

Information Technology on Boarding at Rutgers Law School in Newark

Students entering Rutgers Law School must have their own laptop computers. All law students are required to have laptops for communications and for taking examinations. If you do not already have one, please purchase a laptop that meets the Law School standards before you start school.

Laptops must meet the following minimum standards:

Tablets, such as iPad and Chromebooks are not recommended.

(1) Wireless capability (at least 802.11b). Most new laptops are configured with this interface type already built in. If your existing laptop does not have such capability, wireless USB devices are generally available to fit most new and many older models.

(2) It must run on Windows 10® or MacOS 10.14 or higher.

(3) It must have at least one USB port or have dongle that allows USB drive connection. Smart pads and readers are not acceptable alternatives for exam taking.

(4) Built-in Web camera and microphone are required. External Web camera with microphone is acceptable as well. Minimum recommended resolution is 720 P (1280 by 720 pixels).

Recommended computer/laptop specifications:

Component	Recommended PC	Recommended Mac
Processor	Intel® Core™ i5 (10th generation or better)	Apple M1 (or better)
Memory	8 GB or better	
Hard Disk	256 GB SSD	
Webcam and Mic	Required	
Operating System	Windows 10	macOS Big Sur
Headset	Recommended	

Create your NetID

Students are assigned a Rutgers unique identifier known as a NetID, comprised of initials and a unique number (e.g. jqs23). In order to access many of the electronic services available to you at Rutgers, you need to activate your Rutgers NetID. You may activate your account at:

<https://netid.rutgers.edu/activateNetId.htm>.

You should identify yourself as a “student” when asked to choose an account type. Anyone new to Rutgers University should select “new student.” If you have a Rutgers University NetID, password, and email, they will carry over to the law school.

If you are having difficulty with your NetID, you can stop by the Newark OIT office on the first floor of Hill Hall (next to the Robeson Student Center) or contact the Newark OIT helpdesk at 973-353-5083, or help@newark.rutgers.edu.

Create your University email account

Each Rutgers student receives a University email account. The Law School relies on email as the most efficient means of communication with students. Incoming students are able to create their own accounts on ScarletApps, including ScarletMail.



If you are purchasing a new laptop (and most incoming students choose to do so), several models are available from our partner vendors at educational discounts. To configure a computer that will meet your needs, go to <http://findtech.rutgers.edu>, and click on "How to Buy". The Rutgers Computer store, Kite and Key, has a retail outlet a few blocks away from the Law School in the Hahne's Building on Halsey Street. Their website is: <https://kiteandkey.rutgers.edu>

Software

All students should have access to MS Office, including Word, Excel, PowerPoint, OneNote, Publisher, and Access on up to five computers, five tablets, and five phones.

<https://it.rutgers.edu/microsoft-office/microsoft-office-for-students/>

You may choose to purchase other various Microsoft® software upgrades through the University's software portal at <https://software.rutgers.edu>. The University offers ScarletApps which includes the core Google hosted applications such as Gmail (ScarletMail), Docs, Calendar, Video and Sites. Unlike Google apps' regular version, this business version provides bigger storage and privacy. It is free but needs to be activated at <http://scarletmail.rutgers.edu/>

The University also provides free access to a custom virus prevention software installer known as Cisco Advanced Malware Protection (AMP) at <https://it.rutgers.edu/anti-virus-software/personal-antivirus-software/>. It contains Cisco® software and is available to Rutgers students free of charge.

Note: In order to access University software listed above, you need to activate your NetID first.

On-campus computer labs

There are eleven computer labs on the Newark Campus. For location and service hours, please visit:

<https://ncs.newark.rutgers.edu/labs>

Students can use the printer in the computer labs to print out b/w or color copies. For more information, visit <https://ncs.newark.rutgers.edu/node/3947>

Networking at the Law School

You can pick up a wireless signal in the lower level of CLJ and a large percentage of the first through fourth floors, including classrooms, lounge seating, many library tables and legal clinic work areas. You can login to Rutgers networks through these wireless networks the same way you login through the hardwired Ethernet LANs, using a browser, your NetID and password. Complete information and configuration instructions is here: <http://ruwireless.rutgers.edu>

For home WIFI networking requirement, please refer to page three of this document.

Printing

Students can use the printer in the computer labs to print out b/w or color copies. For more information, visit <https://runit.rutgers.edu/printing/>

Selected free resources under University licensing

LinkedIn Learning:

LinkedIn Learning, an upgraded platform of Lynda.com, features thousands of video tutorials and training resources about business, technology, and creative skills.

<https://it.rutgers.edu/linkedin-learning/>

Proquest Ebook Central:

Proquest Ebook Central is a subscription to over 130,000 scholarly e-books from various publishers across all academic disciplines.

<https://www.libraries.rutgers.edu/indexes/ebrary>

Kanopy

Kanopy provides access to a broad selection of streaming video titles for educational purposes, including documentaries, independent and foreign films, classics, and feature films. Kanopy's collection includes films from hundreds of content providers, including New Day Films, PBS, the Criterion Channel, Kino Lorber, and Documentary Educational Resources.

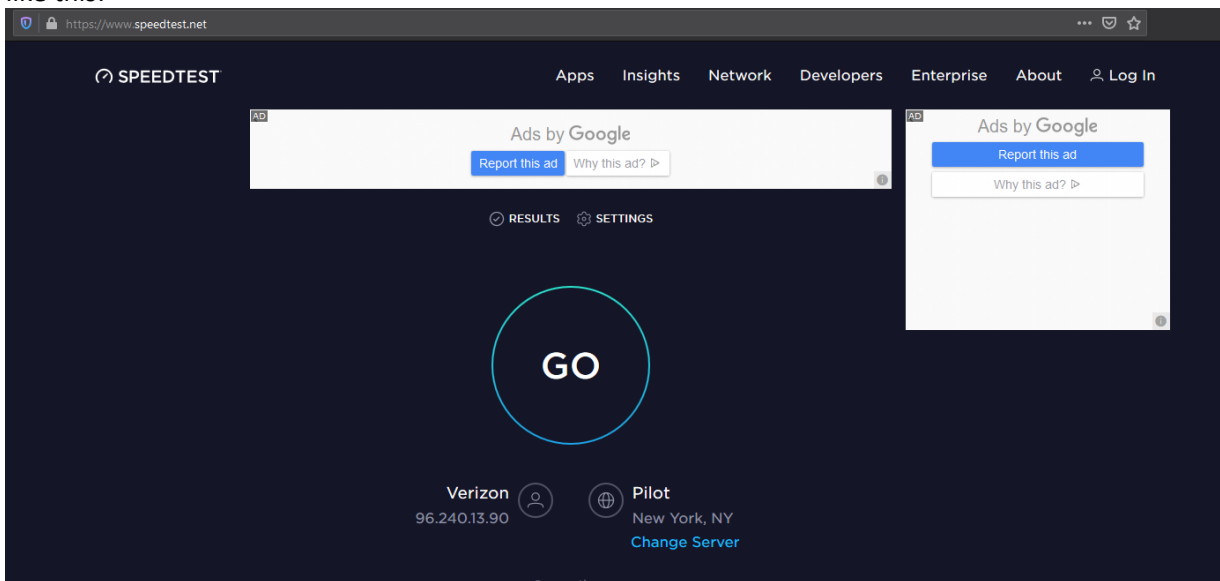
<https://www.libraries.rutgers.edu/indexes/kanopy>

Home WIFI Guide for Rutgers Law School (Newark)

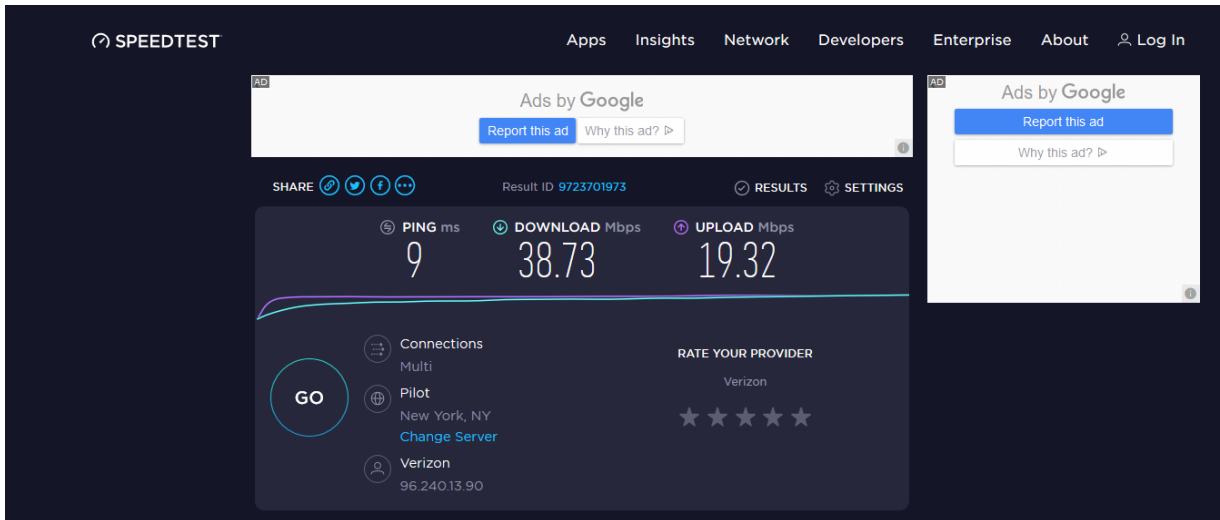
The purpose of this guide is to help students optimize their WIFI to prevent WIFI issues from happening during online classes. Most standard WIFI packages should meet the standards described below. However, it is important to check your WIFI to make sure that there is no interference. Please follow the steps below to make sure your WIFI is functioning properly. If you need further assistance with any of the steps in this guide, please contact the Law School's IT team at computerservices@law.rutgers.edu

Step one: identify your current connection speed

Testing WIFI – Please go to <https://www.speedtest.net/> (not others that you may find by Googling). It looks like this:



1. Quit other programs, but leave only your Web browser open. Close other tabs in your browser.
2. Go to <https://www.speedtest.net/> and click on the “GO” button when the page is fully loaded. Wait until the page loads again and displays results similar to the picture below.



3. Check ping, download and upload speed. For a single user, they should meet the following standards. If you have multiple users in the same WIFI network, the download and upload speed standards should be increased by multiplying the total number of users:

- DOWNLOAD Mbps greater than 10
- UPLOAD Mbps greater than 5
- PING ms less than 45

If your home network meets the standards above, there is no further action needed from you. Just make sure to avoid using online media streaming services, such as Youtube and Netflix, while video conferencing.

Step two: if your speed is not meeting the standards, please repeat the test above one more time and make sure that you are only using your Web browser and you are not consuming any multimedia online content while testing. If the new test produced a standard speed, there is no further action needed from you. Just make sure to avoid using online media streaming services, such as YouTube and Netflix, while video conferencing.

Step three: If after the second test the speed is still not meeting the standards. The most common ways to address slow home network are:

1. Talk to your Internet Service Provider (ISP) and ask them to remote diagnose and onsite check to address possible network faults. Most standard packages should meet the speed standards described above so be sure to tell your ISP what your test results are from <https://www.speedtest.net/> If there are no network issues or interference, you need to talk to your ISP to increase your connection speed. If you have multiple users sharing the same WIFI network, you do need to increase your connection speed following the standard above and multiple it by the total numbers of users on the same network.
2. Your network router is the interface device that connects your Local Area Network (LAN) with the ISPs WAN. The router is the most critical network equipment on your network. Thus, once you have a fast service from your ISP, you need to make sure that your WIFI router is powerful enough to meet the fast speed and can handle multiple users simultaneously. Your ISP can provide your router or you can get one yourself. Consumer Reports has this guide on its site

<https://www.consumerreports.org/wireless-routers/best-wireless-routers-of-the-year/>

3. Position your network router so that it is not surrounded by metal objects and there is no other network routers nearby. Please refer to your router’s manual for setup guidelines. If you have a complex network environment, such as living in apartment building with many other WIFI networks, you can change your WIFI channels to a less popular one. Again, you need to refer to your router’s manual for more details on this topic. Your ISP should be able to help you with this if they provided your router.

4. Periodically restarting the router will also help, but please do so when the network is not being used. Restarting router will temporarily cut off your Internet access.
5. If you are sharing a WIFI network with other users, it is a good idea to let others know when you are going to have video conference and stagger the network usage if possible. This requires planning and collaboration with others, but this could be most effective and free way to address immediate network bandwidth issues.
6. Last but not least, if you keep having WIFI issues, you should consider connecting your computer to the router using a wired connection. This proven method will give the fastest possible speed, highest security and reliability. The only downside is that there is one more wire to manage.

If you are a Rutgers Law School student in Newark, having WIFI issues at home or you need further assistance with any of the steps in this guide, please contact the Law School's IT team at computerservices@law.rutgers.edu . We will try our best to assist you. If there are factors beyond our control and we still cannot solve your WIFI issues, then please contact Caroline Young, Associate Dean for Distance Education, caroline.young@rutgers.edu to make arrangements to come into the Law School building to access WIFI or to discuss alternative solutions.

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Composed by Computer Services office of Rutgers Law School. If you have questions or computer problems, call 973-353-1290 or email at computerservices@law.rutgers.edu

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