



McINTIRE SCHOOL of COMMERCE

McIntire Help Desk
(434) 924-7988, RRH 219
helpdesk@comm.virginia.edu

MSMIT Tech Guide

The McIntire Help Desk

The Help Desk should always be your first stop or call when you're not sure where else to go. We provide a range of services for Comm students:

- Technical support for the computer lab and classroom PCs.
- Network access issues: wired, wireless, VPN.
- RRH building access: we can troubleshoot swipe card issues.
- Assistance with downloading / installing software to your personal laptop.
- GSR Scheduling: while you can reserve Group Study Rooms on your own, we can assist as needed. We also assist with any equipment problems in the GSRs.
- Lost and found: if you lose or find an item, come see us!
- Loaner equipment: students can borrow adapters, calculators, flipcams, and conference telephones.
- Directory assistance: We help students find a faculty member's office, or provide contact info as needed.



Fall / Spring Hours:

Mon-Fri, 8AM-9PM
Saturday, 10AM-6PM
Sunday, 12-9PM

Summer Hours:

Mon-Fri, 8AM-5PM

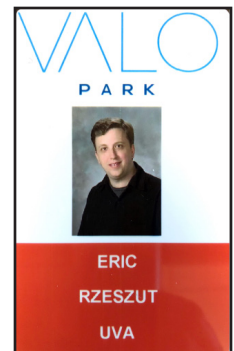
When you're not sure where to go or who to ask, ask us!

Building Access and Room Reservations

In Northern Virginia:

Classes are held at Valo Park, in the first floor auditorium. Your badge will get you into the parking deck and the building.

- Students may schedule conference rooms in the evenings and on weekends subject to availability. See the Tech/Research Tools Guide on Blackboard for the request form.



In Charlottesville:

MSMIT students have the following facility access (use your UVA ID to swipe in):

- Group Study Rooms: 24/7 access, but must be reserved in advance -- generally McIntire staff will do this for you, but you can also make reservations yourself at commerce.virginia.edu/ems
- Computer Labs (RRH 300, 317A, 317B, and 395):
Unlocked Monday-Friday, 7:30 AM - 8:00 PM; card accessible at other times
- Classrooms:
Typically unlocked Monday-Friday, 7:30 AM - 8:00 PM
MSMIT classrooms will be unlocked and available on your scheduled evenings and weekends.
Classrooms are locked and inaccessible to students at all other times.



For additional MSMIT tech info, log on to: blackboard.com.virginia.edu