

McPherson College Computer Services Manual
Faculty and Staff
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Computer Services

Computer Services is here to assist you in all things computer related. Each computer is provided with Microsoft Office 2007, which includes: Word, Excel, Office, Power Point, Access, and Publisher. We would be happy to assist you in learning how to use any of the software installed on your computer.

Computer Services is also here to assist you with your home computer. If you are having problems, please give us a call to visit about your problem. We will work with you to help solve the problems you are experiencing. We can be reached at Ext 2456 or 2455 on-campus, (620) 242-0456 from off-campus, or emailed at helpdesk@mcperson.edu or computers@mcperson.edu. Computer Services does not make house calls.

The Director of Computer Services is Dave Gitchell. Andy Ullom is the Assistant Director of Computer Services. In an emergency situation Dave can be reached at 620-921-0969 and Andy can be reached at 620-245-1006. Dave is set up to receive emails on his cell phone, so emailing computers@mcperson.edu will reach Dave almost as quickly as calling him.

Email Accounts

Create Account

Email accounts for Faculty and Staff are created when HR provides Computer Services with the CX user ID # and official name for the new employee. If you have a new employee arriving, please check first with HR to see if they have provided the information necessary for creating the email account.

All email accounts at McPherson College are created using the following naming scheme:

First seven characters of your last name followed by your first initial of your first name @mcperson.edu.

For example, John Smithsonian would be smithsoj@mcperson.edu Exceptions will be made when such a naming scheme creates an account name that is not appropriate.

Email Account Password

Computer Services will create a password for all Faculty and Staff members. This password will be stored by Computer Services, so that if needed, we can login to your computer as you, to troubleshoot problems you may be experiencing. Users **may not** reset this password; doing so will limit your ability to access online resources and web pages that require username and password for access.

Your email password will also be your password for accessing other resources on campus. **Never** share your password with anyone other than Computer Services personal: Andy Ullom and Dave Gitchell.

The following list, which is not inclusive, highlights some of the items you should **never** do with your password:

- 1) Provide to your supervisor
- 2) Provide to other employees in your office area
- 3) Provide to students who work in your office area

- 4) Provide your password to a student claiming to work for Computer Services. (Student Assistants from Computer Services are never provided with faculty and staff passwords. Computer Services provides alternate methods for them to access computers when required.)
- 5) Send your password via email
- 6) Write your password down and tape/sticky note/etc to the computer, monitor, desk or any other publicly accessible area.
- 7) Respond to an email asking you to reply and provide your username or password.

If you suspect that someone else has access to your password, please contact Computer Services immediately so that we can begin the process of resetting your password and updating all locations where your password is stored. Please call Computer Services at Ext 2456 or 620-242-0456.

Email Aliases

An email alias is an alternate email address account that is routed to a specific user. For example, John Smithsonian might request an alias of smithj@mcpherson.edu as an alternative since it is easier for people to remember. Staff or faculty can request one alias email address to be created for them. All emails sent to the alias will automatically deliver to their original email account.

Additional Email Accounts

Clubs, sports, and other groups on campus can request the creation of an email account for their use. All such requests must be made by the faculty or staff sponsor. The sponsor will be responsible for maintaining the account, along with the content provided via the email account. Requests for an account should be sent via email to helpdesk@mcpherson.edu or computers@mcpherson.edu.

Duration and Expiration

Faculty and Staff email accounts will remain active while you are employed by McPherson College. When you leave the college, your email account will be deleted.

A grace period may be granted in special cases. A request for such an extension should be requested by the employees' supervisor by contacting Computer Services at helpdesk@mcpherson.edu or computers@mcpherson.edu.

Local Email Clients

Outlook is the primary email client used at McPherson College. However, Computer Services supports the use of Outlook, Outlook Express, and Eudora email clients. If you have another email client you would like to use, please visit with Computer Services prior to installation.

Email Address Books

To assist faculty and staff, Computer Services provides a CSV (comma separated values) address book, which can be imported into your email client each semester. We provide two files: one for Faculty and Staff Address and one for Students. This file can be imported into your email client's address book.

The Faculty and Staff import file is updated each time a new employee is added and an existing employee departs. The Students import is updated at the beginning of each semester, when Computer

Services receives the class rosters for the current semester. The students import is not updated for Interterm.

Since most computers on campus use Outlook for their email client, the instructions below are specific to Outlook and assume that you are on-campus. If you need help importing a file, please contact Computer Services directly.

- 1) Click on Start, Run and type in [\\gitchelldav\A_Addresses](#) (note there is an underscore “_” between the two A’s in “A_Addresses”).
- 2) Select the “students.csv” file and copy it to your desktop
- 3) Select the “Faculty_N_Staff.csv” file and copy it to your desktop
- 4) In Outlook, you have the option of creating separate contact folders for faculty and staff or students. Doing so will keep the contacts separate but may require you to change contact folders to select someone that is not listed in your default contact listing.
- 5) To create a new contact folder for the Faculty and Staff:
 - a. Click on Go, then Contacts
 - b. Select an existing contact folder in the My Contacts box, right click and select New Folder
 - c. Type in the name you would like to use and select Ok.
 - d. If you want a separate folder for Student contacts, repeat steps 5A- 5C
- 6) Now we are ready to import the contact information. Click on File, the Import & Export
- 7) Select “Import from another program or file” option and select next
- 8) Select “Comma Separated Values (Windows)” option and select next
- 9) Now you need to browse to the file you saved to your computer and select it. In the options section, you should select either “Replace duplicates with items imported” or “Do not import duplicate items” and then select next.
- 10) Now, select the folder you would like to import the contact information into and select next.
- 11) Click on Finish to import the contact information.
- 12) Repeat steps #6 - #11 for any other CSV files you want to import.

Maintaining your Outlook Email Client

Outlook utilizes a Deleted Items folder, to which all emails you delete are transferred. Computer Services views all items in the Deleted Items folder as those that you no longer need and that can be deleted at any time. Please do not store any items in the Deleted Items folder that you want to save. To help organize your messages, Computer Services recommends creating new folders under the Inbox folder to store and organize your email messages you want to save.

To create a new folder:

- 1) Right click on the Inbox folder and select New Folder
- 2) Type in a name for the new folder and select Ok.
- 3) The new folder will appear under the Inbox folder. Now you can drag and drop messages into the folder for storage.

Computer Services recommends emptying the Deleted Items folder as least once a month. To empty this folder:

- 1) Right click on the deleted items folder and select “Empty Deleted Items Folder” and then select “Yes”
- 2) Or, click on the menu item “Tools” then select “Empty Deleted Items Folder” and then select “Yes”

Computer Services also recommends that you Compact your folders every 6 months. To compact the folder,

- 1) Select File, Folder, then Properties for “Personal Folders”

- 2) Select the Advance button and click on Compact Now
- 3) Take a 10 minute break while the folder compacts. The first time you compact the folders may take significantly longer than 10 minutes.

General Email Usage Information

The items below provide additional information on utilizing your email and the college email service.

- The McPherson College email server limits the total size of attachments to 10 Mb. Attachments larger than 10 Mb should be transferred via alternate methods. If you need help transferring a file larger than 10 Mb, please contact Computer Services directly.
- In general, picture files sent via email should never exceed 75 KB each. You can check the file size on a picture by right clicking on the picture, select properties, and look for the “SIZE” listing.
- If you are sending attachments out via our internal mailing lists, such as students@mcpherson.edu, please do not send attachments larger than 1 Mb. We have over 500 accounts on that email list. Sending a 10 Mb file creates 5 GB of data storage on the email server.

If you have trouble receiving emails from a specific person or company, please contact Computer Services for help with the problem. McPherson College Electronic Mail Policy

The Email Acceptable Use Policy is available online at:

http://wwwi.mcpherson.edu/compserv/email_usage_policy.pdf

All Faculty and Staff agree to abide by the policy.

Internal Email Address Lists

Computer Services maintains internal group email lists that are available to persons when sending an email via their College email account. The following lists are available, [“name”@mcpherson.edu](mailto:name@mcpherson.edu)

- | | | |
|--|-----------------|---------------|
| • students | • beeghly | • coaches |
| • epc | • foodfaction | • graduating |
| • safety | • melhorn | • natscis |
| • exempt | • spt | • personnel |
| • ses | • brethren | • students |
| • IRC | • football | • ddc |
| • Facilities | • miller | • hess |
| • sga | • staff | • reslife |
| • Science | • budgetdir | • deans |
| • Faculty | • fpc | • hlc |
| • Sosci | • mohler | • retention |
| • Advancement | • staffassoc | • supervisors |
| • Sports | • cabinet | • saab |
| • Assessment | • frc | • templetn |
| • Fec | • mohlerfaculty | |
| • mcpherson (<i>sends to faculty and staff only</i>) | • camplife | |
| | • natsci | |
| | • staffissues | |

Every effort is made to keep each list is up to date. Should you find an error or omission, please contact Computer Services.

If you would like another group email list created, please send the names of the persons to include in the list and their student ID # to computers@mcpherson.edu. Approval by a supervisor may be required.

McPherson College Internet Usage Policy

The Information Technology Acceptable Use Policy is available online at:
http://wwwi.mcpherson.edu/compserv/info_tech_usage_policy.pdf

All Faculty and Staff agree to abide by the policy.

Data Access

For reasons of efficiency and security, McPherson College reserves the right of access to all data contained on any computer equipment owned by the College. Employees are advised that, as against the College, they have no legitimate expectation of privacy with respect to their use of such equipment.

Computers and Associated Hardware

Multimedia Classrooms

A detailed listing of classroom equipment and instructions for their use is available online at:
<http://wwwi.mcpherson.edu/compserv/index.asp>

Please review this resource prior to using a classroom. If you still need assistance, please contact Computer Services prior to your class sessions.

Smart board Classrooms

McPherson College has two classrooms on campus that have a Smart Board installed: Miller 103 and Mohler 231. Each classroom has both a Smart Board and a standard LCD projector. The equipment is set up so that items displayed on the Smart Board will display on the standard LCD projector. Only the computer will display on the Smart Board; the VCR/DVD, Elmo, External Laptop, and Cable TV will display on the standard LCD projector. Both classrooms are equipped with Cable TV access.

Access to the Miller 103 classroom is more restrictive, and should be coordinated through the Registrar and the Education Department.

Problems with Classroom Multimedia and Computer Equipment

If you experience problems with the computer, LCD screen, LCD Projector, DVD/VCR, Cable TV (where available), Smart Board, or other equipment in a multimedia classroom, please contact Computer Services immediately. During working hours, we are normally able to come and assist you immediately. Outside normal working hours, please send an email to computers@mcpherson.edu to alert us to the

problem. If the problem is discovered outside the normal working hours, Computer Services will not be able to address the issue until the next business day.

Software Installations

All lab computers and classroom computers are set up with restrictions in place, such that only Computer Services Personnel can install software. If you need specific software packages installed, please contact Computer Services at least 14 days prior to when you need to use the software. Computer Services will assist in the installation and testing of the software install to make sure that appropriate students, faculty, and staff can access and run the specific program.

Terminal Service Accounts

McPherson College utilizes Microsoft's Terminal Server to provide remote desktop accounts for persons across our campus. Providing access via remote desktop allowed Computer Services to address concerns over file security in the open cubicle offices of Mohler. User files on the server are backed up nightly. Computer Services leverages a significant cost savings over purchasing computers for each individual user.

Users with accounts on a Terminal Server can login and work from any computer on campus and see the same setup as though they were sitting at their desk. Access is also available 24-7-365 via a high speed Internet connection and the Remote Desktop Connection Client software.

To logon to the Mohler terminal server:

- 1) Start, All Programs, Accessories, Remote Desktop Connection (may also be located at Start, All Programs, Accessories, Communications, Remote Desktop Connection)
- 2) In the Computer field type in
 - a. Mohler (when on-campus)
 - b. Mohler.mcpherson.edu (when off-campus)
- 3) Type in your username and password and select the MCPHERSON domain just like you normally do and your normal desktop should begin to display.

The remote desktop connection automatically sets the default printer for your connection to the Terminal Server to the default printer for the local computer, providing that the printer drivers are installed on the server for that printer. If you need assistance setting the default printer for the local computer, or getting the correct printer drivers installed on the server for your local printer, please contact Computer Services.

When logged into the Terminal Server, you will have access to network printers in your area. Please make sure to select the printer for your area prior to printing.

An added benefit of using the Terminal Server setup is that, with your permission, Computer Services can take control and share your desktop view to help diagnose problems with you. Please call Computer Services if you need assistance (620-242-0456) or Ext 2456.

The remote desktop connection provides two options when you close the connection to the server:

- a) Disconnect – which leaves all your programs open and running on the server
- b) Log Off – which closes all open programs and logs you off the server.

Computer Services recommends that you log off the computer any time you will be away from your desk for more than 30 minutes. If you need to step away from the computer for a couple minutes, you can disconnect the connection.

Terminal Services and Your Local Computer

For users who connect to a Terminal Server, the local computer on your desk is used only to display your connection to the Terminal Server. All programs are run on the server and displayed locally. To speed up the access for our Terminal Server users, Computer Services has installed the WinFLP Operating System on your local computer.

Computer Services has selected WinFLP as it will boot up to a login prompt in about 60 seconds. Please plan to turn off your local computer whenever you are not connected to the Terminal Server; doing so will help the college conserve electricity. Since all your files are on the server, you do not need to leave your local computer and monitor on to access them remotely.

Most WinFLP computers are built to automatically login to the local computer as a standard user and to automatically bring up the appropriate prompt for login to the Terminal Server you connect to. Some computers will require Domain Login. In these cases, you will be required to login to the Domain and then to login to the Terminal Server.

Domain User Accounts

Computer Services has set up our network such that each user can login to any of the lab or classroom computers as themselves and their network settings and files will be available to them. Computer Services provides the following tips to help you manage your domain account:

- 1) Do not store files or folders with your data documents on the desktop. All items on the desktop must be copied to the local computer desktop each time the user logs into and off each computer. This copy can slow the login and logout process down significantly.
- 2) Please store all your data items in the My Documents folder or the H: drive when you open up My Computer. Any items stored in your domain My Documents directory are also accessible from off-campus via the Webmail account. To access items stored in the My Documents folder,
 - a. Open a web browser and go to <http://cs.mcpherson.edu> (you can just enter <http://cs> when you are on-campus) and login with your email username and password.
 - b. Click on the “File Manager” icon along the top of the window.
 - c. Click on the “Login” button to connect to your storage folders on the faculty/staff email server.
 - d. Scroll down and open the “My Documents” folder and you should find all the items you have stored. Please **Do Not** open or delete anything from any of the others folders as they are necessary for other functionality of your email account and domain login account.
- 3) If you have trouble with your domain login account not opening PDF files, contact Computer Services immediately so that we can help you fix this error.

Printers and Print Cartridges

Computer Services maintains replacement cartridges for lab printers only. If you find a lab printer that is showing empty, please contact Computer Services immediately.

Each faculty and staff member is responsible for replacing empty cartridges for the printer attached to their computer. The Bookstore tries to keep replacement cartridges on hand, for known faculty and staff printers. If your inkjet or Laser Jet printer runs out of ink, please visit the bookstore for a replacement cartridge.

Computer Services has found that the Brother Laser Jet printers along with the departmental HP Laser Jet 4000/4050/4100/4350 printers do not work well with re-manufactured cartridges to produce the level of quality necessary for items sent out the public. As such, Computer Services recommends purchasing brand new HP cartridges for all locations that require high-quality printouts as well as new Brother cartridges.

On some of the Brother printers, the error lights have words written between them such that when both lights are on solid they indicate a problem with paper (which is usually a paper jam issue) or that the printer is out of toner. Please “read between the lights” when you look at your printer. If you still can not figure out the problem, please contact Computer Services.

Color Laser jet Building Printers

Each building, except Miller Library, has a central color laser jet printer that faculty and staff from that building can use for color printouts. Access to the printer is specifically granted by Computer Services as we track printer usage for each person and bill the replacement toner costs to each department as the toner cartridges are replaced. Toner replacement does not follow any schedule so departments may not see a bill for their portion of the cartridge until after the semester in which the printing occurred.

The printer will appear in your list of printers as LJC<building>. If you do not see such a printer listed, please contact Computer Services for assistance in getting that printer installed.

Computer Power Outlets

In most buildings, there are specific power outlets provided to plug your computer, monitor, printer, and speakers into. In Melhorn, the outlets are orange, with a small green light between the two receptacles. In other buildings, the outlets are brown, with a green light between the receptacles. Any outlet that you see, that has a small green light on it between the receptacles, is most likely a Computer Power outlet.

DO NOT PLUG ANY of the following items into these outlets or into any power strips or surge protector bars:

- | | |
|------------------------|-----------------|
| a) Fridges of any size | e) Buffers |
| b) Microwaves | f) Vacuums |
| c) Heaters | g) Autoclaves |
| d) De-humidifiers | h) Ice machines |

If you see any of the above items in a Computer Power outlet, please unplug it and explain to the current staff or faculty member why the item should not be plugged into that outlet. That explanation is that such devices cause surges and ground currents on the Computer Power circuits that can damage the connected computers. The Computer Power outlets are specially isolated to protect connected computers, and the above equipment invalidates that protection.

Power Bars and Surge Suppressor Power Strips

Computer Services will provide one surge suppressed power strip for each staff and faculty member. If you decide to re-arrange your office such that the power cords and power strip do not reach the Computer Power outlet, you can check with Computer Services to see if they have any longer surge suppressed Power Strips available for exchange. If none are available, the faculty or staff member will need to purchase and install a longer unit. Extension cords are not permitted due to Fire Code restrictions.

Monitor, keyboard, and mouse extension cables

Faculty and staff are free to setup their office however they like, but Computer Services does not provide extension cables for monitors, keyboards or mice necessary when the computer is placed such that the current cables do not reach.

Extension cables can be purchased at McPherson Business Machines or at stores like Office Max, Office Depot, or Staples.

Network Cables

Computer Services regularly stocks network cables in the following lengths: 7', 15', & 25'. If you need a longer network cable for your office or use with a laptop, please contact Computer Services. If you need a cable longer than 25', please contact Computer Services.

LCD Monitor Cleaning

Computer Services will clean LCD monitors on campus for anyone who requests a cleaning. Annually (summer) we will attempt to clean all LCD monitors across campus. Please do not clean your LCD monitor yourself, as only approved cleaning solutions should be used.

Computer Backups

Computer Services has set up all faculty and staff computers such that they should backup once every 7 days, except for users who connect to a Terminal Server. All servers are backed up nightly. If you see a popup message stating that your computer has not been backed up since xxxx date, check to see if the date is older than two weeks prior? If so, please contact Computer Services as your computer may not be connecting to the backup server correctly.

If you experience a data loss, please contact Computer Services immediately so that we can begin the process of restoring your lost files, if a restore is available.

Monthly, we archive our backups for off-site storage. As such, it may take Computer Services 24-48 hours to recover a document or folder.

Users do have the ability to exclude files and folders from the automatic backup procedure. While we do not recommend excluding anything from the backup, we do understand that you may have items that you do not want to see backed up. Please contact Computer Services for instructions.

Windows Updates and Antivirus Updates

McPherson College is using Microsoft ForeFront for our antivirus protection. As ForeFront is an integrated Microsoft product, updates will be downloaded at the same time as Windows Updates.



When ForeFront is up to date, it will show an icon in the lower right corner that is a green circle with a White Check Mark inside the circle (pictured right).

If you see an orange circle with an exclamation mark, that signifies that ForeFront needs to be updated.



To update ForeFront, please go to Start, All Programs, Windows or Microsoft Updates. Download and install all critical items.

If you see a yellow shield in the lower right hand corner, which signifies that there are Windows Updates downloaded that need to be installed. Click on the yellow shield, select next to install downloaded updates. Once the updates complete their installation, you may need to reboot your computer.

Items not appropriate for McPherson College Computers

McPherson College computers are not each user's property, but the property of the college. As such, faculty and staff should not:

- 1) Install any file sharing programs on the computer. File sharing programs like Limewire, Kazaa, and Edonkey are mainly used to share files and software illegally.
- 2) Store personally owned music file. Music files purchased and downloaded should be stored on your personal computer and brought to work via a portable music player.
- 3) Store personal pictures or video files.

Scanning with Select Building Copiers

Each building has a copier provided. Copiers in Mohler and Beeghly are setup such that users can also scan a document to PDF and email it to campus email accounts. To scan a document on the main floor copier in Mohler:

- 1) Enter your copy code
- 2) Select the Scan button
- 3) Locate your email address or type one in manually.
- 4) Scan the document and it should be sent to the email address you provided.
- 5) If you have questions or need assistance, see Lisa Easter, Alison Mackey or Andy Ullom

JICS aka LMS aka M Portal

Access to the JICS/LMS/M Portal is available at <https://mcph.acck.edu/ics>. JICS access is managed by ACCK. The naming scheme for accounts is as follows:

- a) Your Username will be the same as your email username
- b) Password:
 - a. Upper case first initial of your first name, lower case first initial of your last name, followed by the 6 least significant digits of your staff or faculty ID#.ol type="i"> - i. For example, John Smithsonian with ID # 0123456 would be "Js123456"

If you have problems logging into JICS, you can click on the “I forgot my password” link to have a temporary password emailed to you. If you still have problems, please contact ACCK at 620-241-5150 for assistance.

Assistance is available Monday – Friday, 8 am to 5 pm.

ACCK Access (aka CARS or CX)

The Associated Colleges of Central Kansas (ACCK) is a consortium composed of six private, liberal arts, four-year, church-related, co-educational institutions located within 40 miles of McPherson, Kansas. ACCK maintains the CX system from Jenzabar along with the JICS/LMS/M Portal system. McPherson College’s user accounts for ACCK are managed by the McPherson College Business Manager. Persons who need access to CX should ask their supervisor to contact the Business Manager and request an account on CX.

Username and passwords will be provided by ACCK. Just as with McPherson College accounts, you should never share your ACCK username and password with anyone.

Access to CX is limited to on-campus computers. If you need to access CX while off-campus, you will need to remote desktop to a computer or server on-campus prior to attempting to connect to the CX system. If you normally login to a Terminal Server (Mohler, Staff, or Faculty) you will be able to access CX anytime you login.

To access CX, Computer Services recommends that users use Putty (telnet client) and QuickMate (graphical user interface). Computer Services will setup both software installations for users. If you experience problems, please contact us immediately.

Photo Directories

The student photo directory is available in faculty and staff offices and computer labs. The directory is not available when you are off-campus. The student photo directory can be found at:
<http://wwwi.mcpherson.edu/directory/students/index.asp>

Other directories for staff, faculty, and other resources are available online at:
<http://www.mcpherson.edu/students/directory.asp>

Wireless Internet Access

McPherson College provides wireless (802.11G/B) access in each residence hall. Other locations on campus with wireless access include: Miller Library (main floor only), Hoffman Student Union, Mingenback, Brown, Friendship Hall, Sports Center - Large Gym, and Stadium Boxes. This access is free to students, faculty, and staff.

Administrative Wireless Access is available on the Main Floor of Mohler. This access is password protected. Contact Computer Services about gaining access.

Security

McPherson College is a very close community, yet there are elements within our community who, given the opportunity, abuse the trust of the community. As such Computer Services provides the following recommendations on security as it relates to your computers and associated equipment.

Offices

- When you leave your office, lock and shut the door. At the minimum, shut the door. An open office door without anyone around is very inviting and tantalizing.
- Never leave your keys in the door. Most people put more than just their office keys on their key ring. Many key rings include vehicle and house keys. Loss of keys at the college can be very costly, if the loss requires all affected locks to be replaced.

Classrooms

When you are finished using a classroom space, turn off the LCD projector and log off the computer. Shut off the lights as you leave and lock the door behind you. If there is another class immediately following yours, please make sure that that professor understands that they need to turn off the LCD projector and lights as well as lock the door when their class is completed.

Laptops

- Never leave your laptop unattended, this includes leaving the laptop in your office. If you must leave your laptop in your office, shut and lock the door when you leave.
- When you take your laptop and travel, always keep the laptop with you. NEVER CHECK THE LAPTOP.
- If you access Wireless Hotspots that do not require a username and password, chances are that the wireless access does not include security settings such as encryption. If you connect on an unsecure access point, keep in mind that information transmitted over the wireless connection could be visible to other computers in the area. If you must work with sensitive information (connect to your bank to check your balance, check a credit card statement, etc). Please make sure that the URL that you login to starts with “https://”<url>. All https connections are sent encrypted to protect the information being sent.
 - To check your email while off-campus, securely, go to <https://cs.mcpherson.edu>
 - If you have not imported the trusted security certificate for the college, you will need to click on the link “trust this certificate” to continue to the login page for the email server.
- Never leave your laptop in your car. Beyond the heat factor in the summer, malicious access to your vehicle can be instigated by the observation of a laptop sitting in the vehicle.
- If you spill liquids on your laptop, turn it off immediately and call Computer Services as soon as possible. Never attempt to dry the liquid yourself. Depending on the liquid (e.g. anything with carbonation or sugar content), allowing the laptop to dry by itself can result in total loss of the laptop. Computer Services is better equipped to deal the required disassembly and cleaning of the laptop than the average user.

- Place a soft piece of material between the keyboard and the LCD screen. While traveling, it is possible that the keyboard could rub and scratch imprints of the keys onto the LCD screen. If you have questions on what to use, please contact Computer Services.

Theft or Loss of Laptop

If you were to lose your laptop or have it stolen, please contact your supervisor immediately. Ask them to send an email to computers@mcperson.edu or to contact Computer Services immediately.

Emergency contact phone numbers for Dave Gitchell and Andy Ullom have been provided to the cabinet members.

Please notify the local police department and file a theft report.

Suspicious Activity

If you witness any suspicious activities related to computer equipment on campus, please contact Computer Services immediately at 620-242-0456. If you witness something after normal working hours, please email computers@mcperson.edu immediately and contact the Plant Operations Emergency contact person.

Microsoft Benefits

McPherson College purchases the Microsoft Campus agreement which provides additional benefit options to all Full Time employees of McPherson College.

You are now eligible to participate in Microsoft's Software Assurance Home Use Program (HUP). This program enables you to get a licensed copy of most Microsoft® Office desktop PC applications to install and use on your home computer.

Under the Home Use Program, you and our other employees who are users of qualifying applications at work (e.g. Office Enterprise) may acquire a licensed copy of the corresponding Home Use Program software (e.g. Office Enterprise) to install and use on a home computer. You may continue using HUP software while you are under McPherson College employment and as long as the corresponding software you use at work has active Software Assurance coverage.

To access the Microsoft Home Use Program Web site:

- a. Go to <http://hup.microsoft.com/>.
- b. Select the country to which you want your order to be shipped to and choose the language for viewing the order Web site.
- c. Enter your corporate e-mail address and insert the following program code **<Insert Program Code>**.
*Note: This program code is assigned to our organization for our sole use in accessing this site. You may not share this number with anyone outside our organization. **(Please contact Computer Services for the McPherson College Program Code)***
- d. Place your order online, and it will be shipped to the location you have chosen. Please note that a fulfillment fee will be charged to cover packaging, shipping, and handling costs.

We trust you will enjoy this benefit and look forward to your participation.

Dell Benefits

All Faculty, Staff, and Students can purchase Dell equipment at a 7% discount at the following website:

<http://www.dell.com/mcpherson> This discount is offered through Dell's Education and Employee Purchase Program. You can browse this website for the computer or laptop you are interested in purchasing. The opening page lists the Member ID as **KS11170693**