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/it/welcome
and the Information Technology website for IT resources, news, and more: k-state.edu/it

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| K-State Student Information System (KSIS) | System that governs a student’s progress through K-State. ksis.k-state.edu |

| 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 |
| 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/it/instructional-design |

| 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/ |

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

| Computing lab in Student Union |

| Electronic Theses, Dissertations, and Reports (ETDRs) | Learn Microsoft Word timesavers, formatting tips, submission deadlines, and more. Get help at k-state.edu/grad/academics/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 |

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and the Information Technology website for IT resources, news, and more: k-state.edu/it
**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/it/labs/printing.html](http://k-state.edu/it/labs/printing.html)

**Zoom Webconferencing**
High-definition video and audio conferencing service with screen sharing. Go to [ksu.zoom.us/signin](http://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)

**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/it/security/secure-data/vpn](http://k-state.edu/it/security/secure-data/vpn)

**Duo**
Two-factor authentication system using two steps to identify individuals who access K-State’s systems. [k-state.edu/it/security/protect-yourself/duo](http://k-state.edu/it/security/protect-yourself/duo)

**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.onthehub.com](http://k-state.onthehub.com)

**IT Help Desk**
First point of contact for campus IT needs
Hale Library
2nd floor
785-532-7722 or 800-865-6143
helpdesk@k-state.edu
k-state.edu/it/helpdesk

**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/it/office365](http://k-state.edu/it/office365)

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