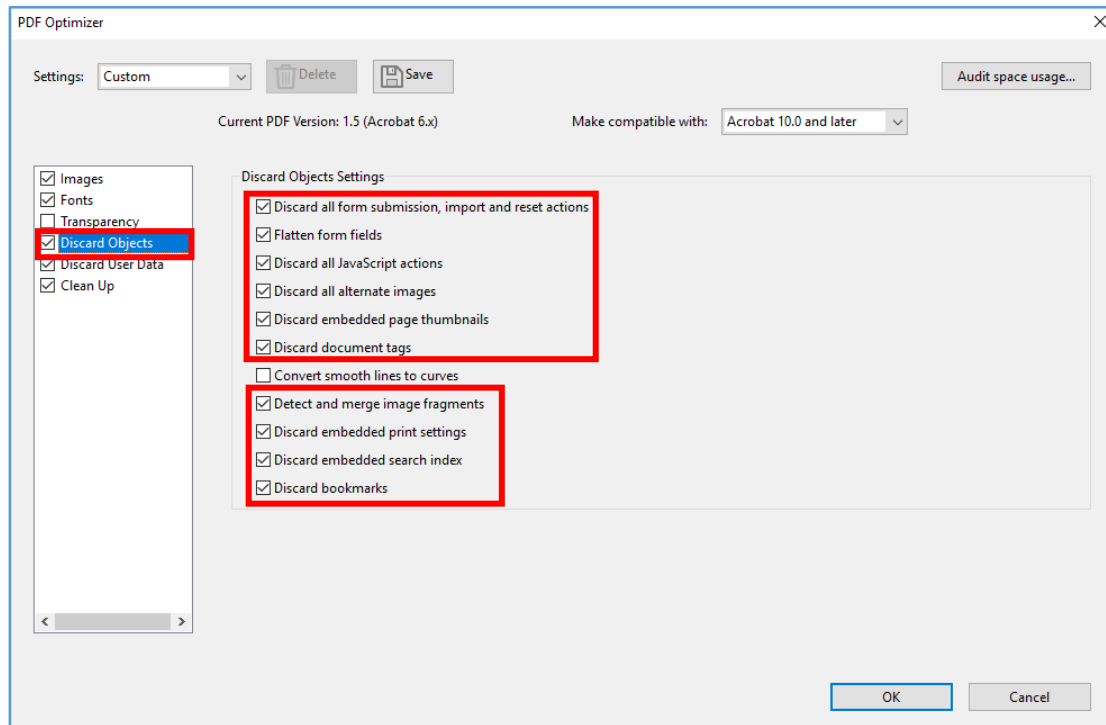
1. Open the File in Adobe Acrobat. Press **File > Save as Other > Optimized PDF...**



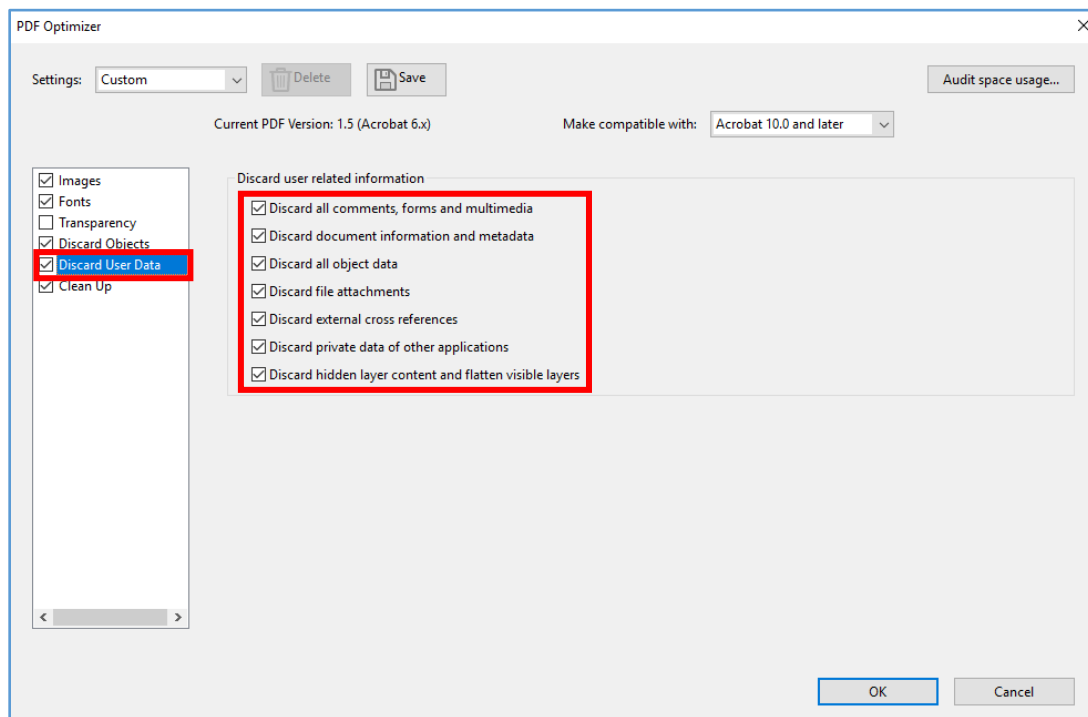
2. The PDF Optimizer window will appear, change the settings to match the figure below.



- On the left, select the **Discard Objects** tab and select all the options EXCEPT **Convert smooth lines to curves**.

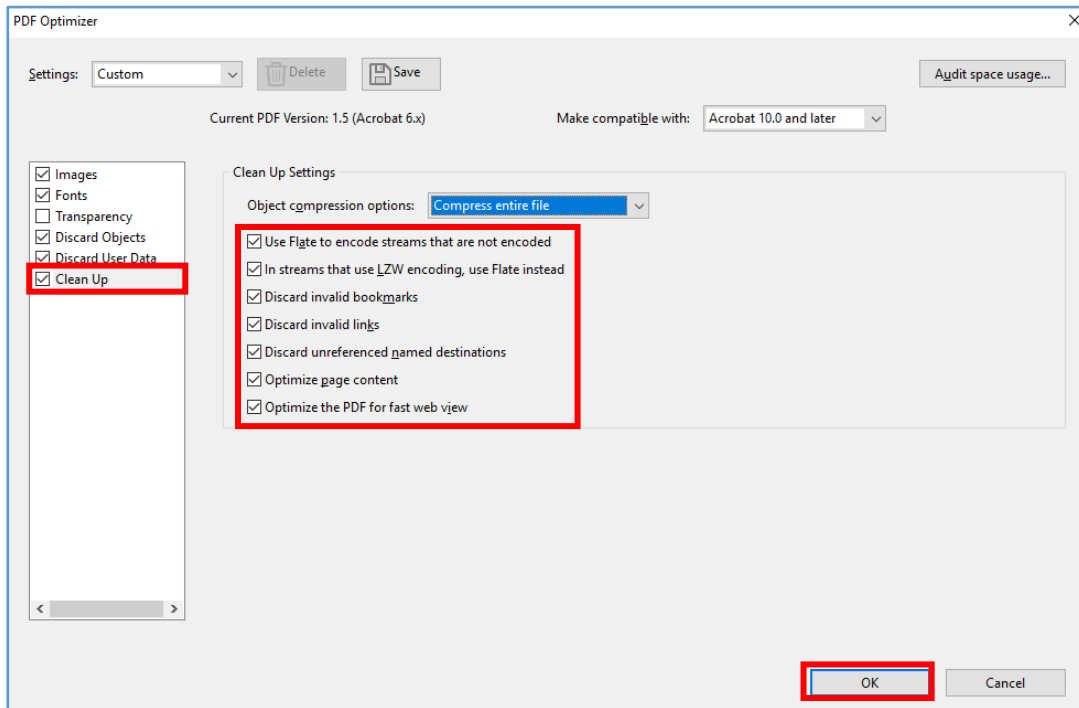


- On the left, select the **Discard User Data** tab and select everything.





5. Go to the final tab, **Clean Up**, and select everything.

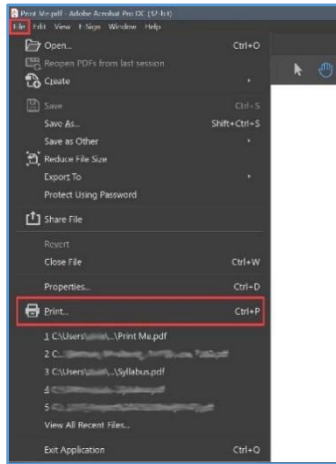


6. Click **OK** and your optimized pdf will be saved on your device.

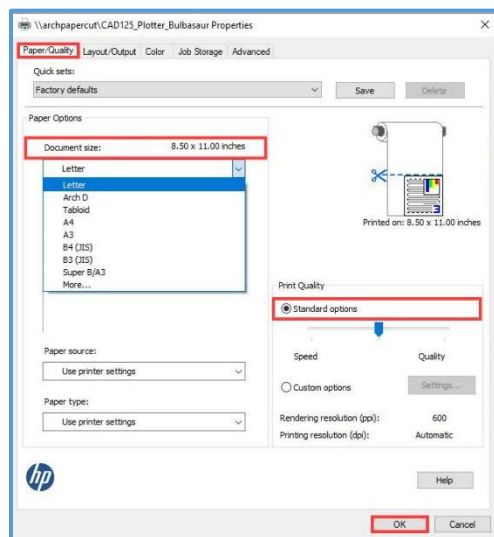
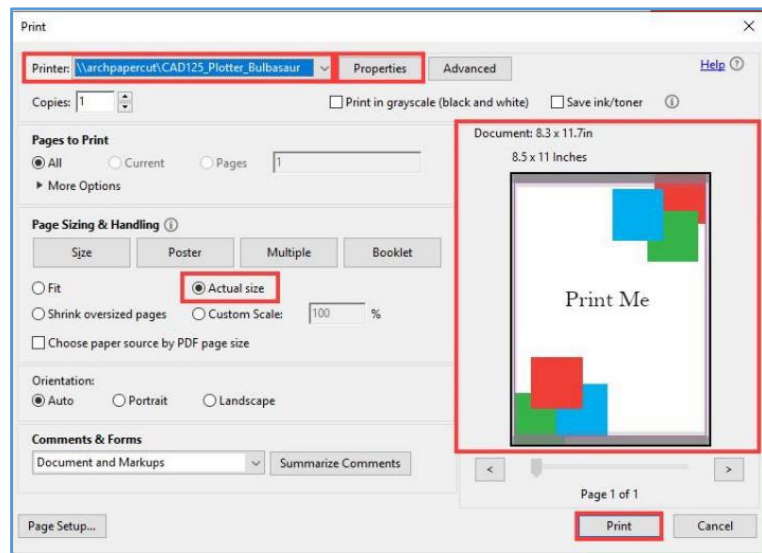
## Release Station for Plotters

Once you are at the release station ready to print open your PDF file

### 1. Select **Print**



2. Select the Plotter for printer
3. Click **Properties**
4. From the **Paper/Quality** tab select your document size.
5. Choose whether you want better Quality or better speed.
6. Click **OK**

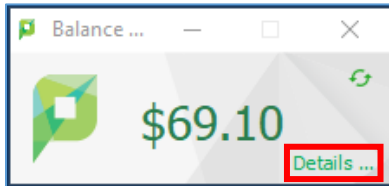


7. Select **Actual Size** for **Page sizing & Handling**
8. Make sure your file looks right in the **Preview**
9. Click **Print**.

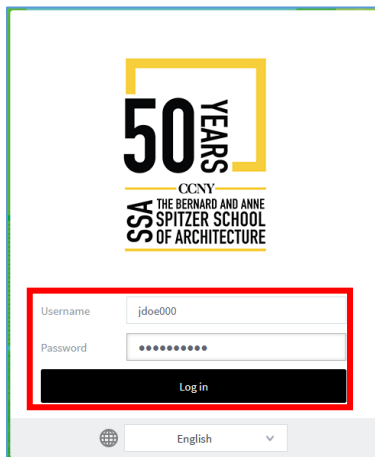
## Release for Printers (Paper Cut)

If you are printing 8.5x11 or 11x17 using Regular printers, you must release the job from Papercut website. Note: You do not need to release jobs for Plotters.

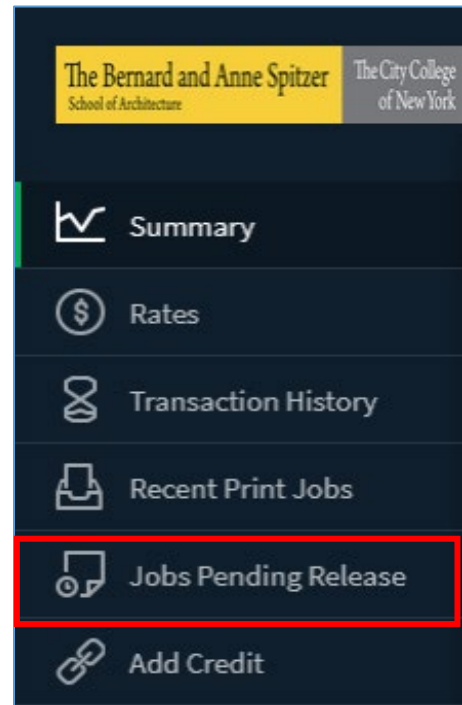
Once you have sent your job to the printer. You will see a box on the top right corner. The Number represents how much credits you have in your account.



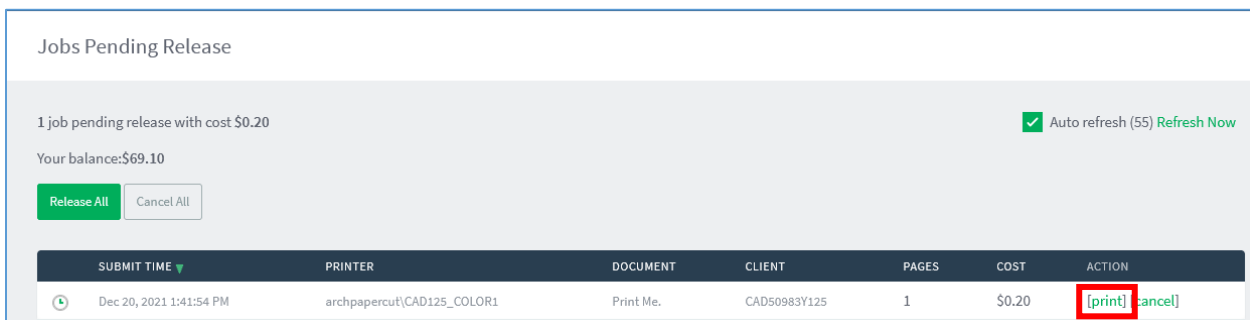
Click on the “Details”  
a webpage will open



Use your **Citymail** credentials to log in.



Then Click on the “**Job Pending Release**” from the left bar.

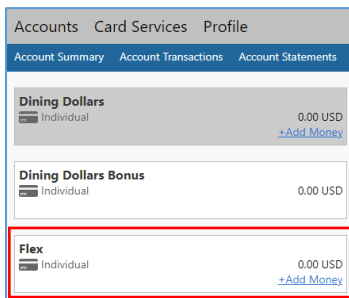


You will find all the pending jobs that you have sent listed. Click on the “**Print**” button to print your paper

## Print Replenishment

Students use Blackboard Transact to deposit money in their CityONECard using FLEX funds. Later you may use Papercut to add and review the amount in your account.

1. Go to <https://citycollege-sp.transactcampus.com/eAccounts/AnonymousHome.aspx>
2. Click **Sign in** it will take you to CCNY portal Sign in using your Citymail and Password
3. Click on **Add Money** under Flex section, on the next screen type the ammount you would like to add.



Accounts Card Services Profile

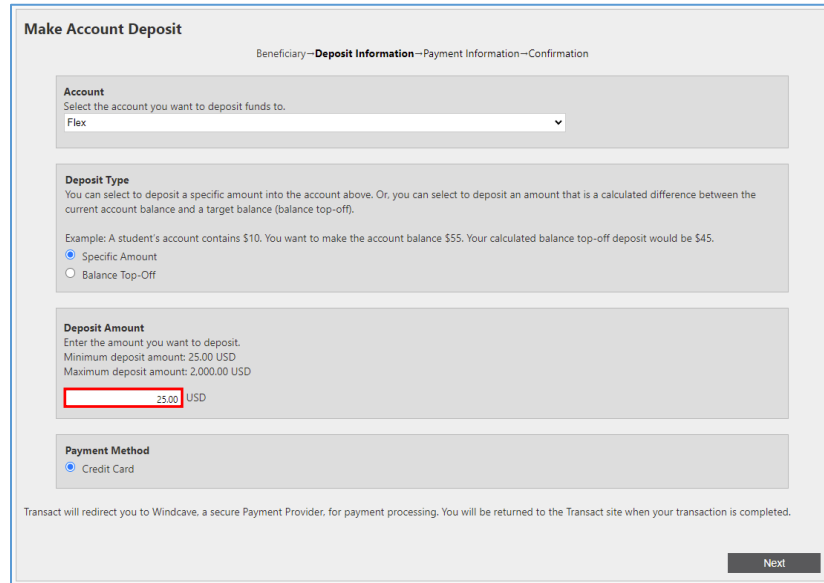
Account Summary Account Transactions Account Statements

**Dining Dollars**  
Individual 0.00 USD  
[+ Add Money](#)

**Dining Dollars Bonus**  
Individual 0.00 USD

**Flex**  
Individual 0.00 USD  
[+ Add Money](#)

4. Type in the amount you would like to add and Click Next



**Make Account Deposit**

Beneficiary—Deposit Information—Payment Information—Confirmation

**Account**  
Select the account you want to deposit funds to.  
Flex

**Deposit Type**  
You can select to deposit a specific amount into the account above. Or, you can select to deposit an amount that is a calculated difference between the current account balance and a target balance (balance top-off).  
Example: A student's account contains \$10. You want to make the account balance \$55. Your calculated balance top-off deposit would be \$45.  
☒ Specific Amount  
☐ Balance Top-Off

**Deposit Amount**  
Enter the amount you want to deposit.  
Minimum deposit amount: 25.00 USD  
Maximum deposit amount: 2,000.00 USD  
25.00 USD

**Payment Method**  
☒ Credit Card

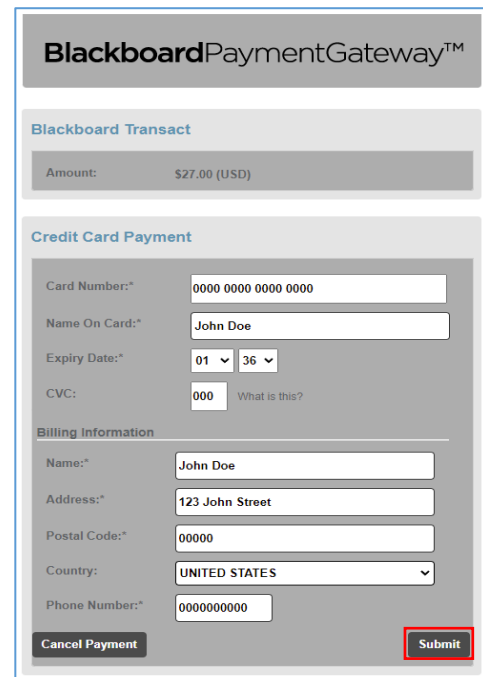
Transact will redirect you to Windcave, a secure Payment Provider, for payment processing. You will be returned to the Transact site when your transaction is completed.

[Next](#)

5. Add your Card information and your billing address. Then click Submit

Once you submit you should be able to see the amount in your Papercut. If you don't you can Contact one of the ArchIT members for support.

See an ArchIT Tech in SSA125 to submit a service request for account replenishment after you have deposited flex funds into you CityONECard.



**BlackboardPaymentGateway™**

**Blackboard Transact**

Amount: \$27.00 (USD)

**Credit Card Payment**

Card Number:\* 0000 0000 0000 0000

Name On Card:\* John Doe

Expiry Date:\* 01 36

CVC: 000 What is this?

**Billing Information**

Name:\* John Doe

Address:\* 123 John Street

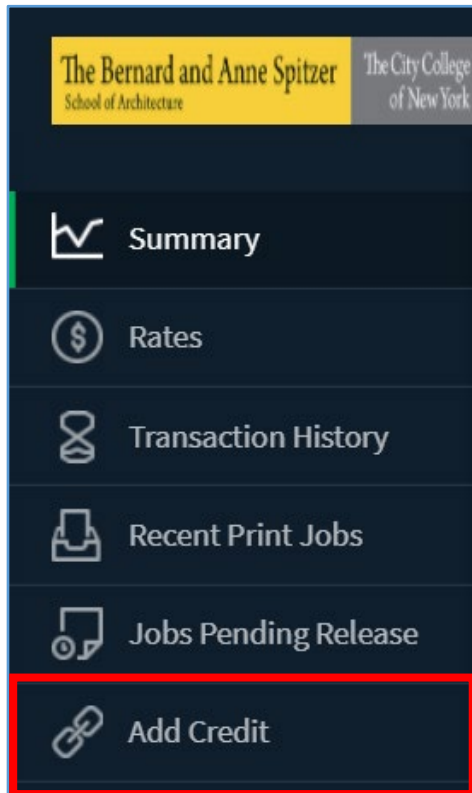
Postal Code:\* 00000

Country: UNITED STATES

Phone Number:\* 0000000000

[Cancel Payment](#) [Submit](#)

6. Once you have followed the prompts and added the funds to your flex account, go to <https://archprint.ccny.cuny.edu/app?service=page/Home>
7. Sign in using your city mail credentials, same as transect campus.



8. Click on Add Credit

The screenshot shows a form titled 'Add credit using Blackboard'. It contains the following fields: 'Username' (jdoe000), 'Current balance' (\$79.55), 'Blackboard Balance' (\$21.00), and 'Blackboard Available Credit' (\$21.00). At the bottom, there is a section labeled 'Amount to add' with a dropdown menu that says '--- Select the amount ---'. This dropdown menu is highlighted with a red rectangular box.

9. Select the amount to add and choose the amount you added using Blackboard Transact your numbers.

BALANCE		
Default		\$77.55
Paid		\$7.00
		<hr/> \$84.55
BLACKBOARD BALANCE		
		\$19.00

You can review your balance

Terms of use: FLEX dollars/credit on CityONECard cannot be refunded or cashed-out in case there is a mistake or changed of mind. SSAIT Helpdesk/Cad lab or administrators have the rights to deduct or withdraw the printing credits which have been added to your SSA student lab account if there are insufficient Flex funds in your CityONECard account. \$2 convenience fee from CityONECard transaction cannot be reimbursed in any forms.

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## Reservation Desk Rules and Procedures

### Contact & Hours of Operation

#### Find Us

Address: 141 Convent Ave New York, NY 10031

(Room SSA 102)

Phone: 212-650-7534

Email: [ssareservation@ccny.cuny.edu](mailto:ssareservation@ccny.cuny.edu)

Social Media Instagram: @ssa.archit

#### General Office Hours

Monday - Thursday: 8AM- 6PM

Friday: 8AM- 5PM

Weekends: Closed

\*SSA Reservation Desk will be closed on holidays and when the college is closed.

#### Services & System

LibCal is a web-based system for reserving academic technology resources.

LibCal: <https://ssa-ccny.libcal.com/equipment>

AV Equipment Reservation System Classroom support

Audio-Visual Equipment Tutorials

#### Notices

Please be prepared to present your CCNY photo ID card with a current validation sticker. You will also need to know your CCNY e-mail address (ending in '@ccny.cuny.edu ' or '@citymail.cuny.edu ' ).

If you do not have a valid or current CCNY photo ID card, please contact Public Safety (The ID Office), located in the NAC, Room NA 1/205, for assistance.

If you do not have a valid CCNY e-mail address ( xxxxx@ccny.cuny.edu ) please contact the IT Service Desk, located in the NAC, Room NA 1/301 or call x7878 for assistance. If you have forgotten your login or password use the Faculty/Staff Reset.

All requests for audio-visual service for events are handled by the Events Management Office.

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### Reserving Equipment Guidelines

While the SSA Reservation Desk staff will make every attempt to meet last minute requests for equipment, in order to assure the availability of equipment, reserve at least 2 weeks prior to the date it is needed.

We will do our best to accommodate requests without a reservation, but we cannot guarantee availability without a prior reservation.

For any questions you may have, please contact us at [ssareservation@ccny.cuny.edu](mailto:ssareservation@ccny.cuny.edu) or 212-650-7534.

- Reservations for equipment are made on a first-come, first-served basis.
- Faculty and students are responsible for the safety and security of equipment loaned out to them from the SSA Reservation Desk.
- Equipment reserved must be signed out, picked up, and returned by patrons.
- Equipment will be released to students only with prior faculty approval via email.
- Equipment not picked up within 15 minutes of the reserve time will be released.
- If you know that you will not need to use the equipment, please contact us immediately so that we may cancel your request. This will allow us to make the equipment available to other patrons.
- It is critical that you return the equipment to us by the promised date and time. If you cannot do so, please make every reasonable effort to contact the SSA Reservation Desk, as soon as possible. If the held items are available, the loan period may be extended. Failure to return equipment on time when needed by another patron is detrimental to both the operation of SSA Reservation Desk and the school overall.

**Please understand that the SSA Reservation Desk staff may require that you show a valid CCNY ID to have equipment released to you.**

### Liability

The patron who checks out the equipment is solely responsible for its safe return in good condition and will be held financially liable for theft, loss, or damage.

Equipment must be checked in by a staff member. Reservation Desk staff will verify that the equipment was returned in good condition and that no accessories are missing.

If you decide to ask a student or TA to pick up the equipment, please send an email to [ssareservation@ccny.cuny.edu](mailto:ssareservation@ccny.cuny.edu), providing their name when making the reservation. This way the student can show his/her ID, and not have any problems checking out the equipment.

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### **Overdue or Replacement Cost**

CCNY Spitzer School of Architecture students, faculty, and staff are responsible for all materials checked out on their CCNY account. Patrons assume the responsibility of keeping track of due dates and returning materials on time. If an item is lost or damaged, the SSA Reservation Desk should be contacted immediately.

\* Overdue fines: \$0.10 cents per minute up to \$50.00

If equipment is overdue, we will make three attempts to contact you by phone and e-mail. If we do not hear from you after these attempts, a hold will be placed on your academic record until the full cost of the equipment is paid.

### **Suspension of Borrowing Privileges**

- Unpaid fines can result in suspension of borrowing privileges, cancellation of registration, blocked transcripts, and delayed graduation.
- Patrons who return equipment late two times during a semester will have their borrowing privileges revoked until the next semester.

### **Resources Available for Loan**

- LCD Projectors
- Laptops
- Video Adapters
- Audio/Video Cables
- Document Cameras
- Portable Audio (PA) Systems
- Digital Voice Recorders
- Digital Video Camcorders
- Projection Screens
- Microphones
- Audio Speakers



## HOW TO ELUDE

### Cyber Security Threats

All the tips you need  
to minimize your vulnerability to cyber threats  
Office of Information Technology IT Security Office  
**Email:** ITsecurity@ccny.cuny.edu **Phone:** (212) 650 - 6565



### For more information visit

CCNY Information Security website: [www.ccny.cuny.edu/it/security](http://www.ccny.cuny.edu/it/security)

All members of The City College community are required to abide by the University's Policy on Acceptable Use of Computer Resources. These policies are on the CUNY Information Security website at <http://security.cuny.edu> under the Security Policies & Procedures section.

### Of particular concern is the use of Non - Public University Information (NPUI), which include:

- Social Security numbers Birthdates
- Debit and credit card numbers User IDs with passwords
- Studer records (e.g., GPAs, trans- cripts, grades, test results)
- Financial Records (e.g., tax information, bills, insurance records, payroll information) Health records
- Drivers licenses or other government - issued identification
- Those authorized to work with NPUI must use encryption to store and to transmit data. If your job duties require you to store files containing NPUI, you must have the authorization of the Chair, Dean, Director or Vice President overseeing your area.

For assistance or more information, please contact your local IT support personnel, the Information Security Office at 212 - 650 - 6565, or visit the IT Security website:  
<http://www.ccny.cuny.edu/it/security.cfm>

### FREE MacAfee ANTI-MALWARE SOFTWARE

**McAfee Anti Malware Software Download** The CUNY-licensed malware protection is available free for CUNY students, faculty, and staff for installation on personally-owned devices.

Download it from <http://cunyportal.cuny.edu> >> Click on CUNY email > Software > McAfee Software > Start Shopping > More Software > McAfee VirusScan Enterprise or McAfee VirusScan for Mac

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## BEST PRACTICES TO E.L.U.D.E CYBERSECURITY THREATS

**Environmental Awareness** of cyber threats, risks, and best practices is essential protection.

1. **Be careful when using online resources** (commercial accounts, email and social networks), treat sensitive information like it will be there *permanently, accessible to everyone*.
2. **Disable online accounts** and computer devices you no longer use.
3. **When possible, physically secure your computer** with security cables / plates; always lock building / office doors and windows when your devices are unattended.
4. **Never leave mobile devices unattended**; thieves can steal your hardware and identity.
5. **Regularly check your accounts**, billing statements, and credit reports for suspicious activity

**Logins and Passwords** should always be enabled and strong, respectively

6. **Use strong passwords** that cannot be easily guessed or deciphered: at least 8 characters including upper- and lower-case letters, numerals and symbols. Avoid using simple identifiers like common names, dictionary words, birthdates, and anniversaries.
7. **Use a unique password** with each account (with a password manager, if necessary).
8. **Never share your password** or your account when logged in.
9. **Passwords are compromised all the time**, so change your password at least every 180 days.
10. **When available, configure your accounts to** use two-factor authentication.
11. **Always require a password** to login to your computer, especially at computer start-ups; use a screensaver to automatically password-lock your unattended devices
12. **Use a generic user account** for daily tasks.

**Updates and Upgrades** provide up-to-date protection against always evolving threats.

13. **On all your devices, always** check for and install critical updates and security patches before using software products - including operating systems, applications, browser plug-ins and add-ons; only use products that are currently maintained by their developer.
14. **Always use** up-to-date malware protection to protect against cyberthreats.
15. **Outdated programs** contain security vulnerabilities; if you don't need it, delete it!

**Data and Information Management** organize and isolate sensitive information to avoid risk.

16. **Exercise caution** when opening unexpected or suspicious email messages or websites, which may contain malicious attachments or links that appear legitimate.
17. **Classify and organize** sensitive information to minimize exposure; never email or post it on public websites or email them. If you don't need it, delete it!
18. **Back up critical data** in scheduled intervals and store it on a safe, secure backup site.
19. **Learn** how to securely delete unneeded data that contains confidential information, emptying the trash is not enough.
20. **Before disposing of storage** devices containing sensitive information use a special program to securely delete data.

**Encryption** securely encodes data, scrambling it to make it resistant to hacks.

**21. Learn to use encryption tools** (e.g. Microsoft Bit locker, 7-Zip, Macintosh File- Vault, OS X Disk Utility, VeraCrypt, True Crypt) to protect information stored on your devices.

**22. Use layered file**, folder and/or full disk encryption to protect confidential data.

**23. Before transmitting confidential information**, always ensure data encryption protocols are in effect and secure.

### **HOW DO I GUARD MYSELF FROM IDENTITY THEFT?**

These resources advise on understanding, avoiding, detecting, and reporting identity theft

FTC Consumer Protection Information <https://www.consumer.ftc.gov/topics/privacy-identity-online-security>

FTC Identity Theft <https://identitytheft.gov/>

To proactively prevent identity fraud (credit card, mobile phone accounts) request free annual credit reports from the following three credit reporting agencies. For a nominal fee you can also establish a “security freeze” for each of your family members.

**Equifax:** <http://www.equifax.com/CreditReportAssistance/> or 1-888-766-0008

**Experian:** <http://www.experian.com/fraud/center.html> or 1-888-397-3742

**TransUnion:** <http://www.transunion.com/fraud-victim-resource/place-fraud-alert> or 1-800-680-7289

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### Information Security Resources

**CUNY Security Awareness Program** Interactive program that provides an overview of information security threats with best practices developed to keep you cyber-safe and secure. It takes approximately 30 minutes. <http://security.cuny.edu>

**CUNY FERPA Tutorial** This tutorial is intended to familiarize CUNY faculty and staff with the Family Educational Rights and Privacy Act (FERPA) federal privacy laws that protect student educational rights. <http://app.ccny.cuny.edu/ferpa>

**CCNY Password Reset:** Reset your password for applications maintained by OIT, including Citymail student email, Webmail faculty and staff email, City Central Student Portal, CCNY Wi-Fi network, library databases, iMedia and Tech Center reservation, Tech Center desktop computer login, and many others. If you ever suspect your CCNY account has been compromised, use this utility to immediately reset your password. <http://reset.ccny.cuny.edu>.

### WHAT TO DO IF SECURITY PROBLEM OCCUR?

If any sensitive non-public data has been potentially exposed because of theft or loss of a computer or a laptop, portable device, breach of network security or through any other means, try your best to minimize the damage end:

- Report it immediately to **ITSecurity@ccny.cuny.edu** or **(212) 650-6565**.
- Change all passwords immediately.

Also report phishing scams, obscene material, aggressive behavior or theft of your account credentials.

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## Q&A about lab, Printing & Account Funds

### Printing & Account Funds

- **What printer should I use?**

Each printer specifies the dimensions it supports, and whether it can print color or black and white (B&W). To use the DesignJet plotters you must use one of the printing stations in front.

- **Should I select the printer with PS or PCL suffix?**

PS for all Adobe software. PCL for all others.

- **How are the preset sizes determined?**

These sizes are the main paper size standards in use around the world.

- **Can I print custom sizes?**

Yes. Custom sizes are \$18 regardless of size.

- **My print is disappearing! Help?**

Follow the printing instructions posted in the lab. How can I compress my project file to transfer it to a PC in the lab? Save the file as a PDF. If you need to print this project, you can follow the printing instructions posted.

- **Why does my file need to be printed to PDF?**

The different software used in the lab often encodes the data in your design in a way that this software can understand. This data does not always relate to how your design looks but to how certain layers are separated or how certain objects are related. This additional data is useless and unreadable to the plotter. Printing to PDF flattens your design and gets rid of all of this additional information that the plotter does not need nor understand while still preserving every aspect of your design. Printing to PDF will greatly reduce your file size and prevent your file from disappearing from the queue.

- **Why do color in prints look different than they do on my screen?**

For many reasons, it is close to impossible to make your plotted output match the colors you see on the screen. Screens use the additive RGB color space, while plotters use the subtractive CMYK system.

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- **How can I add money to my account to be used for printing?**

Go to [Transact](#) to add money. There is a \$2 convenience fee, and a required minimum \$25.

- **How much money do I get to print every semester?**

At the beginning of both the Spring and Fall term, \$100 are added to each student's account. For the summer term \$50 is added. This balance does NOT carry over to the next term. This means that your account balance will be set to \$100, or \$50 regardless of how much of this money was left from a previous term.

- **Does the money added to my account carry over?**

Only the balance you have added through your CityONECard will carry over.

- **How can I receive a refund on bad prints?**

Submission of a refund request does NOT guarantee that the request will be approved. Only prints with issues that can be attributed to a staff, plotter, PC, or network issue are guaranteed to be refunded. We are not liable for prints made by someone else on your account; So please be mindful, and logout at the end of your session. You must have the name of the file, dimensions, and if available, any bad prints on hand to submit a request. You can ask a CAD Lab assistant for help with the refund.

- **Can I receive a refund on prints made by someone else on my account?**

We will not be issuing refunds to students who have had their account credentials stolen, or students who forget to logout, and have their account funds used by someone else.

- **When will I receive a refund on bad prints?**

Refunds will be issued within 2 business days from the time the request is submitted. Submission of a refund request does NOT guarantee that the request will be approved. Only prints with issues that can be attributed to a staff, plotter, PC, or network issue are guaranteed to be refunded.

- **How can I view my CityONECard account?**

You may access your account online via the accounts site. Here you can see your balances and transactions for each account. You may also make deposits using a credit card. Refer to How to Deposit Funds above at <https://citycollegesp.blackboard.com/eaccounts/> – a convenience fee may apply for online deposits.

- **What happens if I lose my CityONECard?**

You should access your online eAccount or notify the ID Card office located in the NAC 1/204 to change the card status to “LOST” to eliminate the possibility of someone finding and using your card. You may obtain a new card for a replacement fee at the ID, at which time your old card will be deactivated and no longer work. Please be aware that you remain responsible for card transactions and costs prior to deactivation. Falsifying, altering, or misusing your own or anyone else’s ID card in any way is strictly prohibited by the college.

- **Can I withdraw cash from my CityONECard fund accounts?**

No. Your CityONECard is not an ATM card. You do not have the ability to withdraw cash from it. At the end of the year, what happens to cash remaining in Flex accounts? Flex – Beaver Bucks automatically roll over from one semester to the next. Upon withdrawal, graduation, or termination of employment from the college, holders must request refunds in writing. Proof of separation from the college may be required; all City College liabilities must be settled before the check will be processed. Flex – Beaver Bucks never expire.

- **What is the difference between Dining Dollars and Beaver Bucks accounts?**

Dining Dollars are associated with food & beverage purchases and can be used only in campus dining facilities and equipped vending machines. Dining Dollars expire at the end of the academic year (May 31st) with all accounts zeroed. You must spend your Dining Dollars down to a zero balance; you may not withdraw the balance at the end of the academic year. Watch for communications announcing “use by or lose” date(s).

- **Why cannot parents view students’ account balances and activity online?**

According to the Family Educational Rights and Privacy Act (FERPA), we are unable to share this information. FERPA protects students’ privacy. However, the student may share the password to their online account, allowing a parent to sign in.

- **Can parents or family members deposit money into my Dining or Flex account?**

Yes, family members may make deposits into your Dining or Flex (Beaver Bucks) account by going to the eAccount website <https://citycollegesp.blackboard.com/eaccounts/> and click on “make a guest deposit”. They will need your ID card number (located on the back of your ID card just below the bar code) together with your last name. Be sure to note the Dining Dollars account

receives a Bonus for each deposit in excess of \$50 – PLUS you save tax on all food purchases at all dining locations on campus. Flex account dollars are accepted at the campus Bookstore for all your textbook and supplies, at select vending machines around campus with Readers and at all dining locations. Flex account purchases do NOT provide the tax savings benefit your Dining Dollars account offers.

- **Can I transfer my funds to a friend?**

Only funds that you have paid for are transferable. The funds given to you at the beginning of every term are not transferrable and expire at the end of every term. To transfer funds both you and your friend must be present with a valid form of ID. You can ask a CAD Lab assistant for help with this request.

## Miscellaneous

- **How do I login to the computer labs?**

Your account username and password should be the same as your Citymail. (E.g. [jd000@citymail.cuny.edu](mailto:jd000@citymail.cuny.edu) means your username is jd000).

- **I have forgotten my password. What do I do?**

Your computer login is the same as your Citymail. To reset your password, you can visit the password reset [website](#). You can also visit the Service Desk in NAC 1/301 for further assistance.

- **Need help with software or hardware?**

Please email [servicedesk@ccny.cuny.edu](mailto:servicedesk@ccny.cuny.edu) or call 212-650-7878. Include a full description of your problem and your contact information, so that the right technical personnel can reach out to you.

NOTE: We cannot provide school software, or license to machines without a CIT number.

- **How can I get access to free Wi-Fi?**

You may connect to CCNY-Wi-Fi by using your Citymail credentials if you are a registered student for the current semester. If you are a visitor, you can connect to CCNY-Guest to join the network and filling out the form that pops up.

- **I cannot access the Wi-Fi or my Citymail account. Help?**

Please visit the OIT Service Desk in the NAC building Room 1/301 (phone: 212-650-7878, email: [servicedesk@ccny.cuny.edu](mailto:servicedesk@ccny.cuny.edu)).



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## Contact ArchIT

For further IT Assistance please refer to the following:

### Hours of Operation

- **Mon-Fri: 10:00 A.M. - 6:00 P.M.**
  - Note: Hours may vary depending on holidays and breaks

### Contact Us

- **In - Person:** SSA 116, SSA 102 or Cadlab B
- **Zoom:** <https://ccny.zoom.us/j/2126505488>
- **Instagram:** Follow us on Instagram [@ssa.archit](https://www.instagram.com/ssa.archit) for technology related updates, alerts, and useful tips.
- **Phone:** (212) 659 7878
- **Email:** [servicedesk@ccny.cuny.edu](mailto:servicedesk@ccny.cuny.edu)
  - Create a ticket by emailing the Service Desk. Please make sure to include a full description of your problem. Please make sure include the following information
    1. Name:
    2. Description of Incident/ Request:
    3. Location(s):
    4. Department: Architecture
    5. CCNY Email:
    6. EMPL ID
    7. Phone Number:
    8. Model #s of the device and/or computer: (If Applicable)
    9. CIT #s: (If Applicable)
    10. Availability
- **FAQs:** Go to <https://www.ccny.cuny.edu/it/faqs>
- **Important Websites**
  - [OIT Webpage](#)
  - [Distance Learning Resources](#)
  - [Remote Access Login Portal for Computer Labs](#)
  - [SSA Current Students Resources](#)