



Networked Resources and Computer Labs

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

Access to the Department of Theatre's Computer Labs and Networked Resources is controlled through the use of a NetID. For additional information on determining your NetID and NetID password, see: [https://oit.utk.edu/accounts/net-id/Pages/Find-Your-NetID-\(Faculty-and-Staff\).aspx](https://oit.utk.edu/accounts/net-id/Pages/Find-Your-NetID-(Faculty-and-Staff).aspx)

NOTE: Faculty/Staff may request a temporary NetID for guests by contacting the Department LAN Manager at theatreadmins@utk.edu at least one month prior to the arrival of a guest.

THEATRE DEPARTMENT NETWORK RESOURCES

The Department of Theatre maintains a fairly large set of shared computer resources including networked file storage and sharing, printers, plotters, scanners, etc. The majority of these resources are physically located in our two computer labs (AMB G041—Theatre Design Lab and the Graduate Peripherals Lab at the Design House). These resources (files/printers) may, however, be accessed from **anywhere** on the campus network.

When using a Department provided PC, these resources appear automatically each time you log in. When using a mac or any computer not purchased by the Department, you will need to connect to the appropriate server each time you reboot before trying to access any of the resources.

NETWORKED RESOURCES (\\MARIAN.CBT.UTK.EDU)

-- cloud file storage: (for employees and graduate students post 2015)

The University has several free options for storage and backup, including T-Storgae, OneDrive, and Google drive. Information and directions can be found here:

<https://help.utk.edu/kb/index2.php?func=show&e=2482>

-- User Share -- Drive U: (for employees and graduate students prior to 2015)

This folder is open to all faculty, staff, and graduates for storage of files they want access to across the entire campus network. Files are only accessible to the you and the Administrator. Other users cannot access your files unless they are logged in as you. **TIP:** The server is an excellent place to backup your data.

-- Common Files – Drive S:

Shared resources for shows, shops, classes, and the company as a whole. The Department “Manual”, travel forms, show archives, printable contact lists, and a variety of other data is available in the Common Files.

-- AMB G041 Lab Plotter – [Goblin]

44” HP DesignJet Printer. Access available to all approved Plotter Users. Contact the Admin to be added.

-- CBT Plotter – [Furies]

44” HP DesignJet Printer. Access available to all approved Plotter Users. Contact the Admin to be added.

-- Design Lab Printer – [Chimera]

8.5x11 Inkjet Color Printer. Available to all approved Lab Users.

Printers with restricted access:

Argus—Carousel Booth [SM’s]; **Banshee**—Box Office [Box Office Staff]; **Basilisk**—Costume Shop; **Gorgon**—AMB 209A [SM’s]; **Erewhon**—CBT Basement Copier [Staff/SM’s]; **Hippogriff**—Business Manager’s Office [PM’s]; **Hydra**—Ops Office [PM’s]; **Kraken**—Production Office Plotter; **Minotaur**—Joe Payne’s Office; **Phoenix**—Scene Shop; **Siren**—Grad House [Design Faculty & Graduates]; **Sphinx**—Production Office [PM’s]; **Wyvern**—Main Office Copier [Faculty/PM’s]

SERVER AND NETWORKED RESOURCE ACCESS

Faculty, Staff, Graduate Students, and Theatre Majors are automatically given access to the server our networked resources. Other undergraduates must email the Administrator (theatreadmins@utk.edu) to request access. All users are only granted access to the resources associated with their work at the University. If you do not have access to something you believe you should, please contact the Administrator via the email address above.

TEMPORARILY CONNECTING TO NETWORKED RESOURCES

To access the Theatre Department's servers, you must be on campus or connected to the campus network via VPN (see **“CONNECTING FROM OFF-CAMPUS — VPN”**). When using a computer that is not yours (or a laptop primarily used off-campus) it is preferable that you only temporarily connect to the server. PC users whose computers are primarily used on the campus network should skip to **“MAPPING NETWORKED RESOURCES”**.

FOR PC USERS

1. Click Start→Computer, then type [\\marian.cbt.utk.edu](http://marian.cbt.utk.edu) into the address bar and press enter.
2. Following a brief delay, a logon window should appear. Choose “Other User”, then sign-in as “utk\NetID” and use your NetID password.
3. An Explorer window should appear showing you the resources available on the server.

FOR MAC USERS



1. From the desktop, select “Connect to Server” from the “GO” menu.
2. In the address field, type appropriate address for server resource you wish to access:
 “[smb://marian.cbt.utk.edu/common_files](http://marian.cbt.utk.edu/common_files)” to access common files
 “[smb://marian.cbt.utk.edu/user\\$/NetID](http://marian.cbt.utk.edu/user$/NetID)” to access your user share
NOTE: Replace “NetID” with your actual NetID.
3. Click the + symbol to the right of the address field to add this server resource to your favorites.
4. Click “Connect”
5. After a brief delay you will be asked to logon to the server. Use your NetID and Password.

A finder window will now open showing you the resources. These resources will be available by clicking on the network icon in any finder window until you reboot. After a reboot you will need to repeat steps 1, 4, and 5 to reconnect to the server.

MAPPING NETWORKED RESOURCES (PC’S ONLY)

Users who access server resources regularly may want to “map” these resources. Mapping “permanently” connects your computer to resources to make future use easier.

NOTE: There is no Mac equivalent to “mapping”: see **“TEMPORARILY CONNECTING TO A NETWORKED RESOURCES”**

1. Click Start→Computer or press the Windows Key [ or ]+ E to open windows explorer.
2. Choose “Map Network Drive” from the Tools Menu.
3. In the dialog box select/enter the appropriate information from the table below:

RESOURCE	DRIVE LETTER	FOLDER
COMMON FILES	S:	\\marian.cbt.utk.edu\common_files
USER SHARE	U:	\\marian.cbt.utk.edu\user\$/NetID

4. Be sure that “Reconnect at logon” is checked.

5. If you did not use your NetID to logon to the computer you are using, click Connect using a “different user name” and enter “utk\NetID” & your NetID password.
6. Click OK to finish.

The network resource will now appear as drive S: or U: on your computer. If you are using a laptop and you take it off campus, you may receive an error message: “Cannot connect to network drive.” This is normal. When you return to campus and reboot, the drive should become available again.

CONNECTING FROM OFF-CAMPUS — VPN

Need to access the server from off campus or even across the globe? You can! There are 2 steps to doing so:

1. Connect to UT using our Virtual Private Network Client follow the instruction found here:
 - a. <https://help.utk.edu/kb/index2.php?func=show&e=2544>
2. Once connection has been established through Pulse Secure, connect to the server as you would on campus. See “**TEMPORARILY CONNECTING TO A NETWORKED RESOURCES**” or “**MAPPING NETWORKED RESOURCES**”

ADVISORY: Slower internet connections may make access via the VPN sluggish or even impossible. Most cable, fibre, and DSL connections are sufficient to allow access; however.

THE UNDERGRADUATE DESIGN LAB (AMB G04)

Open to use by all faculty, staff, and students. Faculty may schedule time in the lab for classes by contacting the LAN Manager at theatreadmins@utk.edu. Courses will be given priority based on need.

Outside of class time, the Computer Lab is available for independent use whenever AMB is open. Physical access to the Lab is controlled by your VolCard, and/or pin code. All students, faculty, and staff must complete an Access Form in the Main Office to have their individual VolCard activated. Activations must be renewed every three years.

In addition, computer access must be requested by contacting theatreadmins@utk.edu from your UTK email address. Requests from non-UT addresses will be ignored.

Please remember that the University is self-insured institution which means that if lab equipment is stolen or broken it will not be replaced. To help ensure the security of the equipment in the lab, the door to the lab may not be propped open at any time. This door is monitored by UTPD. An alarm will sound and officers will respond if it is left ajar.

14 iMac Workstations

Software includes Microsoft Office, LightWright, AutoCAD, VectorWorks, Adobe Cloud.

44” HP DesignJet T1300 Plotter [Goblin—requires special permissions—email theatreadmins@utk.edu]

Projector and SmartBoard for class use

THE GRADUATE PERIPHERALS LAB

Open to use by all graduate design students and faculty. Faculty may schedule time in this lab for classes by contacting the Marianne Custer, Head of Graduate Design, at mcuster@utk.edu. Courses will be given priority based on need. Access to this lab is controlled by the L8A18 & L8A19 keys.

Please remember that the University is self-insured institution which means that if lab equipment is stolen or broken it will not be replaced. All users are responsible for ensuring that all doors to the building are locked when they leave.

8 Desktop Workstations w/ CD burners – unsupported. will be removed when dead.
Minimum of 2 desktop workstations with print ability to Laser Engraver, 3D Printer and Plotter.
Software includes Microsoft Office, Vectorworks, LightWright, Autocad, Adobe Cloud.
Design Premium, Audacity, and Isadora
Large-format Scanner
44” HP DesignJet Z3200 Plotter [Siren]
24” HP DesignJet 6-color Plotter
Xerox B&W Printer
Projector and SmartBoard for teacher use
Makerbot 3D Printer
18”x24” Laser Cutter (usable only with faculty supervision)

DATA INTEGRITY, PERSONAL BACKUPS, AND UP-TIME

Backups of users individual computers and files may be kept on the server in the User Share. In most cases, tools are available to help automate the backup process (PC users can google SyncToy 2.1). Users should never store data exclusively only on the User Share.

While backups of the servers are occasionally made, these backups primarily protect the viability of the server and *not* individual user’s data. Additionally, while both servers are designed with battery-backup systems to protect from short-term power outages, our individual workstations and much of the network itself do not have these protections. In the event of a power outage, all unsaved data will most likely be lost. All users should, therefore, keep backup copies for all data stored on the network.

All department servers are maintained with an eye towards maximum up-time. Occasional outages, however, should be expected for server maintenance including hardware issues and software upgrades. Whenever possible, the Administrator will attempt to notify all active users at least 5 minutes before taking the server offline. In some cases, this notification will be impossible and all unsaved data will be lost.

UNIVERSITY POLICIES

All users must comply with UT policies and procedures as well as local, state, and federal law. All University policies are available in on the web at: <http://www.tennessee.edu/policy>.

Users should pay close attention to the University’s Information Technology Acceptable Use Policy (AUP) which can be found at the website noted above. The AUP makes it clear that a user’s connection to the network is a privilege and can be taken away if the privilege is abused. Abuse of UT policies or standards, abuse of UT IT resources, or abuse of other sites through the use of UT IT resources may result in termination of access, disciplinary review, expulsion, termination of employment, legal action, and/or other appropriate disciplinary action.

Faculty and Staff should also be careful to note the University’s policies regarding information security. **FOR MORE INFORMATION, SEE THE “INFORMATION SECURITY” SECTION FOUND IN CALENDARS AND CONTACT LISTS.**

SECURITY

Every attempt has been made to structure our security systems to protect our resources and the data stored on the servers. It is important to note, however, that all of these efforts are predicated upon the concept that you as the end user will act to protect yourself. All activity on the network and our shared resources is monitored and logged. Permitting others to use a computer you have logged into or providing anyone—including UT Staff your NetID Password exposes you and the system itself to danger.

One of the best hack stories from a fellow Administrator we'll call Larry. Larry was talking up his company's awesome new "full-proof" security to his friend Curly. Curly bet Larry that he could break that security in less than five minutes. Having spent 2 years and millions developing the system, Larry was totally up to it.

At this point, Curly pulled up the company directory on the web and found a number for the receptionist in a small division of the company. Curly then called pretending to be from the corporate IT department and asked her to "log into the server" because they were having trouble seeing some of the work she'd done earlier in the week. He then told her, "Nope, I'm not seeing you on the system... are you sure you're logged in?". The receptionist—growing worried that she'd messed something up—said she wasn't sure... Curly then proceeded, "what are you typing to log in?" Thirty seconds later Curly had her name, password, and was connected to and "trusted" by the network because he was a valid user.

As a "trusted" user Curly was able to gain access to the whole system within minutes. Don't be that person. It may seem insignificant to give your password to Mary Jo so that she can hop on and print something because her password isn't working, but if Mary Jo intentionally or *unintentionally* does something **YOU** will be the one who legally did it because you provided the access.

It is also important to note that in addition to data security, physical security is also critical to be aware of. Be sure to lock any Computer Lab and turn the lights off when leaving even if you're only leaving for a minute. It doesn't take more than that for a computer to be stolen, and there is no way to replace this equipment if it is lost.