

University of Pittsburgh

Department of Physics and Astronomy

*Guide to University and
Departmental Computing*

2010

Table of Contents

Part I: Terms and Contacts

Part II: Common Information

Part III: Faculty-Specific Information

Part IV: Student-Specific Information

Part V: Staff-Specific Information

Part I: Terms and Contacts

Terms Used Throughout This Document

802.1X: A protocol that allows user name and password authentication through the network in order to obtain full network access

A&S: Arts & Sciences; the school which Physics & Astronomy is a part

CSSD: Computing Services & Systems Development; the University of Pittsburgh's IT services, which consists of several groups including Support Services, Software Licensing Services, Network Engineering & Telecommunications, etc.

Help Desk: The University's computer and network assistance center; a division of CSSD

my.pitt.edu: The University of Pittsburgh Portal

phyast: The usual abbreviation for "Physics & Astronomy", especially as it pertains to network names

RC Administrator: A designated person in a resource center (in the department's case, A&S) that grants access to certain groups

SLS: Software Licensing Services; a division of CSSD

SSLVPN: The university's remote access application, also called SREMOTE

UCA: A university-level computer account and/or user name

UPI: University Primary ID, also known as a "2P Number"; the number given to all affiliates of the University of Pittsburgh and which appears on the Pitt ID card

VLAN: Virtual Local Area Network; a specific network group to which a wired network port is assigned; this may also be referred to as a "zone"

Contacts

The department's IT contact is **Gregory Gollinger** of CSSD Support Services. His office is 303A NPL; his e-mail is greg4@cssd.pitt.edu, his pager is 412-577-9275, and voice mail is 412-624-2113.

The department's web site is maintained by **Prof. Eric Swanson** (swansone@pitt.edu) and Eric Martinez (eam85@pitt.edu), and all questions regarding the site should be sent to both of them.

The CSSD Help Desk is available 24 hours a day, 7 days a week. Its phone number is 412-624-4357 (4-HELP), and can also be reached via e-mail at helpdesk@pitt.edu.

Common Websites

The main University of Pittsburgh website is:

<http://www.pitt.edu>

The University of Pittsburgh Portal is:

<http://my.pitt.edu>

The main page of CSSD is:

<http://technology.pitt.edu>

The Department of Physics & Astronomy website is:

<http://www.physicsandastronomy.pitt.edu>

Part II: Department-Wide Information

University-Provided Services

University Computer Account (UCA)

A UCA is given to all faculty, staff and students of the university.

The UCA is created and maintained by the A&S Dean's Office.

The UCA provides the following:

An IMAP-based e-mail account

A login to campus computing labs

A login to my.pitt.edu

Under no circumstances should a user give his/her UCA password to anyone else; including IT personnel, students and other faculty.

Maintenance of one's UCA is done at:

<http://accounts.pitt.edu>

The Accounts Page allows the user to change the password, set e-mail forwarding addresses, check IMAP e-mail quota, and set up security questions in case the password is forgotten, among other tasks.

UCA passwords must meet complexity requirements:

It cannot be the same as your previous password.

It must be eight to fourteen characters long.

It should consist of some combination of letters and numbers and must also contain at least one special character (for example, +, @, #, or \$), but not: _ ` < > & !

If a UCA password is forgotten, it can be reset if the security questions are set up as above, or by visiting a Campus Computing Lab and presenting one's Pitt ID Card ("Panther Card").

UCAs are separated into two classes: primary and sponsored.

Primary accounts are automatically granted to all full-time and part-time faculty and students, and all full-time staff. These are created whenever the Payroll Processing Department of the university processes the new user's information. Primary accounts are active for the entire time that a faculty or staff member is affiliated with the university. After an affiliation has ended, the account is held dormant for one year, after which it is purged. However, an account that has been dormant for under one year may be reinstated as a sponsored account in certain circumstances.

Sponsored accounts are given to part-time staff, long-term visitors and frequent research collaborators, and require a member of the department with a Primary account to act as a sponsor of that account. These last up to one year, and can be renewed indefinitely upon the request of the sponsor. These accounts are created by request to the RC Administrator of the A&S Dean's Office.

University Computing Policies

Several computing guidelines and policies are located at:

<http://technology.pitt.edu/help/guidelines-rev.html>

<http://technology.pitt.edu/help/policies.html>

<http://technology.pitt.edu/security/compliance/acceptable-use.html>

E-mail

All e-mail is centrally managed by CSSD and uses one of two servers: IMAP and Exchange.

Users may not set up their own mail servers on the Pitt network.

Regardless of the server, all e-mail addresses are the user's UCA @pitt.edu; e.g. "greg4@pitt.edu".

By default, all users have an IMAP account with a quota of 250 MB. Faculty and Staff may request this to have this increased to a greater amount, such as 1 GB, by request to the Help Desk. Student quotas may be increased by their faculty advisors, with justification.

Forwarding IMAP mail to other accounts is performed on the Accounts Page, as listed above.

Access to the IMAP account is available two ways:

Log onto <http://my.pitt.edu> and click the "Webmail" tab.

Setting up an e-mail client such as Thunderbird, Outlook or Mac Mail. See the following page for information:

<http://technology.pitt.edu/email-accounts/email/imap/using-imap-client.html>

E-mail clients vary in their respective setups, but the following settings are common for all IMAP accounts:

Incoming server: imap.pitt.edu

Incoming service method: IMAP with SSL, IMAP with TLS

Outgoing server: smtp.pitt.edu

Outgoing service method: SMTP with SSL, SMTP with TLS
For all incoming and outgoing e-mail service, the user's UCA login is required.

Faculty can opt to move to a Microsoft Exchange server, usually referred to as "Enterprise Exchange". All staff in Physics & Astronomy must use Enterprise Exchange. Students themselves cannot request an Exchange mailbox, but can be granted one via request from their faculty advisor.

A description of Enterprise Exchange is located at:

<http://technology.pitt.edu/email-accounts/email/exchange.html>

Enterprise Exchange provides calendars, tasks and shared contacts when using Microsoft Outlook or Microsoft Entourage. Exchange also can sync with certain mobile devices, such as Blackberry or Windows Mobile.

The default quota of Enterprise Exchange is 250MB, and can be increased upon request similarly to IMAP.

Access to the Exchange server is as follows:

Log onto <http://exchange.pitt.edu> with the user's UCA.

Setting up an e-mail client such as Outlook or Entourage.

Thunderbird and Mac Mail can use the Exchange server as an IMAP account with the following settings:

Incoming server: exchange.pitt.edu

Incoming service method: IMAP with SSL, IMAP with TLS

Outgoing server: exchange.pitt.edu

Outgoing service method: SMTP with SSL, SMTP with TLS

Note that once an account is enabled with Exchange, mail cannot be forwarded to an outside address; e.g. Gmail, other universities or facilities, etc.

Servers

The University of Pittsburgh maintains an AFS share for all users. Its quota, however, is relatively small (3-10MB, depending on when the user entered the university).

University-wide Unix servers are available. These are accessible solely through SSH/SCP/SFTP to "unixs.cis.pitt.edu", and logins use the user's UCA.

Within the user's AFS home is a set of directories called "public/html/". These can be used for web-accessible static pages, which appear at:

<http://www.pitt.edu/~UCA>

...where "UCA" is replaced by the user's login name.

Campus Computing Labs

CSSD provides computer labs for all university personnel. A list of labs and operating hours is located at:

<http://technology.pitt.edu/network-web/computing-labs/lab-hours.html>

The closest lab to Physics & Astronomy is located in Benedum Hall.

Networking & Firewalls

Both wired and wireless networking are provided solely by CSSD. Connecting repeaters or multiplexers, such as hubs, routers or switches, is prohibited.

All wired ports, as of 1 August 2010, must be behind a firewall. Firewalls are required to prevent external interference, such as cracking attempts, worms, and other malware.

All wired ports will be assigned to one VLAN.

Wired ports are requested through the Physics & Astronomy Main Office to CSSD Telecommunications.

Wired port requests must contain the following information:

Physical Location

VLAN Number

Speed & Duplex settings (the default is 100Mbps, Full-Duplex, No Auto-negotiation)

University account number

Each machine connected to a wired port must be registered to obtain an IP address (exception: Public 802.1X ports in lecture halls and classrooms are handled differently and are described elsewhere in this document).

Registration is done by sending mail to hostmaster@pitt.edu, or by visiting:

<http://technology.pitt.edu/forms/TechRequest/IPRequestNew.aspx>

The minimum information required for an IP address is as follows:

Fully-qualified Computer Name

A name includes a unique first name and its domain name "phyast.pitt.edu".

IEEE Address

This is a unique address associated with your network device which may also be called a "MAC address", "Physical Address" or "Hardware Address". It consists of 12 hex-digits (number 0-9 and letters a-f) and are usually

separated in pairs; e.g.: 00:1C:23:90:A5:83

VLAN Number(s)

These describe which network your machine will be connected to. More than one VLAN can be given if a machine is intended to be used on different ports. Contact the IT personnel to determine which VLAN you should request.

Port Address(es)

This is a unique identifier that is on a label that is next to a wired network port. It usually takes the form of ___-____-____, where the first blank identifies the building (e.g. "OAH"=Allen Hall), the second identifies the location of the CSSD data room it is connected to (e.g. "AHEV"=Allen Hall Electrical Vault), and the third is the number of the port (e.g. "0100"). If multiple VLANs are requested, a different port must be requested for each VLAN.

Physical Location

This is the room where the port is located.

User's name, phone number and e-mail address

This is the information for the person responsible for the machines that the IP address will be assigned to.

Wireless network connections are provided through the network "WIRELESS-PITNET".

WIRELESS-PITNET connections are considered to be "unprivileged"; that is, they cannot connect to protected network resources. SSLVPN will be required to gain access to such resources; this will be described later in this document.

WIRELESS-PITNET connections use 802.1X to grant access to the network.

WIRELESS-PITNET configuration is described at:

<http://technology.pitt.edu/network-web/wireless.html>

For those users familiar with wireless network configuration, the following parameters are necessary:

SSID is WIRELESS-PITNET

WPA2-Enterprise using AES (preferred), or WPA-Enterprise using TKIP

Protected EAP ("PEAP")

Certificate server (if requested) is ias.cssd.pitt.edu

PEAP label is Version 0 (only for Linux)

Authentication method is MS-CHAP v2

The UCA is used for the user name and password.

In order for a machine in one VLAN to connect to another, a rule must be created. To create a rule, a request is made with to allow access from a machine or machines in one VLAN, to a machine or machines in another VLAN, and to which port or ports (this is specific to the service requested). Note that machines within the same VLAN can connect to each other.

In order for a machine that is either off-campus or on WIRELESS-PITNET to connect to internal resources, SSLVPN (also known as SREMOTE) Network Connect is necessary. SSLVPN is also used to access the University Library system.

SSLVPN is accessed by going to:

<http://sslvpn.pitt.edu>

or

<http://sremote.pitt.edu>

The login uses the UCA user name and password.

Upon login, if any Network Connect zones are set up for the user, they will appear in a list here, along with "Default-Web". These zones are associated with the VLANs listed above. Note that "Default-Web" is used solely for library access and does not need Network Connect.

Network Connect is set up automatically on the first time it is used on a machine.

EXCEPTION: When using Mac OS X 10.6 ("Snow Leopard"), a patch needs to be run prior to running Network Connect. This patch is available on <http://software.pitt.edu>

WARNING: Network Connect does not support 64-bit Linux as of this writing.

On Windows systems, Network Connect must pass the "Health Check". To pass, an approved anti-virus program and Automatic Updates must be enabled. Anti-virus protection provided by the University is described later in this document.

After Network Connect is started, the applet will appear and connect your machine to the network. From this point until you log out, all network traffic will appear to be from a university network connection.

Access to a network zone is granted via request to the department's administrator, who submits the request to the RC Administrator.

Guest Wireless Access

Guests of faculty and staff can be granted access to the wireless network. These guests will use a separate wireless

network called "GUEST-WIRELESS-PITTNET".

Prior to the arrival of their guests, faculty or staff should go to my.pitt.edu and select "Guest Access" in the Community drop-down menu, then select "Create New Request" on the left of the page. The guest's information is entered, and the guest will receive an e-mail with a link pointing them to the Guest Access Password Set page.

The guest, when they arrive, will connect to "GUEST-WIRELESS-PITTNET". Upon opening a web browser and going to a web page, they will receive a "Cisco Authentication" page. They will use their e-mail address as their user name, and use the password as set above. Once authenticated, the guest will have Internet access. However, this network is unencrypted, so care should be taken when using this network.

Software Availability and Support

Software available for immediate download to all members of the University is available at:

<http://software.pitt.edu>

This includes Symantec Endpoint Protection 11, which is an approved anti-virus package for using the SSLVPN Health Check.

Additional software available through SLS is listed here:

<http://technology.pitt.edu/software.html>

Be sure to select "Faculty", "Staff", or "Student" on the right.

A large amount of free software is available as well, such as PuTTY SSH, WinSCP, Mozilla Firefox & Thunderbird, among others.

The following operating systems are supported by the IT support personnel:

Windows XP, Vista (not recommended for installation), 7, Server 2003 R2, Server 2008 R2

Macintosh OS X 10.4 (Tiger), 10.5 (Leopard), 10.6 (Snow Leopard)

Red Hat Enterprise Linux 4 and 5 (includes CentOS and Scientific Linux)

Specific software packages and installation:

Faculty and staff can request Computrace for Windows and Macintosh laptops as an anti-theft and data protection package.

Faculty and staff can request IdentityFinder, a package that scans one's hard drive for confidential information such as bank accounts and Social Security numbers. Note that the information given by such a scan is not collected in any way by CSSD or other university unit, and is only provided as a means of protecting the user from potential identity theft.

Obtaining support

Computing support is provided to the Department of Physics & Astronomy by CSSD. An on-site support analyst is available five days per week.

Additional support is available via the Help Desk. They are available via e-mail to helpdesk@pitt.edu, via phone to x44357, via web request to:

<http://technology.pitt.edu/helprequest/>

...and via live chat by clicking the "Chat" button on:

<http://technology.pitt.edu>

Support for faculty or staff home machines is only available on a limited, lowest-priority basis; home machines must be brought in by appointment with the IT support personnel.

Department-Provided Services

Department Printers

Network printers are available in the department in various locations:

101 Allen Hall:

HP Color LaserJet 4700dtn

Sharp MX-M363N (two)

200 Allen Hall:

HP LaserJet 4350dtn

419 Allen Hall:

HP Color LaserJet 4700dn

HP LaserJet 4200dn

222 OEH:

HP LaserJet P3015x

Requests for toner for each of these printers should be directed toward the Physics & Astronomy Main Office. Requests for installation of said printers on users' machines should be directed to the IT support personnel.

Color laser printers are more expensive to maintain than black-and-white laser printers; therefore, users should not use color printers for black-and-white print jobs.

The Sharp MX-M363Ns in Allen 101 are copy machines which also act as both network printers and scan-to-email devices. Instructions on how to use the copiers to scan to e-mail are posted in Allen 101.

All printers in the department, by default, perform duplex (two-sided) printing. Single-sided printing is still possible, but should be used only when necessary; e.g. printing onto transparencies.

Other network printers for specific groups are available:

416 Allen Hall, Astrophysics:

HP LaserJet P3015x

519A Allen Hall, Teaching Assistants:

HP LaserJet P2015dn

210 Thaw Hall, Undergraduate Lab:

HP LaserJet P2015dn

205 Allegheny Observatory, Computer Lab:

HP Color LaserJet 4550

Software Availability

Many members of the faculty, as well as most members of the staff, are part of the Microsoft Campus Agreement, which permits the user to install any of the following on any university-owned machine that they are in charge of:

Windows XP, Vista, 7 upgrades (note: requires an OEM or other machine license)

Office 2003, 2007, 2010

Visual Studio 2005, 2008

Office for Mac 2008

A client-access license for Windows Server and SQL Server

Note that the Microsoft Campus Agreement *no longer* covers home-use. Faculty and staff must purchase their own licenses for home-use separately; these are available and can be paid for by either university funds or personal funds in person at SLS with your ID card.

Faculty and staff who are part of the agreement may obtain the above discs from the Physics & Astronomy main office.

Windows Server and Microsoft SQL Server are not covered under the above license; these must be purchased separately from SLS. Information, including current pricing, on these products can be found at:

http://technology.pitt.edu/software/for-fac-staff-depts/microsoftserver_dept-fsd.html

Special Note About Windows Vista, Windows 7, Windows Server 2008 and Office 2010

Windows Vista and 7, Server 2008, and Office 2010, as obtained through the Microsoft Campus Agreement, use a network-based license managed called KMS. If a machine has any of these and is on the Pitt network, it should (but not always correctly does) connect to one of the two CSSD-maintained license servers. Once the machine connects to the KMS and is validated, it will remain validated for 180 days. The machine afterwards will periodically communicate with the KMS to re-validate, and thus reset the counter to 180 days again upon a successful re-validation.

If the machine does not connect to these servers automatically, or if the machine is either off-campus or otherwise not on the Pitt network, a 3-day grace period begins to validate the license. In the case of a machine on the Pitt network not automatically connecting, a set of commands may be run to manually tie the installation to a KMS server, and thus begin its 180 day validation. These commands are too long to be included in this document; these are available from the IT support personnel. However, for machines that is not on-campus or connected to the Pitt network for 180 days or more, a special static key called a "MAK" must be entered. The MAK is maintained by SLS, and its use must be justified before SLS can release it to the user. **WARNING: A VISTA OR WINDOWS 7 MACHINE WHOSE VALIDATION EXPIRES WILL NO LONGER FUNCTION!**

The only software available solely to members of the Department of Physics & Astronomy are National Instruments LabView and ITT Visualization's IDL. These packages cannot be installed on any computer outside of the department. Contact the IT personnel to obtain media and/or install these packages.

Software for department machines that is not available through SLS or the department must be purchased using a university purchase order through the Main Office of Physics & Astronomy. Software for department machines cannot be purchased with a university credit card, nor can reimbursements be given if the user purchases it with personal funds.

Servers

The Department of Physics & Astronomy hosts a Linux server by the name of “Merlin”. Accounts to Merlin are available upon request to all faculty, post-doctoral associates, staff, graduate students, authorized undergraduate students and authorized outside collaborators. The password used on Merlin is maintained separately from the user’s UCA.

The Astrophysics Group maintains a separate Linux server cluster by the name of “Bruno”. Accounts to Bruno are available to any Astrophysics-affiliated faculty, post-doctoral associate, graduate student or undergraduate student.

Part III: Faculty-Specific Information

Faculty Computing

The Faculty Computing provides several additional software packages to full-time faculty members at no cost. Enrollment in the program used to require an e-mail by the department chair to the Help Desk, requesting the Faculty Computing program for the faculty member and verifying that faculty member's requirements; now, the IT support personnel or department administrator can also send this message.

Faculty members on Faculty Computing must install the KeyAccess program on their Windows or Macintosh machines in order to use these packages. As of 1 August 2010, only two computers per faculty member may have Faculty Computing software at any time.

A list of packages available from Faculty Computing is as follows:

<http://technology.pitt.edu/software/faculty-computing-program/packages.html>

Most of these packages can be installed by the faculty member from <http://software.pitt.edu> by logging into that site with their UCA and selecting "Faculty Computing Packages". However, some packages, such as Adobe CS5, must be installed by CSSD Core Consultants. Requests for installation of these packages must be done through the Help Desk, who will contact the faculty member to schedule an appointment.

As part of A&S, faculty members shall periodically be issued a certain amount of funding for a new primary desktop/laptop. This period is usually 4-5 years, and is managed by the department. The faculty members who are informed that they will receive said funding for that fiscal year should contact the IT personnel of the department to prepare a specification for a new machine. If the specification of said machine should exceed the funding provided by A&S, the faculty member may add funding from some other account (with certain restrictions).

University purchasing guidelines suggest that new computers be purchased through either Dell, Apple, Lenovo, or HP.

Teaching in Lecture Halls and Classrooms

Many classrooms and lecture halls, especially those that are controlled by the Registrar's Office, are now equipped with 802.1X wired ports. To configure your wired network device for 802.1X, go to:

<http://technology.pitt.edu/network-web/pittnet.html>

...and choose one of the instructions for your version of Windows. Macintosh and Linux machines are configured very similarly to WIRELESS-PITNET:

Protected EAP (PEAP), MSCHAPv2, and UCA user name and password.

CourseWeb

The University-provided class-management system is CourseWeb. It is accessed within my.pitt.edu under the CourseWeb community drop-down menu. Alongside CourseWeb is the BlackBoard system.

CourseWeb & BlackBoard are maintained by CIDDE (Center for Instructional Development and Distance Education), who provide training for these packages. Their web site is:

<http://www.cidde.pitt.edu/>

LON-CAPA

The department, along with the Department of Mathematics, maintains a LON-CAPA cluster, an automated homework and course management system. At the time of this writing, new accounts are created by the faculty and staff who maintain the cluster. Faculty who wish to use LON-CAPA should contact Prof. James Mueller or the IT personnel of the department.

The two machines in Physics & Astronomy that are used for LON-CAPA are:

<http://homework.phyast.pitt.edu> (Student login)

<http://nplq1.phyast.pitt.edu> (Faculty login)

Web Services and EWI

By the policy set by the Provost and Executive Vice-Chancellor in May 2007, no web pages may be set up on PittNet machines, including faculty desktops. An exception may be granted if a web-based application is inherently linked to the

machine that it is upon.

Web space, as of this writing, can be obtained in two ways:

Use of AFS as listed above in university servers.

Use of “Enterprise Web Infrastructure”, or EWI.

EWI is a CSSD-maintained web hosting system. Faculty may request a site on EWI for specific purposes by e-mailing the Help Desk, stating the general purpose and requirements of the site. CSSD’s EWI team will reply, asking the faculty member fill out a questionnaire describing the purposes and requirements more fully.

Traditionally, the department has maintained its own web server called “Venus”, whose pages are served from the user’s home directories on either Merlin or Bruno. As of this writing, it is unclear if these pages will remain available indefinitely. Users who have such pages, which are denoted as <http://www.phyast.pitt.edu/~username>, should consider migrating such pages to either of the above sites.

Part IV: Student-Specific Information

A Note to International Students

International students who enter the University without already having a Social Security Number will likely have two UCAs. This is because the Office of International Services (OIS) and Payroll Processing use two different numbering systems, which causes the system to think there are two different users. To resolve this issue, the following steps must be performed:

Determine which of the two UCAs you want to use permanently. For this example, we will say that the user has two usernames: user1 and user2, and that the user wants to keep “user1”

Log into <https://accounts.pitt.edu> with the UCA that you do *not* want to use (“user2”).

Set the forwarding address to the Pitt e-mail address that you do want to use; e.g. “user1@pitt.edu”.

Go to the Registrar's Office in Thackeray Hall with your Pitt ID Card.

Explain which account you wish to keep, and which account you wish to discard.

The Registrar's Office will then make the changes to the respective accounts.

Graduate Student Computing Locations

The Physics & Astronomy Graduate Computing Lab is located in OEH 222. It contains 5 32-bit Scientific Linux 4.8 machines and a network printer.

Logins on these machines is via the user's password on Merlin.

The Teaching Assistants' Lab is located in Allen 519A. It contains 4 Windows XP machines and a network printer.

Logins on these machines is via the user's UCA.

Undergraduate Student Computing Locations

The Physics & Astronomy Undergraduate Computing Lab is located in Thaw 210, and is used primarily for classes and related coursework. Students may be granted access to the room outside the times of their classes by their instructors.

Thaw 210 contains 23 Macintosh-based machines that dual-boot Mac OS X 10.6 (“Snow Leopard”) and Windows XP. Microsoft Office is available on both operating systems.

Students may not remove any computer from this room.

A printer is located in this room, solely for the purpose of printing from these computers.

Logins to each operating system is via the user's UCA.

Astrophysics Student Computing Locations

The Astrophysics group maintains a separate computing laboratory in Allen 416. It contains 7 Linux-based machines, one Windows machine and a network printer.

Logins to these machines are via the user's password on Bruno; except for the Windows machine, which is via the user's UCA.

The Allegheny Observatory has a computer lab in AO 205. It contains 6 Windows-based machines and a network printer. Access to this lab is restricted by the instructors and by the staff of the Allegheny Observatory.

Logins on these machines is via the user's UCA.

Student Personal Machines

Students can have their personal machines serviced in one of two ways:

CSSD Student Computing

The department IT personnel

Students may make an appointment with CSSD Student Computing by contacting the Help Desk and arranging an appointment.

Students may make an appointment with the IT personnel of the department; however, such appointments can be preempted by other issues in the department at that time.

Part V: Staff-Specific Information

Proper Handling of Personally-Identifiable Information

The University of Pittsburgh generally does not use Social Security numbers unless vitally necessary. Guidelines have been set by the university on when and how SSNs should be used. These can be found here:

<http://technology.pitt.edu/security/compliance/ssn.html>

The university uses an internal numbering system called “University Primary ID” numbers, or more colloquially, “2P” numbers, so named because all such numbers begin with the code “2P”. These are found on all faculty, staff and students’ Pitt ID cards.

The full policy of handling of “2P” and Social Security numbers, can be found here:

<http://www.bc.pitt.edu/policies/policy/10/10-02-08.html>

Main Office Staff Information

Information for Staff Not in the Main Office