## A Quick Guide to Information Technology at K-State for K-State Graduate Students

### WELCOME TO KANSAS STATE UNIVERSITY!

See the [New to IT at K-State website](https://k-state.edu/its/welcome) for links to many great IT resources: [k-state.edu/its/welcome](https://k-state.edu/its/welcome)

and the [Information Technology website](https://k-state.edu/its) for IT resources, news, and more: [k-state.edu/its](https://k-state.edu/its)

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<thead>
<tr>
<th>ACCESS</th>
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<tr>
<td><strong>eID</strong></td>
<td>Used to access many information technology resources including webmail, K-State Online, Employee Self Service, KSIS, and more. <a href="https://eid.k-state.edu">eid.k-state.edu</a></td>
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<tr>
<td><strong>Office 365</strong></td>
<td>Collaboration service includes a suite of applications such as email, calendar, Microsoft Office, OneDrive, and more. <a href="https://webmail.k-state.edu">webmail.k-state.edu</a></td>
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<tr>
<td><strong>Wireless Access</strong></td>
<td>Much of the campus has wireless access, including outdoor areas. To set up your computer or device to use the wireless network, see: <a href="https://k-state.edu/its/wireless">k-state.edu/its/wireless</a></td>
</tr>
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<td><strong>K-State Mobile</strong></td>
<td>Get access to email, K-State Connect, directories, interactive maps, admissions, social media, K-State News, and more. <a href="https://k-state.edu/app">k-state.edu/app</a></td>
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<th>TEACHING</th>
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<tr>
<td><strong>K-State Online powered by Canvas</strong></td>
<td>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. <a href="https://canvas.k-state.edu">canvas.k-state.edu</a></td>
</tr>
<tr>
<td><strong>K-State Survey Powered by Qualtrics</strong></td>
<td>Web-based survey, polling, and reporting tool available to faculty, staff, and students for academic research; university and college business; and collecting feedback. <a href="https://survey.k-state.edu">survey.k-state.edu</a></td>
</tr>
<tr>
<td><strong>Technology Classrooms</strong></td>
<td>University technology classrooms and studio environment options. Graduates who use these rooms must first be trained. <a href="https://k-state.edu/its/classrooms">k-state.edu/its/classrooms</a></td>
</tr>
</tbody>
</table>

### 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](https://k-state.edu/its/mdc)

### 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](https://k-state.edu/grad/etdr)

### 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](https://ow.ly/PXxTj)
## Services

### 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](http://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](http://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](http://k-state.edu/its/software/software-licenses/adobe)

### Information Technology Policies
Learn the IT rules and regulations at K-State. [k-state.edu/its/policies](http://k-state.edu/its/policies)

### Technology Buying Recommendations
Includes minimum requirements and college/department recommendations. [k-state.edu/its/buying](http://k-state.edu/its/buying)

### Zoom Webconferencing
Use to collaborate on academic and administrative meetings, presentations, and conferences, both on campus and off. [ksu.zoom.us/signin](https://ksu.zoom.us/signin) or [connect.k-state.edu](http://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](http://k-state.edu/its/software/software-licenses)

### 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](http://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](http://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](http://k-state.edu/its/security/protect-yourself/phishing-cybercrime.html)

### 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](http://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
Most eID passwords are changed every 180 days. Go to [eid.k-state.edu/eProfile](http://eid.k-state.edu/eProfile) to see your deadline & change your password.

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## IT Help Desk

First point of contact for campus IT needs.

**214 Hale Library**

**1117 Mid Campus Dr. North**

785-532-7722 or 800-865-6143

helpdesk@k-state.edu

[k-state.edu/its/helpdesk](http://k-state.edu/its/helpdesk)

**IT Self-Service**

Report IT issues online [servicedesk.k-state.edu](http://servicedesk.k-state.edu)

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## Connect

Twitter

K-State IT Help Desk

News, tips, and updates about Information Technology Services

[twitter.com/kstateit](http://twitter.com/kstateit)

K-State IT Status

Service status, updates and planned maintenance notifications for K-State’s Information Technology Services.

[twitter.com/kstateitsstatus](http://twitter.com/kstateitsstatus)

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## IT News

Online newsletter

[blogs.k-state.edu/it-news](http://blogs.k-state.edu/it-news)

Facebook

Find us on Facebook.

[facebook.com/kstateit](http://facebook.com/kstateit)

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## Security

**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](http://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](http://k-state.edu/its/video-audio)

**Zoom Webconferencing**

High-definition video and audio conferencing service with screensharing. Go to [ksu.zoom.us/signin](https://ksu.zoom.us/signin) or [connect.k-state.edu](http://connect.k-state.edu), click Join or Start Meeting and sign in with your eID and password.

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