

# A Quick Guide to Information Technology at K-State

## for K-State Students

### WELCOME TO KANSAS STATE UNIVERSITY!

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

### K-State Student Information System (KSIS)

System that governs a student's progress through K-State. [ksis.k-state.edu](http://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](http://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](http://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/](http://k-state.edu/onestop/designated-access/)

## LEARNING

### K-State Online powered by Canvas

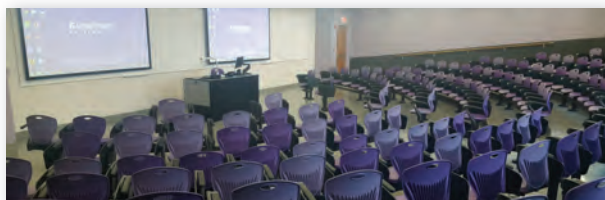
Learning management system designed for use as an interactive web-based classroom with audio/video streaming, online assignments, chat rooms, gradebook, message board, calendar, and more. [online.k-state.edu](http://online.k-state.edu)

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

### Technology Classrooms

University technology classrooms and studio environment options. Graduates who use these rooms must first be trained. [k-state.edu/its/classrooms](http://k-state.edu/its/classrooms)



231 Waters Hall

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



### 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](http://ow.ly/PXxTJ)

### 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](http://k-state.edu/its/recovery/service-locations.html) or [k-state.edu/maps/](http://k-state.edu/maps/)

### 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](mailto:helpdesk@k-state.edu)

Web 🌐: [k-state.edu/its/helpdesk](http://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](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 screen sharing. 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.

## Residence Halls

Students in residence halls **MUST** remove other antivirus software and use K-State's free antivirus software. All the halls have computing labs, wireless network access & Ethernet connectivity. [housing.k-state.edu/resnet/](http://housing.k-state.edu/resnet/)

## 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)

## 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)

## 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)

## 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)

# 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](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.
5. Run all Windows or Mac updates.

If these are not in place and up-to-date, 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](http://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/its/security/secure-data/vpn/index.html](http://k-state.edu/its/security/secure-data/vpn/index.html)

## 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)

# CONNECT

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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](mailto: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)

## IT News

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

## Facebook

Find us on Facebook.  
[facebook.com/kstateithelp](http://facebook.com/kstateithelp)

## Twitter

K-State IT Help Desk  
News, tips, and updates about Information Technology Services  
[twitter.com/kstateithelp](http://twitter.com/kstateithelp)

## K-State IT Status

Service status, updates and planned maintenance notifications for K-State's Information Technology Services.  
[twitter.com/kstateitstatus](http://twitter.com/kstateitstatus)

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