

INITIALISING YOUR ACCOUNT

At the time your account is created you will need to activate it for use. This can be done in the CSE computer laboratories using the **newuser** program, or over an internet connection using **newuser.php**. Both of these methods will allow you to:

- View and accept the terms and conditions for using the facilities (the Yellow Form Policy)
- Enable your computer account upon acceptance of these conditions
- Issue you with a user name and allow you to choose a password for future login

Using newuser

- Find a free computer in any of the general access laboratories (laboratory locations are available from the CSE Help Desk, room G03, Mechanical Engineering Undercroft).
- At the login prompt type in **newuser** and press enter (no password is required).
- A web browser displaying the Yellow Form (the school policy) will appear.
- Read the Yellow Form carefully. Don't just acknowledge without reading, because you are legally bound by the terms. The first section, RESPONSIBLE USE OF LABORATORIES, is the most important one for you to read and it lists the rules for using the laboratories.
- After you've read the Conditions of Use, click on the ACCEPT YELLOW FORM AND ACTIVATE ACCOUNT button down the bottom.
- Another login dialog box will pop up. Login as yourself. Enter 'z' followed by your student ID as the username, eg: z1234567 and your **UniPass** for the password.
- The web browser will start up telling you your CSE *username* which will be mix of letters and numbers, eg: abcd1234. Write it down as it may not be so easy to remember latter.
- The webpage will ask you to enter some personal information to verify who you are and set up your password. You will need to set a strong password: one which is not somebody's name, or a word in a dictionary, and preferably contains numbers, capital letters and punctuation characters. Do not write down your password and do not show it to anybody, ever.
- You will be asked if you want your CSE email forwarded to your Unimail account. CSE lecturers and CSE School Office always send email to your CSE account, so if you will login to your Unimail account more often than your CSE one then tick this box to have it forwarded. You can remove the forwarding later if you change your mind.
- You have now finished initialising your account. End the **newuser** session by clicking on the EXIT button up the top of the screen.

You should be able to login with your CSE username and password within 5-10 minutes. When you login for the first time your home directory will be set up for you.

Using NEWUSER.php

- Visit the URL <https://www.cse.unsw.edu.au/newuser.php>
- At the login prompt type in your student ID (preceded by a z) and your UNIPASS password. Your UNIPASS is available from the **Disconnect** office, located at the rear entrance to the library.
- Once your student ID and password have been accepted, read the Yellow Form notices click on the acknowledgement button
- Enter your date of birth and a password. At this point you will also inform of your **user name**. It is your responsibility to choose a secure password. **Make note of your user name, and remember your password but do not write your password anywhere.**

You should be able to login within 5-10 minutes.

Possible problems you may encounter

- Incorrect date of birth - see the Help Desk. It is possible it is incorrect on our system.
- Incorrect user name - it is case sensitive. Be prompted for different letter l and number 1.