Perks

1. *You can purchase high quality affordable computers from us for personal use.* All computers on campus are retired after four years and sold at the Media Services desk in Reed Library 007, x7417, prices and availability will vary.

2. *Sign up for Skyhawk Alerts.* Skyhawk alert is an emergency notification system. To sign up to receive emergency messages via email or text, go to theFort.fortlewis.edu and select the Skyhawk Alert link located under the External Quicklinks.

3. *You have access to free Microsoft software.* Microsoft Windows and Microsoft Office software is available to employees free of charge. To download these go to theFort.fortlewis.edu and select the Skysoft link located under External Quicklinks. *NEW* Faculty and Staff can also access Office 365 by using the Office 365 link under External Quicklinks.

Need Help?
askIT@fortlewis.edu

You have options for requesting help:
1. Submit an online help request at AskIT.fortlewis.edu.
2. Send an email to AskIT@fortlewis.edu.
3. Call the Help Desk at 247-7444.
4. Stop by the Help Desk in Reed Library 23.
5. Classroom A/V Emergency Number: 970-749-8191.

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. Fort Lewis College Faculty and Staff will never ask for your password in person, over the phone, in an email or txt message.

   Only official FLC web pages may ask for your password, always double check that they are from fortlewis.edu and are secure with https: Be cautious of emails which look or pretend to be from Fort Lewis. If you have any questions about a web page don't enter your password and contact the Help Desk at (970) 247-7444.

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.

FORT LEWIS COLLEGE

INFORMATION TECHNOLOGY
www.fortlewis.edu/it

Accounts

1. *You have an 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 and middle initials followed by your last name. Your password must contain at least one uppercase letter, at least one lowercase letter, one numeral and/or a special character.

    To make subsequent changes to your password use the 'change your password' link on theFort portal or log on to a campus computer and press Ctrl-Alt-Delete and then choose Change Password. If you need password help contact the Help Desk at askIT@fortlewis.edu or x7444.

2. *You have a 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 theFort.fortlewis.edu and use the Webmail link. Forwarding your email to another account is not recommended but is possible, contact the Help Desk if you are interested.

3. *You have access to 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. Go to theFort.fortlewis.edu and use the WebOPUS link and choose either to 'Login to WebOPUS via CAS (Central Authentication Service)' with your network username.

    Note: All employees are responsible for knowing and following the Acceptable Use of Information Technology Policy. Review this policy at: https://wiki.fortlewis.edu/display/POL/6-10:+Acceptable+Use+of+Information+Technology.

Services

1. *You have a portal.* theFort.fortlewis.edu is the College's central location for campus departments to consolidate information for you.

2. *You have 10 GB of storage on your personal share (M: drive).* This network share is regularly backed up. You may also access it online using the instructions at this link http://www.fortlewis.edu/it/HowDoIandFAQ/MandODriveAccess/ThroughtheWeb.aspx. Shadow Copy Restore is a self-service utility available for data recovery from a network drive, contact the Help Desk for assistance.

3. *Microsoft Office 365.* Provides 1TB of cloud storage which is accessible from any internet connection or connected device. Online versions of popular Microsoft applications are available and allow you to create, share, collaborate, and edit documents anywhere.

4. *Faculty can setup a professional website or blog.* Refer to the IT website for instructions under the How Do I? and FAQ menu. For blogs, go to blogs.fortlewis.edu for information and training.

5. *Canvas is FLC's online Course Management System.* All FLC courses are available in Canvas. Canvas courses can be accessed from theFort.fortlewis.edu under the Courses tab or Quicklinks.

6. *You have a telephone with voice mail.* You may call any on-campus phone by dialing the four digit extension. To make off-campus calls, you must dial "9" first. To make long distance calls, you must have an authorization code. Dial 9+1+ area code + number. If you need an authorization code, submit the request form at the IT homepage, find the Forms menu. http://www.fortlewis.edu/it/.

7. *We provide AV equipment, materials and support for the campus.* Go to RL007 to check out laptops, projectors, camcorders, digital recorders, etc. We can also deliver a COW (computer-on-wheels) with a data projector. For more information, go to http://www.fortlewis.edu/it/MediaServices.aspx.

Privileges

1. *You can request that software be installed in the labs.* Understand that there is a five network license minimum for software installations in the computer labs. Please fill out a request form at www.fortlewis.edu/it/. You will need to identify long term funding for your software. Contact your Dean to arrange this. Without long term funding identified, your software will have a three year expiration date (one year for freeware).

2. *You can print 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/it/. Your department will be billed for your printing charges at the end of each month: 5¢ for black and white, 15¢ for color, reasonably priced plots.

3. *You can reserve computer classrooms.* To reserve a computer classroom for the entire semester, please contact your Department Chair. To reserve a computer classroom for a drop-in reservation, please go to www.fortlewis.edu/it/. You can check availability, explore the labs, and request a lab from this page.

4. *You can reserve other available spaces.* To reserve a smart classroom or other available campus space for a drop-in reservation, contact Amy Joseph in Facilities Scheduling at x7502 or ajoseph@fortlewis.edu To learn more about smart classrooms go to https://www.fortlewis.edu/facilities/Requests/ReserveaTableRoomSpace.aspx.