## **ACCESS**

#### **Designated Access**

Grant others permission to access student records, pay bills, and view tax and financial aid info. k-state.edu/onestop/designated-access/

#### eID

Used to access many IT resources, including webmail, Canvas, the wireless network, Employee Self Service, KSIS, and more. eid.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

## **Information Technology Policies**

Learn the IT rules and regulations at K-State. k-state.edu/it/about/policies

### K-State Student Information System (KSIS)

System that governs a student's progress through K-State. ksis.k-state.edu

#### Microsoft 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/it/resources/wireless

## **CYBERSECURITY**

#### **Antivirus**

K-Staters connecting their computers to the K-State network can use the approved antivirus software of their choice. antivirus.k-state.edu

#### Duo

Two-factor authentication system using two steps to identify individuals who access K-State's systems. Required for faculty, staff, and students. k-state.edu/it/cybersecurity/duo

#### **K-State Alerts**

K-State students, faculty and staff are automatically enrolled in K-State Alerts email and text messages. Visitors and others can receive emergency notifications. k-state.edu/police/alerts/

eID passwords do not expire or do not need to be changed unless the password becomes compromised. eid.k-state.edu/eProfile

### **Phishing Scams**

Protect yourself from identity theft. Be wary of emails with urgent requests for your personal or financial information, or 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/it/cybersecurity/phishing

#### Rave Guardian

App that directly connects to K-State police and other resources, allowing users to easily communicate their safety needs. <u>k-state.edu/police/rave\_quardian</u>

### Virtual Private Network (VPN)

Use the VPN to remotely access protected, sensitive data & campus resources securely. A VPN is more secure than an open internet connection.

k-state.edu/it/cybersecurity/vpn

## TEACHING AND 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, and calendar. canvas.k-state.edu

## **Centrally Scheduled Classrooms**

University centrally scheduled classroom options k-state.edu/it/classrooms. Instructors must first be trained and can request training from k-state.edu/it/classrooms/training

# Electronic Theses, Dissertations, and Reports (ETDRs)

Learn timesavers, formatting tips and deadlines. k-state.edu/grad/academics/etdr

# Mediasite

Media tools that enable instructors to capture, create, and manage lectures and presentations and provides a student-centered playback. k-state.edu/mediasite

#### **Navigate**

KSIS tools are used to make appointments with Academic Advisors and others, plan and view class schedules, manage important deadlines and to-dos, and more. k-state.edu/student-success/initiatives/navigate/

#### 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

## Read&Write

Study tool for text-to-speech, word translation, vocabulary list builder, scan to PDF, and more. Available for home or office use at no cost. k-state.edu/it/applications

# **SERVICES**

## **Computing Labs**

Computer labs and printers are available in Hale Library, Math/Physics Library, Weigel Library, and the K-State Student Union. k-state.edu/it/labs

## Limited Free Printing

Available to students, faculty & staff in computing labs and the K-State Libraries. \$10 fall/spring semesters, \$5 summer. k-state.edu/it/labs/printing

## Microsoft 365

Microsoft 365 can be installed on up to 5 PCs or Macs, and 5 mobile devices for personal use at no cost. There is also 1 TB of space available via OneDrive for Business. portal.office.com/Home

## Microsoft Teams

Collaboration and communication tool for groups, units, departments, organizations, and a workspace for meetings, file sharing, and app sharing. k-state.edu/it/microsoft365

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

## **Software Licenses**

Licenses are available for departmental or personal use. Some fees and restrictions may apply. k-state.edu/it/applications

### **Technology Buying Recommendations**

Includes minimum requirements and college/department recommendations. k-state.edu/it/buying

## Zoom Webconferencing

High-definition video and audio conferencing service with screen sharing. Go to <a href="ksu.zoom.us/signin">ksu.zoom.us/signin</a> or connect.k-state.edu, click Join or Start Meeting and sign in with your elD and password.

# **FIND ANSWERS**

**IT Service Desk** 2nd floor, Hale Library 785-532-7722 or 800-865-6143



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SearchtheKnowledgeBase



SubmitaTicket



StartaLiveChat