THE TECH GUIDE

FOR FACULTY & STAFF

- Trending Techs @ VSU
- Faculty/Staff Tech & Services
- App Glossary
- Which App Do I Use?
- Information Security Tips
- IT Emails & Solutions Center
- Campus Mailing Lists

For additional assistance:

VSU Solutions Center
229-245-HELP (4357)

DIVISION *of* **INFORMATION** **TECHNOLOGY**
VALDOSTA STATE UNIVERSITY

DIVISION *of* **INFORMATION TECHNOLOGY**

LOCATION Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** www.valdosta.edu/it • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698–1095

A Regional University of the University System of Georgia and an Equal Opportunity Institution

VSU Division of Information Technology

Trending Techs @ VSU

top **6** *fall 2023*

1. High-Speed WiFi

VSU-WiFi (faster) and **VSU-LegacyWiFi** (fast) are available throughout campus. **VSU-IOT-5G/IOT** (Internet of Things) allows you to connect entertainment & smart devices. **Coming soon, an even newer, faster network connection.** Visit www.valdosta.edu/wireless

2. Microsoft 365 Upgrade

New desktops and laptops issued to employees are now installed with Microsoft 365 that includes the latest version of Office apps. **Users of existing computers can also update to M365 - click** Optional: Install Microsoft 365 on Your Office Computer

3. Microsoft Bookings

Bookings is a Microsoft 365 scheduling tool that allows faculty/staff and departments (by request) to create web-based booking calendars for students or customers to schedule appointments.

4. Collaboration Tool

Microsoft Teams is an all-in-one collaborative, video conferencing tool that allows you to chat, share files, access OneNote, create and grade assignments, access compatible add-on apps, and more. Teams can be accessed through Microsoft 365 via MyVSU or as a standalone app, and it is now integrated into BlazeVIEW (replacing Collaborate). General and Class Teams are supported by Information Technology.

5. Classroom Equipment

New all-in-one teacher workstation computers with built-in pop-up cameras and boundary microphones are installed in most classrooms to facilitate hyflex and hybrid learning. Routine room checks are performed by IT techs. Learn how to use VSU classroom equipment

6. Remote Desktop Connection

RDC allows approved employees to access their office computer and networked printer while off-campus for work-at-home purposes.
Request RDC Access

VSU Division of Information Technology

Faculty/Staff Tech & Services

Reset Your Password

iforgot.valdosta.edu

Active Directory/MyVSU account.

VSU Accounts & Office 365

myvsu.valdosta.edu

MyVSU Portal, Banner, BlazeVIEW, Microsoft 365: Email, OneDrive, Web apps & free Office suite, and more.

2FA

Securely log in to MyVSU, OneUSG, GeorgiaFIRST, and your remote desktop using two-factor authentication and the Microsoft Authenticator app.

Info Security

Report suspicious emails to **abuse@valdosta.edu**. Visit our site to learn about cybersecurity, encryption, and more.

Remote Desktop Connection

Approved employees can access their office computer and networked printer while off-campus for work-at-home purposes.

VSU Wi-Fi

Connect to our fast and reliable wireless network that covers 3.2 million sq ft.

[Click underlined text links for more info]

DocuSign

Securely sign documents electronically and eliminate the need to deliver traditional paper forms. You can use existing templates and generate your own documents to request signature.

Success Portal & Civitas: Inspire

The Success Portal includes interactive dashboards, student profiles and academic resources. Civitas: Inspire is an intervention tool that replaces the early alert functionality of the Success Portal.

Classrooms & Labs

Equipped with printers, audiovisual equipment, and computers loaded with MS Office, web browsers, utility tools, and other software.

Telecommunications

VoIP phones, cell phones, voicemail, conference calls, and Jabber Instant Messenger (IM).

IT Procurement

Guidance, quotes and support for VSU technology purchases, contracts and licenses.

Trainings / Infobase (videos) / Percipio (learning portal)

Learn how to use the technologies and resources available at VSU.

VSU Division of Information Technology

App Glossary

Active Directory (AD): Your login to VSU computers and online accounts. *AKA:* Your MyVSU username & password.

Banner Admin & Banner Web: Class registration & administrative tool used by students, faculty & administrators. *Uses:* View class rosters, enter grades, verify attendance, view student profiles, & more.

BlazeVIEW: The university's official online learning management system used for teaching online classes and even traditional classes (e.g. syllabus, discussions, quizzes). *Tip:* Contact **eLearning** for instructional design assistance: **www.valdosta.edu/elearning**.

Cascade: Web editor used to maintain your departmental web pages. *Tip:* Mandatory training is needed before you gain editing rights. **Word Press:** Individual web blog.

Degree Works: Used to advise students in planning courses needed for graduation. Includes a planner, GPA calculator, what-if scenarios & more. *Tip*: It integrates with Banner, VSB, and the Success Portal.

Galileo: Georgia's virtual library of journals, magazines, newspapers & e-databases. *Tip:* Contact **Odum Library** for assistance: **www.valdosta.edu/library**.

[Click underlined text links for more info]

OneUSG Connect: Used to access your pay statements, tax documents, benefits, request sick/vacation time and more. *Web Link:* www.valdosta.edu/oneusg. Login with your AD credentials. *Tip:* Contact **877-251-2644** or **oneusgsupport@usg.edu** for assistance.

PeopleSoft: Used to submit travel expenses for reimbursement and to access the Georgia*First* Market for procurement. *Tip:* Contact **Financial Services/Procurement** for assistance.

Qualtrics: Used to create and distribute online surveys and collect and analyze data results. *Tip:* Contact **eLearning** for assistance: **www.valdosta.edu/elearning**.

RAVE Mobile Safety & Alertus: Used during emergencies to send messages to students, faculty and staff via email (@valdosta.edu), voice, SMS/text and computer desktops.

SmartEvals: Used by students to evaluate faculty instruction. *AKA:* Student Opinion of Instruction (SOI). *Tip:* Contact **Academic Affairs** for assistance.

Visual Schedule Builder (VSB): A real-time class scheduling and registration tool used by students. *Tip:* Advisors can also use it to help students plan.

Which app do I use?

	Banner Web	Banner Admin*	Success Portal / Civitas: Inspire	Degree Works	Visual Schedule Builder
Faculty	• View Class/Wait List • Email Students • Verify & Track Attendance • Enter Grades • View Student Profile • View Schedule of All Classes		• View Class/Wait List • Enter Notes • Access Resources • Proof Schedule • **CIVITAS:** Submit Early Alerts		
Advisors	• View Student Info • View List of Advisees • Set Student Registration Eligibility	• View Student Info • Access Xtender • Register Students for Classes* • Conduct Overrides*	• View List of Advisees • View Class/Wait List • Access Resources • View Orientation List • Mark Survey Status • **CIVITAS:** Send & Respond to Alerts/Email Students	• Advise/Audit Students • Create Degree Plans • Conduct 'What-if/Look-ahead' Analysis • Utilize GPA Calculators	• Advise/Build Schedule • Register Students for Classes
Deans Dept Heads Admin Staff	• View Class/Wait List • Email Students	• View Student Info • View Dept Info • Conduct Overrides • Modify Holds • Access Xtender • Modify Curriculum & Scheduling	• View Faculty Courses • View Class/Wait List • View Faculty/Advisor Portal Usage • View FLC Enrollment (if applicable) • Access Resources		

*Not all Advisors have access to Banner Admin. Select Advisors who have been approved based on role have access to these functions.

VSU Division of Information Technology

Security Tips

www.valdosta.edu/security

Tip: **Enable 2FA and Use the MS Authenticator App**

Passwords

Tip: Use the VSU Password Reset Tool to change your password: **iforgot.valdosta.edu**

- Use a phrase or series of words mixed with numbers and symbols for a secure password – minimum 12-14 characters.

- Don't use your VSU password for non-VSU accounts.

- Don't share your password with anyone or let others use your computer while logged in under your account.
  Note: VSU IT Staff will never ask for your password.

- Use a password manager instead of writing down passwords. Although VSU does not endorse a specific password manager solution, these are some of the most popular options:
  LastPass, Keeper, Dashlane, or 1Password

Phishing

Pronounced 'fishing', this is an attack method used to trick you into providing sensitive information or downloading malicious software.

- Be cautious about opening email attachments, regardless of who sent them. Call the sender to verify.

- **Forward suspicious emails to abuse@valdosta.edu**

- Hover your mouse over links to see if they are sending you to a legitimate web site. Do the same with email sender names. *Tip:* Open a new browser tab and manually type the web address in the Address Bar.

- Look for misspellings and bad grammar.

- Look for 'https' (*s stands for secure*) and a lock icon in the address bar before entering private information.

Encryption

VSU emails that contain personally identifiable information (PII) should be encrypted. Any two or more pieces of identifying data communicated together is considered PII. Examples of PII:
- Full Name, Birthdate, Birthplace
- SS# or Driver's License
- Student/Employee ID number

Using the NEW Office 365 Outlook Web, click the **Encrypt button** before composing your message. Learn More

IT Emails

- **abuse@valdosta.edu**
  forward suspicious emails

- **myvsu@valdosta.edu**
  provide MyVSU feedback or suggestions (n*ot for troubleshooting; contact Solutions Center for login help*)

- **itquotes@valdosta.edu**
  obtain technology price quotes

- **itreceiving@valdosta.edu**
  check the status of your purchase order

- **itpurchasing@valdosta.edu**
  questions about the purchasing process or pre-approval for EDP

- **Connect with Us**
  @VStateIT: Twiter & Facebook
  www.valdosta.edu/it
  blog.valdosta.edu/it

Solutions Center

The University's premier call center that serves as a centralized client support team who specializes in:

- **Information Technology**
- **Admissions**
- **General VSU Inquiries**

Phone: (229) 245 - 4357

VoIP: HELP (4357)

Web Ticket: solutions.valdosta.edu

Walk-ups: HelpDesk 2nd Floor Odum Library

Hours of Operation:
Monday - Thursday: 8a - 6p
Friday: 8a - 5p

Campus Mailing Lists @valdosta.edu

Email sent to these VSU mail lists are subject to approval by appointed moderators.

- **announcements@valdosta.edu**
  Audience: **Faculty/Staff**
  Can unsubscribe: **Yes**

- **studentannouncements@valdosta.edu**
  Audience: **Students only**
  Can unsubscribe: **Yes**

- **activities@valdosta.edu**
  Audience: **Students, Others by request**
  Can unsubscribe: **Yes**

Official University Communications:

- **students@valdosta.edu**
  Audience: **Students only**
  Can unsubscribe: **No**

- **faculty@valdosta.edu**
  Audience: **Faculty members only**
  Can unsubscribe: **No**

- **staff@valdosta.edu**
  Audience: **Staff members only**
  Can unsubscribe: **No**

- [Learn more about campus mailing lists & how to unsubscribe](#)
- [Become familiar with VSU Stakeholder Communication Policy](#)

Notes