

Staff Computing At a Glance

| Millsaps College | Information Technology Services

Revised 2010

About ITS

ITS administers, purchases and maintains systems for employees, all general public and private instructional computer labs, id card access for non-residential door locks, campus telephone services and the campus computing network. The department also provides access to certain licensed software products and training for how to use several software packages.

Student Computing

Residential Networking a division of ITS, allows students living in residence halls to connect their personal computers to the campus network and/or wireless network. Students may access resources such as MajorAccess, CourseConnect (the Millsaps course management system), library catalogs, e-mail, and personal network storage space.

Contacting User Support Services

Please direct all e-mail requests to the address HelpDesk@millsaps.edu. The HelpDesk is located in the Academic Complex (AC) 105 at phone extension x1144, x1155. Office Hours Monday – Thursday 8:00am – 6:30 pm and Friday 8:00am – 4:30pm

Computer Accounts

All Millsaps Faculty (and staff) are automatically issued a computer account with a system generated password.

Email: username@millsaps.edu

Electronic mail is a very important form of communication at Millsaps.

Web Mail: Outlook Web Access (OWA) is available to check Millsaps email via the web.

Web Support Resources:

<http://millsaps.edu/its> Homepage of Information Technology Services

Office Computers

It is the College's responsibility to supply full-time employees and with a computer that provides a sufficient level of performance. Employees should utilize the computer provided to them by the College.

Administrator Permissions

Staff may request administrator permissions for their office computer in order to install class related software. Department Supervisors may submit this request to Helpdesk@millsaps.edu.

Computer Replacement

Pending availability of funds, computers are replaced on a regular basis. Please contact HelpDesk if you have special needs that warrant an earlier replacement and the request will be considered subject to available funds. Employees may request specific features or configurations when their office PC is scheduled for replacement or upgrade.

Use of Personal Computers on Campus

Employees may connect a personal notebook computer to the Millsaps wired or wireless network provided the machine is not *permanently* connected to the network. You are responsible for purchasing anti-virus software for your personal computer.

Employees should not bring personal computers to campus and connect them permanently to the campus network since this may compromise the network security.

Support for Personal Computers

ITS will make every effort to assist all employees and students with suggestions and offer guidance. We do have systems brought by the office and as time allows, do our best to diagnose to help our users. Some of the IT staff may assist users during their personal time for a nominal fee; however, any agreement entered is strictly unrelated to support provided by the College.

Purchasing Personal Computers

Employees and students may purchase Dell computers and other peripherals through the Millsaps Dell University Program to receive educational discounts not available to the general public. <http://www.dell.com/millsaps>. Apple Computers also offers academic discount pricing on Macintoshes.

Academic Software Licenses

As employees of The College, employees may purchase software for Work at Home from the ITS Helpdesk. PC software licenses include Microsoft Office and Microsoft Office for Macintosh.

Employees and student users are entitled to terms and conditions of the license(s) granted to the institution for the term of the institution's agreement with Microsoft.

Training

User Services provides training for the most current version of Microsoft Office applications. In addition, training classes are offered for Datatel User Interface. For more details or online registration see

http://www.millsaps.edu/administrative_offices/its_faculty_training.php.

Employees may request special designed classes be taught to coincide with course or job assignments.

Training Requests: training@millsaps.edu.

Department Web Pages

Each department is responsible for its web area and works with the Office of Communications official Web Team. Helpdesk staff and the Department of Communications share partnership and provide support those individual web editors. Training is available.

Course Connect

Course Connect is the Millsaps course management system (similar to Blackboard). It allows faculty to easily set up interactive online spaces for their courses without having to know how to create web pages. You will be able to upload syllabi, host discussions, accept assignments electronically, send email to your class, give quizzes, and much more.

Personal Web Pages

Employees may contact HelpDesk to create space for a personal web page which he or she will be responsible for maintaining.

Macintosh Computers

Department of Information Technology Services may assist in connecting your Macintosh to the campus network or wireless network.

Personal Drive Disk Storage

Each employee member has a limited amount of data storage on their Personal network drive. This drive is accessible to you from any computer connected to the Millsaps campus network. Using the VPN service (see below) you can access your Personal drive from an off-campus computer. You can place files on your Personal drive and access them during class using either a lab computer or a wireless notebook computer. You can backup files on the Personal drive. The contents of Personal drives are periodically backed-up by The Department of Information Technology Services.

Shared Department Drive Disk Storage

The Shared Department drive is a secure departmental network storage space accessible from the campus network. It can be used to share files between members of the same department. Using the VPN service (see below) you can even access your Shared Department drive from an off-campus computer. The contents of shared drives are periodically backed-up by The Department of Information Technology Services.

VPN

The Virtual Private Network (VPN) service enables you to login to your Millsaps personal drive, public class folders, and other networked drives from an off-campus computer. Contact the HelpDesk for assistance in configuring VPN.

Wireless Information

Millsaps Wireless Network accessible from on-campus locations academic, residential and instructional areas additional areas include athletic facilities, the Bowl, Plaza, and Garden. Information is located online at http://www.millsaps.edu/administrative_offices/its_faculty_documentation.php.