

Welcome to Cal Maritime!

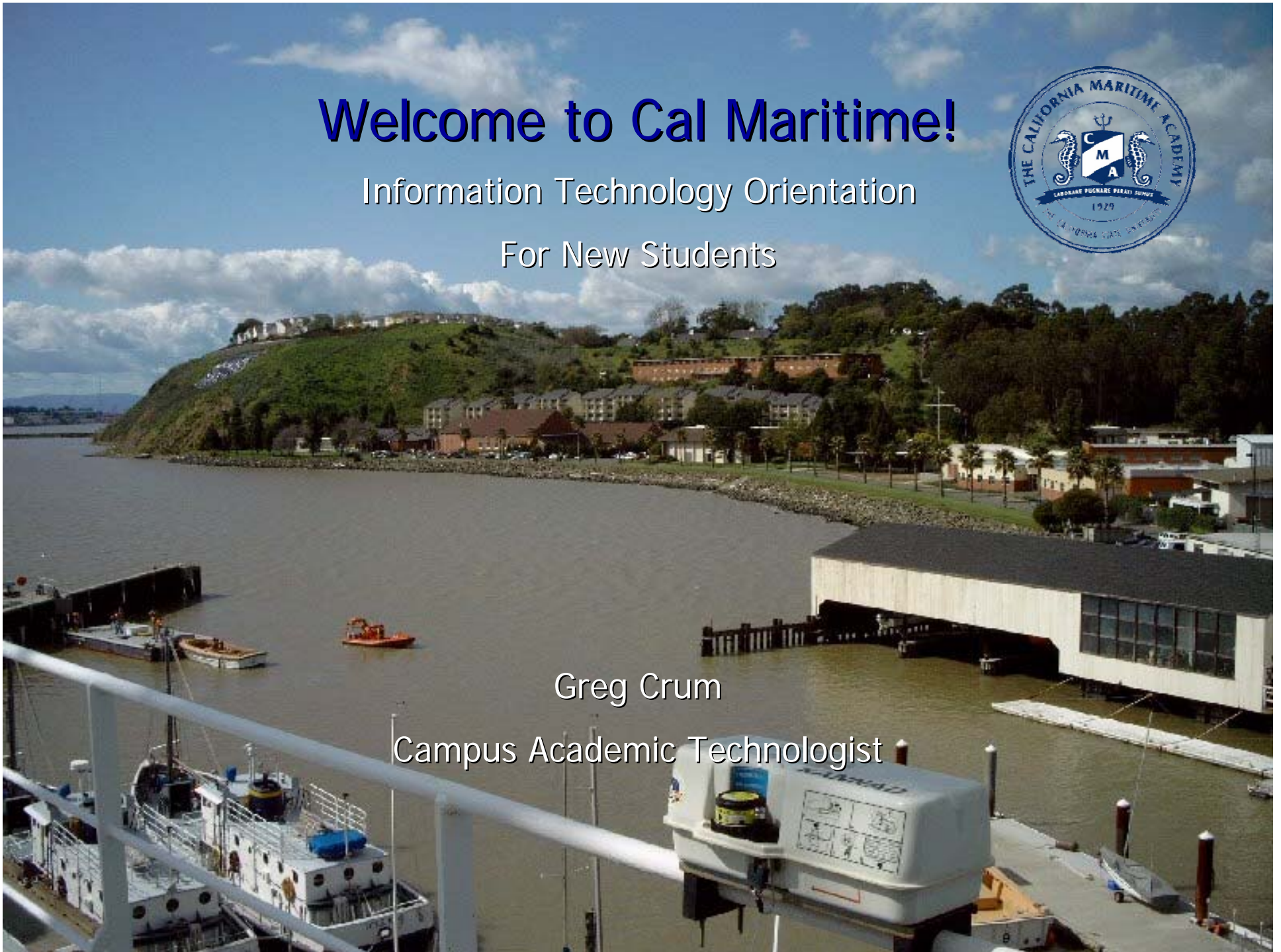
Information Technology Orientation

For New Students



Greg Crum

Campus Academic Technologist



Information Technology Support Team



Jannette Corpus



Walter Abarca



Greg Crum

Not Shown:

- Steve Frazier, CIO
- Analyst/Programmers
- Margo Axsom
- Richard Bjorndal



Tom Morgan



Vance Webb



Louis Wilfong

Academic Support, Call x1046



Jannette Corpus



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- Richard Bjorndal



Tom Morgan



Vance Webb



Louis Wilfong

Help Desk Support, Call x1048



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Louis Wilfong

Information Security, Call x1725



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PORTPASS (ID CARD)



- Provides access to:
 - Front Gate
 - Sport Court
 - Upper Residence Hall (all students)
 - Computer Lab
 - Meal Plan (if purchased)
- Back of Card
 - Bar code on back for Library use
 - Student ID number
 - Picture of TSGB

PORTPASS (ID CARD)

- How to Obtain an ID Card
 - Issued by the Help Desk
 - Classroom building next to Data Center
- Lost ID Card?
 - Notify Help Desk to deactivate old one
 - Go to Cashier's Office (\$10)
 - Return to Help Desk to get new card

Windows Accounts

- Computer and Email Usage Agreement Form required
- Authenticate and gain access to desktop and network resources with your:
 - Username
 - Password
 - Students use the Academic domain

Password Policy

- Must change your password when you 1st logon
 - Initial Password was sent in Reg Packet
 - Use strong Passwords; 8 characters with capital letter & number or Symbol
 - Not your name or a word found in dictionary
- Passwords forced change twice a year
 - **November 15th** and **April 15th**
- Never share your authentication credentials
- Always logout when you finish your session

Network Folders

- The Z: Drive is a network folder that “follows you” from computer to computer on campus
 - Access to your Z: drive is restricted to you
 - Located on the Savana server
 - Backed up by Data Center on routine basis
- Save your school-related files to the Z: drive
 - Use it for academic purposes only
 - Don't store personal information on it
 - Store personal files on your personally-owned computer, a flash drive, CD, etc.
- Also, do not save your files to the desktop or hard drive

The Internet: Be Web Savvy!

- Your Information is out there and will be for a long time!
 - Waybackmachine.org, Archive.org take snapshots of the Web.
 - Just because you delete it, does not mean its gone!
- Facebook, Myspace, Friendster, Blogs
 - Employees search the Web
 - <http://www.careerjournal.com/jobhunting/jungle/20050330-jungle.html>
 - Think about how you want to been seen.

Your Cal Maritime Email

- Cal Maritime Email Addresses:
 - First initial + lastname + @csum.edu
 - Unless conflicts with existing user name
- Examples:
 - Greg Crum: gcrum@csum.edu
 - Steve Frazier: sfrazier@csum.edu
- 10 MB quota

Accessing Your Email

- On Campus
 - Faculty & Staff and Students use the Outlook client
- Off-Campus Access
 - Quick Links → Web Mail
 - Or... go to <http://webmail.csum.edu>

Accessing Your Email Off Campus

–Windows XP

- Asks for username and password
- For Username, type:
ACADEMIC\username



The screenshot shows the Microsoft Office Outlook Web Access login interface. The page features the Outlook logo and the text "Microsoft Office Outlook Web Access" and "Provided by Microsoft Exchange Server 2003". Below this, there are two input fields: "Domain\user name:" with the value "Academic\cbrodus" and "Password:" with the value "*****". A "Log On" button is located to the right of the password field.

Microsoft Office
Outlook Web Access
Provided by Microsoft Exchange Server 2003

Domain\user name:

Password:

Accessing Your Email Off Campus

- Windows 2000

- Gives three boxes

- Username, password and domain name

- Select **ACADEMIC** as your domain

Email

- The means of communication for official announcements is your Cal Maritime email.
- **10 MB Quota**
- Do not open attachments or use Preview panes (same as opening the email)
- Do not click on links in email messages unless you requested the information
- Global Faculty & Admin Distribution Lists for University-related business only



Institutional Spam Filter

- Our Institutional Spam Filter is **SonicWALL**
 - <https://mail01.csum.edu>
- Spam summaries are sent to you daily
 - Verify that there are no false positives
 - To unjunk a message
 - Click on link in summary or go to URL above
 - Logon with your Windows username, password and the ACADEMIC domain

Printing

- Verify which printer you are printing to
- If you don't see printer **Add a Printer**
- To Add a Printer
 - Start→Run→\\surestore\
 - Select printer nearest you. It should now show in your list of available printers when you print.

Computer Labs

- Classroom Computer Lab (CLAB)
 - 24x7 w/Port Pass card, closed holidays
 - In Classroom Building first floor
- New Engineering Computer Lab (NELab)
 - In the Lab Building has restricted hours but we try to be flexible during finals.
- CEL Writing Lab
 - In the Lab Building
- Residential Network (port-per-pillow)
- Wireless Access (802.11g in Student Center, Quad, Admin Building, Gymnasium, Library.)

Computer Labs

- Lab Access
 - Do not lock PCs in computer labs
 - Do not unplug network cables
 - No wireless access yet

WebCT Campus Edition



Greg Crum

- WebCT is a Course Management System
 - Supplement and enhance your courses taught on campus
 - Your Course information populated automatically through Peoplesoft
- Current Campus Edition is 4.1
- Assistance
 - Contact your professor for assistance
- www.csum.edu -> Quicklinks → [WebCT](#)

Other Resources



Greg Crum

- Turnitin
 - Anti Plagiarism Tool
 - <http://www.csum.edu/itinfo/Departments/AcademicComputing/Turnitin.asp#students>
- Microsoft Dreamspark
 - [Free Microsoft Developer Software Products](#)
- Safari Books Online
 - Download technical books
 - Available from any Cal Maritime networked computer
 - <http://www.csum.edu/itinfo/Departments/AcademicComputing/safaribooks.asp>
- Academic Technology Home Page
 - <http://www.csum.edu/itinfo/Departments/AcademicComputing/>

Online Services

- Peoplesoft
 - QuickLinks → Online Services
 - Enroll in classes
 - View unofficial transcripts
 - View advisement report
 - Use “Booknow” to generate class book list and purchase
 - peoplesofttickets@csum.edu
- Pay Fees and Check Account Balance
 - Link on home page

Technology Assistance



- Problems With Login, Email, Printing, etc.
 - Contact the I.T. Help Desk
 - Classroom Building 105 (next to Data Center)
 - Open Help Desk Ticket (<http://www.csum.edu/itinfo/Departments/Helpdesk>)
 - Call 654-**1048**
- CMA IT not Responsible for Student Personal computers



Tom Morgan



Vance Webb

Technology Assistance in The Dorms

Network Connection

- 654-1048 or [Open a Helpdesk Ticket](#)
- After 5:00pm-contact student helper
Info to follow

Phones and Cable TV

- Donna Lichty x1087
- Be specific if leaving a message!



Tom Morgan



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Antivirus Software

Symantec antivirus software

- Provided to students, faculty and staff
- To Install:
 - Remove any existing antivirus software
 - Start → Run
 - Type \\diablo2\applications\antivirus
 - Click on Setup.exe



Tom Morgan



Vance Webb

Questions?



- **Help Desk** room is located next to the Data Center
 - Classroom Building 105
 - Open Help Desk Ticket
<http://www.csum.edu/itinfo/Departments/Helpdesk>
 - X1048
 - Hours of Operation:
6:00 am to 6:00pm
 - Quicklinks -->IT Services