# 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](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)

<table>
<thead>
<tr>
<th>ACCESS</th>
<th>K-State Student Information System (KSIS)</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>System that governs a student's progress through K-State. <a href="https://ksis.k-state.edu">ksis.k-state.edu</a></td>
</tr>
<tr>
<td>eID</td>
<td>Used to access many information technology resources including webmail, K-State Online, the wireless network, Employee Self Service, KSIS, and more. <a href="https://eid.k-state.edu">eid.k-state.edu</a></td>
</tr>
<tr>
<td>Office 365</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>
</tr>
<tr>
<td>Wireless Access</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>
<tr>
<td>K-State Mobile</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>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LEARNING</th>
<th>Media Development Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-State Online powered by Canvas</td>
<td>The center has hardware and software for digital video editing, image scanning, large format scanning, webpage design, 3D printing, and more. 213 Hale Library. <a href="https://k-state.edu/its/mdc">k-state.edu/its/mdc</a></td>
</tr>
<tr>
<td>Electronic Theses, Dissertations, and Reports (ETDRs)</td>
<td>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. <a href="https://k-state.edu/grad/etdr">k-state.edu/grad/etdr</a></td>
</tr>
<tr>
<td>Technology Classrooms</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>

<table>
<thead>
<tr>
<th>Technology Classrooms</th>
<th>Media Development Center</th>
</tr>
</thead>
<tbody>
<tr>
<td>Media Development Center</td>
<td>The center has hardware and software for digital video editing, image scanning, large format scanning, webpage design, 3D printing, and more. 213 Hale Library. <a href="https://k-state.edu/its/mdc">k-state.edu/its/mdc</a></td>
</tr>
<tr>
<td>Electronic Theses, Dissertations, and Reports (ETDRs)</td>
<td>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. <a href="https://k-state.edu/grad/etdr">k-state.edu/grad/etdr</a></td>
</tr>
<tr>
<td>Technology Classrooms</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>

**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)

**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](https://k-state.edu/its/labs)
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 screen sharing. 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.
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 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 1 TB of space available via OneDrive for Business. 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

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/

Information Technology Policies
Learn the IT rules and regulations 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/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 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

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.
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 to see your deadline & change your password.