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

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

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

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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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

Kansas State University

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

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**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 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**
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

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

**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

**IT News**
Online newsletter blogs.k-state.edu/it-news

**Report phishing scams**
Forward email with original headers to abuse@k-state.edu

**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

**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 Home Free
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/

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**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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