

**Instructions for the Science Learning Center (SLC)**  
**4<sup>th</sup> Floor Young Hall South**  
***www.nslc.ucla.edu***

The Science Learning Center in Young Hall South is an instructional computing facility for the Life and Physical Sciences. Room 4335 & 4336 are the drop-in rooms for PC users and are open **Monday - Thursday, 8 am - 10 pm, Friday, 8 am - 6 pm, Saturday 1 pm - 5 pm, and Sunday, 1 pm - 9 pm**. Other rooms are reserved for classes, discussion sections and office hours, but may be opened for drop-in use if needed. Students requiring access to a UNIX workstation should ask the lab attendant in Room 4335 for assistance or come to the SLC Program office, Room 4359.

The following information may be helpful to first-time users.

➤ **Logging into the SLC network**

Students enrolled in a Life or Physical Science class have an account on the SLC network. This account is your Bruin OnLine (BOL) ID. If you do not have a BOL ID, you must sign up for one before using the computers. It may take up to 3 days to process and to get to our servers, so make sure you do this before the quarter starts. Go to [www.bol.ucla.edu](http://www.bol.ucla.edu) and follow the steps to help set up an account. If you are an Extension student, you qualify for a temporary BOL account for concurrent enrollment. See the above website for details.

Most Login IDs have the following form:

User name: jobruin (BOL ID)  
Password: 123456789 (your University ID number)

See the Lab Attendant in room 4335 if you are having trouble logging on.

➤ **Saving your work**

You can save files to a floppy disk or to your own folder on the SLC server where it will be stored and accessible from any PC in the center. *You never need to return to a particular workstation to open a program or file that you've been using. Your account is on the **network**, not on an individual computer.*

- From the **File** menu select **Save As...**
- Pull down the list at the top of the **Save As** dialogue box and select **username on 'dellsvr2\students' (Z:)**
- You can choose **My Documents** and save your work there, or create new folders inside that one.

➤ **Printing**

To add a printer, under the Start menu, go to Settings and select Printers. Double click on Add Printer. Select Next, then click on the radio button for Network Printer and click Next. Click Next once more. In the text field by Name in the Printers tab, type in the SLC room number where you are (4335, 4336,

4340, etc.) and hit Enter. Below you should see the name of the printer. Double click it and choose whether or not you would like it to be your default printer. Then click Finish.

**Note:** You are charged for printing. The cost is **3 cents** for black & white and **35 cents** for color. You are billed at the end of each quarter to your BAR account.

➤ **Logging out**

Please leave the computer ready for someone else to use by logging out of the system.

- From the **Start** menu (bottom of screen), select **Shut Down**.
- Pick the 3<sup>rd</sup> option, **Close all programs and log on as a different user**, or, **Log Off Username**.