You Only Get One...

During your time here students get just *one* Civil-provided computer.

Do your part to make it last longer:

- *Lock It Up* - when not at your desk log out or lock the computer by pressing Ctrl+Alt+Del then clicking "Lock Workstation."

- *Clean It Up* - delete emails after you've read them; delete files when you're done with them.*

- *Back it Up* - backup your research data and other important data - copy it to CD, Zip cartridges, or USB drives.

- *Scan It* - install and use Symantec Corporate Antivirus and AdAware. Do a manual scan for viruses and spyware once a week.

* Do not delete research files - they belong to your research advisor.