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

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/

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 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 Development Center
The center has hardware and software for digital video editing, image scanning, large format scanning, webpage design, 3D printing, and more. 213 Hale Library. k-state.edu/its/mdc

Computing Labs
The university computing labs are open 24 hours a day and require a K-State eID. Guests and visitors have limited access. See lab locations, available software, and policies: k-state.edu/its/labs

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

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

KANSAS STATE UNIVERSITY
IT Help Desk
First point of contact for campus IT needs.
Walk-in: 214 Hale Library  Phone: 785-532-7722 • 800-865-6143  Email: helpdesk@k-state.edu  Web: k-state.edu/its/helpdesk
**Equipment Checkout**
Digital still cameras, digital video camcorders, tripods, projectors, laptops, audio recorders, and other audio & visual equipment is available for check out at no charge. k-state.edu/its/checkout

**Limited Free Printing**
Available to students, faculty & staff in computing labs and the K-State InfoCommons. $10 fall/spring semesters, $5 summer. k-state.edu/its/labs/printing.html

**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 screensharing. Go to ksu.zoom.us/signin 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

**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.

**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 1TB 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

**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

**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

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