Checklist

☐ Sign up for Law Library Tour: http://www.law.berkeley.edu/library - Law Library Tours

☐ Set up your CalNet Friendly and Passphrase if you haven’t already done so: http://calnet.berkeley.edu/

☐ Before you log into the lab for the first time, synchronize your CalNet ID: https://net-auth.calnet.berkeley.edu/cgi-bin/krbsync

☐ Create a CalMail email account, if you haven’t already done so (p. 4 in the online handbook): https://calmail.berkeley.edu

☐ Install software on laptop in order to be able to print (Appendix B in the online handbook) from http://www.law.berkeley.edu/library/remotePrinting.html

☐ Check out bSpace to access your files remotely (p. 10 in the online handbook) at http://bspace.berkeley.edu

☐ Install Symantec Endpoint Protection (p. 6 in the online handbook) from http://software-central.berkeley.edu

☐ Make sure your computer is configured to run Windows or Apple updates (p. 6 in the online handbook)

☐ Make sure your computer is running a firewall (p. 6 in the online handbook)

☐ Register your Lexis, Westlaw, & Bloomberg passwords (p. 13 in the online handbook):
  - Lexis: http://www.lexisnexis.com/lawschool/register
  - You will receive emails with instructions for completing your registration for TWO Lexis services: Lexis Advance and Lexis.com (confusingly called “Register for Home Page”)
  - Westlaw: http://lawschool.westlaw.com
  - Click on “Register password now!”
  - Bloomberg: http://bloomberglaw.com/activate
  - Fill in prompts, being sure to use your official @berkeley.edu email address.
  - LLMs and Transfers: you do not have an Activation Code so there is no need to enter anything in that box on the Bloomberg Law registration page.

☐ Create an account so that you can reserve study rooms: http://www.law.berkeley.edu/library/roomReservations.html

☐ Set up your LawCat PIN (p. 15 in the online handbook): http://lawcat.berkeley.edu
Questions and Support:

- Contact studentcomputing@law.berkeley.edu for help with any of your computing issues.
- Students may also use the online appointment page to schedule appointments for laptop problems: www.law.berkeley.edu/library/support.html
- Walk-in support is also available (come to the computer lab, room LL131, in the law library, or LL121 if no staff is available in the lab). Priority is given to students with appointments.

**Computing Services Staff**

**Michael Levy** — Associate Director of Law Library — mlevy@law.berkeley.edu

**Thomas Lee** — Systems Information Manager, Law Library — tlee@law.berkeley.edu

**Allison Cogen** — Systems Information Professional and Technical Support — acogen@law.berkeley.edu

**Student Lab Techs** — Computer Lab Support — LL131 Lab Tech Desk — 510-643-8794

**User and Account Services — CalNet and CalMail**

**CalMail Support**
email: consult@berkeley.edu
telephone: 510-642-8500

**CalNet Support**
180 Cesar Chavez Center, Lower Sproul Plaza
hours: M-F, 9am-5pm
telephone: 510-642-4126
eemail calnet@berkeley.edu or visit https://calnet.berkeley.edu/