

# CU Denver - CLAS Computer LABS SMARTSheet



College of Liberal Arts and Sciences  
UNIVERSITY OF COLORADO DENVER

LAB NAME/LOCATION(S): LAB NAME HERE

LAB CONTACT(S): LAB STAFF PHONE & EMAIL

## SECURITY:

**CAMPUS POLICE** -- 303.724.4444

**CLASSROOM DOORS** -- Some LAB access is available to current students via AHEC-encoded Student ID cards. Staff is not allowed to prop or open doors, so please encode your cards if this is a lab requirement!

**NIGHT RIDER SAFE TRANSPORT** -- Free safe-ride from anywhere on campus to your car:

Monday-Thursday until 10pm:  
303.556.2001

Weekends and After Hours:  
303.556.5000

**PASSWORDS** -- Please select a strong password, and never share your password. CU - Denver password minimal criteria can be found here:

[http://www.ucdenver.edu/faculty\\_staff/employees/policies/Policies%20Library/Admin/fp5-13.pdf](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/fp5-13.pdf)

## COMMON SENSE:

**PRINTING** -- If you are unsure, ask for help. Print double-sided, and recycle unwanted prints.

### BACK UP YOUR WORK!

**Always back up in at least 3 locations:**

- A drive share
- Your laptop **AND**
- External media

## RESPECT:

**PHONES** -- Move all phone calls outside the room and please silence your phones in the Lab.

**SOCIALIZING** -- While others are studying, use appropriate area or move outside the lab for group work and casual conversation.

**ERRORS** -- If you think you've made a mistake with any equipment or software. Welcome to the club! We have all been there. Alert Staff immediately to fix it. We will never be upset, unless we don't hear about it.

## LAB RESOURCES:

**WEBSITE** -- Our website explains it all.

Visit: [LABWEBSITE@ucdenver.edu](mailto:LABWEBSITE@ucdenver.edu)

**OTHER LAB INFO:**