INFORMATION TECHNOLOGY (IT)

Getting Started
Missouri S&T’s information technology (IT) department provides a variety of computing tools and resources to assist with academic, research and administrative work done at the university. Students, faculty, and staff use computers daily to register for classes, communicate with friends, send email, collaborate on group projects and research, publish web pages, write reports, and find course schedules.

Computer Accounts
Computer accounts are assigned to students and are used to access various resources at Missouri S&T, such as the computing network and the computers and software in computer learning centers (CLCs). Most Missouri S&T IT services require an authorized computer account (username and password) to gain access. The following services are available through IT computer accounts:

- Access to the campus network, including wireless networks on campus
- Google Apps, including Gmail, Drive, Sites, Google+
- High Performance Computing clusters
- JoeSS (student web portal)
- Learning Management System (Blackboard, Canvas)
- Network file storage
- Personal website storage folders

University Communications to Students
Each student, once initially registered for classes, will be issued a Missouri S&T email account with an address on the mst.edu domain. This is the account used for official university business and official university communications to students. Students are expected to check their Missouri S&T email account regularly for university communications and to have fulfilled any university obligation for notification.

Students must activate their email account online at: http://it.mst.edu/services/email/student/activate/.

Leaving Missouri S&T
Assigned computer accounts remain active and available for use as long as a student is enrolled in classes at Missouri S&T. Additional information regarding account maintenance may be found at http://it.mst.edu/policies/ and then clicking the “username maintenance” link.

Following graduation, Missouri S&T students retain access to their student email accounts. Local account access is removed one semester after students graduate or stop attending. If the student was also employed by the university, account removal may occur sooner.

Students are responsible for creating a backup of any data on their network storage prior to leaving the university.

Systems and Software
Missouri S&T’s IT department provides a wide variety of computing and networking facilities and support. These facilities include, but are not limited to the following:

- 3D printing
- Computer learning centers (CLCs)
- General purpose cluster computing
- HPC
- Linux systems
- Macintosh systems
- Nonavitra high definition video wall
- Software for use on personal computers
- Windows-based PCs

Computer Learning Centers (CLCs)
Computer labs, called computer learning centers (CLCs), provide computers and specialty software for students to use for in-class, homework, and project related work.

CLCs are located in various buildings around campus. Use of computers and technology in these locations is restricted to Missouri S&T faculty, staff and students. The list of CLC locations, hours of operation, and equipment is available online at http://clc.mst.edu.

Missouri S&T is now using a print management system, PaperCut NG, in campus computer labs (CLCs). Students and instructors will be given a semester printing quota sufficient for completing academic work. This initiative will help conserve paper, toner and electricity and help ensure fair use of campus printing resources. As of Fall 2014, all print quota is reflected in shamrocks. It is important to note that shamrocks in no way correlate to real money. More information can be found online at http://edtech.mst.edu/clcprint/.

The Web Print service allows users to initiate a print job from their local machine or device and then direct that print job remotely to a select few printers on campus. Once you are at the printer, you can simply retrieve your print job and have it print while you are there at the printer. You can find more information online at http://edtech.mst.edu/clcprint/webprint/.

Instructional Technology
To support teaching and learning, IT supports a broad set of instructional technologies. In addition to CLCs, classroom presentation technology, such as podium computers, laptop connections, projectors, and speakers, are provided to enhance the ability of instructors and teaching assistants to present course materials and use student response systems (clickers) in the classroom.

Teaching and learning are also enhanced by a number of online technologies at Missouri S&T. See http://edtech.mst.edu/teach/ for more information. Personalized assistance in best practices and usage of these technologies is available to instructors and teaching assistants upon request by calling the IT help desk at 573-341-HELP (4357).

The learning management system, like Blackboard or Canvas, is used to enhance the distribution of course materials, assess student learning (e.g., quizzes and exams), enable student discussion, and facilitate learning collaboration.

More information about available instructional technologies can be found online at http://edtech.mst.edu. (http://edtech.mst.edu)
Privileges and Responsibilities

Missouri S&T IT provides access to computing, networking and information resources in support of teaching, research and other official duties of the university. Access to the computing resources and facilities is a privilege, not a right. The Missouri S&T Computing and Network Facilities Acceptable Use Policy describes the ethical and legal responsibilities regarding computing resources.

Other computing policies and procedures, including the University of Missouri policies, can be found at http://it.mst.edu/policies/.

Individually Owned Devices

Missouri S&T's IT department, in partnership with The S&T Store, provides recommendations for hardware and software to those wishing to purchase for personal use.

Academic discounts are available for personally-owned computers and software purchased through The S&T Store. Most software on university-owned machines is provided through licensing agreements with various vendors.

All students have access to a free copy of Office Professional for Students through Missouri S&T (Microsoft Office Suite). Contact the IT Help Desk at 573-341-4357 or visiting the IT Help Desk on the first floor of the Curtis Laws Wilson Library.

All faculty and staff can request a free upgrade to Office 2013 on university-owned computers. To request an upgrade, call the IT Help Desk (http://it.mst.edu/help-desk) at 573-341-4357. Plug-ins, like MathType, should be requested during the initial ticket.

Missouri S&T faculty and staff can purchase a discounted version of Microsoft Office for their use at home through Microsoft's Home Use Program (HUP) as part the University's software licensing agreement with Microsoft. Visit the UM DoIT "My Services (https://myservices.missouri.edu/Services/ServiceDetails.aspx?sdid=nqBZH0XoALuh1nBlsd6vJfFovAuvB6pxmhBiv5s9u1)" application for additional information and instructions on how to sign up.


Please visit http://it.mst.edu/services for more information on supported technology and recommended systems.

Connecting to the Network

Computers in campus residence halls and fraternities or sororities connect to the network through an Ethernet connection or via wireless connection. Wireless coverage currently extends to nearly 100 percent of the campus - providing great flexibility and convenience for members of the campus community.

To register a machine on the campus network, simply plug-in to an available Ethernet jack and open a web browser. An online registration page will load. Complete the online form and you are ready to access the network. Detailed instructions on connecting to the network, using either wired or wireless Ethernet, are available by supported operating system at: http://it.mst.edu/services/.

Virtual private network (VPN) connections are available, which allow members of the campus community to connect to the network while away from campus or traveling.

Special usage policies apply to network connections. For more information, see the policies and procedures web page at http://it.mst.edu/policies/. (http://it.mst.edu/policies) In addition, Ethernet cards (both wired and wireless) and cables may be purchased through The S&T Store, located in the Havener Center.

Emergency Alert System

Missouri S&T has a system in place to alert the campus community in the event of a campus-wide emergency. An email is automatically sent to every university email account, but students, faculty and staff can enter additional contact information and register to receive emergency alerts via cell phone voicemail or text message.

For more information, or to register for the Emergency Alert System, visit: http://alert.mst.edu/.

Getting Help

The Missouri S&T IT help desk is available to assist the students, faculty and staff of Missouri S&T in using the different computing systems on campus.

Help is available on a wide range of items, including Windows-based PCs, Macintosh systems, and Linux workstations, as well as supported software on these systems.

Members of the campus community may call 573-341-HELP (4357), stop by the IT help desk on the first floor of the Missouri S&T Library, or access the online help request system at http://help.mst.edu. Hours of operation are available by visiting http://it.mst.edu/help-desk.

Internet Resources

• Campus Library – http://library.mst.edu
• Education Technology – http://edtech.mst.edu
• IT Department Homepage – http://it.mst.edu
• IT Help Desk – http://it.mst.edu/help-desk
• IT Services – http://it.mst.edu/services/
• Joe’SS (student web portal) – http://joess.mst.edu
• Missouri S&T campus gateway – http://www.mst.edu
• Online Help Request – http://help.mst.edu