

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](http://k-state.edu/its/welcome) for links to many great IT resources: 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

ACCESS

eID

Used to access many information technology resources including, webmail, Canvas, 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 Student Information System (KSIS)

System that governs a student's progress through K-State. 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, 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

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

Instructional Design

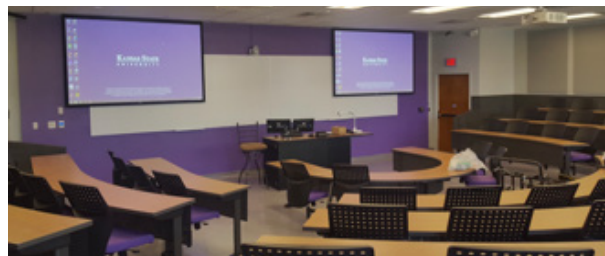
Instructional designers are available to assist faculty in developing engaging and high quality learning environments. k-state.edu/its/instructional-design



Computing lab in Student Union

Centrally Scheduled Classrooms

University centrally scheduled classroom options are available from k-state.edu/its/classrooms. Instructors who use these rooms must first be trained and can request training from k-state.edu/its/classrooms/training



326 Waters Hall

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

Electronic Theses, Dissertations, and Reports (ETDRs)

Learn Microsoft Word timesavers, formatting tips, submission deadlines, and more. Get help at k-state.edu/grad/etdr

IT Help Desk

First point of contact for campus IT needs.

Walk-in: Hale Library, 2nd floor Phone: 785-532-7722 • 800-865-6143 Email: helpdesk@k-state.edu Web: k-state.edu/its/helpdesk

Information Technology Policies

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

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

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

Microsoft Office

Office 365 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

Technology Buying Recommendations

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

Microsoft Teams

Collaboration and communication tool for groups, units, departments, organizations, and a workspace for meetings, file sharing, and app sharing. See k-state.edu/its/office365

Antivirus

K-Staters connecting their computers to the K-State network can use the approved antivirus software of their choice. See antivirus.k-state.edu for more information.

Password Change

eID passwords do not expire and do not need to be changed unless the password becomes compromised. Go to eid.k-state.edu/eProfile to see eID password standards.

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

Duo

Two-factor authentication system using two steps to identify individuals who access K-State's systems. k-state.edu/its/security/protect-yourself/duo

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. k-state.edu/police/alerts/

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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IT Self-Service

Request IT services online
servicedesk.k-state.edu

IT News

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

Report phishing scams

Forward email with original headers to abuse@k-state.edu

IT Status

Service status, updates and planned maintenance notifications for Information Technology Services.
k-state.edu/its/status
twitter.com/kstateitstatus

IT Help Desk Twitter

News, tips, and updates about Information Technology Services
twitter.com/kstateithelp

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