



2019 New Student ITS Tech Orientation Video Transcription

My name is Professor Blue. And I'm Dr. Jay, and we're from E-town's Information Technology Services, or ITS for short. We would like to personally welcome you to Elizabethtown College. We'll be your guides as you start off on your journey here at E-town.

I know you have a lot on your mind and lots of questions about college.

Once you've figured out which computer to bring, you can start thinking about the software you should have on it.

ITS recommends having a PC or a Mac with the following operating system. Windows 10 or Apple OS X 10.14.

Don't buy Microsoft Office! One of the many perks of being an E-town student is that you are eligible for a free download of the full version of Microsoft Office. No need to pay for your own copy.

There is also no need to purchase antivirus software. All computers that are connected to our campus network must use our specific antivirus software, which you will be able to download for free once you get to E-town. In the meantime, we recommend that you use a free antivirus software until you arrive on campus.

Whether your computer is new or gently used, it's important to run all Windows and Apple updates before trying to connect to the campus network. Downloading these ahead of time will speed up the process of getting your computer connected to our network. It's also a good idea to update your wireless card driver to take advantage of the newer, faster wireless available.

You can use the resources in the ITS Knowledgebase to get registered or to answer other tech questions you have any time. True, Dr. Jay. ITS has lots of online resources in the knowledgebase and blog to allow students to help themselves, but there's also free assistance with device registration and wifi configuration from trained student staff during special drop-in support sessions at the beginning of each term.

We know everyone loves wireless internet because it's convenient.

That's right, Dr. Jay.

But when you need to take a test in Canvas or watch a video, it is recommended that you use a wired Internet connection. A wireless connection might be more convenient, but a wired connection is more reliable.

To connect to wifi, you will need to configure your device and install a profile while on campus. Remember there are help guides in the knowledgebase and drop-in sessions to help you get connected to the wifi.

You will likely have lots of files you'll want to save while here at Etown. Whenever you're working on a computer that's connected to the college network, you'll be able to save your files onto our network drive, called Jaynet. You can save your files to either your private or public folder in Jaynet. Only you can see files in your private folder. However, anyone connected to the campus network can see what's in your public folder. So don't put any sensitive information in there. You should also never put any copyrighted material such as music into your public folder. As that violates the college's Acceptable Use Policy.

In addition to network drives, students can also save their files onto OneDrive, which is a part of the free Microsoft Office 365 package. One Drive is a cloud storage that allows easy saving and sharing of files.

So should you use your network drives or One Drive? The choice is really up to you, but you need to be on the college network to access your network folders. And with One Drive, you can access files from any device that has an internet connection, including mobile devices.

If you use a computer lab to work, be careful where you save your files. Don't save your files directly on a lab computer because software on lab machines wipes the data saved on them every time they restart.

You don't have to worry about bringing a printer to campus. There are several locations across campus where you can access a printer, including the 24 hour access print station on the second floor in the BSC, as well as the express print stations located in Nicarry, the High Library, and on the first floor in the Master's Center near the mineral gallery.

Students can print up to 500 pages a semester at no charge. As tempting as it may be to have a personal printer on campus, remember wireless printers are not permitted.

Etown's learning management system is Canvas. This is where instructors may list things like the syllabus, class assignments and readings, as well as your grades.

Course content is located on the course home page and under the modules tab. Not every course uses Canvas, though.

Those that do will appear in your dashboard when you log into Canvas, no sooner than two weeks before the semester begins.

If you would like to be notified of course updates, be sure to customize your Canvas notification settings so that you receive these updates through your Etown email. To change your notification preferences, click on settings, under your account in the left navigation.

Some professors also like to post content in their public network folder or in class directories on Jaynet, too. If you aren't sure where to find course materials, ask your professor or consult their course syllabus.

Since email is the communication method for official college business, you might be wondering, how do I access my E-town email? All E-town students can access their E-town email from anywhere via <https://mail.etown.edu>. Be sure to check your email at least once a day for messages regarding classes, financial aid, events on campus, and other important information.

In addition to your E-town email, Jayweb is another important website that you'll often find yourself using. This is where you will find things like your course schedule, online forms, your college transcript, as well as housing and financial information. Use your E-town username and password to log into <https://jayweb.etown.edu>.

Since so much of your important personal information can be accessed with your E-town username and password, it is crucial to NEVER share this information with anybody. Not your roommate, your professors, your friends, your parents, not anyone.

ITS will never ask for your username and password, so if you ever receive an email that asks for your personal information, it is a scam.

When somebody attempts to steal sensitive information from you via the Internet, it is called phishing. These emails try to get you to click and provide your login credentials so they can steal your personal information, access your accounts and generally send more spam to others. Phishing attempts can often look like legitimate messages or notices from banks, E-town faculty, ITS staff, or from some other official looking source.

Phishing attempts are often more prevalent over the breaks or at the beginning of a semester, hoping to catch an unsuspecting user off guard. If you ever receive a suspicious looking email, do NOT respond to it, and immediately report it to mailcop@etown.edu.

If you do mistakenly respond to one of these and give away your network credentials, call the ITS Help Desk IMMEDIATELY!

Every E-town student must sign the Network Access Form which states that you will comply with our Acceptable Use Policy. Acceptable Use means that you will conduct yourself ethically, legally, and responsibly on our network. A large portion of the AUP includes the school's policy on distribution of copyrighted files.

If ITS receives notice that you've shared copyrighted material with other students, you will be charged a \$50.00 fee. Repeated offenses can result in bigger federal consequences. Be cautious of what information you make publicly available.

We look forward to meeting you this upcoming semester. If you have any questions regarding any of the information presented in this video or if you need technological assistance, please contact us and we will do our best to help. As always, ITS is here for you.