Quick Guide to Information Technology at K-State
for K-State Graduate Students

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

**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](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/it/wireless](http://k-state.edu/it/wireless) |
| **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, 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/)

**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](http://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](http://survey.k-state.edu) |
| **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 |

**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/PXxT](http://ow.ly/PXxT)

**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

326 Waters Hall

Computing lab in Student Union

K-State 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/it/helpdesk
### Information Technology Policies
Learn the IT rules and regulations at K-State. [k-state.edu/it/policies](http://k-state.edu/it/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 screensharing. Go to [ksu.zoom.us/signin](https://ksu.zoom.us/signin) or [connect.k-state.edu](https://connect.k-state.edu) to 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/it/software/software-licenses](http://k-state.edu/it/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](http://portal.office.com/Home)

### 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/)

### Adobe Creative Cloud
Adobe Creative Cloud licenses are available to current faculty, staff, and students for a fee. [k-state.onthelhub.com](http://k-state.onthelhub.com)

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

### Computing Labs
Computer labs and printers are available in Hale Library, Math/Physics Library, Weigel Library, and the K-State Student Union. Other computing labs will be closed for the fall semester. For more information, see: [k-state.edu/it/labs](http://k-state.edu/it/labs)

### Residence Halls
All halls have computing labs, wireless network access & Ethernet connectivity. [housing.k-state.edu/resources/resnet/helpdesk.html](http://housing.k-state.edu/resources/resnet/helpdesk.html)

### 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)

### 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](mailto:helpdesk@k-state.edu) [k-state.edu/it/helpdesk](http://k-state.edu/it/helpdesk)

### 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)

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

### IT Status
Service status, updates and planned maintenance notifications for IT services. [k-state.edu/it/status](http://k-state.edu/it/status) [twitter.com/kstateitstatus](http://twitter.com/kstateitstatus)

### IT Help Desk Twitter
News, tips, and updates about IT services. [twitter.com/kstateithelp](http://twitter.com/kstateithelp)

### 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/)

### Rave Guardian
App that provides direct connection to K-State police and other resources, allowing users to easily communicate their safety needs. [k-state.edu/police/rave_guardian](http://k-state.edu/police/rave_guardian)

### Phishing Scams
Protect yourself from identity theft. Be wary of emails 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/it/security/protect-yourself/phishing-cybercrime.html](http://k-state.edu/it/security/protect-yourself/phishing-cybercrime.html)

### 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/)

### 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/)

### Rave Guardian
App that provides direct connection to K-State police and other resources, allowing users to easily communicate their safety needs. [k-state.edu/police/rave_guardian](http://k-state.edu/police/rave_guardian)

### Phishing Scams
Protect yourself from identity theft. Be wary of emails 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/it/security/protect-yourself/phishing-cybercrime.html](http://k-state.edu/it/security/protect-yourself/phishing-cybercrime.html)