

Computer Labs



Computer Services has 14 computer labs across campus, manned by more than 70 lab assistants. These labs are equipped with DVD-ROM's, CD/DVD burners, scanners, printers, USB ports for access with compatible flash/pin drives, and other peripheral items. These computer labs are available to enrolled students, faculty, and staff. Times for the labs, lab schedules, and live web cams, are posted online and outside each lab.

No food or drinks are permitted in the labs.

Lab Management

[Kayla Stephenson](#)

is the full-time lab manager. She is in charge of the hours of operation, maintenance of the labs and equipment, [lab reservations](#), and lab assistant scheduling.

Lab Maintenance

Faculty may [submit problems](#) with the labs conditions such as lighting, temperature, speed of connection, etc. to the [lab manager](#). For equipment maintenance, submit these problems on the [SHSU SamWeb Portal](#).

Computer Services Lost and Found Procedure

The items left by students in the Computer Services labs are brought to the [Lab Management](#) office. We attempt to identify the owner and contact them that we have their item and will be taking it to the University Police Department. These items are taken directly to UPD within 72 hours by the Computer Services Sam South staff responsible for transporting the back-up tapes.

Lab Assistant Knowledge Base

Lab Assistants or student workers are familiar with the following:

- Basic PC and Printer Maintenance
- CD-R writer use
- [Drive mapping](#)
- [Email setup](#)
- Multimedia CD use
- Options available on the SHSU web site
- [Printing class schedules](#)
- [Printing degree plans](#)
- Scanner use
- Sound recording
- [Student account creation](#)
- [Student web page creation \(non class-related\)](#)
- [Wireless Setup](#)