

A Quick Guide to Information Technology at K-State

for K-State Faculty and Staff

WELCOME TO KANSAS STATE UNIVERSITY!

See the **New to IT at K-State website** for links to many great IT resources: k-state.edu/its/welcome and the **Information Technology website** for IT resources, news, and more: k-state.edu/its

ACCESS

eID

Used to access many information technology resources, including webmail, K-State Online, the wireless network, Employee Self Service, KSIS, and more. eid.k-state.edu

Office 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/its/wireless

K-State Mobile

Get access to email, K-State Connect, directories, interactive maps, admissions, social media, K-State News, and more. k-state.edu/app

K-State Student Information System (KSIS)

Manage class rosters, submit grades, review student academic records, remove holds, advise students, and more. ksis.k-state.edu

Employee Self Service/HRIS

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

Connect Dashboard

Your Connect interactive dashboard provides one-stop access to popular K-State services, including Office 365, eProfile, K-State Online powered by Canvas, and HRIS. connect.k-state.edu

Designated Access

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

TEACHING & LEARNING

K-State Online powered by 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

K-State Survey Powered by Qualtrics

Web-based survey, polling, and reporting tool available to faculty, staff, and students for academic research; university and college business; and collecting feedback. survey.k-state.edu

Media Center

The center has hardware and software for digital video editing, image scanning, large format scanning, webpage design, 3D printing, and more. 001 Seaton Hall. k-state.edu/its/mdc



Service Locations

For more information about service locations including library services, group and quiet study areas, computing labs and printing, and more, see: k-state.edu/its/recovery/service-locations.html or k-state.edu/maps/

Read&Write

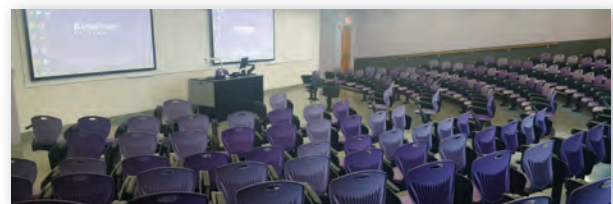
Study tool for text-to-speech, word translation, vocabulary list builder, scan to PDF, and more. Available for download by all K-Staters for home or office use at no cost. ow.ly/PXxTJ

Technology Classrooms

University technology classrooms and studio environment options. Faculty and staff who use these rooms must first be trained. k-state.edu/its/classrooms

Instructional Design

Instructional designers are available to assist faculty in developing engaging and high quality learning environments. k-state.edu/its/instructional-design



231 Waters Hall

Electronic Theses, Dissertations, and Reports (ETDRs)

As soon as you start writing, get a head start by downloading and using an ETDR template (Word or LaTeX). Grad students often say, "I wish I would have used the template earlier!" Learn Word timesavers, formatting tips, submission deadlines, and more. Get help at ETDR clinics, presentations, and individual consults. k-state.edu/grad/etdr

IT Help Desk

First point of contact for campus IT needs.

Walk-in 🏠: K-State Student Union, Cat's Pause Lounge, room 222

Phone ☎️: 785-532-7722 • 800-865-6143

Email ✉️: helpdesk@k-state.edu

Web 🌐: k-state.edu/its/helpdesk

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SERVICES

Limited Free Printing

Available to students, faculty & staff in computing labs and the K-State InfoCommons. \$20 fall/spring semesters, \$5 summer. k-state.edu/its/labs/printing.html

Information Technology Policies

Learn the rules and regulations that govern IT at K-State. k-state.edu/its/policies

Technology Buying Recommendations

Includes minimum requirements and college/department recommendations. k-state.edu/its/buying

Audio and Video Conferencing

Use to collaborate on academic and administrative meetings, presentations, and conferences, both on campus and off. k-state.edu/its/video-audio

Zoom Webconferencing

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

Software Licenses

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

Microsoft Office

The Microsoft Office Suite can be installed on up to five PCs or Macs, and five mobile devices for personal use at no cost. There is also 1 TB of space available via OneDrive for Business. portal.office.com/Home
Microsoft Office and Microsoft Operating System licenses are available to faculty/staff for all university-owned computers at no cost. Check with the technical support staff in your unit for more information.

Adobe Creative Cloud

Adobe Creative Cloud licenses are available to current faculty, staff, and students for a fee. k-state.onthehub.com
Licenses for Adobe Creative Cloud and Acrobat Pro are available for K-State computers through the ITS Business Office. k-state.edu/its/software/software-licenses/adobe

SECURITY

Antivirus

All K-State-owned computers on the campus network are managed to deliver antivirus software updates and security patches from a central source.

If you bring a personal computer to campus, you must do the following before connecting to the network:

1. Install the university's licensed antivirus software from antivirus.k-state.edu.
2. Set antivirus software to update DAILY.
3. Set Windows or Mac Update to apply updates automatically.
4. Set a strong sign-in password for Windows administrator account or the Mac operating system.

If these are not in place, your computer is subject to being blocked from the campus network.

Password Change

eID passwords are changed every 180 days. Go to eid.k-state.edu/eProfile to see your deadline & change your password.

Virtual Private Network (VPN)

Use the VPN to remotely access protected, sensitive data & campus resources in a secure manner. The VPN is more secure than an open Internet connection. k-state.edu/isc/vpn

K-State Alerts

The emergency text messaging system is a service available to anyone with an active eID. To enable: sign in to eid.k-state.edu and follow the instructions to activate phone and text messages regarding emergencies.

Phishing Scams

Protect yourself from identity theft. Be wary of email with urgent requests for your personal or financial information, or your 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/its/security/protect-yourself/phishing-cybercrime.html

CONNECT

IT Help Desk

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K-State Student Union
Cat's Pause Lounge
Room 222
785-532-7722 or 800-865-6143
helpdesk@k-state.edu
k-state.edu/its/helpdesk

IT Self-Service

Report IT issues online
servicedesk.k-state.edu

IT News

Online newsletter
blogs.k-state.edu/it-news

Facebook

Find us on Facebook.
facebook.com/kstateithelp

Twitter

K-State IT Help Desk
News, tips, and updates about Information Technology Services
twitter.com/kstateithelp

K-State IT Status

Service status, updates and planned maintenance notifications for K-State's Information Technology Services.
twitter.com/kstateitstatus

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