

Steps for using the SLA Lab Log Online

- Go to the Student Lab Log home page (best method is through the SLA homepage link (<http://www.uu.edu/computing/sla>) or type (www.uu.edu/forms/lablog).
- Once at the Lab Log home page, you will need to log in. See one of the SLA administrators if you do not know your username and password for Lab Log.
- Now that you are successfully logged in, you will be able to submit new messages. Note that upon clicking the “Submit New Messages” button, you can choose low, medium or high priority for your message. Low will show as gray, medium will be black, and high is red. That’s basically all there is to it!

Also, there is a directory from the Lab Log home page, which lists each SLA and the SLA administrators (Robin, John David, Cam, and Elvis). This link provides email addresses, phone numbers and other pertinent information about each person. You will be able to email each other and the administrators directly from this page.

Be aware that Lab Log security is not the same as your Novell security! You will have to log back into the Lab Log if you leave the home page.

Now we will be able to leave messages from anywhere at anytime!