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

<table>
<thead>
<tr>
<th>ACCESS</th>
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<tbody>
<tr>
<td><strong>eID</strong></td>
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<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>
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<tr>
<td><strong>Office 365</strong></td>
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<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>
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<td><strong>Wireless Access</strong></td>
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<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>
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<td><strong>K-State Mobile</strong></td>
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<tr>
<td>Get access to email, K-State Connect, directories, interactive maps, admissions, social media, K-State News, and more. <a href="http://k-state.edu/app">k-state.edu/app</a></td>
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<td><strong>K-State Student Information System (KSIS)</strong></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>
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<tr>
<td><strong>Employee Self Service/HRIS</strong></td>
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<tr>
<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>
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<td><strong>Connect Dashboard</strong></td>
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<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>
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<td><strong>Designated Access</strong></td>
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<tr>
<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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<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>
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<td><strong>K-State Survey Powered by Qualtrics</strong></td>
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<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>
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<td><strong>Technology Classrooms</strong></td>
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<td>University technology classrooms and studio environment options. Graduates who use these rooms must first be trained. <a href="http://k-state.edu/its/classrooms">k-state.edu/its/classrooms</a></td>
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<td><strong>Read&amp;Write</strong></td>
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<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/PXxTJ">ow.ly/PXxTJ</a></td>
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<td><strong>Electronic Theses, Dissertations, and Reports (ETDRs)</strong></td>
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<td>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 <a href="http://k-state.edu/grad/etdr">k-state.edu/grad/etdr</a></td>
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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)

Technology Classrooms
University technology classrooms and studio environment options. Graduates who use these rooms must first be trained. [k-state.edu/its/classrooms](http://k-state.edu/its/classrooms)

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](http://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](http://ow.ly/PXxTJ)

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## SERVICES

**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](http://k-state.edu/its/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/its/policies](http://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](http://k-state.edu/its/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.

**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)

## SECURITY

**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/isc/vpn](http://k-state.edu/isc/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/)

**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)

## CONNECT

**IT Help Desk**
First point of contact for campus IT needs
K-State Student Union
Cat's Pause Lounge
Room 222
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](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

**IT Status**
Service status, updates and planned maintenance notifications for Information Technology Services.
[k-state.edu/its/status](http://k-state.edu/its/status)
[twitter.com/kstateitstatus](http://twitter.com/kstateitstatus)

**IT Help Desk Twitter**
News, tips, and updates about Information Technology Services
[twitter.com/kstateithelp](http://twitter.com/kstateithelp)

## 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)

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

## Computing Labs
The university computing labs are open 24 hours a day and require a K-State eID. Guests and visitors have limited access. For lab locations, available software, and policies, see: [k-state.edu/its/labs](http://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](http://housing.k-state.edu/resources/resnet/helpdesk.html)

## 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