

CS Lab Management Guidelines

1. Overview

Welcome to the CS Lab! This document provides general guidelines for using our shared computing resources and facilities. Please follow these guidelines to ensure a smooth experience for everyone.

2. Getting Started

2.1 Lab Access

- Access cards are available from the main office
- First-time users must complete safety orientation
- Keep your access card secure at all times

2.2 Account Setup

- Lab accounts are created automatically for enrolled students
- Default credentials will be sent to your university email
- Change your password on first login

3. Computing Resources

3.1 Workstations

- Log out when leaving your workstation
- Save work to your network drive or cloud storage
- Local files may be deleted during maintenance

3.2 Shared Servers

- SSH access: `ssh username@cs1lab.mcp.com`
- Home directory quota: 10GB
- Additional storage available upon request

3.3 Kubernetes Cluster

- Available for container-based projects
- Access via kubeconfig at `/shared/configs/`
- Create personal namespaces for experiments

4. Lab Equipment

4.1 Hardware Loans

- Raspberry Pis, Arduinos, and sensors available
- 2-week standard loan period
- Extended loans require approval

4.2 3D Printers

- Submit jobs via OctoPrint interface
- Maximum print time: 8 hours
- Clean print bed after use

5. Best Practices

Do's

- Keep the lab clean and organized
- Report damaged equipment immediately
- Share resources considerately
- Help fellow students when possible

Don'ts

- No food or drinks near equipment
- Don't unplug or move fixed equipment
- Don't install unauthorized software
- Don't run crypto mining or torrenting

6. Network and Internet

6.1 Wi-Fi Access

- Network: CSLab-5G
- Password available at front desk
- VPN available for remote access

6.2 Network Storage

- Personal folder: `/home/username`
- Shared folder: `/shared/public`
- Backup performed weekly

7. Lab Hours

- **Regular Hours:** 6 AM - Midnight (card access)
- **Staffed Hours:** Monday-Friday, 9 AM - 6 PM

- **Maintenance:** First Tuesday of each month, 6-8 AM
- **Holiday Schedule:** Check lab website

8. Safety and Security

- No overnight stays without permission
- Report suspicious activity immediately
- Emergency exits are marked in red
- Fire extinguisher locations are marked

9. Support Resources

9.1 Documentation

- Lab Wiki: <https://wiki.cs1ab.mcp.com>
- Tutorials: </shared/tutorials/>
- FAQ: Posted on lab bulletin board

9.2 Training Sessions

- Linux Basics: Every Monday, 4 PM
- Container Workshop: Wednesdays, 3 PM
- Hardware Hacking: Fridays, 2 PM

10. Lab Support Team

For assistance with various lab services, please contact the appropriate team member:

Area	Contact Person	Email	Responsibilities
Network & Connectivity	Larry Howard	larry_howard@mcp.com	Wi-Fi, VPN, network configuration
Hardware & Equipment	Michelle Thompson	mitchelle75@mcp.com	Workstations, equipment loans, 3D printers
Lab Access & Security	Gary Robertson	garyr@mcp.com	Card access, lab scheduling, security issues
Cluster & Computing Resources	Stephen Mitchell	stephen_mitchell@mcp.com	Kubernetes cluster, servers, computing platforms

11. Common Issues

Password Reset

- Use self-service portal: <https://password.cs1ab.mcp.com>
- Or visit the help desk during staffed hours

Software Installation

- Common software pre-installed on all workstations
- Request additional software via ticketing system

Project Storage

- For projects requiring >10GB, submit request form
- Specify duration and justification

12. Code of Conduct

- Respect others' work and privacy
- Academic integrity policies apply
- Harassment or discrimination will not be tolerated
- Violations may result in access revocation

Need Help?

For general inquiries or issues not covered above, please contact:

Main Lab Email: cslab@mcp.com

Help Desk Phone: ext. 3000

In-Person: Room 301 during staffed hours

For specific technical issues, please contact the relevant team member listed in Section 10.