IT @ Westminster

There are numerous technical resources available to Westminster College faculty, staff, and associate instructors. This guide is designed to describe what resources are available and how to get more information and support.

Getting Help

If you need technical assistance after referring to this guide, please call the Information Technology (IT) department’s Support Phone at:

(801) 832-2023

The Support Phone is answered by an IT staff member who will provide you with immediate assistance, set up a work order for problems that cannot be resolved over the phone, or make an appointment to meet with you for individual support. The Support Phone is available from 8 a.m. - 6 p.m. Monday through Thursday, and 8 a.m. - 5 p.m. on Fridays. At all other times, the Support Phone is forwarded to the General Computing Lab and will be answered either by a student help desk employee or voice mail.

Logging In to the Network

In order to use a Westminster computer, you must log in using a unique combination of username and password, often referred to as your Novell Login, Network Account, or Novell Account. This account is private and allows you access to the college’s common applications, the Internet, and file storage space.

To Log In:

1. **Type in Your Username.**
   Your Username is your first initial followed by your last name (ex. Elvis Presley’s username would be epresley).

2. **Type in Your Password.**
   Your initial password is the first five letters of your name, starting with your first name and then your last if necessary. (ex. Elvis Presley’s password would be elvis, while Ben Franklin’s would be benfr).

![The Novell Login Window](image-url)
Your Network Password

Your password is a unique combination of letters and numbers used to protect your account. In order to ensure security, you are required to change your password every 90 days. You will be prompted to change your password when it expires. If you want to change your password before you are prompted, follow the instructions below. All new passwords must be at least five characters in length.

To change your password:

1. Press and hold the Ctrl + Alt +Delete keys.
2. Click Change Password.
3. Type your current password in the Old Password field.
4. Type your new password in New Password and type the new password again in Confirm New Password.
5. Click OK.

Do not give your password to anyone! There are many ways to share files and resources that do not require you to share your password. The Faculty Technology Center would be glad to consult with you regarding your options for file management.

Saving to the Network

The easiest and most secure way of storing your work is on the Westminster network. You have dedicated space where you can store your files. This network space is typically called your network drive or your H:\ drive. You can access your network account when you are logged in on campus. Files that are in your H:\ directory are backed up regularly making it the most secure way of storing your files.

To access your network account on campus:

1. Double click on the My Computer icon on the desktop.
2. Click on the network drive that is labeled with your username, edu-weslec-whitewater..., and (H:).
3. Double click on the Data folder to access your My Files folder (H:\data\MyFiles). You can access files saved to your My Files drive from any campus computer when you log in.
You can access your H:\ drive off campus. Visit the “QuickTip Documents” link at the Faculty Technology Center site (http://www.westminstercollege.edu/ftc) and click on “Accessing your Network Account through a Web Browser.”

The diagram below shows the “My Computer” view of the network connections on your desktop.

The following drives are called network drives because they can only be accessed while you are logged on to the network. They are not physically located on your office system. You may access them from any campus computer.

- **I:** Applications Server
  Provides applications across the network, such as Adobe Photoshop.

- **W:** Web Server
  Hosts your personal Web page.

- **H:** File Server
  Stores your “My Files.”

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Faculty/Staff Edition AY2003/2004
Accessing the Internet

To access the Internet on campus, double click on the Internet Explorer icon on the desktop of your computer. If you don’t see the icon on the desktop, click on the Start button, scroll up to Programs, and click on Internet Explorer.

When you find Web sites or pages that you like, you can keep track of them using Internet Explorer’s Favorites feature. Any Favorites that you add in Internet Explorer while working on a campus computer will be kept in your network directory and available to you from any computer on campus.

To add a Web site to your Favorites:

1. Navigate to the Web site that you want to mark as a Favorite.
2. From the menu bar, select the Favorites menu and then Add to Favorites.
3. Click OK. (If you have a folder you want to save the Favorite in, click the folder, and click OK.)

The Web page title will now appear as a link in your Favorites menu. To change the name of the link, right click on the link and select Rename.

Publishing to the Web

You also have a special network directory called your W:\ drive or Web drive, for publishing Web pages. Any files that are saved to your W:\ drive are automatically published to the Web. The files on your W:\ drive are searchable to anyone surfing the Internet, so do not save any files in your W:\ drive that you do not want others to see. You can view your Web pages by accessing the appropriate URL in your Web browser:

<table>
<thead>
<tr>
<th>Web address of files saved to your W:\</th>
</tr>
</thead>
<tbody>
<tr>
<td>For Faculty:</td>
</tr>
<tr>
<td><a href="http://people.westminstercollege.edu/faculty/username/">http://people.westminstercollege.edu/faculty/username/</a></td>
</tr>
<tr>
<td>For Staff:</td>
</tr>
<tr>
<td><a href="http://people.westminstercollege.edu/staff/username/">http://people.westminstercollege.edu/staff/username/</a></td>
</tr>
<tr>
<td>Example:</td>
</tr>
<tr>
<td><a href="http://people.westminstercollege.edu/faculty/epresley/">http://people.westminstercollege.edu/faculty/epresley/</a></td>
</tr>
</tbody>
</table>

You can also register your Web site with Westminster College’s site so that it is listed on the Westminster Web site. Follow the “QuickTip Documents” link at http://www.westminstercollege.edu/ftc and click on the QuickTip document titled “Registering Your Web Page.”
Email

The college uses Novell’s GroupWise program for campus email. To access GroupWise on campus, double click the GroupWise icon on the desktop of your computer. For your security, you will be required to enter your network password to access your email.

Your email address is username@westminstercollege.edu

Accessing Email from Off Campus

Westminster faculty, staff, and students may access their campus email mailbox via the Internet. The username and password for email is the same combination you use to log in to campus computers. Through the Web interface you are able to access many of the features of GroupWise email including reading, sending, and replying to email, as well as the campus email address book.

To access email from the Internet:
2. Click on the email link located on the lower left-hand corner of the Westminster College home page.
3. In the Username field, type your network username.
4. In the Password field, enter your network password.
5. Click the Log In button.
Archiving Email

In order to optimize server space, your electronic mail is automatically deleted after 90 days, even if you have opened the email or moved the email to a folder. If you wish to keep individual mail items for longer durations, you can use the Archive feature of GroupWise.

This feature allows you to move the mail item to an archive file that is located on your network drive. Archived email is not automatically deleted. You can then access your archived mail from any campus computer.

To archive an email:

1. Right click on the email you wish to archive and then click Move to Archive. The email then “disappears” from your mailbox as it is physically relocated to your archive.
2. Click on the File menu and then click Open Archive.
3. Use the same procedure to return to your mailbox. Click on the File menu and then click on Open Archive.

You can tell whether you are in your archive or in your mailbox by viewing the title bar at the very top of the GroupWise screen.
WebAdvisor is Westminster's online Web application for accessing college information. Westminster faculty can use WebAdvisor to view advisees, check current class rosters, assign final grades, and view class schedules.

WebAdvisor requires you to enter a username and password when accessing personal data. *This username and password combination is NOT the same as your network account.* You may request a WebAdvisor User Name and Password from the Registrar’s Office in person or by following the “What’s My User Name?” and “What’s My Password?” links located at:

http://www.westminstercollege.edu/webadvisor

**To log in to WebAdvisor:**
1. Use a Web browser to access the Westminster home page at [http://www.westminstercollege.edu](http://www.westminstercollege.edu).
2. Click on the *webadvisor* link located on the lower left-hand corner of the Westminster College home page.
3. From the WebAdvisor page select **Faculty WebAdvisor Menu**.
4. In the **User Name** field, type your WebAdvisor username. In the **Password** field, type your WebAdvisor password.
5. Click the **Submit** button.
Use WebCT for online course management

WebCT is a course management system that allows teachers to create online classroom environments. Many Westminster instructors use WebCT to facilitate their courses with online technologies such as bulletin boards, chat rooms, electronic homework submission, and online presentations. Providing students with a variety of learning opportunities can help them learn in diverse ways that are not available in face-to-face situations.

Faculty members wishing to use WebCT as a course supplement should contact the Faculty Technology Center at 832-2015.

To log in to WebCT:

2. Click on the webct link located on the lower left-hand corner of the Westminster College home page.
3. From the WebCT page click on the Log In to WebCT link in the center of the page.
4. Click on the WebCT ID field and type in your network username.
5. Click on the Password field and type in your network password.
6. Click the Log In button. When you have successfully logged in, the MyWebCT window will display.
Available Software on Campus Computers

A variety of software is available on all Westminster computers and via the campus network. The college’s primary software applications are packaged together, and everyone on campus has access to them. The primary applications that have the full support of IT are:

- Windows XP
- Microsoft Word XP
- Microsoft Excel XP
- Microsoft PowerPoint XP
- GroupWise 6
- Internet Explorer
- Absolute FTP
- McAfee VirusScan

Many software applications, such as DreamWeaver and Adobe Photoshop, are distributed across the campus network and can only be accessed by logging in to a networked campus computer. Frequently, these are programs that are used only for a particular class or degree program.

Most of these applications are only supported on a secondary level. This means that the Information Technology department will ensure that the program can run properly on any campus computer but cannot instruct the user on the proper use. Instructional support is left to the faculty and staff using the software.

If you need access to a network-distributed application that your account does not have rights to, please contact the Information Technology department’s Support Phone at 832-2023.

To access a networked application:

1. Click on the Start button.
2. From the Start Menu select the appropriate folder that appears above the Microsoft Programs menu. In the example to the right, the ClassApps folder is selected.
3. From the drop-down menu select the subject folder. In the example to the right, the WebApps folder is selected.
4. From the drop-down menu select the program. In the example to the right, DreamWeaver 4 is selected.
Logging Off the Network

When you have finished working on a computer, it is very important to shut it down properly to ensure the security of your account.

To shut down a computer:
1. Click on the Start button.
2. From the Start Menu select Shut Down.
3. From the drop-down menu select Shut Down if you are at your personal workstation, or select Restart if you are in a classroom or student lab.
4. Click OK. The computer will now log you off the network.

Windows Shut Down Dialog Box

The Faculty Technology Center

The Faculty Technology Center (FTC) provides support and technology resources to Westminster instructors. The FTC has two full-time staff members, Carol Frankman and Meggan Levitt, trained in instructional design. The staff helps instructors create more efficient, effective, and appealing instruction through the use of technology. Call for an appointment or just drop by.

Location: Lower Level of the Giovale Library
Phone: 832-2015
Hours: Monday - Thursday from 8 a.m. to 6 p.m.
Friday from 8 a.m. to 5 p.m.
Web Site: http://www.westminstercollege.edu/ftc

Presentation and Computer Classrooms

The majority of Westminster’s classrooms are Presentation Classrooms with audiovisual hardware, a computer and presentation equipment for use by the instructor and students. Additionally, there are seven Computer Classrooms which have student computers, scanners, printers and other specialty equipment for student use in class. Faculty and staff who would like a hands-on overview of the equipment can call the Support Phone at 832-2023 to request an appointment.

Responsible Use of Technology

Westminster has a Responsible Use of Technology statement which applies to all students, faculty, and staff. The statement is published in the Student Handbook and is available online at:

http://www.westminstercollege.edu/support