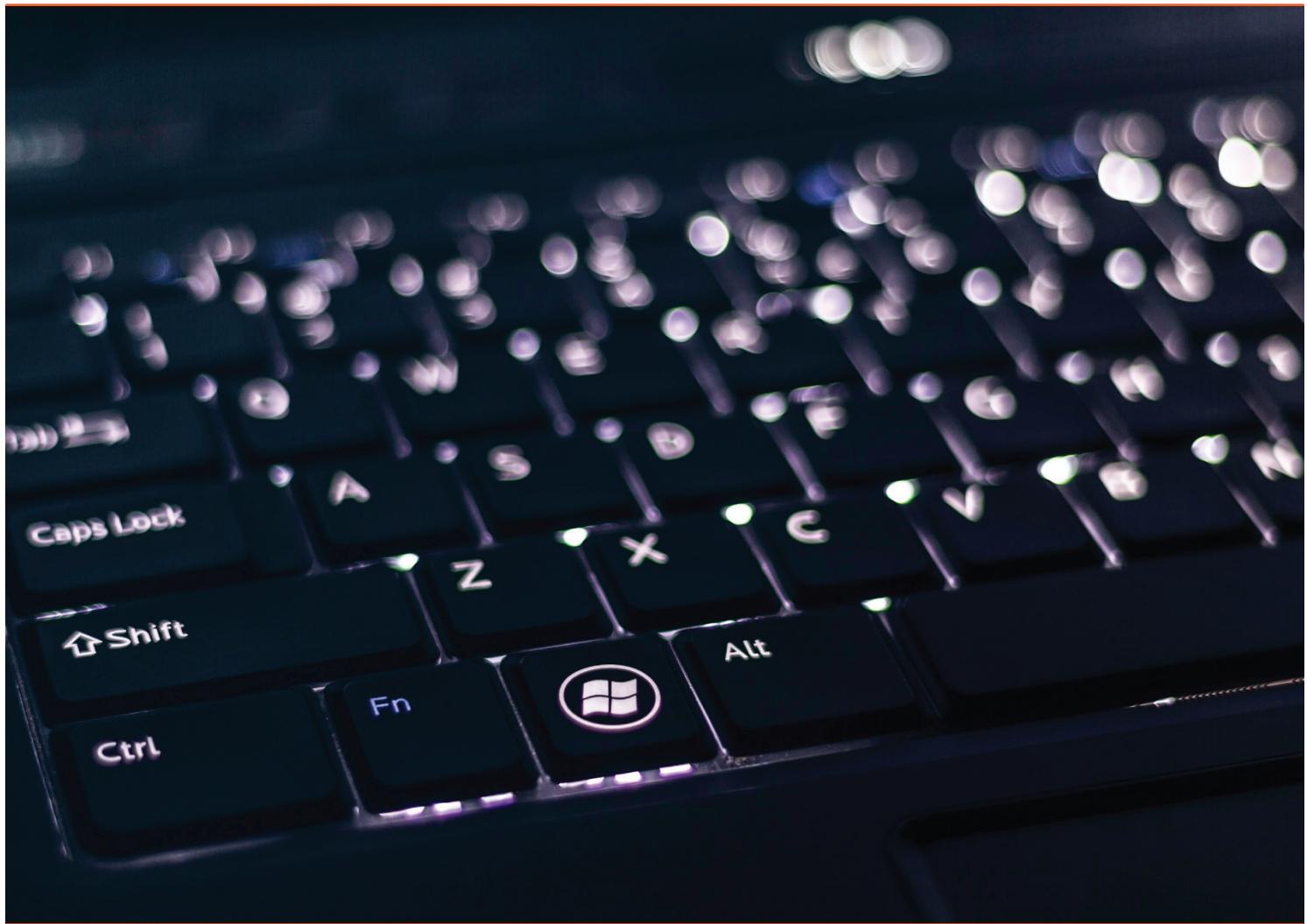


COLLEGE OF BUSINESS

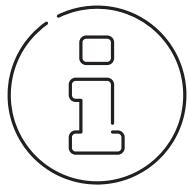
# TECHNOLOGY QUICKSTART GUIDE



September 2017







College of Business

## Computer Helpdesk

### Helpdesk/Lab Hours

- Fall, winter and spring:

Monday through Thursday, 7 a.m. to midnight

Friday, 7 a.m. to 10 p.m.

Saturday, 10 a.m. to 8 p.m.

Sunday, 10 a.m. to 10 p.m.

- Summer:

Monday through Friday, 8 a.m. to 5 p.m.

Saturdays and Sundays, closed

### How to Get Help

- Drop by Austin 244
- Email [helpdesk@bus.oregonstate.edu](mailto:helpdesk@bus.oregonstate.edu)
- Phone 541-737-0947

### Bernard A. Newcomb Digital Commons Computer Labs

The Bernard A. Newcomb Digital Commons computer labs are open to all OSU students and faculty and are on the 2nd floor of Austin Hall, rooms 200 (46 PCs and 4 Macs) and 290 (49 PCs). Austin Hall 290 is the collaborative space while Austin Hall 200 is the quiet space and also features a teaching console and full instructional technology.

If you want to reserve a lab for academic use, email [Carrie.Stampe@oregonstate.edu](mailto:Carrie.Stampe@oregonstate.edu) with your requested date(s) and time(s).

If you need to reserve a classroom with computer capabilities like the Austin computer labs, Austin Hall 260 is available with individual computers for up to 49 students.



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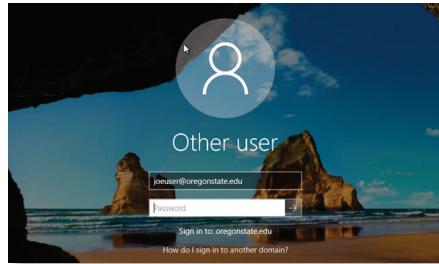
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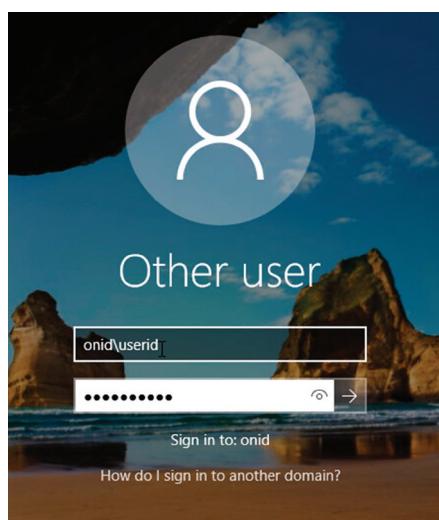
# Logging In

## Windows

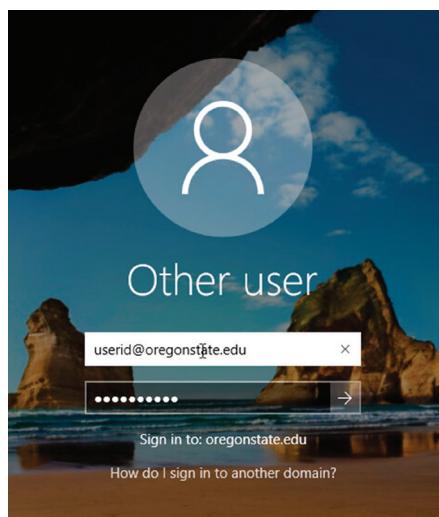
1. Press Ctrl-Alt-Delete on the Windows login screen.



2. Log in using your ONID username by typing ONID\username. Make sure to use your ONID username.



3. You can also log in by typing username@oregonstate.edu and your ONID password. This is called your UPN or universal principal name.



## Outlook Web Access

When you're off campus and want to check your Exchange email, webmail is the easiest solution.

1. In a browser, go to exmail.oregonstate.edu.

The screenshot shows the login interface for the Outlook Web App. At the top, the title "Outlook® Web App" is displayed in a large blue font. Below it, there are two input fields: "Domain\user name:" containing "onid\username" with a required asterisk (\*) to its right, and "Password:" containing a masked password with a required asterisk (\*) to its right. At the bottom of the form is a blue "sign in" button with a circular arrow icon.

2. Log in with username@oregonstate.edu.

This screenshot shows the same login interface as the previous one, but with a different user input. The "Domain\user name:" field now contains "username@oregonstate.edu" with a required asterisk (\*) to its right. The "Password:" field contains a masked password with a required asterisk (\*) to its right. The "sign in" button at the bottom remains blue with a circular arrow icon.

## Office 365

1. In your web browser go to <http://office.cloud.oregonstate.edu>.
2. Log in with your ONID by typing username@oregonstate.edu and your ONID password.

Sign In to Oregon State University Federation Services:

Type your user name in Email format (@onid.oregonstate.edu, @oregonstate.edu) and password. If logging into Engineering domain, use engineering\username.

User name:  \*

Password:  \*

3. Click 'Sign in.'

## How to Change your ONID Password

1. In your web browser go to <http://onid.oregonstate.edu/chpw.shtml>.
2. In the upper left-hand corner click on ‘Login to ONID.’



3. Log in using your ONID login and password.

A screenshot of the ONID login form. It has a black header bar with the text "Enter your ONID username and password to login:". Below this, there are two input fields: "Username" and "Password", both marked with an asterisk (\*) indicating they are required. A "Login" button is located at the bottom right of the form.

4. Click on ‘Change Password.’



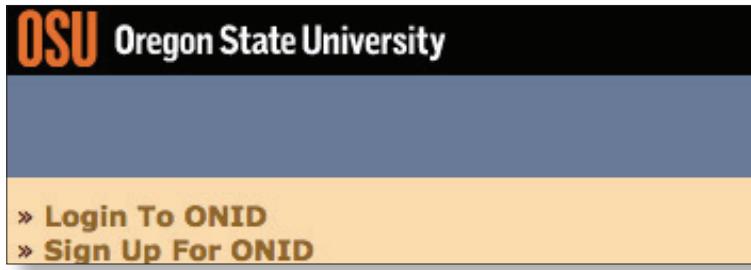
5. On the first line enter your old password. On the 2nd and 3rd lines enter the new password.

A screenshot of the "Setting ONID password" form. It has a header bar with the text "Setting ONID password for toumbsr (Toumbs, Robert Wayne)". Below this, there are three input fields: "Old Password", "New Password", and "New Password (again)". Each field has a small "eye" icon to its right. To the right of the "New Password" and "New Password (again)" fields is a "Password Strength" indicator consisting of a series of colored bars.

6. Click on ‘Set Password.’

## ONID Alternate Contact Information

1. Go to <http://onid.oregonstate.edu> in your web browser.
2. Click 'Login to ONID.'



3. Click 'Alternate Contact Info.'



4. Enter your Alternate Contact Information (don't use your @oregonstate email address).

**Cell Phone Number**  
A text message will be sent to your cell phone when you request an ONID password reset.

Cell Number:  (US/Canada only, example 1-541-555-1212, must include all 11 digits)

**Alternate Email Address**  
An email will be sent to your alternate email address when you request an ONID password reset.

Alternate Email Address:

5. Click 'Manage Mail.'

If you don't regularly check your ONID email, forward it to your primary email account.

## Directory Information

1. In your web browser go to <http://directory.oregonstate.edu>.

The screenshot shows the OSU Online Directory homepage. At the top, the OSU logo and "Oregon State University" are displayed. Below that, the title "Online Directory" is shown in large orange text. A search bar with the placeholder "Search Name" and a "Name Search" button are present. Underneath the search bar, there is a link "Advanced Search". A section titled "Common Questions" contains two links:

- [How do I correct errors in my directory information?](#)
- [How do I use the OSU Online Directory as an address book in my email client?](#)

2. Search for your name and review your information.
3. If there are errors in the field, click on 'How do I correct errors in my directory information?'

A modal window titled "Common Questions" is shown. It contains the same two links as the main page:

- [How do I correct errors in my directory information?](#)
- [How do I use the OSU Online Directory as an address book in my email client?](#)

4. Follow the instructions to correct your directory information.

---

# ONID Email vs. Oregon State Email

**When you were hired at Oregon State University, you received an OSU Network ID (ONID). This campus-wide user ID enables you to access many services such as individual employee information, Canvas, HR Info and virtual private network (VPN). The user ID is usually in the format of some part of your last name and initials from your first name to make it unique. An example of this is 'edwardpda.'**

## ONID email

ONID is the basic network account provided to everyone associated with the university. When you sign up for your ONID account, your ONID email account is also created.

Your ONID email account will be in the format: `username@onid.oregonstate.edu`

## Exchange-Outlook email

Exchange-Outlook is a mailbox hosting service provided by Network Engineering for departments all around campus. It features individual email accounts as well as spam filtering and virus protection.

The College of Business provides a separate email address using the BUS domain. This gives COB employees the ability to use the advanced features of an Exchange system including email, calendaring and contacts.

The Exchange account is generally in the format:  
`firstname.lastname@oregonstate.edu`

Many staff and faculty have an email address in the '`firstname.lastname@bus.oregonstate.edu`' format. Either email address will work, and all email will be delivered to the same mailbox.

We suggest that you forward your ONID email to your BUS email account. This allows you to take advantage of the many features of an Exchange account. Instructions are on the following pages.

# Forwarding ONID Email

1. Go to ONID at <http://onid.oregonstate.edu>.

OSU Oregon State University

ONID - OSU Network ID

» Login To ONID  
» Sign Up For ONID  
» Change Password  
» ONID Webmail

**Help**  
OSU Computer Helpdesk  
541.737.3474  
Contact Support

**Getting Started**  
Acceptable Use Policy

**What is ONID?**  
ONID accounts provide:

- Email (username@onid.orst.edu, 500MB per user)
- File storage (2GB per user)
- Personal web pages (including MySQL database access)
- UNIX shell access
- Access to other services ([OSU Online Services](#), [wireless network](#), [Blackboard](#), [ResNet](#), [IS computer labs](#), [Interlibrary Loan](#), [Banner](#), plus more)

[ONID Technical Information](#)

2. Click on the 'Login to ONID' link.

OSU Oregon State University

ONID - OSU Network ID

» Login To ONID  
» Sign Up For ONID  
» Change Password  
» ONID Webmail

**Help**  
OSU Computer Helpdesk  
541.737.3474  
Contact Support

**What is ONID?**  
ONID accounts provide:

- Email (username@onid.orst.edu, 500MB per user)
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- Personal web pages (including MySQL database access)
- UNIX shell access
- Access to other services ([OSU Online Services](#), [wireless network](#), [Blackboard](#), [ResNet](#), [IS computer labs](#), [Interlibrary Loan](#), [Banner](#), plus more)

3. Once you have logged in, click on 'Manage Mail.'

OSU Oregon State University

ONID - OSU Network ID

Home  
ONID Webmail  
Disk Quota  
Mail Quota  
**Manage Mail**  
Print Usage  
Edit Quick Links  
Web Database

Welcome Weir, Douglas Richard

MyONID Info

Username: weirdoug  
Email Address:

4. Click on ‘Login to Google Apps for OSU.’

The screenshot shows the ONID - OSU Network ID page. On the left, there is a sidebar with links like Home, ONID Webmail, Disk Quota, Mail Quota, Manage Mail, Alternate Contact Info, Print Usage, Edit Quick Links, Web Database, Change Password, and Logout. The main content area has a heading 'Mail Management' and a message: 'Your ONID mailbox is accessed via Google Apps for OSU. Please [login to Google Apps for OSU](#) to access your ONID mailbox.' A red arrow points to this login link.

5. When you click on ‘Manage Mail,’ you will be taken to the ‘Oregon State University Google Apps for OSU’ page.

The screenshot shows the Google Apps for OSU page. On the left, there are links for Google Drive, Google Mail (for ONID email only), Google Calendar, Google Groups, and Google Sites. The Google Mail section is highlighted with a red arrow pointing to the 'Learn how to opt in to Google Mail' link. The central part of the page features a 'Share. Create. Collaborate. Google Apps for OSU' banner with three orange circles and arrows. To the right, there are sections for 'About Google Apps for students' and 'About Google Apps for employees'. Below these are links for 'Google Apps for OSU', 'Opt In to Google Mail', 'FAQs', 'Privacy, Security & Prohibited Data', 'Training, Help, & Support', and 'Contact OSU's Google Team'. At the bottom, there is a small image of two people.

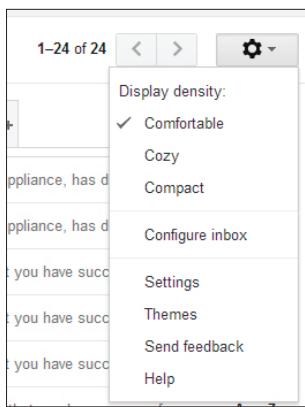
6. Click on ‘login,’ under ‘Google Mail.’

This is a zoomed-in view of the Google Mail section from the previous screenshot. A red arrow points to the 'Learn how to opt in to Google Mail' link under the 'Google Mail (for ONID email only)' heading.

7. Click on the ‘Gear’ icon in the upper right.



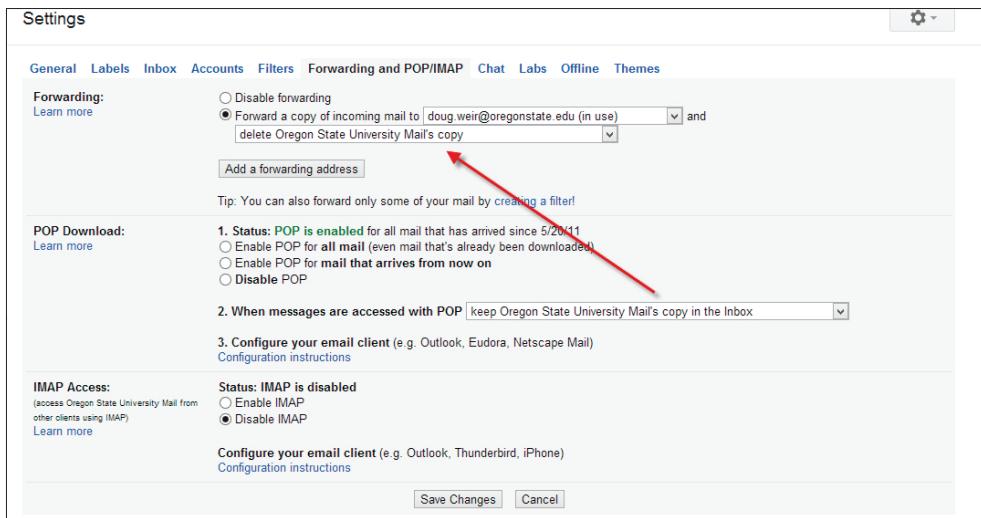
8. Then click on ‘Settings.’



9. In Settings, click on ‘Forwarding and POP/IMAP’



10. Click on the button to ‘Forward a copy of incoming mail to:’ and choose the corresponding email address (in most cases ‘firstname.lastname@oregonstate.edu’) and ‘Delete Oregon State University Mail’s Copy.’



11. Click ‘Save Changes’ near the bottom of the page.

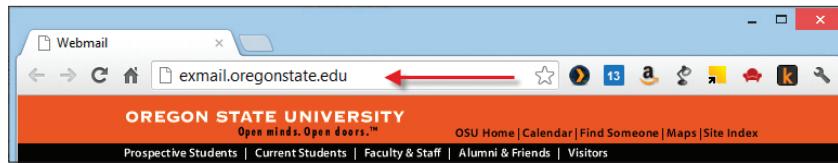


12. You can log out of Google Apps for OSU or close your browser. Be aware that you can use any of the other Google Apps for OSU.

# Webmail

**When you're off campus and want to check your email, webmail or Outlook Web Access is the easiest solution. Accessing email this way does not depend on which email program you use. It uses only your web browser. To access this service, follow the instructions below.**

1. Type exmail.oregonstate.edu in the address bar of your web browser.



2. Log in to the site with your information and access your email right on the website.

**Outlook Web App**

Domain\user name:

Password:

[\(i\) sign in](#)

**Outlook Web App**

Domain\user name:

Password:

[\(i\) sign in](#)

**Outlook Web App**

Domain\user name:

Password:

[\(i\) sign in](#)

Note that your login user name will be 'ONID\userid' or 'userid@oregonstate.edu'

# Accessing Oregon State Email on Your Smartphone

## Configuring Exchange on iPhone, iPad, iPod

Follow the directions below to set up your College of Business email account:

1. Tap ‘Settings’ icon on your home screen.
  2. Tap ‘Mail, Contacts, Calendars.’
  3. Tap ‘Add Account...’ under the ‘Accounts’ heading.
  4. Tap ‘Microsoft Exchange.’
  5. Fill in the account information fields.
    - Email: enter your Exchange account email address (...@oregonstate.edu)
    - Domain: ONID
    - Username: enter your domain username
    - Password: enter your domain password
    - Description: enter a description for the account (such as COB email)
    - If you do not know the information above, contact the College of Business Computer Helpdesk.
  6. Click ‘Next.’
  7. Fill in the server name.
    - Server Name: exmail.oregonstate.edu
  8. Click Next.
  9. Turn on the features you would like to sync with your phone (Mail, Contacts and Calendars).
  10. Click ‘Save.’
- You should now be able to access your College of Business email from your phone.

## Android Email Setup

To set your @oregonstate.edu email account to sync with your Android based phone, follow the instructions below. Your phone must feature Microsoft Active Sync to support a full Exchange email account like your College of Business email. The setup steps vary depending on the Android's operating system.

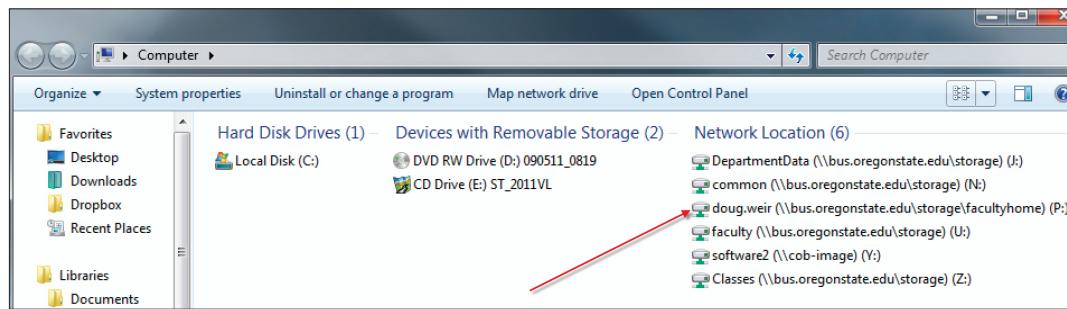
Depending on your device, you may need a valid Wi-Fi signal or a data connection (4G, 3G) before you can set up an email account. Check with the hardware vendor for your device requirements.

1. On the ‘Home’ screen press the ‘Apps’ button.
2. Tap ‘Settings.’
3. Tap ‘Accounts & Sync.’
4. Add ‘Account.’
5. Tap ‘Corporate, ActiveSync or Exchange’ (depending on your manufacturer).
6. Enter your email address and password as appropriate ('john.doe@oregonstate.edu') and tap ‘Next.’
7. If you receive a ‘Remote Security Administration’ warning, tap ‘OK.’
8. On the ‘Exchange Server Settings’ screen, enter your domain and username separated by a backslash: ‘ONID\ONID ID.’  
If you do not know the information above, contact the College of Business Computer Helpdesk
9. To set your default ‘From’ address to your @oregonstate.edu account, tap the checkbox for ‘Send email from this account by default,’ before tapping ‘Next.’
10. Type a display name for the account ‘OSU email’ and tap ‘Next.’
11. Tap ‘Activate’ on the ‘Activate Device Administrator’ screen.
12. Your Android phone should now receive emails and calendar

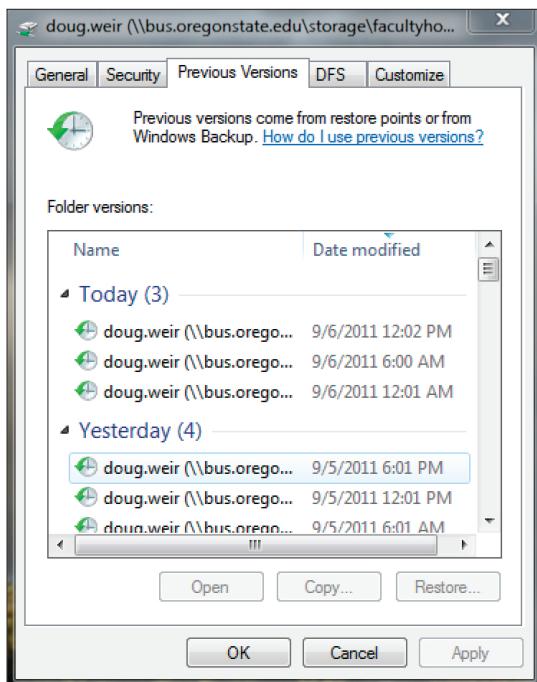
# Storing Data

All College of Business users have a ‘home’ drive. This is an area on one of the college’s servers where you can store your documents and other data. It’s backed up and can be accessed at work and remotely. There are multiple remote access options. Contact the College of Business Helpdesk for assistance.

On your Windows workstation, your home drive is automatically mapped to the P: drive as seen in the example below.



Also, ‘My Documents’ on your Windows computer is directed to your P: drive, so anything you store in ‘My Documents’ will be saved on the network drive.



It's very important that you save all your data in the P: drive. This way, the data is backed up, and you have access to previous versions.

We have implemented shadow copy services, called Previous Versions, for your P: drive as well as other data on the server. Previous Versions automatically saves copies of files. You can restore these backups on your own by following the instructions in the next chapter ‘Previous Versions.’

# Previous Versions

## Previous Versions enables you to:

- Recover files you may have permanently deleted.
- View or restore a version of a file which you have saved over.
- Compare current and/or previous versions of a file side by side.

You need to have the proper rights to the folders or files that you want to access with Previous Versions.

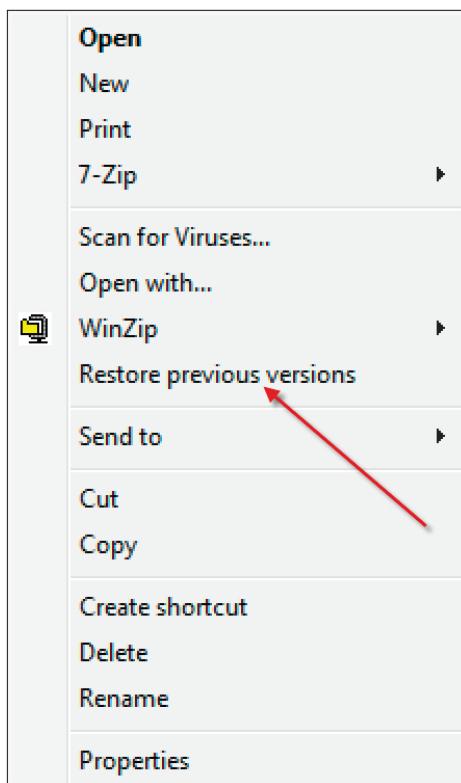
File snapshots are taken every six hours at approximately 6 a.m., noon, 6 p.m. and midnight. If a file is changed or deleted between these times, it can't be restored.

Examples:

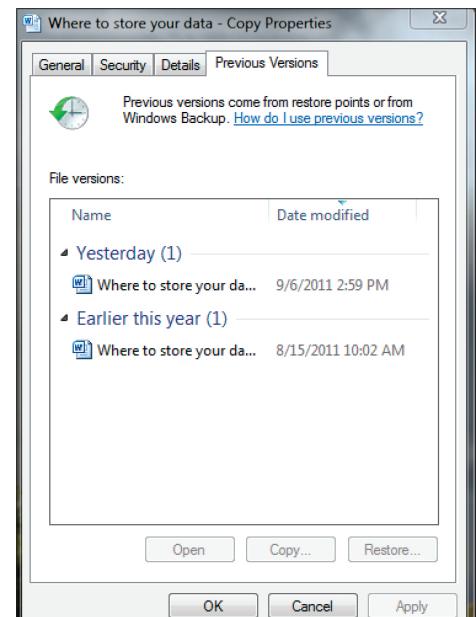
1. You're working on a file at 11:50 a.m. You accidentally delete it from his P: drive at 12:30 p.m. It is possible to recover the file from a Previous Versions snapshot taken at 12 p.m., using the following instructions.
2. You're working on a file at 8:30 a.m. and accidentally delete it at 10 a.m. Since this time frame falls between the 6 a.m. and noon Previous Versions snapshots the file can't be recovered.

## Recovering Individual Files

1. To recover a previous version of the file, right-click on the file and select the 'Restore Previous Versions' menu option.



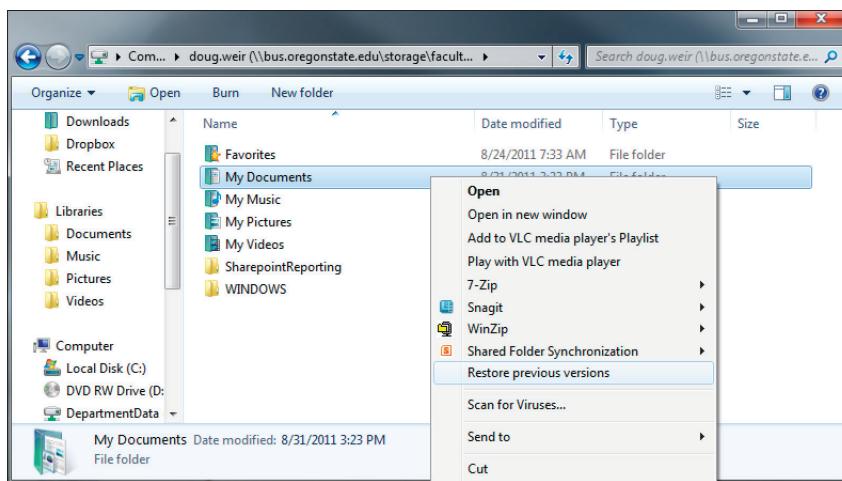
2. In the 'Previous Versions' tab of the file's properties dialog, you see all of the previous versions (or snapshots) of this file that have been captured. Select the version you want to view or restore from.
  - Clicking the 'Open' button will open the selected copy in the default program. This is the file at the time the snapshot was taken.
  - Clicking the 'Copy' button will prompt you for the location where you want to create a copy of the selected version.



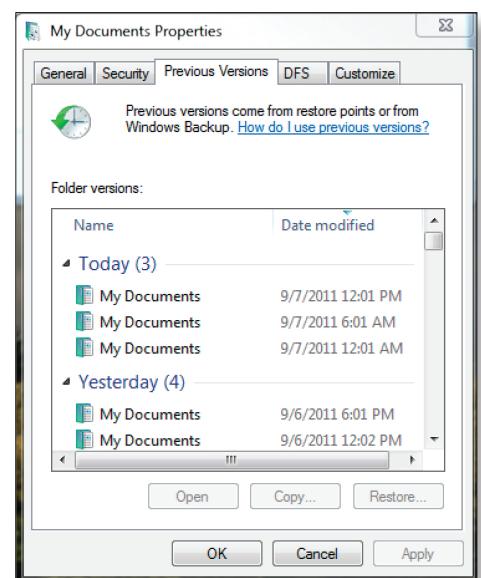
(Continued on page 22)

## Previous Versions (continued)

3. If a file has been renamed or deleted, you have to view the previous version of the file-containing folder. You do this by right-clicking on the parent folder and selecting the 'Properties' option.

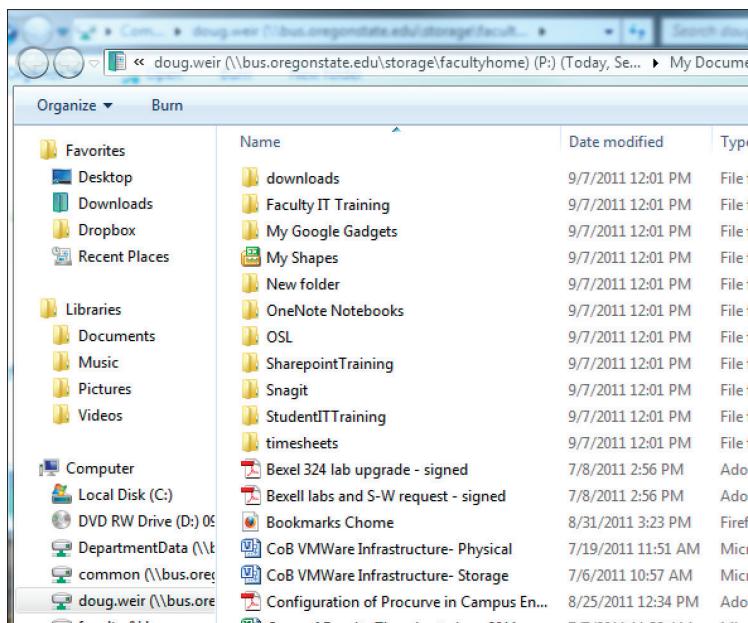


4. In the 'Previous Versions' tab, you can see snapshots made of the folder as a whole.



5. By double-clicking the folder in the list or clicking the 'Open' button you can view the contents of the folder at the time the snapshot was taken.

From here you can view or copy the respective file versions.



# Box

Box for Oregon State University provides our community with:

- Unlimited data storage
- Simple, secure collaboration
- Access anytime, anywhere, on any device

Unlimited Storage, Anywhere



In Box for OSU you can upload an unlimited number of files (15 GB maximum per file) and easily share your files with any Box user.

Box does not replace our other data storage solutions including Google Drive, Microsoft OneDrive and on-campus data servers, but offers us an additional solution for storing and sharing our data. Box even allows you to create Microsoft Office files within the Box environment.

## Getting Started

Sign in at <http://box.oregonstate.edu>

As with all university-level services, you sign in to Box using your ONID username and password. Click the 'Continue' button to access the ONID login screen.

## Box for Instruction

Faculty and instructors can use Box to facilitate project collaboration and data sharing. You may create class-designated folders, then click the 'Invite People' button to share the folder and its contents with your students.

When you invite students to be collaborators, you need to set their permissions for accessing and editing the content in your folder. For example, if you don't want to grant students the ability to delete files in your folder, set their 'Invited Permission' level to be 'Viewer Uploader.'

## Box for Research

We strongly encourage researchers to use Box, since it provides unlimited, secure, cloud-based data storage that's accessible anytime, anywhere, from any device. Box adds to the OSU universe of sharing and collaboration services, while our community may continue to use Google Drive, Microsoft's OneDrive, and the on-campus storage solutions provided by IT departments across campus.

(Continued on page 24)

## Box (continued)

### Approved Apps for Box

All apps created for Box, including those developed by Box and by third-party developers, are available for your use with Box at Oregon State University:

#### DESKTOP APPS

- Box Edit
- Box Excel Online Previewer
- Box for Office: Edit and share Word, Excel, and PowerPoint files easily (Windows).
- Box for Office Online: Edit and share Word, Excel, and PowerPoint files easily
- Box for Outlook: Send files using sharing links and save attachments
- Box for Windows 10: allows you to access and share your content anywhere, anytime, on any Windows device.
- Box for Windows 8: allows you to access and share your content anywhere, anytime, on any Windows device.
- Box FTP Server: Official Box FTP server: Requires FTP (SSL) connection
- Box WebDav: Official Box WebDav
- Box Sync for Mac & Windows: Sync desktop files to Box
- Kumo Oregonstate: Cloud integration
- Gmail
- Google Docs

#### TABLET APPS

- Box for iPad: Access, manage and share all of your content while on the go.
- Box for Android Tablet: Access, manage and share all of your content while on the go.
- Box for Android EMM: Access all your Box content directly from your phone, keeping you connected.
- Gmail
- Google Docs

#### CELL PHONE APPS

- Office: Box for Office iOS integration
- Office for Android: Box for Office Android integration
- Box Capture: Capture helps mobile workers quickly snap photos, videos or document scans and then upload and securely share them with Box
- Box for iPhone: View, upload and share your files while you are on the go.
- Box for Android: Access, manage and share all of your content while on the go.
- Box for Windows Phone: Access, view, share and pin your content from anywhere.
- Gmail
- Google Docs

To install these apps in your Box account go to [cloud.app.box.com/apps](http://cloud.app.box.com/apps). For more information about Box apps check out the “What are Box Apps” on our FAQ page.

### Are other apps available?

Yes, there are hundreds of apps available through Box's App marketplace. You may use any app you wish with your personal data. Apps listed in the approved apps list can be used with institutional data not classified as protected. However, before using any app not listed as approved it is important that you read and understand the following:

- You're responsible for data sent or stored on computers, devices and services you use.
- Before using any third-party apps be sure you understand and comply with OSU's Information Security Data Classification policies.
- Third-party applications that work with Box may take the data out of the protected Box environment and onto that company's application servers. OSU's contract with Box does not extend to those companies or applications, so their use for sensitive or protected institutional data is not permitted.
- Third-party applications may also store data unencrypted on their servers.
- Any app using web integration is required to use secure (SSL) connections.
- Some apps require licensing and fees. Any fees charged for third-party apps are the responsibility of the requesting user or department unless specifically funded by OSU.
- Apps not in the list of approved apps are not supported by OSU's Service Desk. Support requests need to be sent to the app vendor.

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# Using VPN to Access OSU Resources Remotely

**Virtual Private Networking (VPN) is a secure connection to the OSU network through an encrypted tunnel. Passwords and other sensitive information will be securely transmitted over the Internet and into the campus network. Only traffic to and from OSU will be secure when using VPN.**

## Who Has Access?

Users must have an ONID or DINO account and a current affiliation with the university.

## What OSU Resources Require Using the VPN?

- OSU Library databases and SciFinder Scholar from off-campus computers.
- Outlook for Exchange e-mail from off-campus computers (faculty and staff only).
- OSU computers that are behind firewalls via Remote Desktop (faculty and staff only). This includes the College of Business computers.
- Banner GUI.

NOTE: You don't need a VPN connection when you access ONID Webmail, Outlook Web Access or Blackboard from off-campus.

[is.oregonstate.edu/service/vpn](http://is.oregonstate.edu/service/vpn)

## How to Get the VPN Software

You need to install special software on your computer to use the VPN.

Download the software at [oregonstate.edu/helpdocs/network/vpn-campus-access](http://oregonstate.edu/helpdocs/network/vpn-campus-access)

The VPN system is managed and administered by the OSU Computer Help Desk.

# Using Remote Desktop and VPN to Access Your Computer

With a Windows feature and by using the OSU virtual private network (VPN), you can access your College of Business computer remotely. For instructions on how to use the VPN, refer to the Quick Links section.

If you prefer to use a command, go to the ‘Start’ menu and type in MSTSC or go to the ‘Run’ command and type in MSTSC. Then proceed to Step 6. Otherwise follow the instructions below:

1. Connect to the VPN using the instructions at [oregonstate.edu/helpdocs/vpn-campus-access](http://oregonstate.edu/helpdocs/vpn-campus-access).

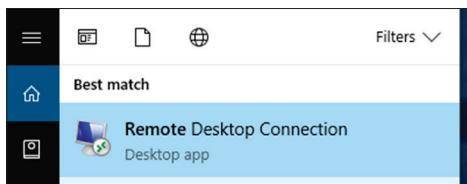
2. Click the ‘Start’ button.



3. Type ‘remote’ in the ‘type here to search’ field.



4. Click ‘Remote Desktop Connection.’



5. In the ‘Remote Desktop Connection’ box, type in your College of Business computer name. This should be in the format of ‘yourcomputername.bus.oregonstate.edu.’ If you do not know your computer name, follow the instructions in ‘To Find Your Computer Name.’



7. Enter your ONID credentials, ONID\ONIDusername and your ONID password and you will be able to log in.



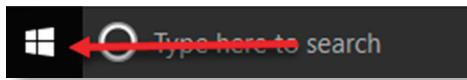
6. Click ‘Connect.’ You’ll be prompted with a Windows Security Screen. Select ‘Use Another Account.’



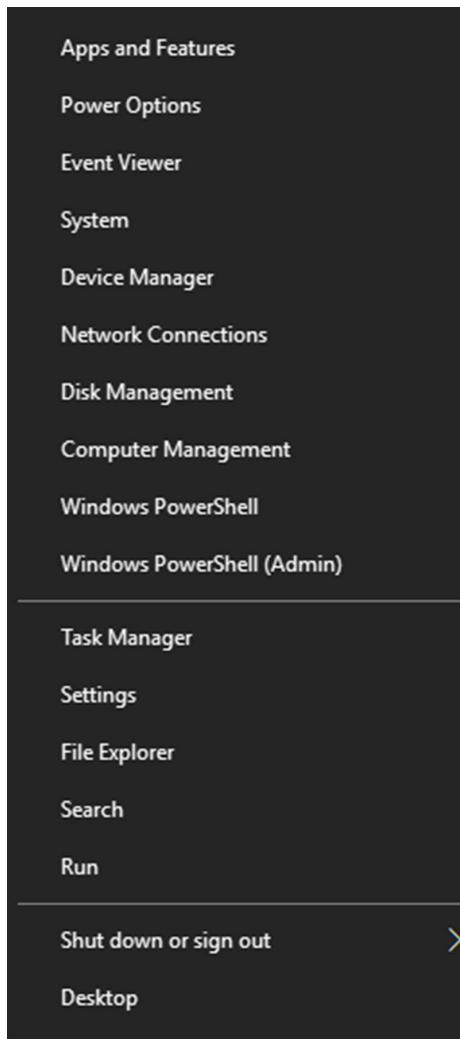
## To Find Your Computer Name:

You can find your computer name by going to 'System' in the Control Panel.

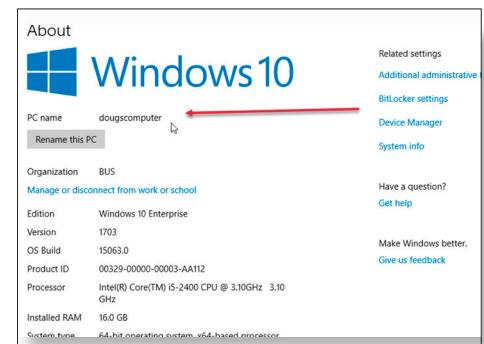
1. Right-click on the Start Button



2. Go to 'System.'



3. A window will appear. In the top part of the screen, will be your computer name.

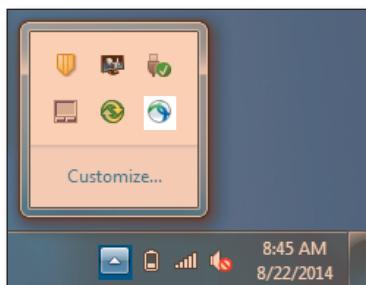


# Connecting Remotely to Your P: Drive

Sometimes you may need to edit a document on both, an Oregon State computer and your personal computer. The easiest way to do this is to save the document to your P: drive and mount your P: drive as a network drive on your personal computer.

## Connecting from a Windows Computer

- Open your web browser and go to [sds.oregonstate.edu](http://sds.oregonstate.edu).
- Enter your ONID username and password and press the ‘New Session’ button. Press the ‘Continue’ button.
- Follow the directions on screen to run the Java applet. The steps for this may vary from browser to browser, and it may be done automatically. If there are any prompts asking if you want to run, confirm that you do.
- The client should install and automatically connect to the Oregon State network. Continue to ‘Mounting your P: drive.’
- Next to the clock in the lower right corner of your screen, locate the Cisco AnyConnect icon. Depending on your version of Windows, it may be hidden by a disclosure triangle. Both of these are highlighted in the photo below.

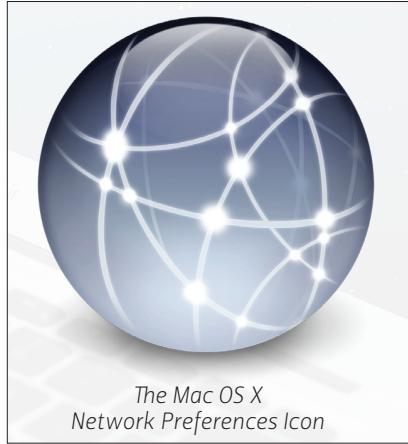


## Mounting your P drive

- Click on the VPN icon in the system menu. Select ‘Connect OSU VPN.’ Enter your ONID password and press OK.
- Open My Computer. For quick access, you can use the key command Windows-E.
- If you’ve already added your P: drive at this point, you can open it. If not, follow the directions below to connect your computer to it.
- Right click on ‘Computer’ in the left of the My Computer window and select ‘Map Network Drive.’
- Set the folder to \\bus.oregonstate.edu\storage\facultyhome\[Your College of Business Username].
- If you want to use this in the future and don’t want to go through the setup process again, check ‘Reconnect at logon.’ Check ‘Connect using different credentials.’
- When prompted, enter ONID\ followed by your College of Business username in the ‘User name’ box. Enter your College of Business password and check the ‘Remember my credentials’ box. Press OK. Your P: drive should appear.



The Mac OS X  
System Preferences Icon



The Mac OS X  
Network Preferences Icon



The Mac OS X VPN  
Menu Bar Icon

## Connecting from Mac OS X

- Open System Preferences and click on the Network icon. Both the System Preferences and the Network icon are shown above.
- Click the '+' button below the list of network adapters to create a new service.
- Select 'VPN' from the list of interface options, then select Cisco IPSec as the VPN type. Name the new service OSU VPN.
- Set the server address to **sds.oregonstate.edu** and the account name to your ONID username. Your password is not necessary; the VPN server will securely prompt you for it when you connect.
- Click on the Authentication Settings button. Set the Shared Secret to NETauth and the Group Name to ORST\_VPN3K. Press OK, then press Apply.
- Check the Show VPN Status in Menu Bar.

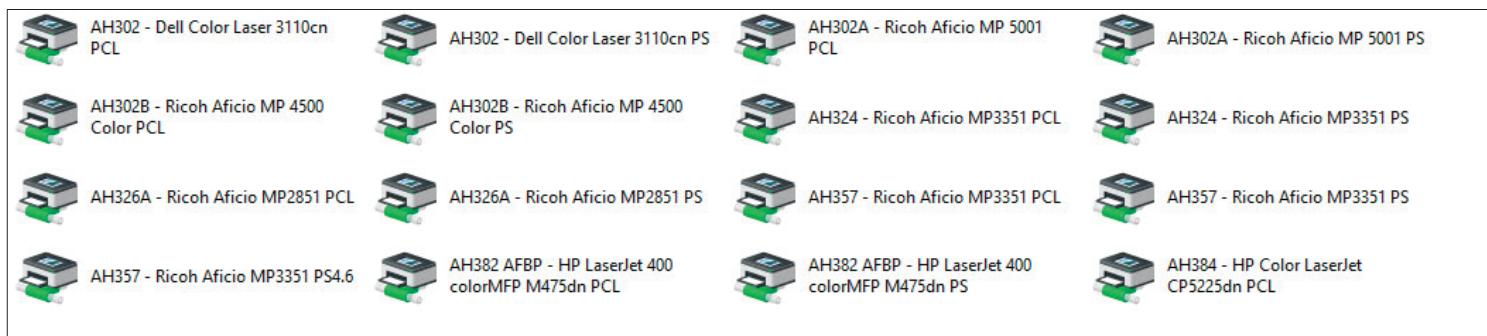
### Mounting your P: drive

- Click on the VPN icon in the system menu shown in the image on the right. Select 'Connect OSU VPN.' Enter your ONID password and press OK.
- In Finder, open the Go menu and select Connect to Server. You can also press Command-K for faster access.
- Set the server address to smb://cob-dfs04.bus.oregonstate.edu/facultyhome/[Your College of Business Username]. Press the + button to save this address for later use. Press connect.
- When prompted, enter your College of Business email address and password and press Connect. You can check the 'Remember this password in my keychain' box to avoid typing your password in the future.

# Printing at the College of Business

The College of Business has printers throughout the building. Ricoh printers have a variety of functions including collating, hole-punching and stapling. The printing closets are in *Austin Hall 302, 357, 419a and 469c*. These closets are locked, and you need your Oregon State ID card to enter the printing closets.

Based on a security group your printers will be installed automatically on your local workstation or laptop. This depends on the location of your office. If you don't receive any printers, please let us know.



# WebEx

**WebEx is a web collaboration tool, allowing for up to 1000 people to meet simultaneously. Features include screen sharing, audio/video conferencing, file sharing, IM chat, and more. OSU has a site license giving all staff and faculty accounts to host conferences, and 33,000 student licenses (truncated versions of staff accounts, connecting only 8 people). A license is needed only to host a session; non-OSU conference participants can join an OSU WebEx session without needing a license. We also have the ability to bring in standards-based video conferencing (i.e., Polycom or Cisco room-based video system) endpoints into the WebEx session. This requires additional technical assistance to set up and schedule.**

## Who can use WebEx?

All OSU employees have access to a full WebEx license, and all OSU students have access to a student license. Student workers may get access to a full employee version if necessary. Please contact MCS to request that access: [conference.center@oregonstate.edu](mailto:conference.center@oregonstate.edu)

## Why WebEx?

WebEx is the most frequently used web collaboration tool on the market today. It has outstanding features including the ability to bring a room-based video conferencing endpoint into the session. Not only is the tool very powerful, it is centrally supported and funded by OSU.

## Signing up for WebEx

Go to <http://oregonstate.webex.com/> (students visit <http://oregonstate-students.webex.com>) and click the “Log In” button on the top right-hand corner. This will redirect you to the OSU Login page. Entering your user name and password will create your account.

## How is the service accessed?

Meetings are scheduled using Outlook or the OSU WebEx URL ([oregonstate.webex.com](http://oregonstate.webex.com) or [oregonstate-students.webex.com](http://oregonstate-students.webex.com)). The scheduling of a meeting generates a URL for the other attendees to connect to the conference. If you need a Polycom/Cisco room-based video endpoint for your session, contact IT. The video endpoint needs to be added before the initial setup of the meeting to create the correct meeting URL.

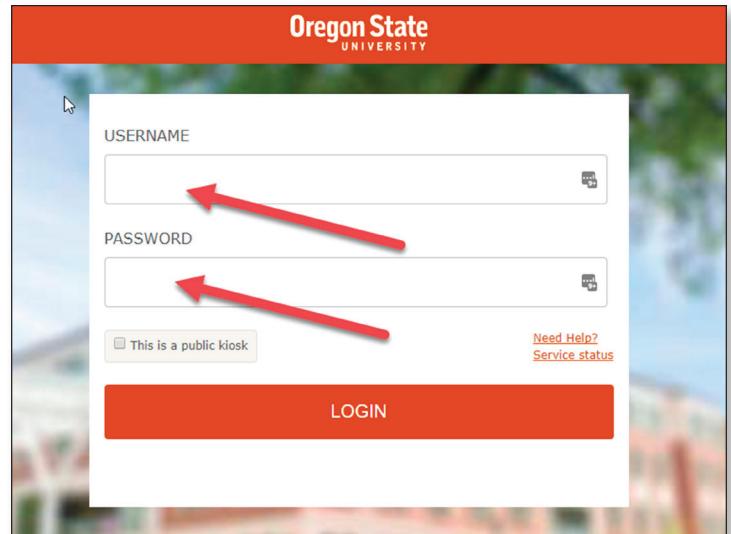
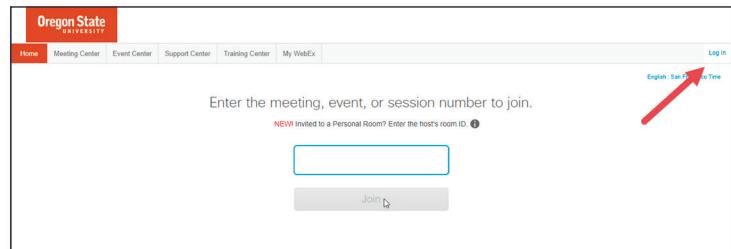
## WebEx Assistance

If you have problems logging in or accessing your WebEx account, contact the Oregon State Service Desk at 541-737-8787.

Open your web browser and go to <http://oregonstate.webex.com>.

Click Log In in upper right of the window.

Enter your ONID username and password.



# Office 365

**Office 365 is the same Office you already know and use every day. And then some. Because Office 365 is powered by the cloud, you can get to your applications and files from virtually anywhere—PC, Mac and tablets—and they're always up-to-date. The same goes for updates to features—you get them automatically.**

All College of Business faculty, staff and students have free access to a Microsoft Office 365 Education Pro Plus account. With a total of seven apps that can be installed on up to 10 separate devices, it's easier than ever to collaborate with co-workers and classmates.

No matter whether it's a PC, Mac, tablet or phone, you're able to work across devices, from anywhere, and have a consistent, clean and fast experience doing it. Office 365 gives you access to everything you need—documents, email, calendars, contacts and team sites. Your settings roam with you too, so your files are up-to-date and ready for you to pick up right where you left off.

- Download and install Office applications (iOS, Android) on up to five devices per user at no cost.
- Create and collaborate using Microsoft OneDrive, Office Online and SharePoint Online at no cost.
- If you have a computer that already has Office installed, you'll be able to use it with OneDrive and other Office 365 applications.



## Microsoft Office Applications

- Faculty/staff/students may install on up to five devices at no cost.
- Available for Windows, Mac, iOS, and Android.



## Microsoft SharePoint Online

- Create web space to publish your work.
- Collaborate with work groups, instructors and colleagues.



# Qualtrics

**Qualtrics is a leading web-based survey system. It provides a robust capability for building and distributing surveys and supports sophisticated data analysis tools.**

## Features

- Wizards with point and click interface to help build surveys
- Library of surveys and questions to customize
- Powerful survey mailer to track, remind and thank respondents
- The ability to pipe text and embed data
- Triggers, quotas, quizzing
- Branching and logics
- Integrated graphics and statistical tools and ability to export data into Excel, SPSS, PDF, PowerPoint or Word
- Collaboration and sharing surveys among users

## Login

OSU Qualtrics has been enabled with single sign-on capability. To log in, go to [oregonstate.edu/main/online-services/qualtrics](http://oregonstate.edu/main/online-services/qualtrics). Click on 'Qualtrics Login.'

Or go directly to [oregonstate.qualtrics.com](http://oregonstate.qualtrics.com).



If you use a Windows PC, Qualtrics login will default to the OSU username and password you logged in to your computer with. If you are prompted for a username and password, use your primary domain login and password. You may have to type in your domain followed by a backslash and your username (e.g., 'ONID\beaverso' or 'CN\john.beaver' or 'FSMAIL\marybeaver').

If you're unsure of your login and password or have problems, contact your DCA. Be aware that you need to use this same login and password every time you log in to Qualtrics in order to access your surveys.

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# Other Software and Tools

## Digital Measures

Digital Measures is a cloud-based provider that helps manage critical information pertaining to faculty productivity, assessment and accreditation. [www.digitalmeasures.com](http://www.digitalmeasures.com)

## TurnItIn

TurnItIn is a plagiarism prevention service in Canvas that detects unoriginal content in student papers. In addition to acting as a plagiarism deterrent, it also has features to help educate students about plagiarism and the importance of proper attribution of sources.

## Impero Classroom Management Software

Impero Classroom Management is a suite of tools allowing instructors to take control of the learning environment in a computerized classroom such as Austin Hall 260. From remote monitoring to locking down Internet browsing, Impero has all the tools required to keep students focused and on task.

## COB Reservation System

The College of Business Reservation System makes it easy to reserve conference rooms, classrooms, project rooms and more. Faculty, staff and students can reserve and request these spaces through a website. All confirmed reservations are shown outside the space on a touchscreen display so there is never any question of who holds the room. Your OSU ID is your key into any door you have access to in Austin Hall, whether you have reserved it or not. Tap your ID card on the door lock to get in and, if the room is free, the system automatically creates a one-hour reservation for you. To reserve rooms, go to <https://reservations.bus.oregonstate.edu>.

## Event Attendance System

The College of Business has an electronic event attendance system that you can use to track attendance at events, in classes, at club meetings, etc. The system generates and emails attendance files and specialized attendance reports to you. Many First-Year Engagement and Fridays at Austin events are already being tracked through the system.

*Please see the College of Business IS department for assistance with any of these tools.*

# Quick Reference

## Laptop Check-outs

The College of Business has laptops available to check out. Contact the Helpdesk to request a laptop.

## Installing the OSU VPN

When you are away from campus, you can connect to the OSU network using the virtual private network (VPN). Instructions are at <http://oregonstate.edu/helpdocs/vpn-campus-access>.

## Video Tutorials

OSU provides technical training videos on a variety of subjects. These can be found at <http://oregonstate.edu/helpdocs/videos>.

## Microsoft Developer Network Academic Alliance

The College of Business subscribes to the Microsoft Developer Network Academic Alliance which provides access to a variety of software including SQL Server and Windows operating systems. Go to <http://business.oregonstate.edu/microsoft-developer-network-academic-alliance-program>. If you have difficulty gaining access, contact the College of Business Helpdesk.

## Managing Class Email Lists

By default only ONID email accounts receive emails from class mailing lists. To add your College of Business email account to a class mailing list, go to <http://business.oregonstate.edu/sites/default/files/ManagingClassEmailLists.pdf>.

## Computer Help Documents

The computer help documents site provides documentation for many of the technology services and software used on campus. <http://oregonstate.edu/helpdocs/>

## R:Drive

We offer specialized storage for research projects that include large sets of data. Please see the COB IS department staff if you will be using large data sets.

## Web Conferencing Kits

If you need to host or attend online meetings such as WebEx or Skype, we have web conferencing kits that include a camera and a microphone. Please see COB-IS for more information.

## Canvas LMS Support

Canvas is the learning management system used by Oregon State University. Support can be reached at 1-844-329-3084. If you're unable to log into Canvas, contact the OSU Central IS Services Desk at 541-737-8787.

# OSU Network Usage and Acceptable Use

## Acceptable Use of University Computing Resources

*Source: General University Policies Manual*

**Oregon State University supports an environment of learning and the sharing of information through the acquisition and maintenance of computers, computer systems, networks, and associated computing resources and infrastructure. university computing resources are intended to support the university's missions, administrative operations and activities, student and campus life activities and the free exchange of ideas and information between the university and the greater community in which it operates locally, nationally and internationally.**

Computing resources and facilities of Oregon State University are the property of the university and shall be used for legitimate university instructional, research, administrative, public service, and approved contract purposes. Personal use of computing resources may be permitted if it does not interfere with the university's or the employee's ability to carry out university business, and does not violate the terms of this policy. The use of university computing resources is subject to the generally accepted tenets of legal and ethical behavior within the university community. The computing resources system shall not be used for material or activities that reasonably could be considered harassing, obscene, or threatening by the recipient or another viewer.

This policy applies to all users of university computing resources, whether affiliated with the university or not, and whether on campus or from remote locations. Additional policies may apply to computing resources provided or operated by individual units of the university or to uses within specific units.

All users of university computing resources must:

- Comply with all federal, state and other applicable laws; all generally applicable and university rules and policies; and all applicable contracts and licenses. Users are responsible for ascertaining, understanding and complying with the laws, rules, policies, contracts and licenses applicable to their particular uses.
- Use only those computing resources that they are authorized to use and only in the manner and to the extent authorized. Accounts and passwords may not, under any circumstances, be shared with or used by persons other than the individual(s) to whom they have been assigned by the university.
- Refrain from unauthorized attempts to circumvent the security mechanisms of any university system.
- Refrain from attempts to degrade system performance or capability, or attempts to damage systems, software or intellectual property of others.
- Refrain from using university computing resources for commercial purposes, except as specifically authorized by the university in written approval of a request for approval of outside employment. Any such approval shall include full detail of the employee's financial obligation and the charge for such use, if any.
- When using university computing resources to access non-university resources, observe the acceptable use policies of those non-university organizations.
- Refrain from unauthorized viewing or use of another person's computer files, programs, accounts and data.
- Refrain from sharing a password or using another person's password. Access to such information does not imply permission to view or use it. Users are responsible for ascertaining what authorizations are necessary and for obtaining them before proceeding.

- Refrain from using electronic mail systems for “broadcasting” of unsolicited mail or for any purpose prohibited by state or federal laws. Broadcast email is defined in “Guidelines for Release of Email Addresses,” available at <http://oregonstate.edu/registrar/emailpolicy.html>
- Abide by federal copyright laws when using university computing resources for the use of or the copying of copyrighted material. The unauthorized publishing or use of copyrighted material on a university server is prohibited and users are personally liable for the consequences of such unauthorized use.
- Abide by his/her supervisor’s direction regarding personal use of university computing resources.

Users should be aware that their uses of university computing resources are not completely private. It is the policy of the university not to monitor individual usage of computing resources unless there is a legitimate business reason to do so. However, the university reserves the right to monitor and record the usage of all computing resources as necessary to evaluate and maintain system efficiency, and may further monitor and record the usage of individuals, including the disclosure of individual files:

- if it has reason to believe that activities are taking place contrary to this policy, or state or federal law or policy
- to respond to an administrative court or judicial court order

- to respond to a request for discovery in the course of litigation
- to respond to a request for files which are deemed public records under public records laws
- for a legitimate business reason

The university may use information gained in this manner in disciplinary or criminal proceedings. In addition, state or federal law may require disclosure of individual computer files that are deemed public records under public records laws. Communications made by means of university computing resources are also generally subject to Oregon’s public records law to the same extent as they would be if made on paper.

## Enforcement

Users who violate this policy may be denied access to university computing resources and may be subject to disciplinary actions and/or criminal and civil penalties. Violations will normally be handled through the university disciplinary procedures applicable to the relevant user and may include referring suspected violations of applicable law to appropriate law enforcement agencies. However, the university may immediately suspend or block access to an account, prior to the initiation or completion of such procedures, when it appears necessary to do so in order to protect the integrity, security or functionality of university or other computing resources or to protect the university from liability.

## Scope

This policy is the university’s complete acceptable use policy and replaces the Department of Administrative Services Statewide IT Policy 1.3, Acceptable Use of Information Related Technology.

## Acceptable Use of University Information

This policy explains how we share OSU-specific information, and the obligations held by individuals with this information to use and secure it appropriately. It relates to all OSU-specific information, including student, employee and financial records, received by individuals through the performance of their duties, provision of services, or participation in programs. Every individual who has access to OSU-specific information is expected to adhere to this policy regardless of how the information was received or the format in which it was received. Non-OSU employees must read and sign this policy as a condition of access to and use of university information.

Security and access to OSU-specific information is determined by a 'record custodian.' Record custodians are responsible for compliance with all legal obligations related to information, and in that capacity have final authority for the use, access and release of data under their jurisdiction. In some instances there are multiple custodians for various sets of data. Individuals using OSU-specific information shall do so only as authorized by the appropriate record custodian and in compliance with applicable laws, policies and collective bargaining agreements.

To the right is a listing of the most broadly used OSU-specific information and the associated record custodians. Not all information or record custodians are listed and individuals are advised to seek information regarding the security and access of OSU-specific information not listed below by contacting Information Services.

OSU employees in positions requiring access to the Banner database or data warehouses will find the access request procedure at [oregonstate.edu/dept/computing/banner/access.html](http://oregonstate.edu/dept/computing/banner/access.html).

Course catalog	Registrar
Class Schedule	Registrar
Recruitment	Admissions
Admissions	Admissions
General Student	Registrar
Registration	Registrar
Accounts Receivable	Business Affairs
Academic History	Registrar
Curriculum, Advising & Program Planning	Registrar

Accounts Payable	Business Affairs
Accounts Receivable	Business Affairs
Budget	Budget & Fiscal Planning
Payroll	Business Affairs
Fixed Assets	Business Affairs
FOAPAL Elements	Joint Ownership: Business Affairs and Budget & Fiscal Planning

Financial Aid	Financial Aid
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Payroll	Business Affairs
All other	Human Resources

## Use and Release of Information

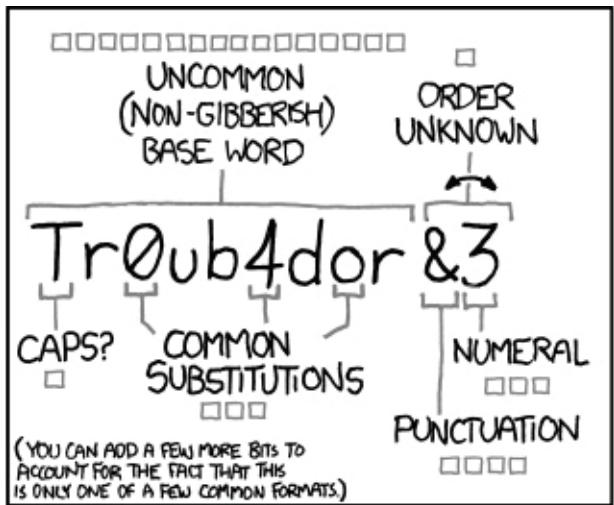
- Individuals may request and use information needed to perform the scope of their responsibilities to the university. Individuals may not use information for a task that is not within the direct scope of their responsibilities without the prior approval of the appropriate record custodian.
- Release of student data must follow the guidelines as available at [oregonstate.edu/registrar/GuidelinesforReleaseofStudentRecords.html](http://oregonstate.edu/registrar/GuidelinesforReleaseofStudentRecords.html). Release of employee data must follow the guidelines as available at [oregonstate.edu/admin/hr/resources.pdf](http://oregonstate.edu/admin/hr/resources.pdf). All requests for records coming from outside the university are to be reviewed by the appropriate record custodian prior to release. The record custodian will consult with the General Counsel's office as appropriate for compliance with public records law.
- Aggregate (summary data, not person-specific) information, extracted from information systems or reports may be released internally or externally if it has already been publicly released with the approval of the records custodian. Aggregate data that has not been published by the university may be released only with the prior approval of the appropriate record custodian.
- Subpoenas or other requests from law enforcement authorities for student or employee records should be referred to the Office of the Registrar for students or the Office of Human Resources for employees.

## Expectations for Responsible Use of Information

- Respect electronic computing resources and systems and your impact upon them.
- Information is available for your use in your official role at OSU only. No additional uses of information or sharing of information may be made without appropriate authorization.
- Removal of the official record copy of documents from the office where they are maintained is permissible only when authorized and in the performance of official duties.
- Keep all passwords and access codes confidential and out of sight of others
- Keep all confidential information and records, however maintained or stored, safeguarded against inappropriate use or access by others.
- Report any infractions in the use or release of information to the appropriate records custodian.

## Violations

Users who violate this policy may be subject to disciplinary actions and/or criminal and civil penalties and may be denied access to university computing resources. Such actions will be taken as determined appropriate in consideration of the severity and frequency of the violation(s). Violations will be handled through the university disciplinary procedures applicable to the relevant user and may include referring suspected violations of applicable law to appropriate law enforcement agencies.



~28 BITS OF ENTROPY

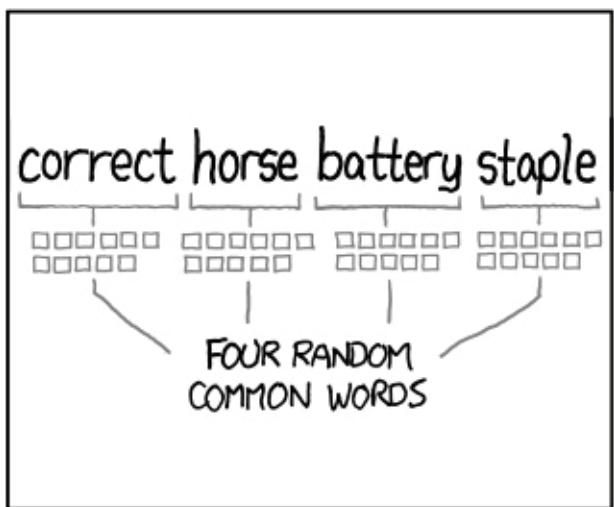
$2^{28} = 3$  DAYS AT 1000 GUESSES/SEC

(PLAUSIBLE ATTACK ON A WEAK REMOTE WEB SERVICE. YES, CRACKING A STOLEN HASH IS FASTER, BUT IT'S NOT WHAT THE AVERAGE USER SHOULD WORRY ABOUT.)

DIFFICULTY TO GUESS:  
**EASY**

WAS IT TROMBONE? NO, TROUBADOR. AND ONE OF THE 0s WAS A ZERO?  
AND THERE WAS SOME SYMBOL...

DIFFICULTY TO REMEMBER:  
**HARD**



~44 BITS OF ENTROPY

$2^{44} = 550$  YEARS AT 1000 GUESSES/SEC

DIFFICULTY TO GUESS:  
**HARD**

THAT'S A BATTERY STAPLE.  
CORRECT!

DIFFICULTY TO REMEMBER:  
YOU'VE ALREADY MEMORIZED IT

THROUGH 20 YEARS OF EFFORT, WE'VE SUCCESSFULLY TRAINED EVERYONE TO USE PASSWORDS THAT ARE HARD FOR HUMANS TO REMEMBER, BUT EASY FOR COMPUTERS TO GUESS.



Oregon State University  
College of Business