Student IT Guide

WHERE TO FIND US

Student Technology Support (STS) is located in the library on the first floor in the learning commons area.

STUDENT PASSWORD RESET AND REMINDER

Change password, setup reminders & configure recovery questions: oxford.emory.edu/Password

ACCESS FROM OFF-CAMPUS

Accessing email, OPUS, and other resources from off-campus requires Duo, a two-factor authentication process using your cell phone. duo.emory.edu/

PRINTING: EAGLEPRINT

Black and white print stations are available in each residence hall and the library for $0.07/sheet; color printing available at the library for $0.30/sheet and are charged to your EagleDollars account. Scanning and faxing is free. oxford.emory.edu/EaglePrint

VIDEO STREAMING

Login to SpectrumU with your Emory NETID to access Live and On-Demand content including HBO and ESPN. A SpectrumU app is available for iOS/Android. Watch on your computer at watch.spectrum.net/.

ADDITIONAL IT RESOURCES AND HELP

The Oxford IT website has an FAQ, more IT resources, how-to videos, and step by step instructions: oxford.emory.edu/IT.

GETTING HELP

Online: https://help.emory.edu

Student Tech Support: Monday-Friday: 10am-6pm in the Library Commons Area

Phone: (404) 727-7777, Monday-Friday: 7am-6pm

GETTING CONNECTED

WIFI: EmoryUnplugged is available across the entire campus including outdoor spaces. Follow the instructions linked below for laptop, desktop, smart phone, tablet, gaming console, SmartTV, or other devices:

Oxford.emory.edu/GetConnected

COURSE MATERIALS AND SYLLABI

Most courses use Canvas as a single place to access syllabi, discussion boards, lab manuals, practice quizzes, and extended learning opportunities: classes.emory.edu.

ACADEMIC PROCESSES

Transfer and test credit: oxford.emory.edu/transfercredit Get approval for summer courses post-first year (called the Domestic Transient process): oxford.emory.edu/dta

LATEST VERSION

New services are added all the time. Scan this QR code for an updated quick guide.

EMAIL, CALENDAR, MS OFFICE ONLINE

Access your Emory email at email.emory.edu. You can also schedule meetings with peers, faculty & staff. Store files via OneDrive, create forms, OneNote, host your bookings page, access online Word, PowerPoint, and Excel.

ONEDRIVE: CLOUD FILE STORAGE

Access 5TB (5000 GB) of file storage via OneDrive at email.emory.edu.
Login -> Click App icon -> choose OneDrive

LOANER LAPTOPS AND IPADS

Laptops, iPads, projectors, external CD ROM drives, charging and video cables, adaptors, video and photographic equipment, and more are all available for checkout up to 7 days from the library. oxford.emory.edu/LibTech.

ZOOM: VIDEO CONFERENCING

Enterprise-level features with Zoom include 300 simultaneous connections, screen sharing, recording, polling, breakout rooms, chat, automatic transcripts, permanent meeting link: emory.zoom.us.

ADVERTISE YOUR EVENT

To advertise your program or event, multiple marketing options are available:

Digital Signage: available in student center, dining hall, and academic buildings. Submit slides via oxford.emory.edu/EagleSign.

Email: Advertise in daily EaglePost to students, faculty, and staff: oxford.emory.edu/EaglePost. Contact SI&L to post in SGA Sunday newsletter.

Social Media: Advertise Student FB, Instagram, other: oxford.emory.edu/SocialMedia

Master Calendar: Reserve dates on 25Live: oxford.emory.edu/MasterCalendar.

Tips for success: use QR code and vanity link to make URLs inviting and accessible. Request via https://help.emory.edu. Staffing a table at the entrance to the dining hall is often successful.

COURSES, GRADES, BILL

Online Pathway for University Students (OPUS) is the portal to register for courses, view progress towards graduation (Degree Audit), check grades, view bill, control parental access. opus.emory.edu

TRANSPORTATION

Oxford Shuttle: Rides to grocery, drug store, retail, CEL placements: oxford.emory.edu/shuttle

Bike Oxford: Check out a bicycle to ride around campus: oxford.emory.edu/BikeOxford.

FREE SOFTWARE

Microsoft office: While at Emory University, you may install the MS Office Suite including Word, Powerpoint, Excel, Endnote, OneNote, and more. email.emory.edu -> My Account -> Office Apps
Other software: EaglePrint installers, EndNote, statistical packages, and much more available for your download. software.emory.edu/Express

MINDMAPS AND DIAGRAMS

Enterprise-level features available lucidchart.com

KEEP YOUR INFORMATION SECURE

No Emory employee, including IT, will ever ask for your password. Anyone who does whether in person, via email, or over the phone is scamming you. Do not ever give your password to anyone.

Phishing emails: If an email seems suspicious, it probably is a scam. Scam emails will often give an incorrect address of a real organization such as emory@google.com.
Suspicious links: Examine the link in the email. When hovering your mouse over the link, the actual address appears. If it is a different site from what it claims, be wary – this is a red flag.
Attachments: Before clicking on any attachment, confirm the sender is known and trusted. More details at: oxford.emory.edu/Phishing

STAY CONNECTED (USE POLICIES)

If you use Emory University IT resources, you must comply with Computing and Network use policies. policies.emory.edu/