

**Monday, August 23**

9:30	9:30 – 4:30
4:30	All Move-In
5:00	5:00-7:00
5:30	Welcome Reception Dinner
6:00	Lehman Lawn
6:30	Rain Location: under library overhang
	Activities: Movie Night “Bend it Like Beckham” / Ultimate Frisbee / Wiffle Ball

<b>Tuesday, August 24</b>					
	<b>Consultant</b>	<b>HelpDesk</b>	<b>RCA</b>		
9:00	9:00-9:30 Breakfast by Aramark (Altschul Atrium) – Bagels/Danishes/Coffee/Tea				
9:30	9:30-10:00 Welcome/Introductions				
10:00	10:00-11:00 LCC Duties (Sevi & MET) -- LCC	10:00-11:00 HD Procedures & Rules (ANB and Sonia) – HD Area	10:00-11:30 RCA duties, Resources, And Policies. (Megan) -- Conference Room		
10:30					
11:00	11:00-11:30 Courseworks (Akinyi and Pankaj) -- Sloate Rm	11:00-12:00 HelpTrac 8 (ANB) – 401 ALT			
11:30	11:30-12:30 Utilities (Sevi & Nandini) -- LCC	12:00-1:00 Email – hands on; Pine tips and tricks. Part 1 (Sonia, Akinyi, ANB) -- 401 ALT	12:00-12:30 Back-up data, Transfer: CD, USB, FTP. (Megan) -- WW		
12:00			12:30-1:00 RCA Program Overview (Megan) --LCC	12:30-1:00 Laptop Checkout Forms (Tania) -- WW	
12:30					
1:00	1:00-2:00 Lunch (Altschul Atrium) – Pizza				
1:30					
2:00	2:00-3:30 Printing/quota/vac/forward And Ninja (ANB & Nandini) --LCC	2:00-4:00 Email Hands On Pt 2 (Sonia, Akinyi, ANB) --401 Alt	2:00-4:00 Reformat and Reinstallation; Help Trac Upgrade/Install (Megan) --WW		
2:30					
3:00					
3:30	3:30-4:00 HelpTrac (Andrew) --401 ALT				
4:00	4:00-5:00 FTP/FUGU/SSH/Unix (Sevi & Nandini) – LCC/WW	4:00-5:00 Capture & Compromise (Megan)-- 401			
4:30					
7:00	Optional Evening Activities Movies: Vanity Fair @ Kips Bay Theatre				

<b>Wednesday, August 25</b>			
	<b>Consultant</b>	<b>HelpDesk</b>	<b>RCA</b>
8:30	8:30-9 Breakfast Lower Level McIntosh – Hot Breakfast		
9:00	9:-9:30 Meet the RAs		
9:30	9:30-10:30	9:30-10:30	
10:00	Library Resources; Meet the Librarians (Library: 2 <sup>nd</sup> floor alcove)	Configurations (Norton, Ad-aware, SpyBot) & Pest Patrol, Hijack, Firewalls, etc. (Justine and Virginia) –401 ALT	
10:30	10:30-12:00	10:30-12:00	10:30-12:00
11:00	Word/ Excel 2003 (Akinyi & Sevi) – LCC	Servers – where things are stored plus usernames & pwds (ANB) – 401 ALT	Windows Networking – Wired and Wireless --WW/Lawn (Megan)
11:30			
12:00	12:00-12:30 eBear Tips and Tricks (MET) -- 401 ALT		12-12:30 FTP, Unix, Pine (Megan) --WW
12:30	12:30-1:30 Lunch (Altschul Atrium) – (Texas BBQ, Dougies BBQ)		
1:00			
1:30	1:30-2:30	1:30-3:30	
2:00	Scanner/Photoshop (Sevi) -- LCC	Cleaning Instructions, procedures for removing viruses. (Virginia and Andrew) --401 ALT	
2:30	2:30-3:30		
3:00	Element K (MET) --LCC		
3:30	3:30-4:30	3:30-4:30	3:30-4:30
4:00	Troubleshooting corrupted files (Sevi & Nandini) -- LCC	Hamer Method/Ghosting- with Alex and Data Transfer with Andrew – 401 ALT	Email Configurations (Megan) --WW
4:30			
6:30	Optional Evening Activities:		
9:00			

## Thursday, August 26

	Consultant	HelpDesk	RCA
9:00	9:00-9:30 Breakfast (Altschul Atrium) – Popovers and Fruit		
9:30	9:30-10:00 Geri Perret from OCD, contracts, rules etc.		
10:00	10:00-11:00	10:00-10:30 HD & RCA Meet & Greet	
10:30	Beginning HTML (Niki) -- WW	10:30-11:30 Printers – local, tcp/ip, ipx/spx, JetAdmin, office services, & distiller (ANB & Darin) --401 Alt	10:30-11:30 Mac Networking & Troubleshooting Focus on OS X (Alex) -- WW
11:00	11:00-12:00 CD-Rs, CD-RWs, USB keys, Win XP (Sevi) -- WW	11:30-12:30 New computer Setup (Darin & Jenny) --HD Area	11:30-1:00 HelpTrac (Megan and Andrew) -- 401 ALT
11:30			
12:00	12:00-1:00 Mac Overview (Alex) --WW	12:30-1 Ghosting (Darin and Jenny) --HD Area	
12:30			
1:00	1:00-2:00 Lunch (James Room)– Columbia Cottage, Gan Asia		
1:30			
2:00	2:00-3:00	2:00-3:30	2:00-3:30
2:30	Frontpage (Akinyi) -- WW	Build Your Own GX1 computer (Alex and Andrew) -- HD Area	Hardware (Megan) -- 401 Alt
3:00	3:00-4:00		
3:30	PC Lab Use. Lab Report Form (Darin) --WW	3:00-5:00 HARDWARE Dealing with Dell (Alex and Andrew) -- HD Area	3:30-5:00 Virus Practicum. (Megan) -- 401 ALT
4:00	4:00-5:00		
4:30	Tips and Tricks – (Sevi) -- WW		
5:00			
7:00			

<b>Friday, August 27</b>			
	<b>Consultant</b>	<b>HelpDesk</b>	<b>RCA</b>
9:00	9:00- 9:30 Breakfast (Altschul Atrium) – Krispy Kreme, Morton Coffee		
9:30	9:30- 10:00 Customer Service- Sonia/GAs		
10:00	10:00-11:00	10:00-11:00	
10:30	PowerPoint (Niki) --WW	How to Research (Megan) --401 Alt	
11:00	11:00-11:30 Wireless Networking (Justine) --LCC	11:00-12:00 Mac Overview (Alex) -- WW	11:00-12:00 Ghosting, Lab computers, HD info, and when to reformat, NINJA. (Darin) -- Brooks
11:30	Review Session (Sevi) -- LCC		
12:00		12:00-1:00 Review session: HD tickets/Live Phone calls (Andrew/Sonia) HD Area	12:00-1:00 RCA Obstacle Course (Megan) -401 Alt
12:30			
1:00	1:00-2:00 Lunch (Altschul Atrium)		
1:30			
2:00	2:00-4:00		
2:30	Jeopardy		
3:00	--401 ALT		
3:30			
4:00			
4:30			
9:00			

<b>Monday, August 30</b>			
	<b>Consultant</b>	<b>HelpDesk</b>	<b>RCA</b>
9:00			
9:30			
10:00		10:00-11:00	
10:30		Breakfast (Staff Rm. 2 <sup>nd</sup> Fl Library)	
		Orientation Responsibilities & Tasks for Assisting Incoming Students at Move-In	
11:00		11:00 -4:00	
11:30			
12:00		Stationed at Residence Halls, HD Phones, & LCC	
12:30		<b>Everyone must wear new AT T-Shirts on this day</b>	
1:00			
1:30			
2:00			
2:30	<b>Lunch 12-1 pm</b>	West Wing, box lunches	
3:00			
3:30			
4:00			
4:30			
5:00		5:00- 7:00	
5:30		Dinner & Prizes (North Tower)	
6:00			
6:30			
8:00		Optional Evening Activity:	