

Perks

- **You can purchase high quality affordable computers from us for personal use.** All computers on campus are retired after three years and sold at prices as low as \$150 each at the Media Services desk in Reed Library 007.
- **You may access the Internet from home via dial-up.** From off-campus, you can dial into the network (247-7299) to browse the Internet or check your email. (See www.fortlewis.edu/it for dial-up or VPN instructions.)
- **Skysoft** – Access our download page at <http://skysoft.fortlewis.edu>. From here you can download the latest Microsoft Operating systems, including Windows 7 free of charge. Microsoft Office for Macintosh and Windows is available as well as free anti-virus software and VPN (Virtual Private network) clients.

Security

STOP • THINK • CLICK

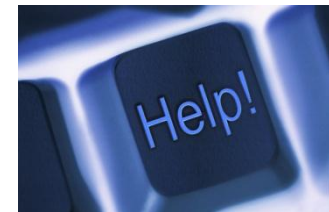
Be safe online

7 practices for safe computing:

1. Be cautious and do not blindly trust e-mail messages and web sites. Phishing web sites can trick you into entering your personal information and can download viruses to your personal computer. Often a spam e-mail message will attempt to get you to click on a link to a phishing website. Take a look at your e-mail before you open it. Ask yourself these questions about the e-mail. Is it from someone you know? Are you expecting this e-mail? If you don't think it is important to you then delete it without opening it. If you do open it, is there anything that doesn't seem right about it? Do the links really go to where you would expect? If it has an attachment, do you really need to open it? Don't let curiosity get the best of you.
2. Protect your personal information. *Anyone* can be a victim of identity theft. Do not share your social security number, bank account number, or credit card number unless you are absolutely sure that you are on a secure site that you know can be trusted.
3. Protect your passwords. *Never* share your passwords with anyone.
4. Use anti-virus software and a firewall, and update both regularly.
5. Update your operating system and web browser regularly.
6. Back up important files.
7. Learn who to contact if something goes wrong. Your friendly FLC IT department can help point you in the right direction.



The Information Technology department provides centralized technology, telecommunication, services, support and infrastructure, meeting diverse student, academic, student services, administrative and community needs.



Options for contacting us and requesting help:

1. Submit an online help request at askIT.fortlewis.edu.
2. Send an email to askIT@fortlewis.edu.
3. Call the Call Center at 247-7444.
4. Stop by the Call Center in Reed Library 23.

Accounts

- **FLC Network Account.** This is your key to both wired and wireless computer access at Fort Lewis College. It is used for both logging on to the computer and accessing your email. In most cases, your Username is your first initial, middle initial, and last name. Your password must contain at least one uppercase letter, at least one lowercase letter, and at least one numeral. To make subsequent changes to your password, log on to a campus computer and press Ctrl-Alt-Delete and then choose Change Password.
- **2 GB e-mail account.** Email is the official channel for communication at Fort Lewis College. Your email address is Username@fortlewis.edu. To retrieve your email from off campus, point your web browser to webmail.fortlewis.edu. To forward your email to another account, go to: www.fortlewis.edu/it/email_fwd.
- **WebOPUS.** With WebOPUS, you can view your payroll and deduction information, including direct deposit, pay stub, and leave balances. Faculty can enter grades and registration overrides, and view schedules, class rosters, course, and student information. The best way to access WebOPUS is through <https://thefort.fortlewis.edu>. Login to theFort, then look for webOPUS in the Quicklinks.

Note: All employees are responsible for knowing and following the Acceptable Use of Information Technology Policy. Review this policy at: www.fortlewis.edu/administrative_services/flc_policies/06_computing/6-10.aspx.

Services

- **TheFort portal.** TheFort.fortlewis.edu is the College's central location for campus departments to consolidate information for you.
- **M: Drive - 2 GB of storage on your personal share.** This network share is regularly backed up. Shadow Copy Restore is a self-service utility available for data recovery.
- **Blogs.** Go to blogs.fortlewis.edu for information on how to create your blog and how to use it. Your blog address will be blogs.fortlewis.edu/Username.
- **Telephone and voice mail.** For more information and training please visit www.fortlewis.edu/telephone.
- **AV equipment, materials and support for the campus.** Go to RL007 to check out laptops, slide projectors, overhead projectors, camcorders, tape recorders, boom boxes, and conference phones. We can also deliver TV/VCR/DVD carts, slide projector carts and a COW (computer-on-wheels) with a data projector for portable presentations.
- **Printing in the labs.** All printers in the labs are on the pay for print system. To obtain printing privileges in the labs please fill out an arrears account request form at www.fortlewis.edu/administrative_services/academic_labs/pay_for_print/uniprintform.asp. Your department will be billed for your printing charges at the end of each month: 5¢ for black and white, 50¢ for color, reasonably priced plots.
- **Windows 7 and Lion** – Windows 7 is the standard PC operating system and Lion is the standard Mac operating systems distributed through the Workstation Refresh Program.

Services

- **Listserv.** All employees are automatically subscribed to FLC-Official-L. This email list is intended for official college information for both employees and students. FLC-Announce-L is a voluntary email list used for public announcements. Custom Listservs can be requested by filling out a listserv application at www.fortlewis.edu/it/HowDolandFAQ/Listserv.aspx.
- **New computer accounts.** To request a new account, go to www.fortlewis.edu/it, select Forms on the left and then Network accounts. From here select the appropriate type of account.
- **Skyhawk Alert.** An emergency notification service that gives the College the ability to communicate health and safety emergency information quickly—by email and text message. Sign up at www.fortlewis.edu/skyhawkalert.
- **Local administrator access.** Windows 7 computers do not include local administrator access for owners by default. In order to install software, the owner must use alternate credentials. The format for the username is <computer name>\admin<your last name>. The password is setup with an IT technician. This configuration helps to prevent unauthorized installation of malware. Contact the IT Call Center with questions.
- **Office 2010** – Excellent training for the Office suite can be found at office.microsoft.com/en-us/support/getting-started-with-office-2010-FX101822272.aspx. If you wish to have Microsoft Office 2010 installed on your computer please contact the Call Center at 7444 or email askIT@fortlewis.edu.