## 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 for links to many great IT resources: [k-state.edu/its/welcome](http://k-state.edu/its/welcome) and the Information Technology website for IT resources, news, and more: [k-state.edu/its](http://k-state.edu/its)

<table>
<thead>
<tr>
<th>Access</th>
<th>Learning</th>
</tr>
</thead>
<tbody>
<tr>
<td>eID</td>
<td>Employee Self Service/HRIS</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>
<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>
</tr>
<tr>
<td>Office 365</td>
<td>Connect Dashboard</td>
</tr>
<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>
<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>Wireless Access</td>
<td>Designated Access</td>
</tr>
<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>
<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>
<td>K-State Student Information System (KSIS)</td>
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<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>
<td></td>
</tr>
<tr>
<td>Canvas</td>
<td>Centrally Scheduled Classrooms</td>
</tr>
<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>
<td>University centrally scheduled classroom options are available. <a href="http://k-state.edu/its/classrooms">k-state.edu/its/classrooms</a></td>
</tr>
<tr>
<td>K-State Survey Powered by Qualtrics</td>
<td>Read&amp;Write</td>
</tr>
<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>
<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/PxTJ">ow.ly/PxTJ</a></td>
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### Computing lab in Student Union

326 Waters Hall

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

### Centrally Scheduled Classrooms

University centrally scheduled classroom options are available. [k-state.edu/its/classrooms](http://k-state.edu/its/classrooms)

### 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/PxTJ](http://ow.ly/PxTJ)
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 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

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

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/its/labs

Residence Halls
All halls have computing labs, wireless network access & Ethernet connectivity. housing.k-state.edu/resources/resnet/helpdesk.html

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Residence Halls
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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 Standards
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/

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

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/its/helpdesk

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