

Times Change Computer Policies

Eight computers are available at Times Change for you to prepare effective resumes and covering letters, to practice your computer skills and for job search on the Internet. Computer hours are **9:30 to 12:30 and 1:30 to 4:30 Monday to Thursday** and on **Friday 9:30 to 12:30**.

PLEASE DO NOT EAT OR DRINK IN THE COMPUTER ROOM

**** THANK YOU ****

Please read the following points carefully, and sign the 'Contract for Computer Use' card BEFORE you use our computers.

1. You can use your own floppy disk or USB Flash (Memory) Stick at Times Change, provided it is free of viruses. Our system will check your files when you open them and if they are infected access will be denied. If that happens you can buy a floppy disk from us and recreate your resume or we can scan a hard copy onto the new disk. New floppy disks are \$1.00 and Flash Sticks are \$12.00.

DISKS ARE FOR SAVING YOUR OWN DOCUMENTS ONLY. COPYING PROGRAMS IS ILLEGAL AND IT IS STRICTLY PROHIBITED.

N.B. We are not responsible for disks left behind.

2. We provide free access to the Internet for Job Search purpose only!!! **YOU CAN SEND AND RECEIVE E-MAIL , HOWEVER ONLY JOB SEARCH RELATED ATTACHMENTS CAN BE DOWNLOADED.**
3. We ask that you always **check in at the reception desk** before you begin—do not just sit down at an available computer.
4. Please use only Times Change paper in the computer printer. **Printing is free for up to 10 copies a day.** Do not make multiple copies of your work on the printer, use the photocopier.
5. We expect that you already know how to use computers and the software programs, if you don't please ask for help. You are not permitted to practice Windows XP on our computers.
6. We do offer brief **introductory sessions** for Microsoft Word, Excel, PowerPoint & Access, the Internet, E-mail Basics - Setup & Use and Email - Sending Resumes Online, which you may sign up for at the reception desk. There is also information in the Resource Centre listing available computer courses and schools.
7. Computer based tutorials are available in the computers for you to develop your skills. Headsets are available for use with the tutorials. Please do not download programs from the Internet...for example music programs. Please ask for help to get started.
8. At the reception desk, there are **computer manuals and reference books** for several computer programs--you can sign these out and use them in the computer room. **They must not be removed from Times Change.**
9. You may book the computer for a **maximum of two hours per day**, in one or two hour sessions. You may book the computer one week in advance starting Thursdays. **If you do not show up within 15 minutes of your appointment, the computer will be given to another client.**

REMEMBER TIMES CHANGE IS A PERFUME FREE ENVIRONMENT