ArchIT Student Handbook

Rev. 10.24.25

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Contact ArchIT

Hours of Operation

* Hours may vary depending on holidays and breaks

ArchIT Desktop Services (Rm. 116):
Mon-Fri: 9AM- 5PM

ArchIT Lab Services (Rm. 125):
Monday – Thursday: 10AM – 6PM

SSA Reservation Desk (Rm. 102):
Monday – Thursday: 8AM – 6PM
Friday: 8AM – 5PM

Contact Us

Social Media: Follow us on Instagram **@ssa.archit** for technology related updates, alerts, and useful tips.

Phone: (212) 650-7878

Email: 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
Name:
Description of Incident/ Request:
Location(s):
Department: Architecture
CCNY Email:
EMPLE ID
Phone Number:
Model #s of the device and/or computer: (If Applicable)
CIT #s: (If Applicable)
Availability

Important Websites

- OIT Webpage
- Distance Learning Resources
- Remote Access Login Portal for Computer Labs
- SSA Current Students Resources

Computer Labs Guidelines

There are 5 computer labs in the Spitzer School of Architecture:

1. **CADLab A (Rm. 127)**
2. **CADLab B (Rm. 125)**
3. **Electronic Media Lab (Rm. 101C)**
4. **Studio Lab 219 (Rm. 219)**
5. **Studio Lab 319 (Rm. 319)**

CADLab B Hours of Operation

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 is open according to 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.

- o *Follow us on Instagram, @ssa.archit, for more IT broadcasts and updates on CADLAB operations.*

- ▪ **ArchIT does not distribute stand-alone plotters to studios.** Studio Labs 219 & 319 are centrally managed by ArchIT and available 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 functioning 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 logon to the lab computers using their Citymail username and password.

- ▪ Only SSA students who are enrolled in classes for the current semester are permitted to **print/plot in CADLAB B, Studio Lab 219, and 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 CADlab in the event of necessary maintenance, malfunction, or other problems.

CADLab Rules of Conduct

The Rules of Conduct 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 logon to CADLab computers, they also grant access to your Citymail account, Wi-Fi, print quota, print release stations, equipment 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, faculty member, or 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 work 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

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.

- 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.

- 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.

CADLab Printing 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 IDs 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 canceled 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

- To file a printing refund request, please fill out the following form:
  https://bit.ly/printingrefundform

Citymail & CCNY WiFi

All correspondences related to City College, or the School of Architecture will be sent through your student e-mail, Citymail account, including important alerts and official announcements. For more info visit the Office of Information Technology page.

You will use your Citymail account to:

- Login in to CCNY computers
- Access CCNY WIFI
- Make equipment and room reservations
- Access software
- Get student discounts

Activate Your Citymail Account

- Your Citymail account is automatically generated 72 hours after you register for classes.
- To activate your account: https://reset.ccny.cuny.edu/student/
- Choose **Option A** and follow the instructions
  - For Example,
    Username: (first name initial and first 6 letters of your last name, three numbers)
    jdoe000@citymail.cuny.edu
  - Password: email password

Connect to CCNY WiFi

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

- Go to Wi-Fi connections
- Select CCNY-WiFi
- For Identity type your Citymail ID (jdoe000)
- Type in your Citymail password
- Then select *Connect*

For CA Certificate: use system certificate
Online Certificate Status: Request Status
Domain: ccny.cuny.edu

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

Websites
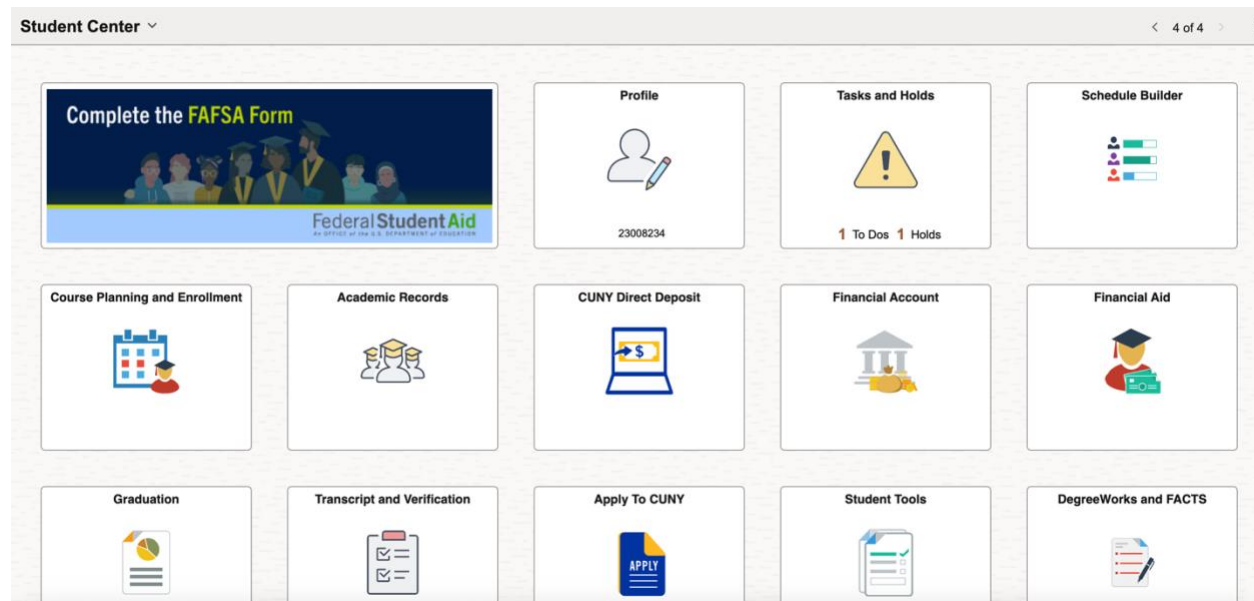
CUNYfirst

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.

Username

john.doe00@login.cuny.edu

Password

••••••••••

Log in

New User | Forgot Username | Forgot Password | Manage your Account

***CUNYfirst account is different than your Citymail email**. The CUNYfirst account consists of your *firstname.lastname (last two digit of EMPLID)@login.cuny.edu*
(i.e., John.doe00@login.cuny.edu)

After you login select "**Student Center.**"

From this section, you would be able to access your information which includes the class schedule. Class registration, your transcript, information from FAFSA, your personal information etc.

Software & Hardware Guide

Software Guide for SSA Students

Software	Platform	Cost	Notes
Adobe Creative Cloud (Photoshop, Illustrator, InDesign, etc)	Win/Mac	Free	Licenses are provisioned by CUNY for currently enrolled SSA students in design studio classes on a per-semester basis.
Rhino 8	Win	Free	Refer to **Rhino for Students** section of this handbook
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: https://www.autodesk.com/education/home *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: http://citymail.ccny.cuny.edu/
Google Earth Pro	Win/Mac	Free	Students can download the software from: https://www.google.com/earth/versions/
Lumion	Win	Free	Visit the following website for free license: https://lumion.com//students-usa.html
SketchUp Pro	Win/Mac	$55/yr	It is a subscription-based software: https://www.sketchup.com/plans-and-pricing#for-higher-education. For personal use you can sign up for SketchUp Free. It is web-based but limited in features: https://www.sketchup.com/plans-and-pricing#for-personal
Vectorworks	Win/Mac	Free	Students may download this design software for free at the following website: https://www.vectorworks.net/en-US/education
V-Ray Education	Win	$12.42/month or $149/yr	It is a subscription-based software: https://www.chaosgroup.com/education/licenses

Note: Not all software is necessarily required for incoming students. Students should check with their professors or advisors regarding what they initially require.

- It is recommended to purchase a powerful Windows PC that will last you the duration of your curriculum and beyond. Recommended laptops for the students of the Spitzer School of Architecture are available at a discounted price: 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.
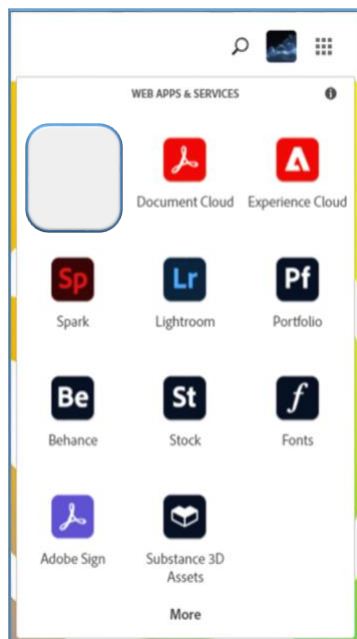
Adobe Creative Cloud for Students

Current enrolled SSA students, registered in design studio courses that require Adobe Creative Cloud can continue to use the software through the Adobe login using their CUNY Login - *firstname.lastname (last two digit of EMPL ID)@login.cuny.edu* (i.e., John.doe00@login.cuny.edu)
*Licenses are provisioned by CUNY on a per-semester basis.
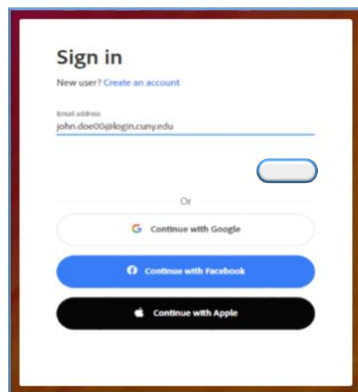
Step 1: Once you click "**Continue**", it will take you to login through the CUNYfirst portal. You will need to enter your CUNYfirst credentials.

Step 2: 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**
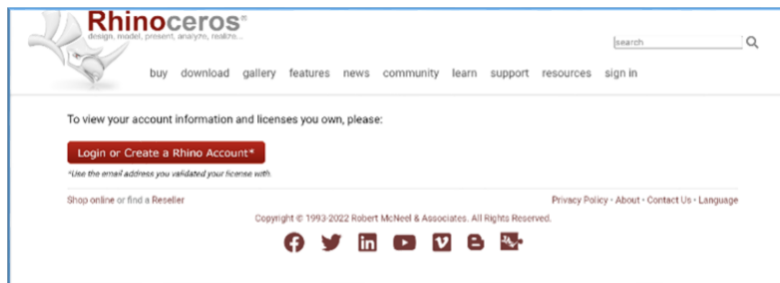
Step 2: Click on the **"Login or Create a Rhino Account"** button
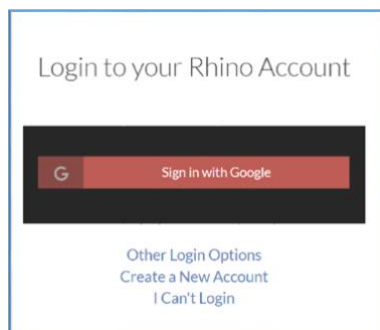
Step 3: Click on **"Sign in with Google"** button.
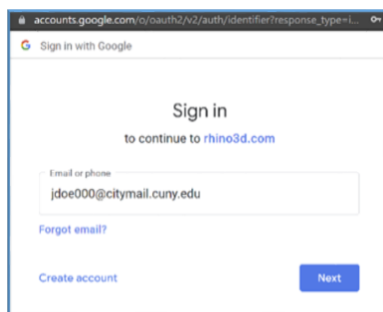
Step 4: In Google window, select **Use Another Account** and then type your **Citymail** account for email. It will direct you to City College's single sign on page.
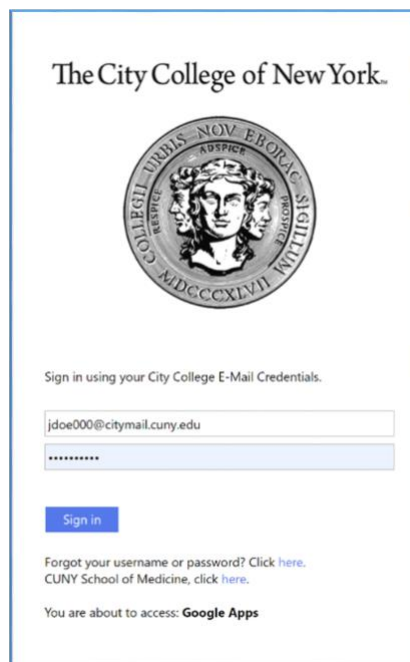
Step 5: Sign in with your **Citymail Account**
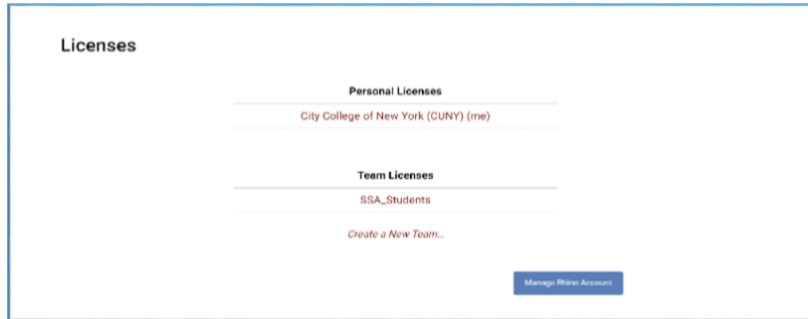
Step 6: Once it redirects you to Rhino page, click on the **"Manage your Licenses"** link.

Step 7: On the licenses page. Click on the **"SSA_Students"** link.

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

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

Step 10: Once the file is downloaded you can click the file and **Install Rhino**.

Step 11: If you already have Rhino, it will give you the sections "**Option to Modify"** or **"Uninstall/Repair"**. Click "**Modify"** to update the version and license.

Once it is installed, it may ask to sign-in with Citymail again.

ArcGIS Pro
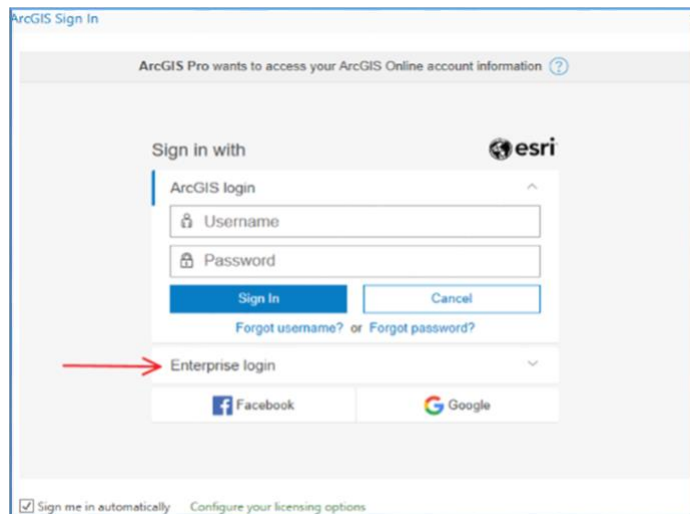
Step 1: Open ArcGIS Pro

Step 2: On the login screen of ArcGIS, *click* on **Enterprise login.**
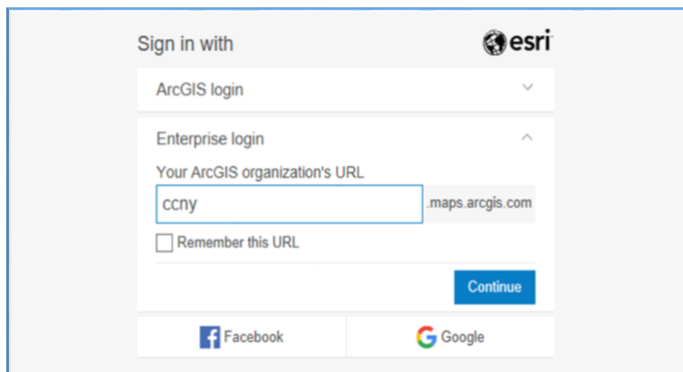
Step 3: After clicking on the Enterprise login, there will be an empty box in the whitespace under **your ArcGIS organization's URL**. Type in **CCNY** and click "**Continue**"
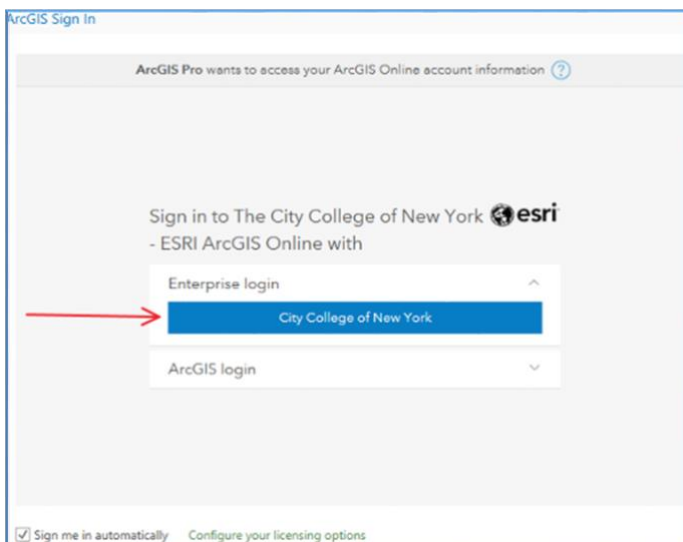
Step 4: Select City College of New York to continue.
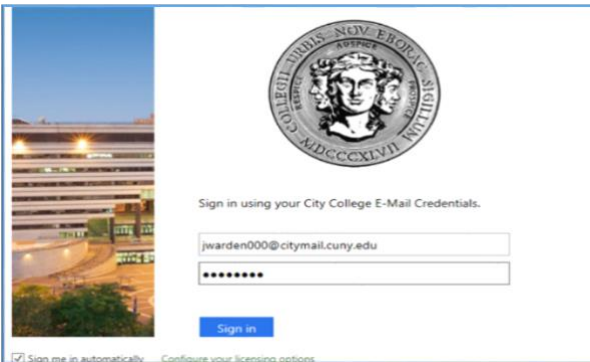
<u>Step 5</u>: The next window will prompt for CCNY credentials. Type in your CCNY email and password and click **Sign-in**

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.ccny.cuny.edu/*

Dropbox

Students & Faculty/Staff use Dropbox to share files.
- You can get access to CUNY Dropbox.
- Login to Dropbox using your CUNYfirst account: (i.e., 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 Citymail account in order to get access.

OneDrive

Take advantage of space for students in OneDrive. You can also download OneDrive on your desktop and sync your files.
- You can get OneDrive using your Citymail account: (i.e., jdoe000@citymail.cuny.edu)

Autodesk

Students can sign up for an Autodesk account using your Citymail account and download Autodesk software for free.
- AutoCAD
- Revit
- Maya
- 3Ds Max

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.

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
Operating System	Windows	A PC laptop is highly recommended over an Apple laptop.
Processor	Intel Core i7 (Quad Core or better is preferred)	A faster CPU with more cores means faster 3D rendering time. You will be running powerful CAD, modeling, and graphics software; therefore, it is wise to get as powerful a CPU as you can afford.
Video Card	Nvidia or AMD- discrete graphics card with 6GB or more memory	At least Nvidia GX3060, 4060 or RTX 2000Ada. The following link ranks graphic cards (aim for Class 1 or Class 2): https://www.notebookcheck.net/Comparison-of-Laptop-Graphics-Cards.130.0.html
Screen	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.
RAM	16GB or higher	Architectural software will account for a big chunk of your RAM, particularly when multitasking. Higher is better.
Hard Drive	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.
Networking	Dual Band Wireless 802.11AC	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.
Warranty	3-5 years Onsite/In-Home Service with accidental damage	5 years is highly recommended if possible. This extended warranty with accidental damage has already been added to the recommended laptops from https://dell.com/ssastudents
Accessories	24" monitor or higher with HDMI port	Free-standing monitor to plug into at your studio desk or home. You can purchase through here: https://dell.com/ssastudents
	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	You may need to convert from HDMI to USB-C.

Printing in the CADLabs

Plotters are available in CADLab B and Studio Labs 219 & 319. To ensure quality print, follow these instructions.
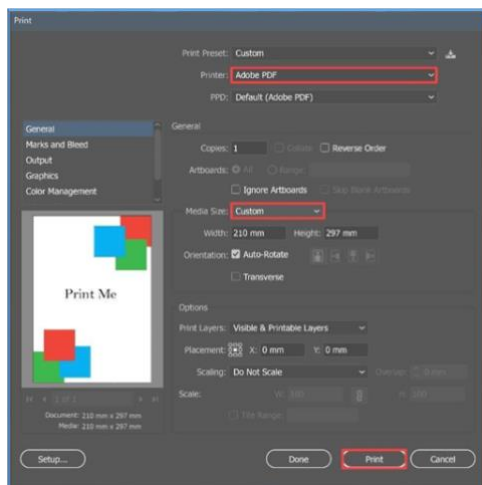
Adobe Illustrator
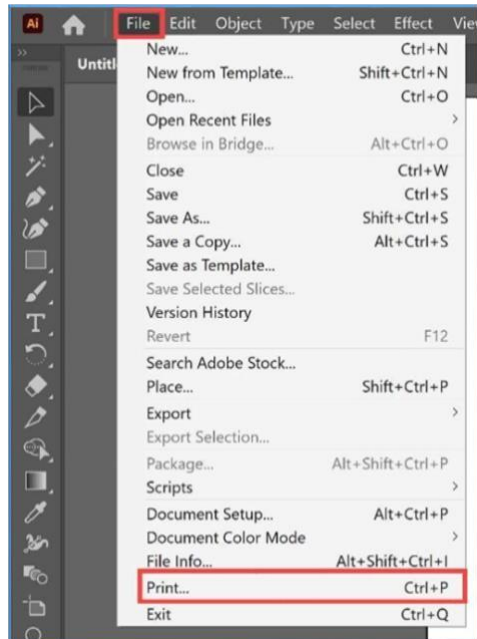
Option 1

Step 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.

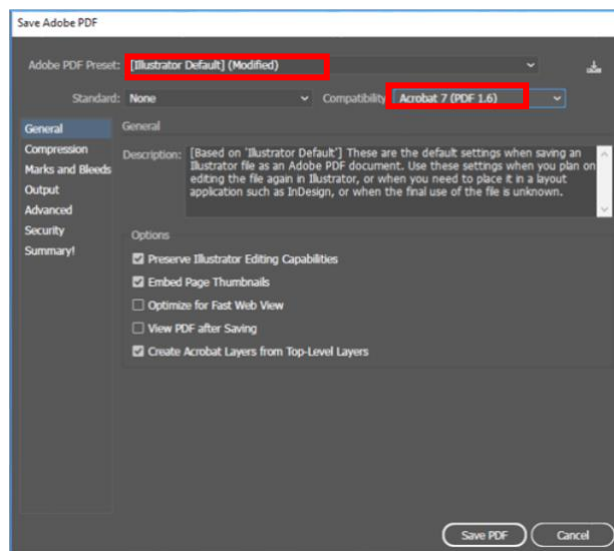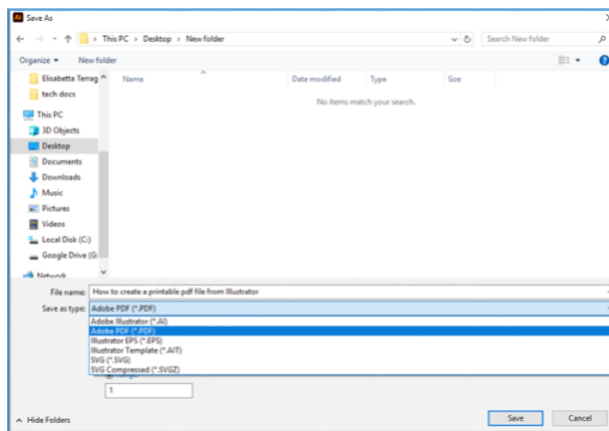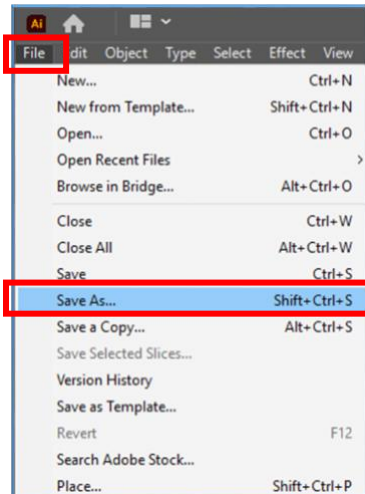This way you will make sure to keep all the data in your file.


Step 2: Change the printer to *Adobe PDF.*

Step 3: Make sure to change your *media size* to "**Custom**" so it fits your page.

Option 2

<u>Step 1:</u> 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).**

<u>Step 2:</u> A new window will pop up on your screen. Change the settings so that they follow the setup of the figure below.
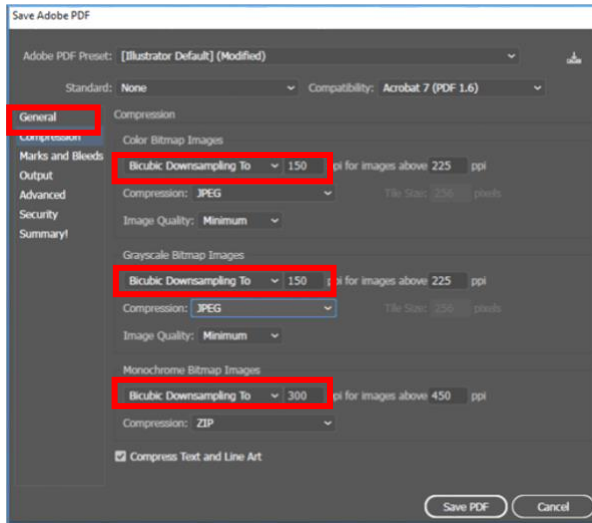
Step 3: On the left side of the window, select **"Compression"** and change all the settings to follow the image below.
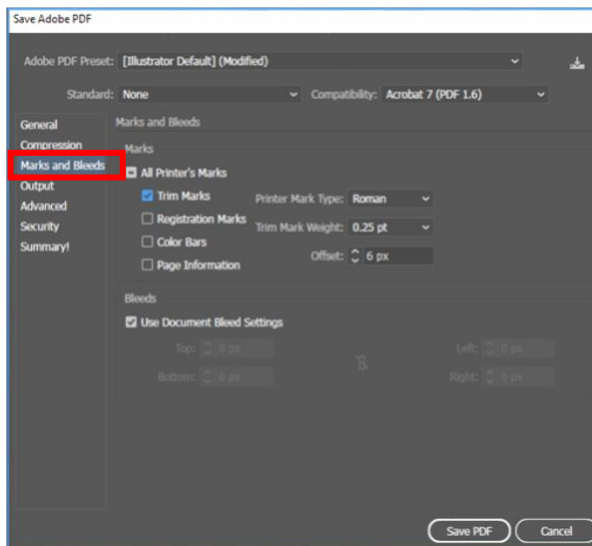
Step 4: Select the "**Marks and Bleeds"** tab on the left side of the window and click what you would want for your PDF. (This section isn't mandatory).
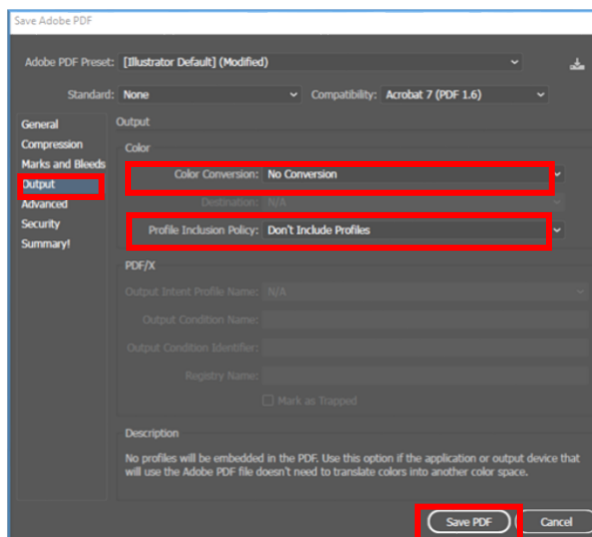
Step 5: Select the "**Output"** tab on the left and change.
  a. "Color Conversion" to **"No Conversion"**.
  b. "Profile Inclusion Policy" to **"Don't include Profiles"**.

Step 6: Click on "**Save PDF"** at the bottom of the window.

Adobe Photoshop

Option 1

Step 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.
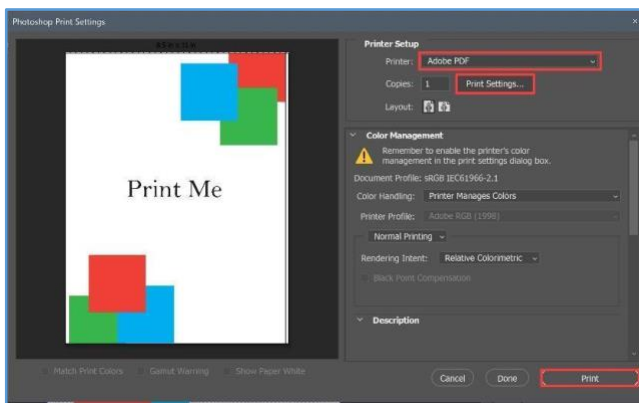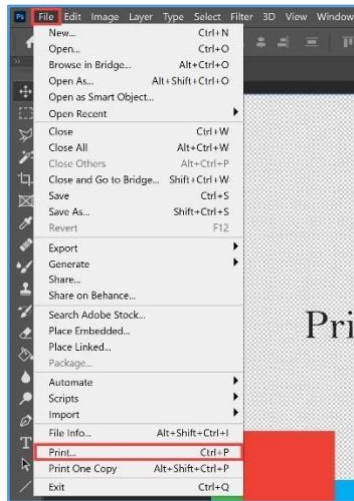
Step 2: Select "**Adobe PDF**" for printer.

Step 3: Click on "**Print Settings**".
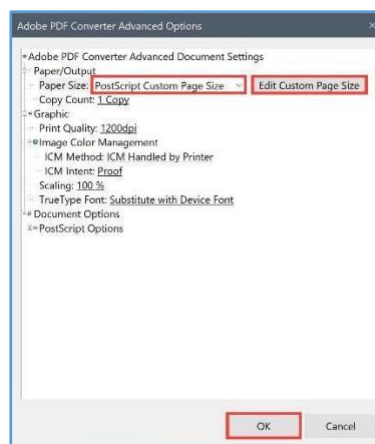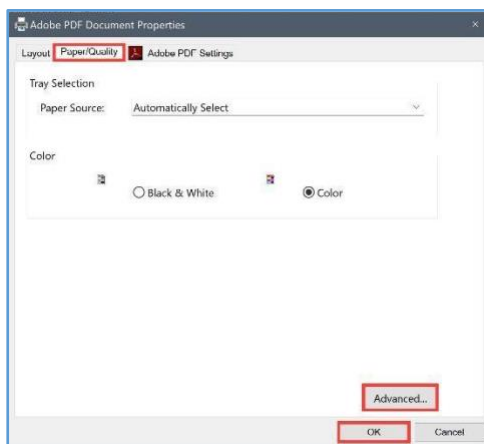
Step 4: On *Paper Quality Tab*, click "Advance".

Step 5: For paper size select "**Postscript custom page size**".

Step 6: Click "**OK**."

Step 7: Click "**Print**".

Step 8: Type the title you desire and click "**Save**."

Option 2

Step 1: Flatten all your layers by right clicking the layers and select "**Flatten Image".**
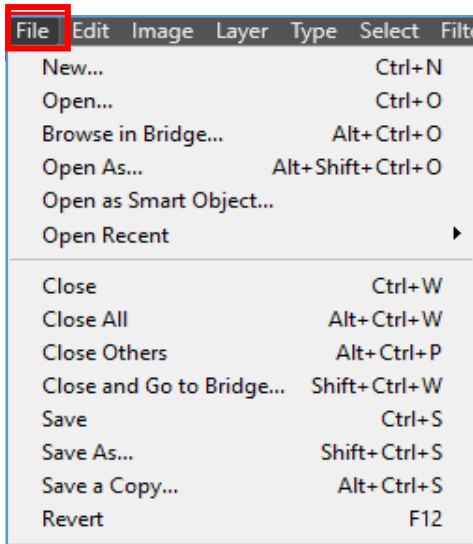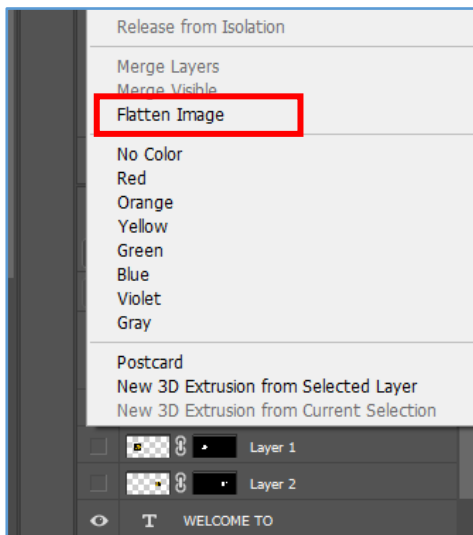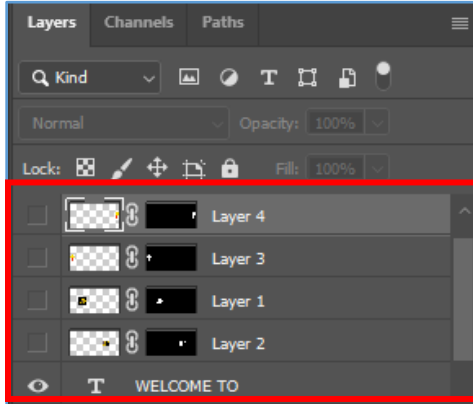
Step 2: At the top of Photoshop, click "**File**" > "**Save As…**" and a new window will pop up. You will change the name in this new window, change the "Save as type:" to "**Photoshop PDF**" and click "**Save**".
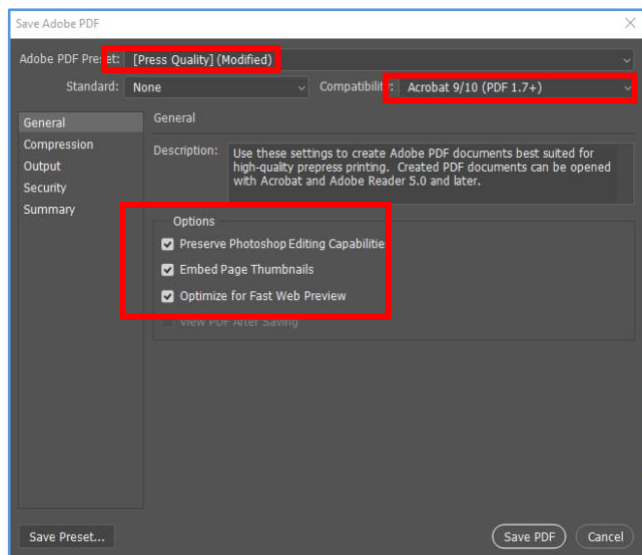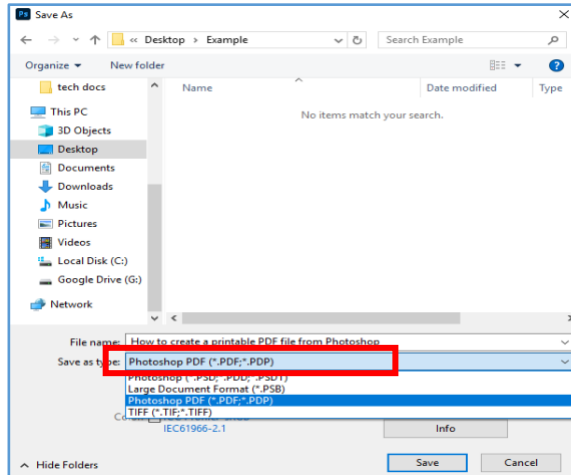
Step 3: With the new window that popped up, change "Adobe PDF Preset" to be **[Press Quality] (Modified)**. Under "Compatibility" select **Acrobat 9/10 (PDF 1.7+)** and follow the selections shown in the selections shown in the following image.
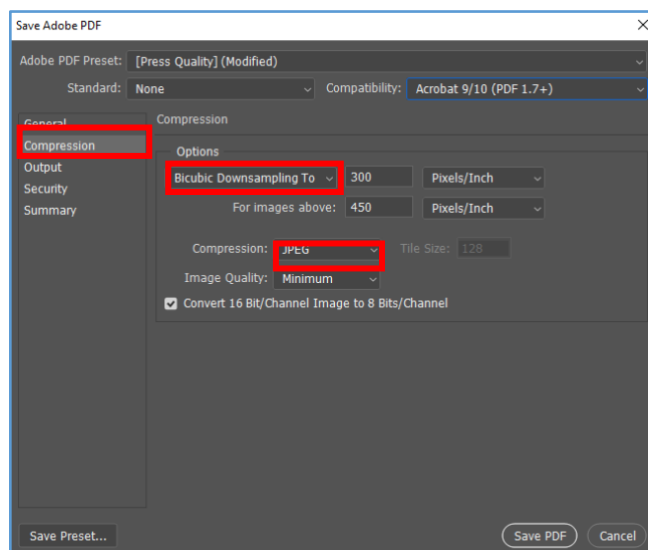
Step 4: Select **"Compression"** on the left side of the window and follow the selections of the figure below.
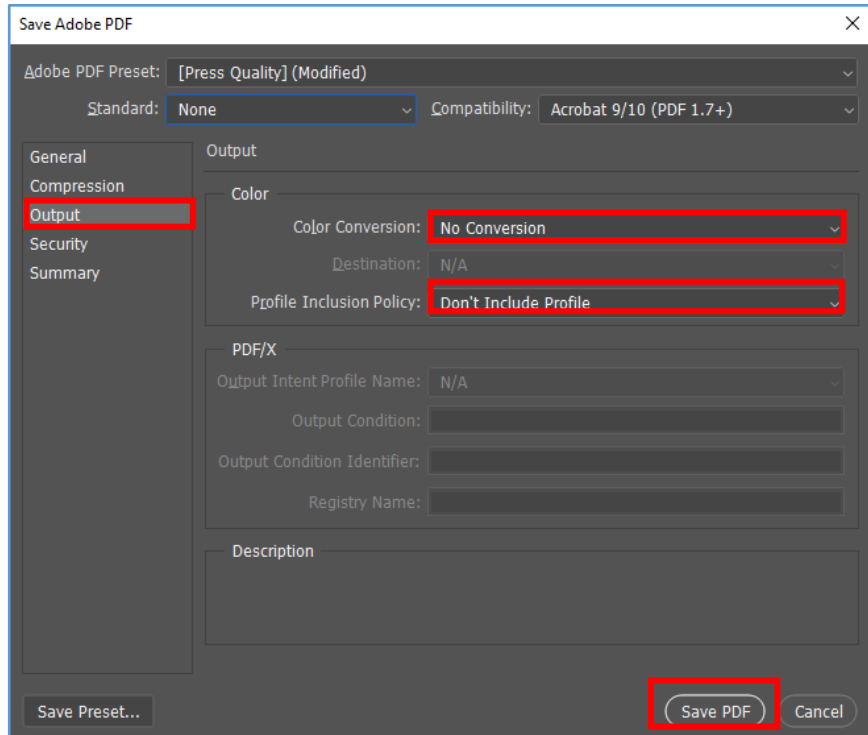
Step 5: Select "**Output**" on the left side of the window and follow the selections of the figure below.

**Step 6:** Click "**Save PDF**" at the bottom of the window.

InDesign
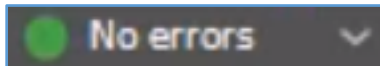
Step 1: Check the bottom of the InDesign window to see if you have errors in your file. Resolve any errors until it shows.
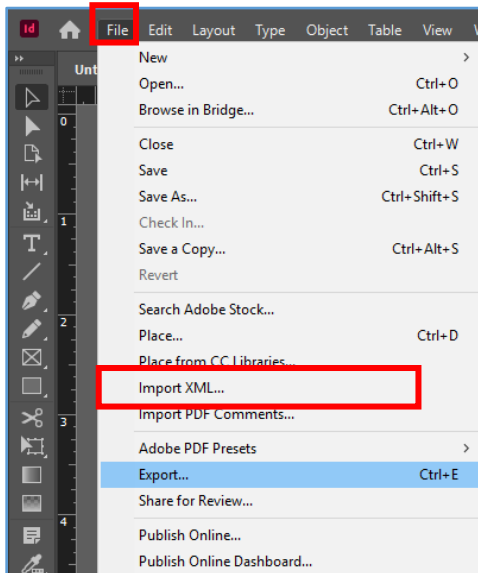
Step 2: At the top of InDesign, click "**File**" > "**Export…**" and a new window will pop up. You will change the name in this new window and change the "Save as type:" to "**Adobe PDF (Print)**".
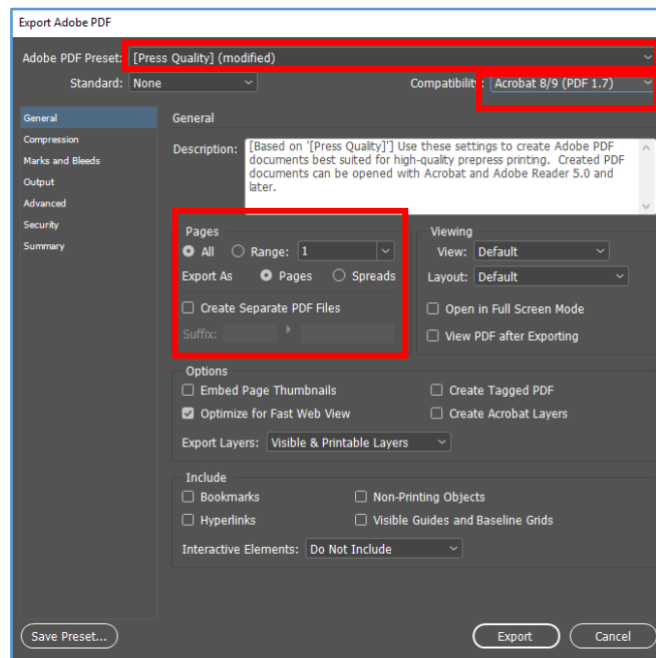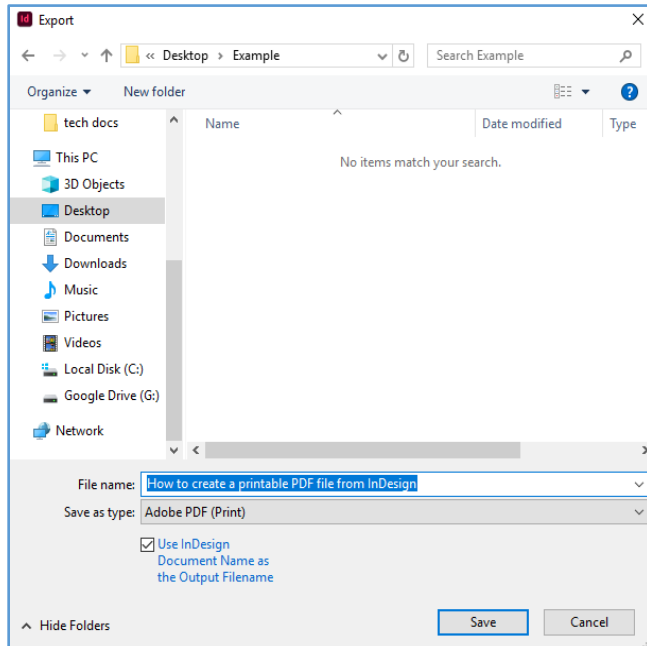
Step 3: Once you click save, a new window will pop up.

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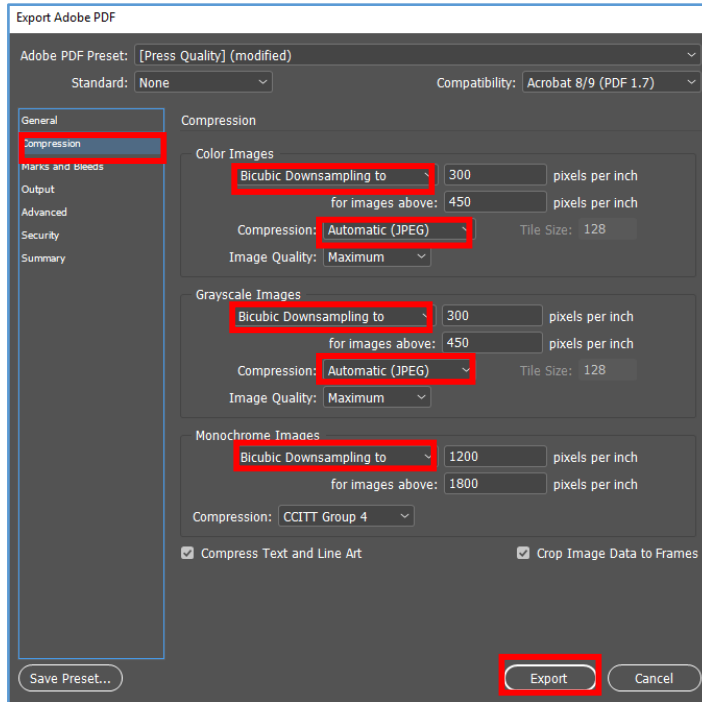
Step 4: Click the **"Compression"** tab on the left side of the window and change the settings to match the figure below.

Step 5: Click "**Export**" at the bottom.

Optimize a PDF

One of the ways to compress large files

> **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.
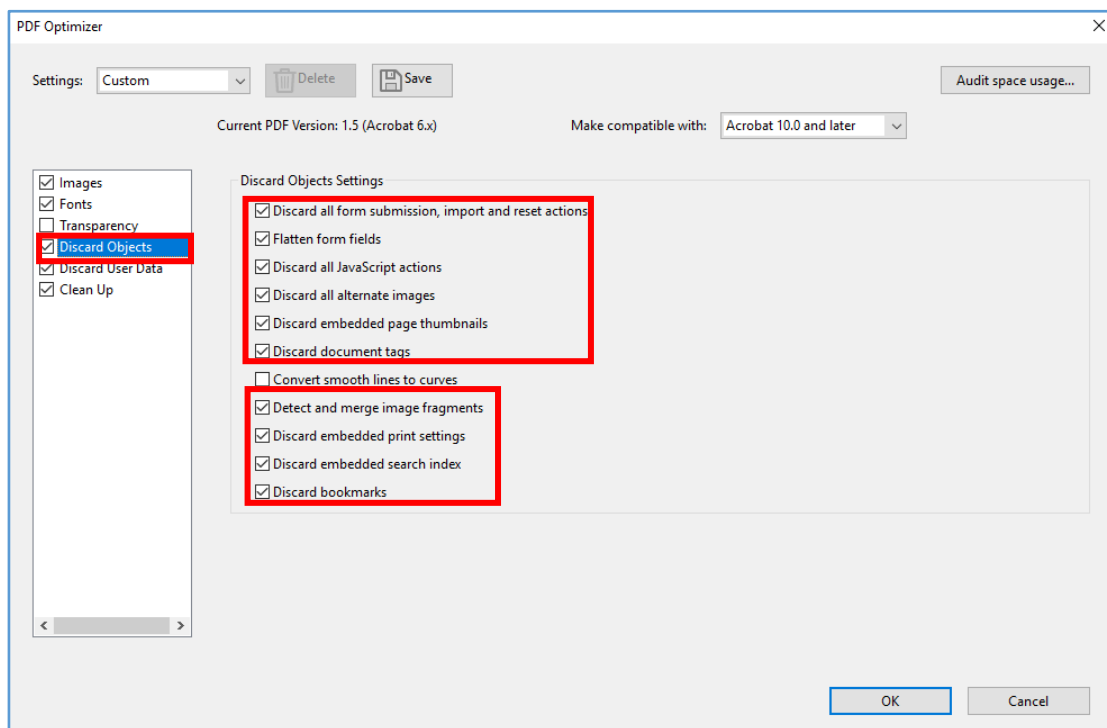
Step 1: Open the File in Adobe Acrobat. Press **File** > **Save as Other** > **Optimized PDF…**
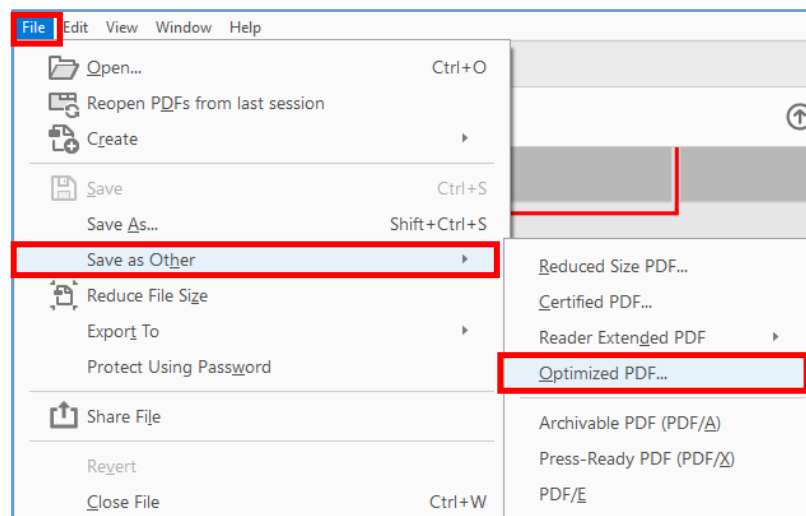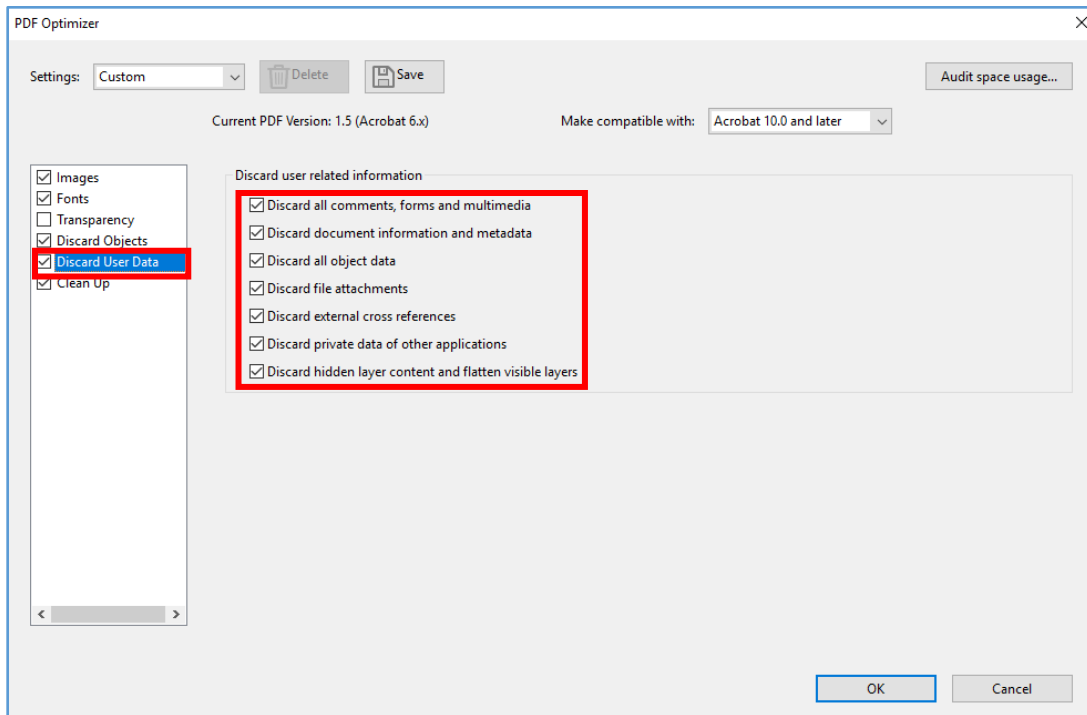
Step 2: The PDF Optimizer window will appear, change the settings to match the figure below.
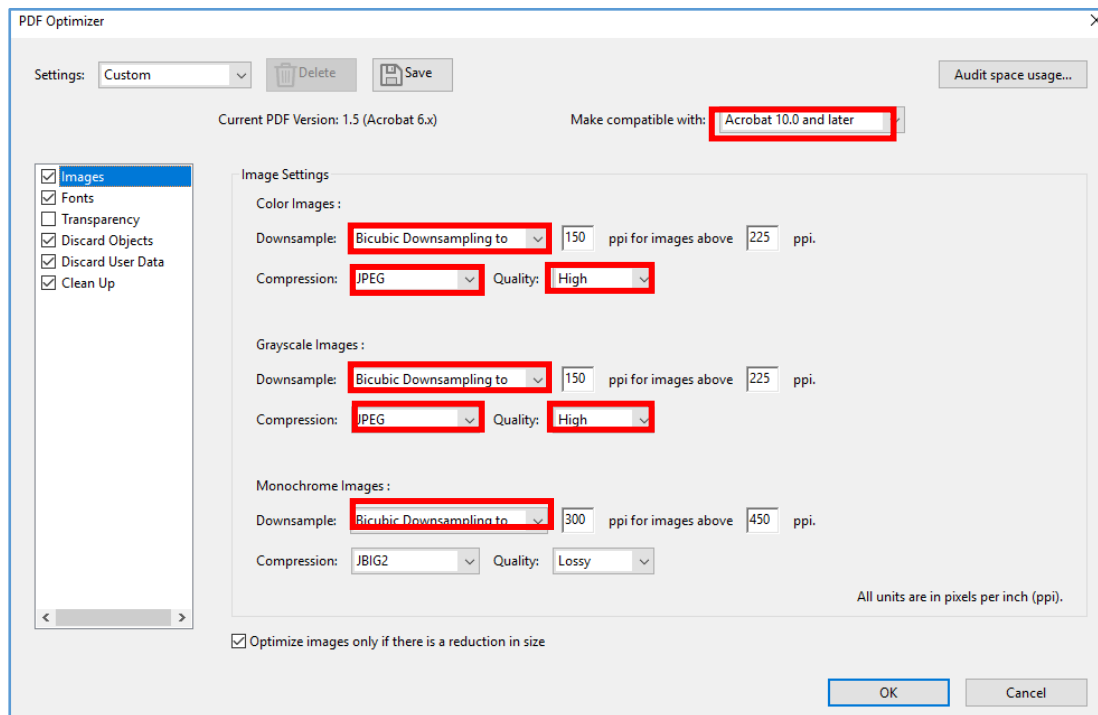
Step 3: On the left, select the **Discard Objects** tab and select all the options EXCEPT **convert smooth lines to curves**.
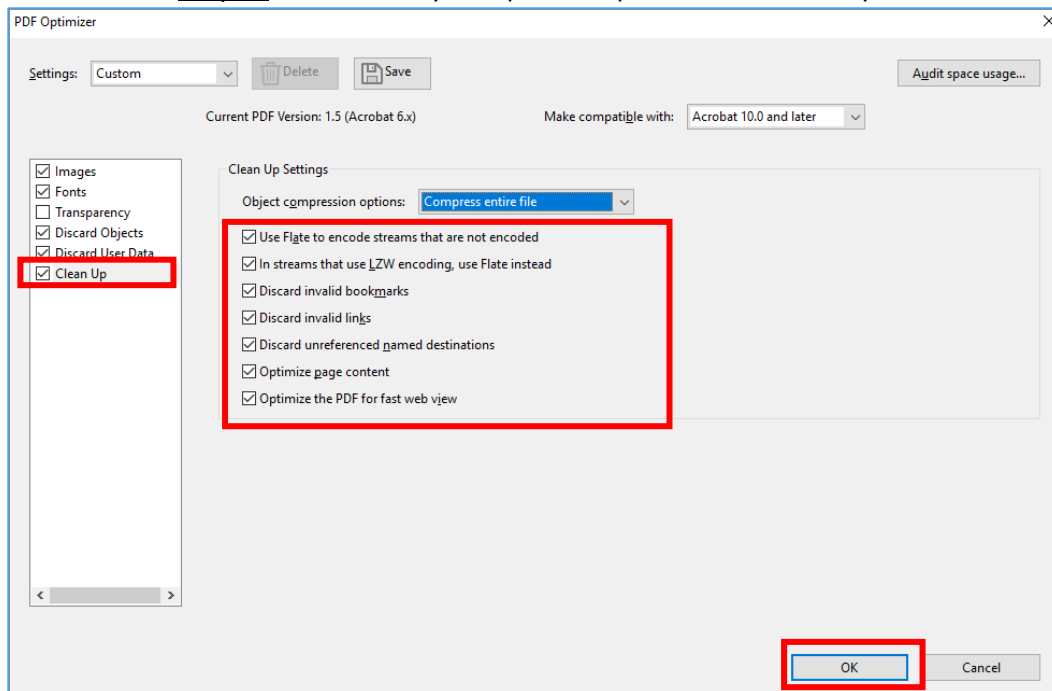
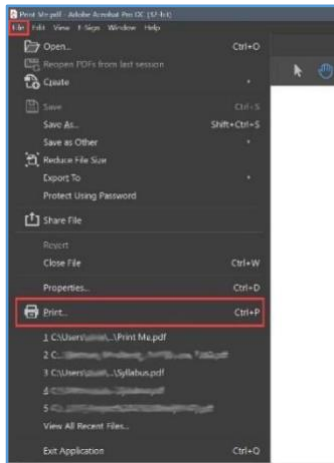Step 4: On the left, select the **Discard User Data** tab and select everything.

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

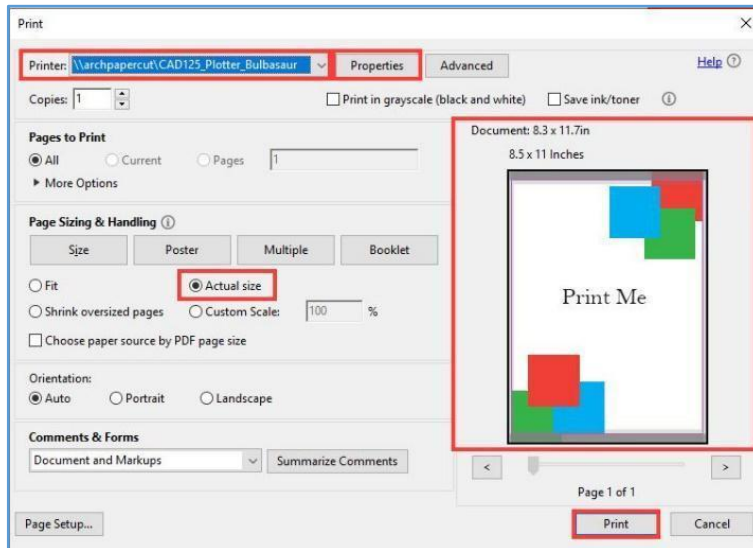Step 6: Click **OK** and your optimized pdf will be saved on your device.

Release Station for Plotters

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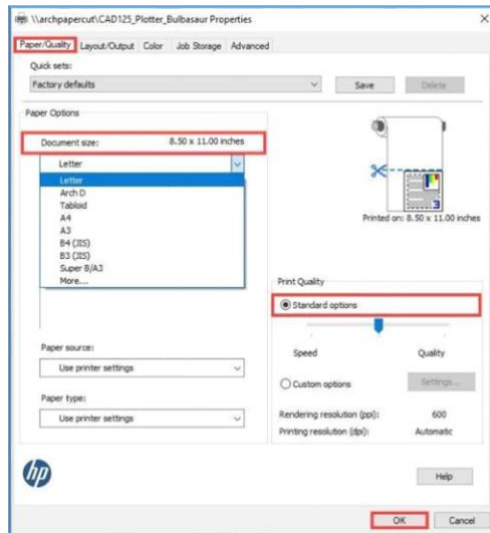

Step 1: Select **Print.**

Step 2: Select the Plotter for printer.

Step 3: Click **Properties.**

Step 4: From the **Paper/Quality** tab select your document size.

Step 5: Choose whether you want better Quality or better speed.

Step 6: Click **OK.**

Step 7: Select **Actual Size** for **Page sizing & Handling**.

Step 8: Make sure your file looks right in the **Preview.**

Step 9: Click **Print.**

Release Print Jobs to Color Printers

If you are printing 8.5x11 or 11x17 using Regular printers, you must release the job from the Papercut website.

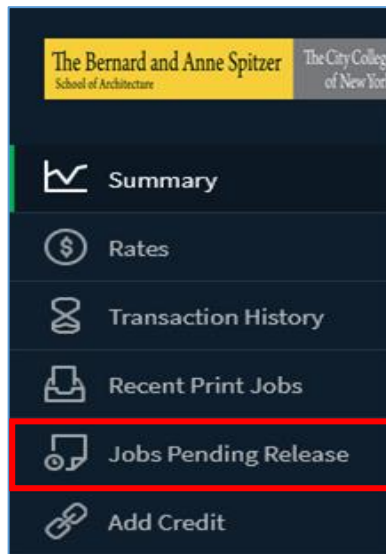*Note: You do not need to release jobs for Plotters.*

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.
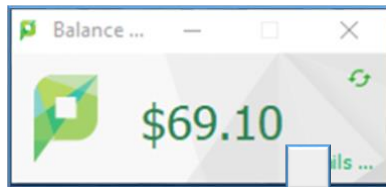
Step 1: Click on **Details** and a webpage will open.

Step 2: Use your **Citymail** credentials to log in.

Step 3: Click on the **Job Pending Release** from the left bar.

Step 4: You will find all the pending jobs that you have sent listed. Click on the **Print** button to print your paper.

Jobs Pending Release

1 job pending release with cost $0.20

☑ Auto refresh (55) Refresh Now

Your balance:$69.10

Release All   Cancel All

	SUBMIT TIME ▼	PRINTER	DOCUMENT	CLIENT	PAGES	COST	ACTION
🕐	Dec 20, 2021 1:41:54 PM	archpapercut\CAD125_COLOR1	Print Me.	CAD50983Y125	1	$0.20	[print] [cancel]

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.

Step 1: Go to https://citycollege-sp.transactcampus.com/eAccounts/AnonymousHome.aspx

Step 2: Click **Sign in,** it will take you to CCNY portal Sign in using your Citymail and Password.

Step 3: Click on **Add Money** under Flex section, on the next screen type the amount you would like to add.

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

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 techs 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.

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
Sign in using your city mail credentials, same as transect campus.
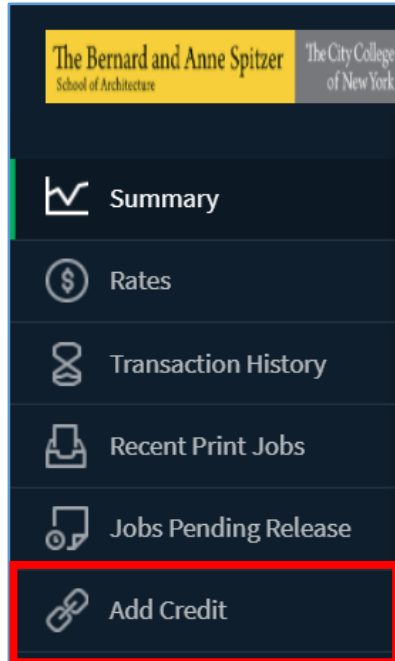
Step 8: Click on Add Credit

The Bernard and Anne Spitzer
School of Architecture
The City College
of New York

Summary

Rates

Transaction History

Recent Print Jobs

Jobs Pending Release

Add Credit

Add credit using Blackboard

Step 9: Select the amount to add
and choose the amount you
added using Blackboard

Username
jdoe000

Current balance
$79.55

Blackboard Balance
$21.00

Blackboard Available Credit
$21.00

Amount to add
--- Select the amount --- ∨

BALANCE

Default $77.55
Paid $7.00
                 $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.

SSA Reservation Desk Rules and Procedures

Hours of Operation
Monday - Thursday: 8AM- 6PM
Friday: 8AM- 5PM
Weekends: Closed
SSA Reservation Desk will be closed on holidays and when the college is closed.

Contact
Room: SSA 102
Phone: 212-650-7534
Email: ssareservation@ccny.cuny.edu
Social media: *@ssa.archit*

Services and Systems
- Reserve Equipment & Spaces: https://ssa-ccny.libcal.com/
- Audio-Visual Equipment Tutorials
- Classroom AV support

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.

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** 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, providing their name when making the reservation. This way the student can show their ID, and not have any problems checking out the equipment.

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 three times during a semester will have their borrowing privileges revoked until the next semester.
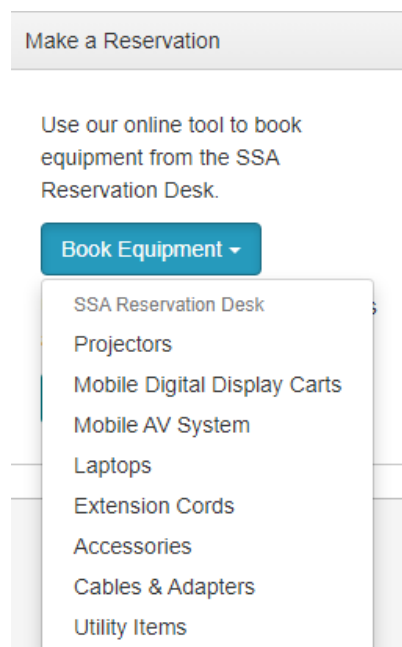
Resources Available for Loan

- Mobile Displays
- LCD Projectors
- Laptops
- Video Adapters
- Audio/Video Cables
- Portable Audio (PA) Systems
- Projection Screens
- Microphones
- Audio Speakers
- Extension Cords

Reserving Equipment

1. Navigate to the following website https://*ssa-ccny.libcal.com* and click on *Book Equipment.*
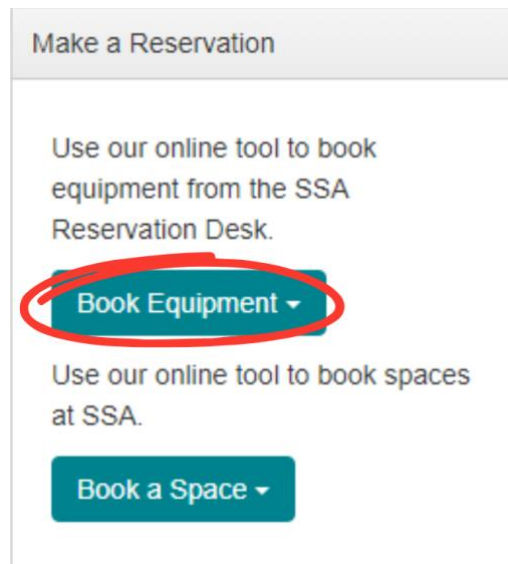
2. Select any specific category you would like to book from the dropdown list.

3. Select the date and select a time slot you want to reserve the equipment.

4. You will be directed to the bottom of the page. Select *Add to Cart & Checkout* when you are ready.

5. Enter your CUNYFirst credentials to login, allow location access, tap *"Enter OTP from device CUNYFIRST,"* open the Authenticator app, copy the one-time password code, and paste it to *verify.*
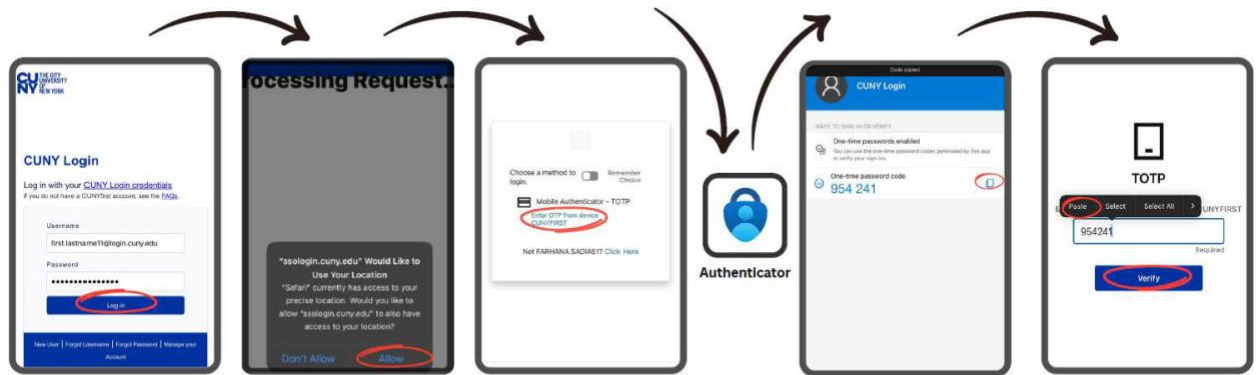
6. Check the box that says *I agree to the Terms and Conditions of this booking* and

   Submit my booking.

7. Please check your email for your booking confirmation.

Reserving using the QR Code

This QR Code will directly take you to the reservation website. You can also scan the QR Code using your phone and follow the same instructions.
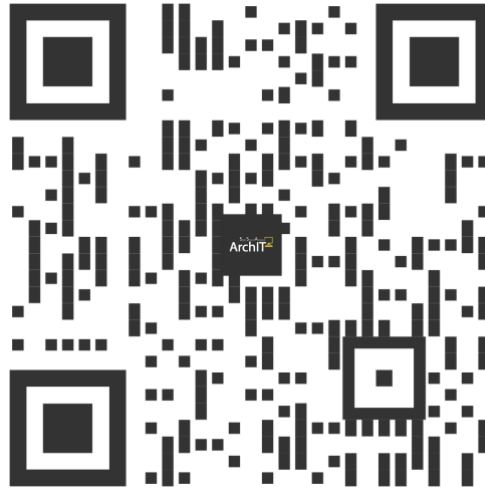
Cancelling a Reservation

To cancel your equipment reservation, please email ssareservation@ccny.cuny.edu with the full name on the reservation, or stop by SSA102, where an SSA Reservation Desk staff will assist you in cancelling your booking.

Booking a Space

- To make a reservation, please visit: https://ssa-ccny.libcal.com/
- Please note that spaces can be reserved for a maximum of 4 hours. If you need to reserve a space for more than 4 hours, please visit the Main Office SSA 113.
- Contact Information:
  - SSA Admin Office
  - SSA 113
  - Ssainfo@ccny.cuny.edu
  - 212-650-7118

City College of New York - Bernard and Anne Spitzer School of Architecture / LibCal

LibCal

Search for event...   [Search]

✉ ssareservation@ccny.cuny.edu

Upcoming Events
No calendars have been defined yet!
No events are scheduled.
View More Events:
No calendars have been defined yet!

Thursday, February 22, 2024 »

Spitzer School of Architecture   7am – 10pm

> SSA Reservation Desk   8am – 6pm

🕐 View all Opening Hours

Make a Reservation

Use our online tool to book equipment from the SSA Reservation Desk.

[Book Equipment ▾]

Use our online tool to book spaces at SSA.

[Book a Space ▾]

Powered by Springshare. All rights reserved.
Report a tech support issue.

1. Navigate to https://ssa-ccny.libcal.com and click on *Book a Space*

2. Select any specific category you would like to book from the dropdown list.

3. You can set multiple filters based on the type of space you are looking to book.

4. For *Capacity* always *Apply to all spaces (not seats).*

5. Choose any zone: *1st Floor, 2nd Floor, 2nd Floor Mezzanine, 3rd Floor, 3rd Floor Mezzanine.*

6. Select the Date availability in your preference.

Zone

1st Floor

Date

02/28/2024

7. Choose any time with the maximum of 4 hours. To extend time, please visit SSA's Main Office, room 113.

8. Select any additional filters.

☐ ♿ Accessible Seat/Space

☐ 🖥 Computer

☐ 🖥 Digital Display

☐ 🔌 Power Available

☐ 🎥 Projector

☐ 📶 wifi

9. Scroll down to check availability of the spaces. Please read the timings carefully and then click on *Book Now*.
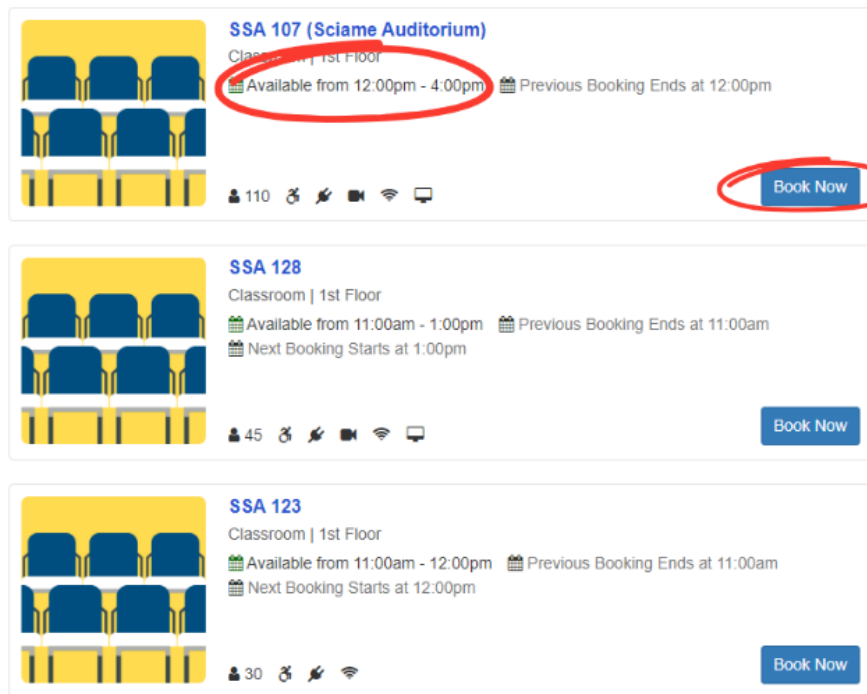
10. Enter your CUNYFirst credentials to login, allow location access, tap *"Enter OTP from device CUNYFIRST,"* open the Authenticator app, copy the one-time password code, and paste it to *verify*.

11. Click on *Submit my booking*

Booking Details

Fill out this form to submit your booking for approval. You will receive an additional follow up email with the Library's decision.

These times will be held for you until 11:20am Thursday, February 22, 2024. If you do not complete your booking before that time, another patron may book these times.

Full Name
SSA User

Email
SSAUserSample@ccny.cuny.edu

Submit my Booking   Logout

Booking Details

SSA 107 (Sciame Auditorium)   Remove
Classroom | 1st Floor
👤 110

Date: Wednesday, February 28, 2024
Time: 12:00pm - 4:00pm

12. You will receive an email in your CCNY email account stating that the ***booking has been submitted***. Please note that this **does not** mean that your booking has been approved.

13. Once, the Chair's Office approves your booking, you will receive an email stating that ***your booking has been approved!***

Cancelling a Booking Space

1. To cancel your space booking, kindly refer to your confirmation email where you will find a link facilitating the cancellation of your space reservation.
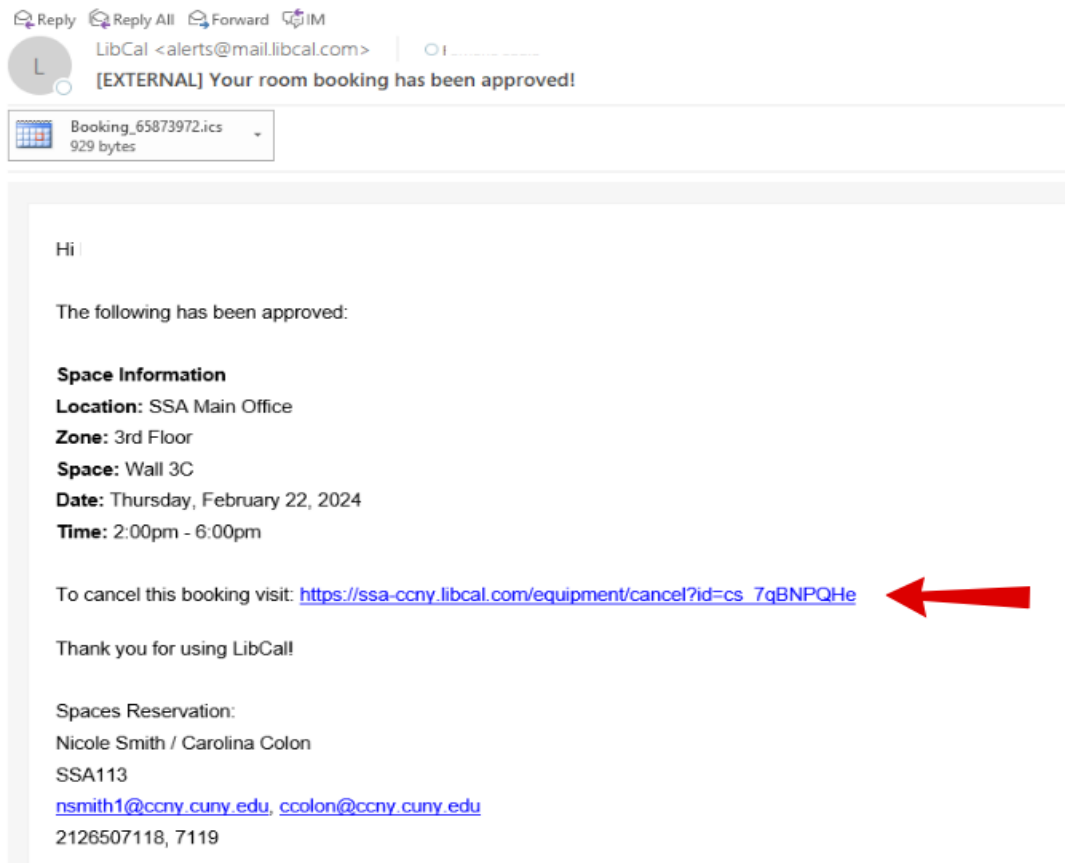
2. Please carefully read the instructions when cancelling booking(s).

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

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
- Student records (e.g., GPAs, transcripts, 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

Frequently Asked Questions

- **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.

- **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

- **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.

- **How do I login to the computer labs?**
  Your account username and password should be the same as your Citymail. (E.g. jdoe000@citymail.cuny.edu means your username is jdoe000).

- **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 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).