# **ACCESS**

#### Connect Dashboard

Your Connect interactive dashboard provides one-stop access to popular K-State services, including Microsoft 365, eProfile, Canvas, and HRIS. <u>connect.k-state.edu</u>

## **Designated Access**

Grant others permission to access student records, pay bills, and view tax and financial aid info. k-state.edu/onestop/designated-access/

#### eID

Used to access many IT resources, including webmail, Canvas, the wireless network, Employee Self Service, KSIS, and more. <a href="mailto:eid.k-state.edu">eid.k-state.edu</a>

## **Employee Self-Service/HRIS**

View paycheck, leave balances, personal information, life insurance options, update tax forms, enroll in training, and more.  $\underline{hris.k\text{-}state.edu}$ 

# **Information Technology Policies**

Learn the IT rules and regulations at K-State. k-state.edu/it/about/policies

## K-State Student Information System (KSIS)

System that governs a student's progress through K-State. ksis.k-state.edu

#### Microsoft 365

Collaboration service includes a suite of applications such as email, calendar, Microsoft Office, OneDrive, and more. webmail.k-state.edu

### **Wireless Access**

Much of the campus has wireless access, including outdoor areas. To set up your computer or device to use the wireless network, see: k-state.edu/it/resources/wireless

# **TEACHING AND LEARNING**

#### Canvas

Learning management system designed for use as an interactive web-based classroom with audio/video streaming, online assignments, chat rooms, gradebook, message board, calendar, and more. canvas.k-state.edu

## Centrally Scheduled Classrooms

University centrally scheduled classroom options are available from <u>k-state.edu/it/classrooms</u>. Instructors who use these rooms must first be trained and can request training from <u>k-state.edu/it/classrooms/training</u>

## Electronic Theses, Dissertations, and Reports (ETDRs)

Learn Microsoft Word timesavers, formatting tips, submission deadlines, and more. Get help at  $\underline{k}$ -state.edu/qrad/academics/etdr

#### **Navigate**

KSIS tools are used to make appointments with Academic Advisors and others, plan and view class schedules, manage important deadlines and to-dos, and more. k-state.edu/student-success/initiatives/navigate/

#### Qualtrics

Web-based survey and reporting tool available to faculty, staff, and students for academic research; university and college business; and collecting feedback. <a href="savey.k-state.edu">survey.k-state.edu</a>

#### Read&Write

Study tool for text-to-speech, word translation, vocabulary list builder, scan to PDF, and more. Available for download by all K-Staters for home or office use at no cost. k-state.edu/it/applications

# **SERVICES**

# **Computing Labs**

Computer labs and printers are available in Hale Library, Math/Physics Library, Weigel Library, and the K-State Student Union. k-state.edu/it/labs

# **Limited Free Printing**

Available to students, faculty & staff in computing labs and the K-State Libraries. \$10 fall/spring semesters, \$5 summer. k-state.edu/it/labs/printing

### Microsoft 365

Microsoft 365 can be installed on up to 5 PCs or Macs, and 5 mobile devices for personal use at no cost. There is also 1TB of space available via OneDrive for Business. portal.office.com/Home

# Microsoft Teams

Collaboration and communication tool for groups, units, departments, organizations, and a workspace for meetings, file sharing, and app sharing.  $\underline{k\text{-state.edu/it/microsoft365}}$ 

#### **Residence Halls**

All halls have computing labs, wireless network access & Ethernet connectivity. housing.k-state.edu/resources/resnet/helpdesk.html

### **Software Licenses**

Licenses are available for departmental or personal use. Some fees and restrictions may apply. k-state.edu/it/applications

# **Technology Buying Recommendations**

 $Includes\ minimum\ requirements\ and\ college/department\ recommendations.\ \underline{\textit{k-state.edu/it/buying}}$ 

# **Zoom Webconferencing**

High-definition video and audio conferencing service with screen sharing. Go to <u>ksu.zoom.us/signin</u> or <u>connect.k-state.edu</u>, click **Join** or **Start Meeting** and sign in with your elD and password.

# **CYBERSECURITY**

# **Antivirus**

K-Staters connecting their computers to the K-State network can use the approved antivirus software of their choice. antivirus.k-state.edu

# Duo

Two-factor authentication system using two steps to identify individuals who access K-State's systems. Required for faculty, staff, and students. k-state.edu/it/cybersecurity/duo

### K-State Alerts

The emergency text messaging system is a available to anyone with an active elD. To enable: sign in to <a href="eid.k-state.edu">eid.k-state.edu</a> and follow the instructions to activate phone and text messages regarding emergencies. <a href="k-state.edu/police/alerts/">k-state.edu/police/alerts/</a>

# **Password Change**

elD passwords do not expire or do not need to be changed unless the password becomes compromised.  $\underline{eid.k\text{-}state.edu/eProfile}$ 

# **Phishing Scams**

Protect yourself from identity theft. Be wary of emails with urgent requests for your personal or financial information, or sign in credentials. K-State will **NEVER** ask for your password by email. Legitimate businesses will **NEVER** ask for account verification by email.

k-state.edu/it/cybersecurity/phishing

### Rave Guardian

App that directly connects to K-State police and other resources, allowing users to easily communicate their safety needs. <u>k-state.edu/police/rave\_guardian</u>

### Virtual Private Network (VPN)

Use the VPN to remotely access protected, sensitive data & campus resources securely. A VPN is more secure than an open internet connection.

k-state.edu/it/cybersecurity/vpn

# **FIND ANSWERS**

# IT Service Desk

2nd floor, Hale Library 785-532-7722 or 800-865-6143



Division of IT Website



Search the Knowledge Base



**Submit a Ticket** 



Start a Live Chat