

# HOW TO GET A YOYO ACCOUNT:

Please read the following and do what it says in order. This will streamline the creation of your account and save everybody time.

First, get a form headed: “**General Access UNIX User Agreement.**” It should be attached to these instructions initially.

Fill in your Name, ID Number and Phone number in the spaces provided. Your name should be your real name, written as you prefer to see it. You must provide a phone number where you can be contacted should there be problems with your account.

Next, fill in 5 preferred usernames with your first choice on top, down to your 5th choice. These names can be from 3 to 8 letters long each. Only lower case letters (from 'a' to 'z') are allowed. No numbers, punctuation or upper case. Do not use a username that you know somebody else in the university has. You must give 5 choices to prevent any account creation problems later on.

Your actual user name will be chosen from this list by the person creating the account. They will use the highest name that does not clash with existing users. Account names can be refused if they are offensive.

You must next write down a password that will be used for your first login to your own account on Yoyo. This should be something simple like the city where you were born, some random numbers, etc. All letters in the password should be in lower case to avoid confusion. You will need to remember this password for later.

You must now decide if you want a menu or a shell account. You should circle your choice in the space provided on the form. Here are some guidelines about choosing shell or menu.

If you have used UNIX before then it is likely that you have used a shell (such as 'csh' or 'tcsh'). If so, and you were comfortable with the shell, you should **choose shell**.

If you are doing second year Computer Science or higher, for example, then you might have a similar account to a Yoyo shell account on other machines. You may therefore want to **use shell** so all your accounts are similar.

If you have not used UNIX, you can **get a menu account** which presents you with lists of all the common things you want to do. This will assist people in getting used to the machine and finding their way around.

If you are unsure about which to choose, or don't understand the above points, then we suggest you **choose menu** as this will make your life on Yoyo as simple as possible.

**PLEASE NOTE:** If you have a shell account, you can get to the menu by typing 'menu' and back to the shell by Quitting the menus. If you have a menu account, you can get to the shell by going into the 'UNIX' menu and then selecting 'Shell'. You can return to the menu by typing 'exit' in the shell.

You should now turn the application form over, read the back of it, and sign the conditions at the bottom. Make sure you fill in the date.

You must now give the form to a Yoyo admin person. They will need to see your ID card to verify that you are you. (You must do this bit in person so the admin person can make sure you are the person on your ID card).

That is all you need to do **NOW**. Your account will be created within 2 working days of you handing in your form. (eg: If you hand it in on Monday morning, it will be done by Tuesday evening).

What Next? Well, all that you need to do at this time is done. You should wait until the time described above has expired and then go on to Registering your Account below. You might want to try before the 48 hours are up and the system will tell you if your account has not been created yet.

## REGISTERING YOUR ACCOUNT:

Once you have waited the time described above, you should find a PC in the computer centre (if you are at Clayton; in the Computer Centre Labs, G16, the Menzies Building basement or 7th floor, etc). You can also use any other systems you have access to.

If you are using a PC and have never registered your PC account (some people call this a PMAIL or Novell account) then you should get the instructions from the Computer Centre on how to register your account.

Once you are logged into your PC, you should enter '**telnet yoyo**'. This will get you a '**login:**' prompt.

At the login: prompt, enter register and press RETURN or ENTER. You will be asked for a password. Just hit ENTER or RETURN without entering a password.

You will then be given some instructions and asked for your ID number. Once you enter your ID number, the registration system will tell you what it thinks your name is. If it is right enter YES (in upper case). You will then be told your username. This will be one of the 5 you chose when you filled in your form. This will be your name on Yoyo. It will also tell you your email address to help you out. It will give you some more instructions which you should read.

When you next **telnet yoyo** and every time after that, you should enter this username at the **login:** prompt (in lower case). You will then be asked for a password. The first time you log in, you should enter the password you told the admin person when the account was created.

The first time you login, the system will force you to change your password. Your new password must conform to the following rules:

- It must be at least 6 characters long.
- It can be up to 16 characters long.
- It can't be your name.
- It can't be a word in the computer's dictionary.
- It can't be a car license plate or something that looks like one.
- It can't be only numbers.

Ideally, it should contain a mixture of upper and lower case letters, numbers and punctuation.

Once you have changed your password once, you will not be forced to change it again. You can change it at any time by choosing the appropriate option at the menu or entering '**passwd**' at the shell.

**Your account is now fully operational and ready to use. The next time you log in, you should use the new password you just selected. You will never need to log in as register again.**

## QUICK HINTS:

**Logging In:** Go to one of the PC's around campus and type **telnet yoyo** (then press the return key.) When Yoyo asks **login:** enter your username and press return. Then enter your password when asked for it.

**Using The Menu:** You can select an item from the menu by using the cursor keys (up, down) to highlight an option and then pressing return. Alternatively, pressing the first letter of an option will get you there faster.

**Using mail:** you can send and receive mail to or from anywhere in the world. There are several mail programs, **pine** and **elm** are two of the easier to use programs.

**Using news:** News is a huge conference divided into a large number of newsgroups. **tin** and **nn** are programs which allow you to read and/or post news.

## AARNET ACCEPTABLE USE POLICY:

1. The function of AARNet is to carry material which supports the academic and research enterprise of higher education institutions and CSIRO and that this material may include news and ancillary materials relevant to the aims and objectives of these organisations.
2. This acceptable use policy includes the use of AARNet in connection with the administrative activities of the member organisations of AARNet, and also includes the use of AARNet for institutional support services.
3. This acceptable use policy includes the use of AARNet in support of the various infrastructural service support activities associated with the academic and research enterprise.
4. Use of AARNet for commercial purposes, and use of AARNet for purposes unrelated to the broad areas of relevance to the academic and research community is not considered acceptable use of AARNet services.
5. The use of AARNet by Australian organisations other than AVCC member institutions and CSIRO divisions requires the execution of an AARNet Affiliate Membership Agreement by the organisation and the AVCC. The AVCC reserves the right to approve each application for Affiliate Membership on a case by case basis.
6. Traffic originating from peer academic and research networks which conforms to the originating network's acceptable use policies is in general considered acceptable traffic to be carried over AARNet.

7. AARNet facilities cannot be used by any individual or group of persons for any activities of an illegal or fraudulent nature, including such illegal activities as defined under the Australian Commonwealth Government Telecommunications Act 1989, or other applicable State and Commonwealth laws.

**Additional notes of relevance to acceptable material as described in 1. above:**

1.1 the AVCC, in conjunction with CSIRO and through the AARNet Advisory Board, will decide which categories of material it will allow to be transmitted and those it will not transmit;

1.2 specific materials not normally transmitted through the network may be provided to individual sites if the materials are required by network members for legitimate teaching and/or research purposes and if the request for such materials is supported by the Chief Executive Officer of the institution requesting such materials; and

1.3 if material which AARNet has resolved should not be transmitted is injected into the network the membership of the network member responsible for that action may be terminated by the AVCC.

**Summary:**

This acceptable use policy of AARNet includes the use of AARNet in connection with the administration of the AARNet member institutions, and also includes the use of AARNet for institutional support services, such as library communications activities. Also included within these usage guidelines is usage of AARNet in connection with the various service support activities in relation to academic and research activities.

## GETTING THE MOST OUT OF AARNET:

By Cecil Goldstein and Ron Heard. Produced for AARNet by Computing Services, QUT November 1991.

**Net Etiquette:**

The network offers a new medium of communication. In using this medium you are ultimately dealing with people, and so standard rules of respect and fairness apply. In suggesting the guidelines below we are not changing these rules but applying them to the new situation of network communications.

**Writing for Email:**

Email is just another form of mail and so you should use similar courtesies. With people you know, address them as you would in a normal letter. With strangers you should probably be briefer and more formal, though still friendly. Beginning with a salutation and ending with good wishes are simple good manners and emphasise that you are talking to a real person and not just a machine.

Normal academic courtesies apply also. If you quote information received by email or otherwise via the network, it should be acknowledged, just as if you found the information in a published paper.

Email is a very fast service and its speed and ease of use can change user behaviour and expectations. If you receive an email message and cannot send a complete reply at the time, it is helpful to send a quick acknowledgment, so that the sender knows the message has not gone astray. If you receive a request for information which you will be collecting over time, it is a simple matter to post the information as it comes to hand rather than wait to collect it all. That way the correspondent has something to work with, and can perhaps enter into a dialogue with you about his or her exact needs.

**Address Problems and Queries:**

If you have an address but are not sure that it is valid, you can send a trial message to that address. The message may be delivered to someone different to the person you are seeking, so the message should state that it is a trial, and indicate clearly whom you are trying to contact. Many sites have a person who will help with contacting users at that site. You can usually contact such people at the username postmaster.

**Writing Messages for the Network:**

It is very easy to generate a quick letter using email, or a quick item for a network conference but it pays to think a little before sending it. Review your message and consider whether what you are saying is

- *clear* - for example, if you are asking a question there should be no doubt about exactly what you want to know,
- *complete* - so that your correspondent does not have to contact you for clarification,
- *indicative of the level at which you require an answer* - for example, you should indicate whether you are seeking a general introduction to a subject or the latest research findings, and
- *indicative of the detail you require* - for example, don't ask for everything a correspondent knows about thunderstorms when you want to know the average number of thunder days in the Brisbane area.

Try to be a good communicator. Write simply and clearly. Remember that many of the people you contact may not have English as their first language. So make an effort to

- avoid slang and unusual idioms,
- keep sentences short and their structure simple,
- be careful with new words and acronyms which may not be in a dictionary (if you need to use them, explain them before use),
- be sparing of humour, sarcasm, and irony which may not be self-evident.

You can also use lay-out to help with communication. You can help readers to comprehend your message if you confine one idea to a paragraph, leave a line between paragraphs, and give appropriate headings where they are needed. If you are listing a number of items, consider setting them out on successive lines.

### **Using Netnews Conferencing:**

Netnews conferencing gives you a method of easily reaching numbers of people with interests in a particular field. It is a good way of requesting information from a wide range of experts. You make the best use of the conferencing system if you post to the newsgroup which most closely matches your field of interest and supply a subject line which accurately describes the contents. You should read the articles already posted in the group to get an idea of the range and conventions of the group.

In asking for information you may be putting a number of people to a considerable amount of work. It is in the co-operative spirit of the network to offer to do something in return. For example, many people include in their requests for information an offer to collate the answers and re-post them to the network so that everyone can benefit.

Also in the spirit of co-operation, if someone in a newsgroup makes a request in an area where you can help, do so. A small amount of assistance from you can make an enormous amount of difference to the person seeking help. Giving help adds to the spirit of co-operation in the network, and the person you help might be able to assist you on another occasion.

Postings on netnews sometimes receive abusive replies, commonly called "flames". You can minimise your chances of being flamed by following the advice given above. If you are flamed, don't worry--you are not alone. Ignoring this sort of undesirable behaviour may be the best way of stopping it. You may wish to take the advice from Proverbs: "Answer not a fool according to his folly, lest thou also be like unto him". However if you wish to defend yourself, remain courteous. And do not expect to have the last word--there seem to be people with much more time to spend than you could ever manage.

### **File Transfer:**

AARNet is a high capacity communications medium, but it is not unlimited. If you are going to make heavy use of AARNet, a little forethought may save resources considerably. One of the heaviest demands made on the network comes from the transferring of large files. If you plan to transfer a large file check first to see if it is held locally. There are a number of "archiving" sites, holding various classes of information, so check to see if the information is held on your site, in your state, or within Australia before requesting a file transfer from overseas.

It is best also to transfer files in off peak hours. Within Australia, off peak is between 6 p.m. and 7 a.m. Eastern Australian time. Off peak hours in Australia and the US overlap between 6 p.m. and midnight Eastern Australian time.

### **Remote Logins:**

You should never attempt to use a system you are not authorised to use. To attempt to do so is more than a breach of etiquette - unauthorised use of computer systems is stealing, and is no less stealing because what is stolen is a resource rather than an object. Furthermore, AARNet is funded by Australian Universities, primarily for academic purposes. It is outside the spirit of AARNet to use its resources to play computer games.

Remote logins can demand heavy resources from the network. You will get a better response, and will help to spread the network load if you work in the off peak times as outlined above.

### **More information:**

There are a number of articles in the newsgroup news.announce.newusers giving further advice for network use, and giving answers to questions frequently asked by new users.

## **YOU MUST AGREE TO THE FOLLOWING CONDITIONS:**

### **You are responsible for any actions taken using your account.**

It is in your interest to ensure that your password remains secret. If someone else uses your account to breach security, you will be held accountable for their actions. You should choose your password carefully and make sure you never tell it to anyone. If you suspect that other people have been using your account, you should change your password and inform the administrators as soon as possible.

### **You must not use the system to perform a crime:**

Breaching security on this system or any other computer is a crime. Using the system as a stepping point to breach security on other machines is also prohibited. You may not use the system to illegally copy or distribute software. People who break the law will be reported to the authorities.

### **You must show consideration for other users on the system.**

You should try to keep your disk usage to a minimum, and run compute-intensive tasks sparingly. If the system operators feel that you have been excessive in your use of resources and that you have not responded adequately to warnings, your access may be revoked.

### **You must obey netiquette rules when sending information over the network.**

Netiquette guidelines allow users of the international computer networks to get along with a minimum of tension and ill feeling. You must also agree to abide by the rules of the networks you are using. You will find netiquette guideline and AARNet regulations attached to this application form, and you should read them before you sign it. Failure to obey networking guidelines may result in your access being restricted or revoked.

### **The operators take no responsibility for the privacy or security of your data.**

The system is provided as a free service and as such no guarantee of the quality of the service is offered. The operators will strive to ensure that your data will be safe and your access assured, but will not be held responsible if this fails. Additionally, it may be necessary to view files or monitor actions if a breach of this Agreement is suspected.

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**I, the undersigned, agree to all the conditions stated above.**

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\* Make sure you supply us with an e-mail address that we can contact you on.

# GENERAL ACCESS UNIX USER AGREEMENT APPLICATION FOR A YOYO ACCOUNT

1. Please give your personal details:

Monash ID Number:

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Name: (first) \_\_\_\_\_ (last) \_\_\_\_\_

Phone number: (AH) \_\_\_\_\_ (BH) \_\_\_\_\_

2. Please list in order of preference five usernames you would like for this account. A username must be entirely lower case letters - containing **no** punctuation, spaces or numbers. It must be 3 to 8 characters in length and we reserve the right to refuse a username that we deem is inappropriate.

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3. Please write in the box below a password that you will use for your first login to your account. The password should be 3 to 10 characters long, and any letters in lowercase.

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4. Please indicate the type of account that you would like. If you are familiar with the UNIX operating system then tick shell, otherwise tick menu. NB: To enter the menu system from a shell, you can just type menu.

MENU:

SHELL:

5. Please read and sign the reverse side of this form. Once you have completed all 5 parts, you may submit this form.

**Office use only:**

Date Submitted:	UID:	Created By:	Date Created: