# 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 (Canvas)
- Network file storage

## 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 are responsible for communications sent to this and from this account. Therefore, communications sent to this account will be considered to have fulfilled any university obligation for notification.

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

## 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 https://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:

- Computer learning centers (CLCs)
- General purpose cluster computing
- HPC
- Linux systems
- Macintosh systems
- Nonavitra high definition 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. AppsAnywhere is available in all CLCs.

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 https://it.mst.edu/services/clc/.

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. 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 https://it.mst.edu/services/clc/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://it.mst.edu/services/clc/clcprint/webprint/.

## Classroom 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.

The Media Services team is made up of professional video producers, audio technicians and graphic designers who collaborate with faculty to deliver distance education and enhance local education. We connect you to your students in the classroom and distance students around the world using the most current, cutting-edge and reliable technology. We professionally produce content for use in the classroom or for departmental programs including guest speakers, special presentation, workshops, webinars and instructional videos.

The Learning Environments team designs, implements and supports the technology that helps provide faculty and students the best possible learning experience. Our environments include 100+ classrooms, 50+ computer labs, and many full production studio classrooms. We also support numerous instructional software tools. These tools range from...
lecture capture and delivery, to virtual desktop environments and Canvas—
our learning management system. We work directly with faculty to ensure
all required software is deployed in our computer labs across campus.

**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 https://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.

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?
sdi=nqBZH0XoALuh1nBlsd6vJlfOovAcu86pxmhBlv5v9us1" application
for additional information and instructions on how to sign up.

IT recommends specific free antivirus software. In particular, Windows
security-essentials) for Windows Computers.

**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.

Detailed instructions on connecting to the network, using either wired
or wireless Ethernet, are available by supported operating system at:
https://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 https://
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 https://help.mst.edu. Hours of
operation are available by visiting https://it.mst.edu/help-desk.

**Internet Resources**

- Campus Library – https://library.mst.edu
- IT Department Homepage – https://it.mst.edu
- IT Help Desk – https://it.mst.edu/help-desk
- IT Services – https://it.mst.edu/services/
- JoeSS (student web portal) – https://joess.mst.edu
- Missouri S&T campus gateway – https://www.mst.edu
- Online Help Request – https://help.mst.edu