

# Media and Information Technology Division

## Campus Technology Update – August 2015

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### WIRELESS NETWORK ACCESS

Wireless access to the College's online resources is widely available across campus, including academic and administrative buildings. For the best wireless experience, Faculty and Staff should connect to the "SCWIFI" wireless network. Students should connect to the "SPELWIFI" wireless network.



Guest access to our wireless network is available upon request by calling 404.270.5400 or completing the [Guest Wireless Request Form](#).

**Dedicated Classroom Wireless:** Faculty members who have a need for a total classroom wireless environment may request a special setup for designated class times by completing the [Dedicated Classroom Wireless Request Form](#). Please allow 7 days for setup.

### NEW PASSWORD POLICY

The security of confidential information involves the cooperation of the entire Spelman community. Passwords are key to the integrity of our data. A recent KPMG audit recommended password requirements. The requirements are applicable for the Network, mySpelman, Lotus Notes, and Banner PROD. This does not apply to Banner Self-Service and Moodle.

What this means for you:

- Introduction of a **Self-Service Password Reset tool** that will allow you to reset your Network/Wireless/mySpelman portal password.
- **You must enroll yourself in the Self Service Password Program by September 30th.** Reminders will be sent throughout the month of September.
- You will no longer be able to select a short, trivial password. Passwords will need to meet guidelines in line with most industry applications.

#### Self-Service Password Program Registration:

1. Go to <https://passwordreset.spelman.edu:9251>
2. Enter your network **Username** and **Password** and select **SC\_MAIN** as your domain.
3. Select **Login** on the left side of the web page and follow the directions as prompted.

### Password Requirements

1. Passwords shall be a minimum of 8 characters in length.
2. Passwords shall consist of at least 3 of the following 4 character sets:
  - Lowercase alpha characters (e.g. a, b, c, d, e)
  - Uppercase alpha characters (e.g. A, B, C, D, E)
  - Numbers (e.g. 1, 2, 3, 4, 5)
  - Special symbol or punctuation characters (e.g. ! @ # \$ % & \* \_ + ~ . , >)
3. Passwords shall be changed every 60 days (2 months).
  - You will automatically be prompted to change your password.
  - You will not be able to reuse a password within 365 days (1 year)
  - If you do not change your password when requested, you will be denied access to computing resources.

## Additional Documentation for Self-Service Password Program:

<https://passwordreset.spelman.edu:9251/help/user-guide/How-to-Enroll.html>

## SUMMER UPGRADES

- ✓ **Spel.eLearn (Moodle)** was upgraded to 2.8 to take advantage of huge improvements in the interface. Additionally, the College migrated its Moodle infrastructure to a new host provider. This will provide more storage and flexibility in testing and deploying new plugins. Check out [What's New in Moodle 2.8](#).

Click [Here](#) for Training.

- ✓ **MySpelman Portal** was upgraded to the latest code release and received a fresh, new look based on your feedback from our Portal Preview Day last spring. We are still working with departments to add content. If you are interested in a departmental community, please let us know by submitting a service request to [help@spelman.edu](mailto:help@spelman.edu).

## MIT SERVICE CATALOG

The MIT Service Catalog project is almost complete. We are at the 90% mark for Phase I, which includes the categorization of all information technology services provided to the Spelman community. The goal is to enhance your ability to quickly identify services that can assist you and to enhance your understanding of what each service provides. A general description is provided for each service along with other helpful information such as eligibility, availability, features, and support. This effort is part of our Service Management initiative using IT industry best practices.

**Go Live: September 15, 2015**

**Location: Go to mySpelman portal and click the MIT tab**

Note: You may change your password at any time by pressing Ctrl-Alt-Del. You need not wait to be prompted or notified by the system to change your password.



**lynda.com**

We are in the infancy stage of a **lynda.com** project for all faculty and staff. Taught by recognized industry experts, lynda.com offers thousands of online video-based training classes on a wide range of computer skills for beginning, intermediate, and advanced users. Topics offered include the entire suite of Microsoft and Adobe products, website development, business skills, design skills, audio and video tools, creative inspirations, and much more.

You will hear more about this project in the coming months.

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## ITDS and TRRC NEWS

We are enhancing our academic technology support model. The Instructional Technology and Design Services (ITDS) unit within MIT will expand its scope of service by becoming a formal extension of the Teaching Resource and Research Center. ITDS staff will support TRRC programs and initiatives. Open office hours for the TRRC, to be staffed by ITDS staff, are also being explored. By more closely integrating technology support within Academic Affairs, we hope to enhance support for special academic technology initiatives while maintaining a central awareness of technology across the College.

## MICROSOFT OFFICE 365

Microsoft Office 365 is available to all active Spelman College faculty, adjunct faculty, staff, and students.

Your Office 365 Account Includes:

### Office ProPlus:

- Access to download and install Microsoft Office Suite 2013 for PCs/ Office Suite 2016 for MAC on up to 5 home or personal PC/Mac devices. Create Word, Excel, PowerPoint, Access, Publisher, and OneNote files on your computer.
- Access to install Office Mobile on iOS, Android and Windows devices.
- Access to upgrade to Microsoft's latest Office Suites as they are released.

### Office Online:

- Access to Word Online, PowerPoint Online, Excel Online, and OneNote Online. Open and edit your files from your web browser.
- OneDrive provides unlimited online file storage to access and share your files from anywhere.

## Upcoming ITDS Training for Faculty

Click [HERE](#) to register NOW!

### Introduction to Moodle (Duration: 1.5 hours)

September 3, 2:30 p.m.

October 7, 12:00 p.m.

November 10, 2:30 p.m.

### Using Collaboration Tools in Moodle (Duration: 1 hour)

September 22, 2:30 p.m.

November 19, 12:00 p.m.

### Using the Moodle Gradebook (Duration: 1 hour)

October 2, 11:00 a.m.

December 3, 2:00 p.m.



Before you can access your account, you **MUST** review and acknowledge the [Terms of Service](#).

## CLASSROOM AUDIO VISUAL UPDATES

As part of our effort to equip every learning space with technology to help make the classroom experience more interactive, four classrooms received audio-visual equipment upgrades using 2014-2015 Title III funds.

Fine Arts 206, Science Center 188, and Giles 17 were each equipped with

- an Extron controller,
- audio speaker system,
- HDMI laptop connectivity capability,
- 4k lumen wide screen projector and display screen,
- instructor computer, and a
- credenza or instructor lectern.

Fine Arts 129 was equipped with web conferencing capability with web camera and microphone support.

## COMPUTER UPDATES

Title III funds support the College's requirement to refresh Computer Labs on a 4 year life cycle. The following labs were refreshed during the summer:

Albro-Falconer-Manley Science Center

Physics: 186, 187, 188

Computer Science: 205, 223, 227

Biology: 275

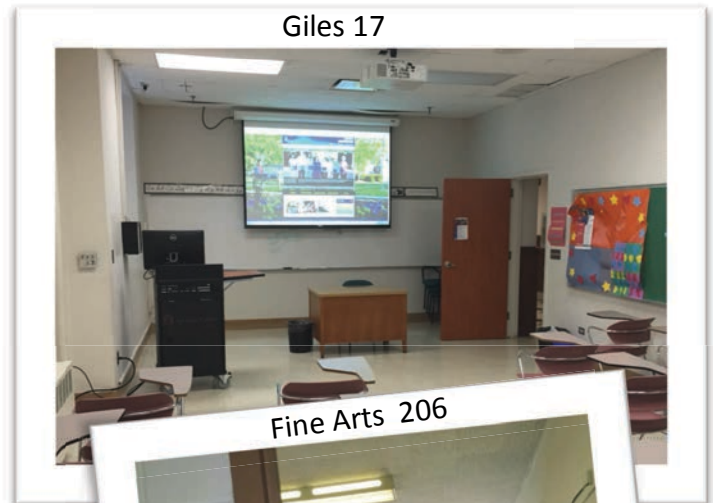
Giles Hall

Psychology & Sociology: 318, 316

The Camille Olivia Hanks Cosby, Ed.D. Academic Center

Ennis Reading Room: 220

English Department: 300, 330



### MIT Service Desk

Phone: 404.270.5400 (x5400)

Email: [help@spelman.edu](mailto:help@spelman.edu)

Faculty: For immediate assistance while class is in session, please dial x5400 (404.270.5400), Option 8