Faculty Orientation

INFORMATION TECHNOLOGY SERVICES

DOUG EDDY – DIRECTOR OF IT

How to change your Windows/Domain password

Changing your password is essential to keep your PC Secure. To change your windows/domain password, use

- Control-Alt-Delete – Select 'Change a password'

- Enter old password, then enter new password. Enter new password again to confirm, then click on the arrow to change password

- Minimum password requirements

  - 8 characters
  - No dictionary words
  - At least 1 upper case letter, 1 symbol, 1 number
  - May not use any of previous 5 passwords

Password Change

Password Change

▶ To change your password, navigate to https://account.captechu.edu/home.html?0 and click on "Change Password".

Forgot Password
Reset a forgotten password.

Change Password
Change your password and update account information.

How to use email

- All students, staff, and faculty at Capitol have email accounts
- All are responsible for checking Capitol email regularly
- Access to email account from virtually any computer/device that has Internet access.
- To access your email, point browser to:
- https://outlook.office.com
- Or the Outlook application installed on your work PC

More on how to use email

- Enter your Username: myname@captechu.edu
- Enter your entire address
- Example for Mark Y. Name (most email addresses are 1st initial 2nd initial lastname) would be myname@captechu.edu
- Enter your Password: C@p+Your Capitol ID number or whatever your network/domain password is
- University employees' email password is the same as their network/domain password
- Change email password by changing domain password
- If you forget your network/domain password, contact IT

This is the software loaded on most of our computers

- Microsoft Office 2016
- Service Desk Agent
- Kaspersky Antivirus
- Adobe reader
- Firefox browsers
- Jenzabar

If you discover that you need additional software packages, the IT department can help you. Tutorials on using the Microsoft Office Suite are available on the P drive at: P:\Microsoft Office 2010 Training
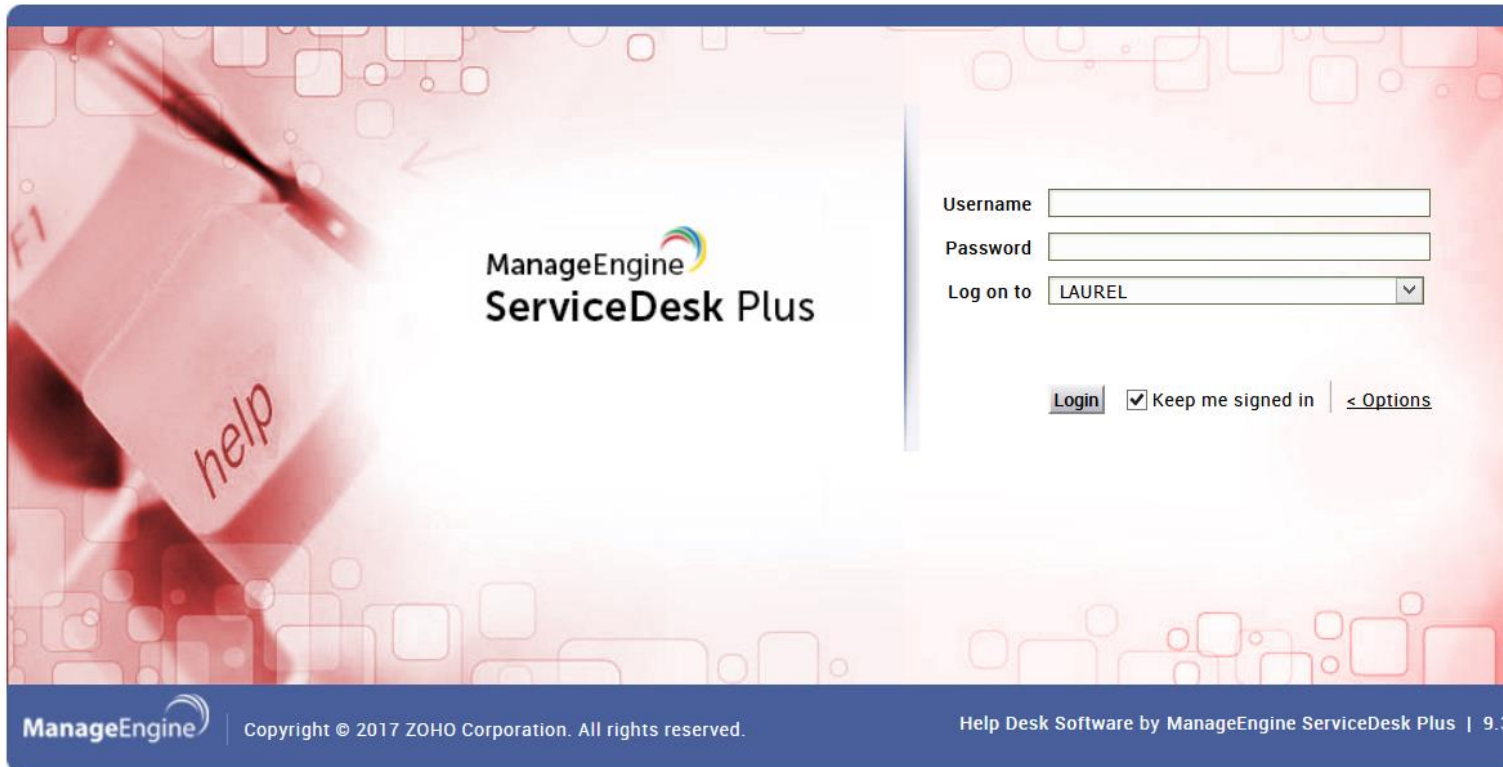
Saving Documents – Share folders

- My Documents folder (local)
- Departmental G: drive (departmental share)
- Personal H: drive (private share)
- The public or P: drive
- Share Folders specific for collaborating with other departments
- Employees also have access to Office 365 OneDrive

Online Meetings

- If you have been invited to a GoToMeeting or similar online meetings, you must notify the IT department ahead of time. We have security safeguards in place that have to be changed to give you access to the online meeting.

- Send us the meeting software type (GoToMeeting, Skype, etc.) date and time you are scheduled and we will notify you when granted access.

How to get help from IT – ServiceDesk

▶ Point your browser to https://help.captechu.edu

More ServiceDesk

Getting Help

- Submit requests using ServiceDesk
- https://help.captechu.edu
- Email IT Department: ithelp@captechu.com
- To reach IT by telephone: 240-965-2454

IT Policies

- All software must be virus tested and approved for use by the IT Director of Capitol Technology University

- IT Request Form required for hardware/software purchases
  - Grant
  - Gift
  - Department funded

- Required to ensure that hardware and software purchases meet both University and Vendor requirements

IT Policies

- All computer systems and anything stored on them are considered property of the university - No presumption of privacy

- Prohibited Activities:
  Under no circumstances is an employee of Capitol Technology University authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing university-owned resources. Employees may not use the school's systems as outlined in Acceptable Use Policy as found in the Employee section of the My Capitol portal under College Policies/IT Policies:

- NEVER give your password to anyone

New this year

- Starting this year all staff and faculty will be required to attend training on Cyber Security

- Beginning is August, mandatory password changes will be required every 30 days.
    - Minimum password requirements
        - 8 characters
        - No dictionary words
        - At least 1 upper case letter, 1 symbol, 1 number
        - May not use any of previous 5 passwords

This presentation is available at P:\Faculty Orientation

Questions???
Thank you for your help!!

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