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

<table>
<thead>
<tr>
<th>ACCESS</th>
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<tbody>
<tr>
<td>eID</td>
</tr>
<tr>
<td>Used to access many information technology resources including, webmail, Canvas, the wireless network, Employee Self Service, KSIS, and more. <a href="http://eid.k-state.edu">eid.k-state.edu</a></td>
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<tr>
<td>Office 365</td>
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<tr>
<td>Collaboration service includes a suite of applications such as email, calendar, Microsoft Office, OneDrive, and more. <a href="http://webmail.k-state.edu">webmail.k-state.edu</a></td>
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<tr>
<td>Wireless Access</td>
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<tr>
<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="http://k-state.edu/its/wireless">k-state.edu/its/wireless</a></td>
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<tr>
<td>K-State Student Information System (KSIS)</td>
</tr>
<tr>
<td>System that governs a student’s progress through K-State. <a href="http://ksis.k-state.edu">ksis.k-state.edu</a></td>
</tr>
<tr>
<td>Employee Self Service/HRIS</td>
</tr>
<tr>
<td>View paycheck, leave balances, personal information, life insurance options, update tax forms, enroll in training, and more. <a href="http://hris.k-state.edu">hris.k-state.edu</a></td>
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<tr>
<td>Connect Dashboard</td>
</tr>
<tr>
<td>Your Connect interactive dashboard provides one-stop access to popular K-State services, including Office 365, eProfile, Canvas, and HRIS. <a href="http://connect.k-state.edu">connect.k-state.edu</a></td>
</tr>
<tr>
<td>Designated Access</td>
</tr>
<tr>
<td>Grant others permission to access student records, pay bills, view tax and financial aid info. <a href="http://k-state.edu/onestop/designated-access">k-state.edu/onestop/designated-access</a></td>
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<tr>
<th>TEACHING &amp; LEARNING</th>
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<tbody>
<tr>
<td>Canvas</td>
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<tr>
<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="http://canvas.k-state.edu">canvas.k-state.edu</a></td>
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<tr>
<td>K-State Survey Powered by Qualtrics</td>
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<tr>
<td>Web-based survey and reporting tool available to faculty, staff, and students for academic research; university and college business; and collecting feedback. <a href="http://survey.k-state.edu">survey.k-state.edu</a></td>
</tr>
<tr>
<td>Instructional Design</td>
</tr>
<tr>
<td>Instructional designers are available to assist faculty in developing engaging and high quality learning environments. <a href="http://k-state.edu/its/instructional-design">k-state.edu/its/instructional-design</a></td>
</tr>
<tr>
<td>Centrally Scheduled Classrooms</td>
</tr>
<tr>
<td>University centrally scheduled classroom options are available from <a href="http://k-state.edu/its/classrooms">k-state.edu/its/classrooms</a>. Instructors who use these rooms must first be trained and can request training from <a href="http://k-state.edu/its/classrooms/training">k-state.edu/its/classrooms/training</a></td>
</tr>
<tr>
<td>Read&amp;Write</td>
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<tr>
<td>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. <a href="http://ow.ly/PXxTJ">ow.ly/PXxTJ</a></td>
</tr>
<tr>
<td>Electronic Theses, Dissertations, and Reports (ETDRs)</td>
</tr>
<tr>
<td>Learn Microsoft Word timesavers, formatting tips, submission deadlines, and more. Get help at <a href="http://k-state.edu/grad/etdr">k-state.edu/grad/etdr</a></td>
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### Information Technology Policies
Learn the IT rules and regulations at K-State. [k-state.edu/its/policies](http://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](http://k-state.edu/its/labs/printing.html)

### 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 1TB 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.ontethehub.com](http://k-state.ontethehub.com)

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

### IT Help Desk
First point of contact for campus IT needs. Hale Library, 2nd floor
Phone: 785-532-7722 or 800-865-6143
Email: helpdesk@k-state.edu
Web: [k-state.edu/its/helpdesk](http://k-state.edu/its/helpdesk)

### 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](https://connect.k-state.edu), click Join or Start Meeting and sign in with your eID and password.

### SkyDrive
Large storage available for files.

### 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)

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

### IT Self-Service
Request IT services 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)

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

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### Report phishing scams
Forward email with original headers to [abuse@k-state.edu](mailto:abuse@k-state.edu)

### 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](http://k-state.edu/its/office365)

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