A Quick Guide to
Information Technology at K-State
for K-State Faculty and Staff

ACCESS

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

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

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

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/

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

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MEDICAL CENTER

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TEACHING & LEARNING

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

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326 Waters Hall
**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/recovery/service-locations.html](http://k-state.edu/recovery/service-locations.html) or [k-state.edu/maps/](http://k-state.edu/maps/)

**Information Technology Policies**
Learn the IT rules and regulations at K-State. [k-state.edu/policies](http://k-state.edu/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/labs/printing.html](http://k-state.edu/labs/printing.html)

**Zoom Webconferencing**
High-definition video and audio conferencing service with screensharing. 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.

**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](http://antivirus.k-state.edu) for more information

**Password Change**
eID passwords are changed every 180 days. Go to [eid.k-state.edu/eProfile](http://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/security/secure-data/vpn](http://k-state.edu/security/secure-data/vpn)

**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)

**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)

**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)

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

**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/)

**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)

**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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