A 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
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, K-State Online, 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, K-State Online powered by 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/

**K-State Online powered by 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. online.k-state.edu

**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). Grad students often say, “I wish I would have used the template earlier!” Learn Word timesavers, formatting tips, submission deadlines, and more. Get help at ETDR clinics, presentations, and individual consultations. k-state.edu/grad/etdr

**Technology Classrooms**
University technology classrooms and studio environment options. Graduates who use these rooms must first be trained. 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. 001 Seaton Hall. k-state.edu/its/mdc

**231 Waters Hall**

**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

**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/
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

Audio and Video Conferencing
Use to collaborate on academic and administrative meetings, presentations, and conferences, both on campus and off.
k-state.edu/its/video-audio

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.

Residence Halls
Students in residence halls MUST remove other antivirus software and use K-State’s free antivirus software. All the halls have computing labs, wireless network access & Ethernet connectivity.
housing.k-state.edu/resnet/

Antivirus
All K-State-owned computers on the campus network are managed to deliver antivirus software updates and security patches from a central source.

If you bring a personal computer to campus, you must do the following before connecting to the network:
1. Install the university’s licensed antivirus software from antivirus.k-state.edu.
2. Set antivirus software to update DAILY.
3. Set Windows or Mac Update to apply updates automatically.
4. Set a strong sign-in password for Windows administrator account or the Mac operating system.
5. Run all Windows or Mac updates.

If these are not in place and up-to-date, your computer is subject to being blocked from the campus network.

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/index.html

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.

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 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
Report IT issues online servicedesk.k-state.edu

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

Facebook
Find us on Facebook. facebook.com/kstateithelp

Twitter
K-State IT Help Desk
News, tips, and updates about Information Technology Services twitter.com/kstateithelp

K-State IT Status
Service status, updates and planned maintenance notifications for K-State’s Information Technology Services. twitter.com/kstateitstatus