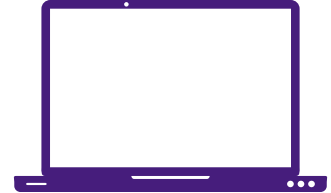


LSUS STUDENT LAPTOPS

TERMS AND CONDITIONS

The student has agreed to accept responsibility for use of the equipment in this kit (laptop, bag, mouse, & charger) during the check out term. In doing so, the student has agreed that the equipment will be used for assigned classwork only and will not be used for financial gain. The student has also agreed to reimburse LSUS for any loss or damage that might occur while this equipment is in his/her possession, up to the maximum charge of the original cost of purchase for the equipment. The student has further agreed to return the equipment by the due date; failure to do so will result in his/her student account being charged for the replacement cost of the equipment at that time, late fines, and grades and transcript will be held until paid in full.

- Laptops are checked out for 6 weeks and may be renewed up to 2 times with a final due date at the end of the semester. (Log in to "My Account" in the library catalog to see your due date).
- Laptops must be brought to the library for renewal.



PLEASE KEEP IN MIND

- Keep a copy of the Equipment Loan Agreement with the laptop at all times. This verifies that you are authorized to take the laptop off campus.
- Do not save your work to the laptop. Save it to a flash drive, LSUS Z: drive, Microsoft OneDrive, or the cloud. Rebooting the laptop clears all folders.
- In order to save to the Z:Drive, Microsoft OneDrive, or the Cloud you must be connected to the internet.
- This laptop must connect to the Internet once every 30 days to ensure all features of all programs continue to function.
- In case of loss or damage, reimbursement costs apply to the laptop and all accessories (charger, mouse, case, etc.)
- You must bring the laptop to the circulation desk to renew or return the laptop. The return process for laptops may take 15-20 minutes. Please plan accordingly.

HOW TO USE LSUS VIRTUAL TOOLS

Saving to the LSUS Z: Drive

ALL STUDENTS, FACULTY, AND STAFF ON THE LSUS CAMPUS HAVE ACCESS TO A SMALL FILE STORAGE AREA ACCESSIBLE BOTH ON CAMPUS AND VIA THE INTERNET.

OPEN ANY INTERNET BROWSER

GO TO:
[HTTPS://ZDRIVE.LSUS.EDU](https://zdrive.lsus.edu)

LOGIN USING:
THE SAME USERNAME AND PASSWORD AS MOODLE OR YOUR STUDENT E-MAIL

TO SAVE:

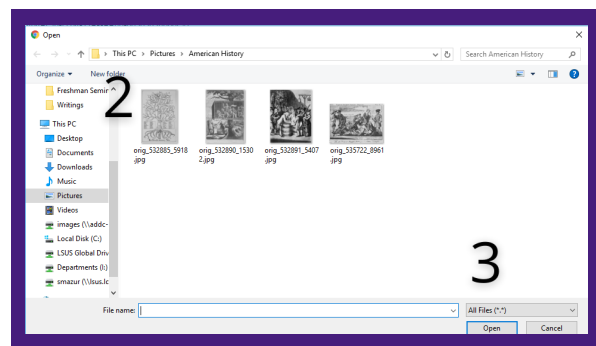


1) CLICK THE FILE UPLOAD BUTTON

2) FIND AND SELECT YOUR FILE ON THE LAPTOP

3) CLICK OPEN

4) YOUR FILE IS NOW SAVED TO THE Z:DRIVE



Accessing the Virtual Computer Lab

1. CLICK THE ICON FOR THE VIRTUAL LAB.
2. SIGN IN WITH YOUR STUDENTID@LSUS.EDU AND CLICK "NEXT".
3. ENTER YOUR PIN AND CLICK "SIGN IN".
4. LEAVE CHECKED THE OPTION AND CLICK "THIS APP ONLY".
5. THE CLIENT WILL REGISTER YOUR DEVICE AND YOU WILL BE AT THE "LSUS VIRTUAL TENANT" PAGE.
6. SELECT THE DESKTOP ICON FOR THE VIRTUAL LAB TO LAUNCH THE VIRTUAL DESKTOP.

AT THIS POINT YOU SHOULD BE ON THE LSUS VIRTUAL LAB.