

A 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 Mobile

Get access to email, K-State Connect, directories, interactive maps, admissions, social media, K-State News, and more. k-state.edu/app

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

Technology Classrooms

University technology classrooms and studio environment options. Graduates who use these rooms must first be trained. k-state.edu/its/classrooms



326 Waters Hall



Computing lab in Student Union

Media Center

The center has hardware and software for digital video editing, image scanning, large format scanning, webpage design, 3D printing, and more. 0001 Seaton Hall. k-state.edu/its/media

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)

As soon as you start writing, get a head start by downloading and using an ETDR template (Word or LaTeX). Learn 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: K-State Student Union, Cat's Pause Lounge, room 222 Phone: 785-532-7722 • 800-865-6143 Email: helpdesk@k-state.edu Web: k-state.edu/its/helpdesk

KANSAS STATE
UNIVERSITY

Service Locations

For more information about service locations including library services, group and quiet study areas, computing labs and printing, and more, see : k-state.edu/its/recovery/service-locations.html or k-state.edu/maps/

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. \$20 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/join 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

Antivirus

K-Staters connecting their computers to the K-State network can use the antivirus software of their choice or choose from the recommended software listed below:

- **Windows 10, 8, 8.1** — Defender (built-in)
- **Windows 7** — Security Essentials
- **Mac** — Sophos HomeFree

See antivirus.k-state.edu for more information

Password Change

eID passwords are changed every 180 days. Go to eid.k-state.edu/eProfile to see your deadline & change your password.

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/

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

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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