



UNIVERSITY OF  
GEORGIA

ENTERPRISE INFORMATION TECHNOLOGY SERVICES

# FACULTY & STAFF TECHNOLOGY GUIDE

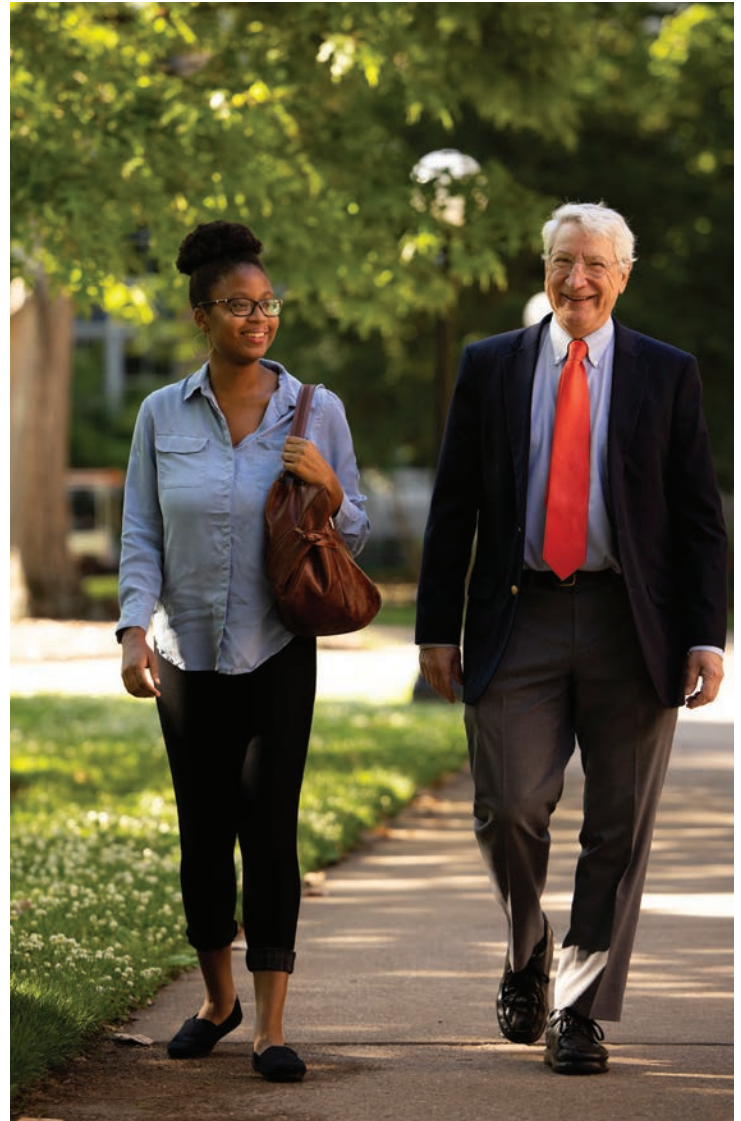
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# GETTING STARTED: IT AT UGA

## TECHNOLOGY HELP

The University of Georgia has a central IT department called Enterprise Information Technology Services (EITS) to support enterprise-wide systems for students, faculty, staff and visitors.

EITS-supported systems include UGAMail, MyIDs, wireless networks and telephones. Many colleges and units at UGA also have their own technical support for their faculty and staff. These unit-level IT help desks are typically responsible for hardware support, and software and services specific to their department's needs. Faculty and staff are encouraged to become familiar with their departmental IT professionals and unit-specific services.



### VISIT

[eitshelpdesk.uga.edu](http://eitshelpdesk.uga.edu)



### CHAT

[hd.support.uga.edu](http://hd.support.uga.edu)

## EITS HELP DESK

The EITS Help Desk is the central point of contact for enterprise-wide computing services for UGA students, faculty, staff and visitors.

The EITS Help Desk can assist with a variety of your tech needs during its operating hours. The EITS Help Desk does not provide hardware repairs.

**To view a listing of IT Help Desks for all colleges at the University, turn to pages 33-41.**



### EMAIL

[helpdesk@uga.edu](mailto:helpdesk@uga.edu)



### CALL

706.542.3106



## TECH CHECKLIST

*If you're a new employee at the University of Georgia, there are some basic steps for using technology at UGA. The following steps are intended to provide the necessary resources for new employees. UGA departments may require additional steps or provide additional resources.*

### ACCOUNTS

- **MyID:** You will need your MyID to access many online resources at UGA. Contact your HR representative or director to establish your MyID. (See page 4)
- **MyID Profile:** Complete your MyID Profile, which establishes security measures in the event you forget your MyID password. (See page 4)
- **ArchPass:** You will need ArchPass, powered by Duo, to access many UGA systems, including eLC, Athena, the Remote Access VPN and more. Enroll a device at [archpass.uga.edu](http://archpass.uga.edu). (See page 9)
- **UGAMail:** Check your UGAMail account. Your UGAMail password is the same as your MyID password. Set up UGAMail on your phone and computer. (See page 6)

### COMMUNICATIONS

- **Wireless:** Connect to the PAWS-Secure or eduroam wireless networks with your MyID on your mobile devices and laptop. (See page 8)
- **Wired:** Contact your department's IT professional to get connected to the wired network in your building. (See page 8)
- **Phone:** Contact your department's IT professional or Departmental Telephone Representative about phone service in your office. Set up voicemail, including recording your greeting. (See page 16)



## SECURITY

- **USG Cybersecurity Awareness Training:** Complete your mandatory Cybersecurity Awareness Training twice annually. (See page 9)
- **UGAlert:** Register your contact information to receive emergency alerts via text, email or desktop notifications. (See page 21)
- **VPN:** Install the software required to access UGA's Virtual Private Network (VPN) for accessing internal web sources off campus. (See page 9)



## ADDITIONAL STEPS

- **UGA Mobile App:** Download the UGA Mobile App on your phone to get walking, driving and transit directions to buildings, parking decks and other points of interest. (See page 20)
- **Research IT:** Learn about computing and IT resources available to researchers, including the Georgia Advanced Computing Resource Center (GACRC). (See page 28)
- **EITS Help Desk:** Know how to contact the EITS Help Desk for technical assistance for centrally supported systems. (See page 1)
- **Departmental IT Units:** Know how to contact your department's IT staff for technical assistance, such as desktop support. (See pages 33–41)



# LOGIN ACCOUNTS

## ACCOUNTS: UGA MYID AND UGA ID

*All UGA faculty, staff and students can use their MyID and UGA ID number to access a number of services and resources at the University. Your MyID is the username that's required for accessing many UGA resources, such as UGAMail, the wireless networks and the MyUGA Portal.*

Your MyID is assigned and will include your initials and five random digits (example: gw12345). New UGA employees who need a MyID should contact their manager or HR representative to apply for a MyID.



MyID passwords must be at least 10 characters in length; a combination of uppercase letters, lowercase letters, numbers and/or special characters; and cannot contain your name or username. You may not reuse a password you have used previously.

To avoid contacting the EITS Help Desk if you forget your password, complete the brief MyID Profile forgotten password service at [myid.uga.edu](http://myid.uga.edu). You'll be asked to provide a cell phone number to send a text message and non-UGAMail email address for sending information if you forget your MyID password. If you don't complete your MyID Profile in advance, you must contact the EITS Help Desk if you forget your password.

**You can change your MyID password at [myid.uga.edu](http://myid.uga.edu).**

Your 9-digit UGA ID number, which starts with 81, is used as a unique identifier to access personal data. Your UGA ID number appears on the back of your UGACard.

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## PROTECT YOUR PASSWORD

*It's essential that you keep your MyID password safe and confidential, as it is your access to many online services at UGA.*

### KEEP IN MIND:

- UGA will never send you an email asking for your password. When in doubt about an email you've received, contact the EITS Help Desk.
- Never share your MyID password with anyone, including friends, family and colleagues.
- Never reuse your MyID password on other personal and professional websites. This will protect your MyID and your UGA access in the event that any of the other websites are compromised.
- When you're done visiting a website that requires your MyID password, be sure to log out, especially on a public computer.





## EMAIL

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### UGAMAIL

*All faculty, staff and students have an account for UGAMail, the University-provided email service. UGAMail is powered by Microsoft's Office 365.*

You can access your UGAMail through the web ([ugamail.uga.edu](http://ugamail.uga.edu)), or by configuring a desktop client or an app on your phone. Instructions are available at [eitshelpdesk.uga.edu](http://eitshelpdesk.uga.edu).

To access your UGAMail on the web, type your complete email address with your MyID, followed by @uga.edu (YourMyID@uga.edu). The password is your MyID password. If you're off campus, you will need to authenticate with ArchPass, powered by Duo, to access your UGAMail.

A few departments have an alternative email provider instead of UGAMail (@uga.edu). Ask your department's IT professional about your email.

All official email communications to UGA faculty and staff from administrative systems are only sent to UGAMail addresses.

**You can easily add an alias for your email address by visiting [myid.uga.edu](http://myid.uga.edu).**





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## MICROSOFT RESOURCES

*UGAMail is powered by Microsoft's Office 365, which includes additional services as part of your UGAMail account.*

### ONEDRIVE FOR BUSINESS

An online file-sharing and storage service that gives you up to 5TB of free file storage. OneDrive for Business is ideal for storing and sharing documents, photos and videos with colleagues. You can create and edit Microsoft Word, Excel, and PowerPoint documents in real time with colleagues. Use OneDrive for Business to back up files in the cloud.

### MICROSOFT TEAMS

Teams allows you to collaborate with classmates and coworkers anytime, anywhere. Teams is deeply integrated with Office 365, making it easy to chat, work on documents, conduct meetings and more. Contact the EITS Help Desk to get a Team set up.

### BOOKINGS

A web-based appointment tool, Bookings simplifies scheduling by integrating with your UGAMail calendar, allowing you to share times you and your team are available for appointments.

### ONENOTE

A note-taking app, OneNote makes it easy to take notes, add pictures, add PDFs and links, and organize your notes more efficiently.

### UGAMAIL AND CALENDAR

The University-provided email account given to all students, faculty and staff. All official UGA communications will come through UGAMail. UGAMail's calendar service in Outlook allows you to view the schedules of UGA colleagues and more easily coordinate activities.

### FREE MICROSOFT OFFICE SOFTWARE



*UGA faculty, staff and students have free access to Office 365 products for their personal devices.*

Through your UGAMail account, UGA employees and students can download free copies of Microsoft Word, Excel, PowerPoint, Outlook and more on up to five personal devices, including your phone, tablet and laptop with either Windows, Apple or Google operating systems.



# GETTING CONNECTED



## WIRELESS NETWORKS

*All faculty, staff and students with a MyID have access to two wireless networks while on campus.*

**PAWS-Secure** – the preferred method for wireless connectivity — is a secure gateway to the Internet while on campus and is available in all UGA buildings. Any time you change your MyID password, you will be prompted on your device to update it in order to access PAWS-Secure.

**Eduroam** is also available in all UGA buildings on campus. You sign in to eduroam using your full email address (MyID@uga.edu) and password. The eduroam network also allows faculty, staff and students to sign into wireless networks at other universities using eduroam with their UGA MyID credentials.

Campus visitors or vendors can connect to our self-service guest wireless network, UGA\_Visitors\_Wifi. The guest wireless network is only available on the Athens campus. Instructions for guest wireless access are available on the EITS Help Desk site.

**For more information about PAWS-Secure, eduroam and the guest wireless network, visit [wifi.uga.edu](http://wifi.uga.edu).**

## WIRED CONNECTIONS

*Buildings on campus include access to UGA's wired network, which requires devices to be connected via an Ethernet cable and registered through your department.*

**If you need assistance, or to report a problem with your wired connection, contact your departmental IT professional first.**



# SECURITY

## VIRTUAL PRIVATE NETWORK (VPN)

*The Remote Access Virtual Private Network (VPN) allows you to access the UGA campus network and computer resources securely from locations off-campus. The VPN is helpful for employees working off-campus or using public networks.*

Several UGA resources may require you to be on the UGA network in order to access those sites. By using the VPN, you have a secure connection that acts as a “tunnel” to the UGA on-campus network.

**Instructions are available at: [eits.uga.edu/access\\_and\\_security/infosec/tools/vpn](https://eits.uga.edu/access_and_security/infosec/tools/vpn).**

## CYBERSECURITY AWARENESS TRAINING

*All University System of Georgia (USG) employees are required to complete Cybersecurity Awareness Training twice annually in April and October.*

Training is delivered via an online module provided by KnowBe4, an industry leader in cybersecurity training, at [training.knowbe4.com](https://training.knowbe4.com). Employees are notified via email each April and October when the training module is available.

New employees acknowledge security policies as part of the onboarding process, and depending on when they were hired, will wait until the next April or October training period to complete the online module.

## ENROLL A DEVICE IN ARCHPASS

*ArchPass, powered by Duo, is a two-step login solution that adds an extra layer of security to your online accounts.*

Two-step logins require something you know (a password) and something you have (a physical device) to access specific UGA resources, such as OneUSG Connect, Office 365, eLC, Athena, SendFiles, the Remote Access VPN and vLab. ArchPass is also required for UGA employees who need access to Restricted Data systems.

**For more information, visit [archpass.uga.edu](https://archpass.uga.edu).**

# SECURITY (CONTINUED)

## PRECAUTIONS FOR HANDLING SENSITIVE AND RESTRICTED DATA

*The University System of Georgia (USG) and UGA have specific requirements for handling sensitive and restricted data, such as Social Security numbers, credit card numbers and protected health information.*

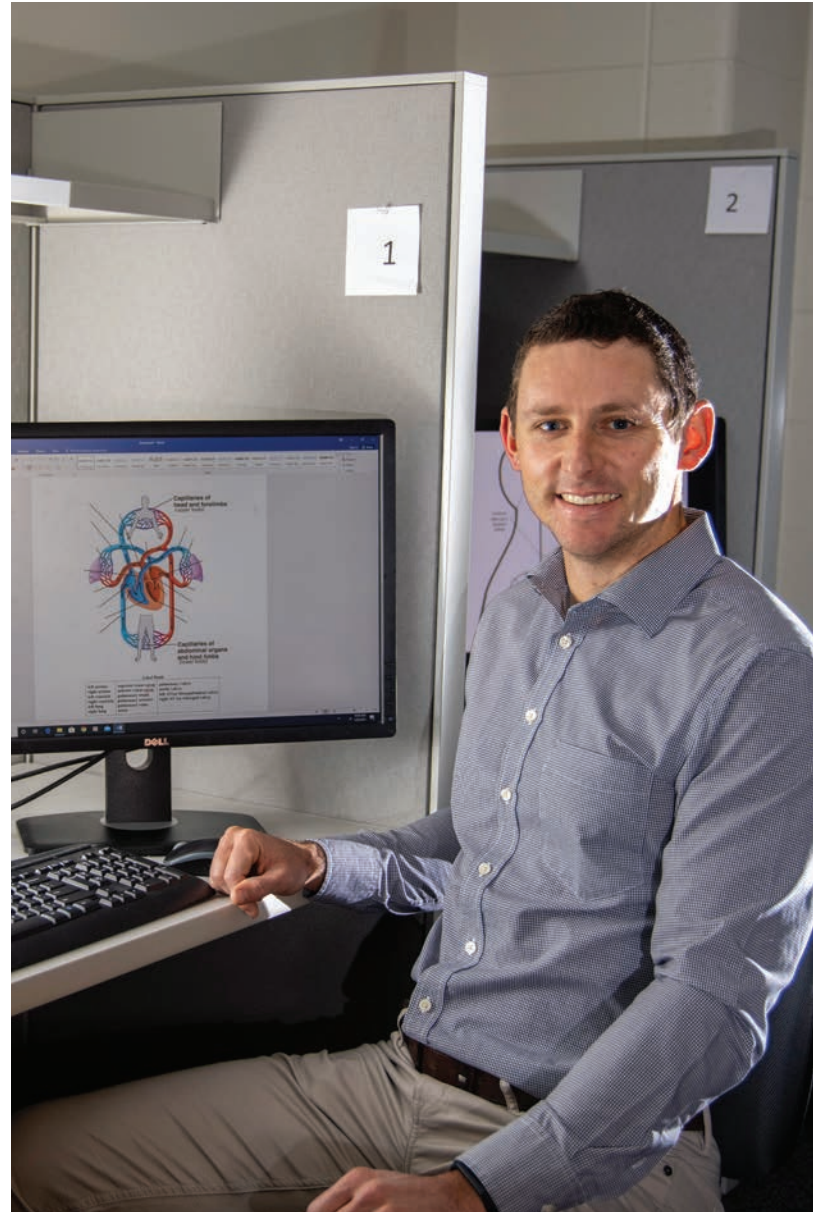
Faculty and staff who handle sensitive and/or restricted data should be familiar with the policies and appropriate steps to protect that data.

For more information, visit [infosec.uga.edu](http://infosec.uga.edu).

## SENDFILES

SendFiles allows users to send encrypted messages or large files to other UGA users or people not associated with the University. Attachments in SendFiles can total up to 2GB.

For more information, visit [sendfiles.uga.edu](http://sendfiles.uga.edu).





# INSTRUCTIONAL RESOURCES

## ELEARNING COMMONS (ELC)

*UGA's online learning management system is called eLearning Commons (eLC). eLC is available for instructors to post course assignments, learning materials, quizzes, class communications and more.*

Course Instructors are automatically enrolled in eLC courses when they are listed as the Instructor of Record in Athena. Students are automatically enrolled in eLC courses when they register for their classes. The Center for Teaching and Learning (CTL) offers eLC workshops, tutorials and reference guides for faculty. Additional information is available at [ctl.uga.edu/learning-tech-technologies/e-learning-commons/](http://ctl.uga.edu/learning-tech-technologies/e-learning-commons/).

**eLC is available via the MyUGA Portal at [my.uga.edu](http://my.uga.edu).**

## OFFICE OF THE REGISTRAR

The Office of the Registrar serves faculty with a number of online services, including online grade roll submissions, online grade change submissions, course scheduling, classroom scheduling and FERPA expertise.

The Office of Curriculum Systems serves faculty with an online course approval process and the online UGA Bulletin.

**For more information, visit [reg.uga.edu](http://reg.uga.edu).**

## ATHENA

Athena is the University's student information system. Athena provides online access for students to view academic and financial aid records, register for classes, pay tuition and fees, and update personal information. Faculty use Athena to import grades and view class lists.

**For more information, visit [athena.uga.edu](http://athena.uga.edu).**

# INSTRUCTIONAL RESOURCES (CONTINUED)

## DEGREEWORKS

*DegreeWorks helps students and their advisors monitor progress towards degree completion.*

Much like a checklist, it combines students' UGA degree requirements and the coursework completed into an easy-to-read electronic dashboard that shows how courses completed count toward degree requirements. DegreeWorks also includes a planning feature that allows for mapping out a student's program of study.

More information and DegreeWorks tutorials are available at [reg.uga.edu/general-information/degreeworks](http://reg.uga.edu/general-information/degreeworks).

## KALTURA

*Kaltura is a media storage and streaming solution for video, audio and image files.*

Kaltura media can be shared via [kaltura.uga.edu](http://kaltura.uga.edu), on your own website, or with students in eLC courses. Kaltura also provides methods for captioning media, making it accessible for all users.

For more information about using Kaltura (including captioning), or general information about multimedia and accessibility, visit [help.elc.uga.edu/creating\\_content/kaltura\\_audio\\_and\\_video/](http://help.elc.uga.edu/creating_content/kaltura_audio_and_video/).



## STUDENT RESPONSE SYSTEMS

*Student response systems facilitate student engagement with in-class polls and quizzes. At UGA, we work with Top Hat to ensure that instructors and students have access to a high-quality student response system – including both a basic free version, and a more advanced fee-based version.*

Top Hat is integrated with UGA's learning management system, eLC. Turning Point Solutions, a student response system used commonly in the College of Pharmacy, is also integrated with eLC. Integration helps to ensure that student accounts are connected to their UGA accounts and provides instructors with the ability to connect poll or quiz responses to the eLC gradebook.

**For more information, visit [ctl.uga.edu/learning-technologies/student-response-systems](https://ctl.uga.edu/learning-technologies/student-response-systems).**

## MEDIA, EQUIPMENT LOAN AND PRODUCTION SERVICES

The Center for Teaching and Learning (CTL) offers a number of media and production services, equipment loans and an extensive collection of educational media available for instructional applications and initiatives.

**For a list of the CTL media loans and catalog, visit [ctl.uga.edu/learning-technologies/equipment-loans-and-duplication/](https://ctl.uga.edu/learning-technologies/equipment-loans-and-duplication/).**

CTL offers studio recording services and works alongside the Office of Online Learning (OOL) via the Media Cooperative to provide professional-quality instructional media products for all University departments and faculty.

**For more information about studio recording, please visit [ctlsites.uga.edu/one-button/](https://ctlsites.uga.edu/one-button/) and [ctl.uga.edu/learning-technologies/learning-glass/](https://ctl.uga.edu/learning-technologies/learning-glass/).**

**For more information about the Media Cooperative, please visit [ctl.uga.edu/learning-technologies/the-media-cooperative/](https://ctl.uga.edu/learning-technologies/the-media-cooperative/).**

A number of units across UGA also provide production services or equipment loan programs. Faculty may contact their own IT personnel for information.

# INSTRUCTIONAL RESOURCES (CONTINUED)



## CLASSROOM SUPPORT AND LEARNING SPACES

*There are more than 700 classrooms at UGA, most with technology for faculty and student use. The Center for Teaching and Learning provides access, training and support for general assignment classrooms and departments manage additional classrooms across campus.*

Some classroom audio-video cabinets require a key. Instructors can check out keys for general assignment classrooms at CTL.

**For policies and a list of available keys, visit [ctl.uga.edu/learning-technologies/equipment-loans-and-duplication/](https://ctl.uga.edu/learning-technologies/equipment-loans-and-duplication/).**

Other units at the University may also provide access and technical support to classrooms.

**For more information, visit [ctl.uga.edu/learning-spaces/uga-classroom-av-technology/](https://ctl.uga.edu/learning-spaces/uga-classroom-av-technology/).**

## ONLINE AND HYBRID TEACHING

*Several resources are available for faculty who wish to learn about teaching online, flipping the classroom and hybrid teaching models.*

The Office of Online Learning and The Center for Teaching and Learning collaborate to provide best practices, resources and consultation regarding these methods.

**For more information, visit [ctl.uga.edu/special-initiatives/flipping-the-classroom/](https://ctl.uga.edu/special-initiatives/flipping-the-classroom/) and [faculty.online.uga.edu/faculty/](https://faculty.online.uga.edu/faculty/).**





## OPEN EDUCATIONAL RESOURCES

*Open educational resources (OERs) are teaching, learning and research resources that reside in the public domain or have been released under an open copyright license that permits everyone to freely retain, reuse, revise, remix and redistribute them.*

OERs include full courses, course materials, modules, textbooks, streaming videos, tests, journal articles and any other tools or materials used to support learning.

The University is actively engaging in the promotion and adoption of OERs by providing faculty members with resources and assistance to transition away from expensive textbooks to open educational resources. Many large, core courses have been involved in this adoption, resulting in millions of dollars in cost savings for students since 2013.

**To learn more about OERs at UGA and about adopting OERs in your own courses, visit [ctl.uga.edu/special-initiatives/oer-resources](http://ctl.uga.edu/special-initiatives/oer-resources).**

## FACULTY CONSULTATION AND TRAINING

*Not sure where to start? Want to talk through a classroom problem or develop a teaching project? Need a refresher on a particular instructional program? Interested in gathering feedback from your students through mid-course feedback? The faculty and staff at the Center for Teaching and Learning (CTL) are available to help.*

**To request a consultation, complete the form at [ctl.uga.edu/contact/](http://ctl.uga.edu/contact/) or call CTL at 706-542-1355.**



# COMMUNICATIONS

## TELEPHONE SERVICES

*Telephone Services offers a variety of communication services for UGA.*

Services include new line activation or deactivation; moving, changing or installing phone lines; repairs; voicemail; conference calls; call centers; automated attendants; phone/PBX programming; long distance service; DSL order facilitation and AT&T Centrex services (both through the Georgia Technology Authority); call detail reporting; and E911 database support. Each department has a designated Departmental Telephone Representative (DTR) who coordinates these services for their employees.

**For more information, visit [telephoneservices.uga.edu](https://telephoneservices.uga.edu).**

## CONFERENCE CALLS

*For conference calls with six or fewer people, faculty and staff can use any University digital phone at no cost.*

For conference calls with more than six people, a service is available through AT&T for a fee. Each Departmental Telephone Representative (DTR) coordinates an AT&T audio conferencing bridge for each department.

**For more information, visit [telephoneservices.uga.edu](https://telephoneservices.uga.edu).**



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## WEB AND VIDEO CONFERENCING

Web and video conferencing allow multiple people to collaborate online for meetings, presentations, online classes, virtual office hours and training sessions. Our conferencing options offer audio and visual capabilities, chat and screen sharing. Options for students, faculty and staff include:

### ZOOM

Zoom is an online meeting tool that allows for video and audio conferencing from desktops or mobile devices. Zoom features include video conferencing, telephone audio, desktop sharing and collaboration tools, as well as personalized desktop control.

**To configure your account under the UGA license, or to learn more about Zoom, visit [zoom.uga.edu](https://zoom.us).**

### MICROSOFT TEAMS

UGA students, faculty and staff can use Teams to collaborate with classmates and coworkers anytime, anywhere. Teams is deeply integrated with Office 365, making it easy to chat, work on documents and conduct meetings. Contact the EITS Help Desk to get a Team set up.

**To learn more about Teams, visit [software.uga.edu](https://software.uga.edu).**

Several UGA units may offer other video and web conferencing options. Faculty should contact their IT personnel for assistance. Departments who need additional video conferencing equipment may contact EITS or the Center for Teaching and Learning (CTL).





# LISTSERV

*Listserv is an email list management service that allows faculty, staff and students to collaborate and share information with large groups of people both internal and external to the University.*

UGA students, faculty and staff can create and edit lists for their classes, projects or interest groups among subscribers. Listserv allows list owners to decide if their list will be a discussion group (allow other people to post messages) or announcements only. List owners can add and remove subscribers, moderate postings, schedule postings and determine archive settings, among other features.

Messages to lists can be posted via an email or from UGA's Listserv website, which allows list owners to modify settings for their lists.

**For more information, visit [listserv.uga.edu](https://listserv.uga.edu).**





# SOFTWARE

*The EITS software site showcases the free or discounted software available to all eligible UGA students, faculty and staff, such as Adobe, Microsoft Pro Plus, MATLAB, SPSS, Qualtrics, Zoom and more.*

## LINKEDIN LEARNING

*UGA faculty, staff and students have free access to LinkedIn Learning, which is part of LinkedIn.*

LinkedIn Learning offers high-quality videos in the areas of design, technology, business skills, education, web development, photography and more. LinkedIn Learning has thousands of courses segmented by topic for people who want to view specified tutorials in a course.

Instructors can use LinkedIn Learning videos to supplement course materials by selecting specified courses or tutorials. Students can get a head start to their careers by learning additional skills through LinkedIn Learning courses.

**LinkedIn Learning is available via the MyUGA Portal at [my.uga.edu](https://my.uga.edu).**

## GOOGLE WORKSPACE

Google Workspace at UGA gives eligible students, faculty and staff a secure place to access their UGA-related documents for free with a UGA MyID account. In Google Workspace, you can easily access multiple Google tools, including Drive, Docs, Sheet and Slides, and collaborate on files from those tools with colleagues and classmates.

You also have access to Google Meet, an online meeting tool, as well as Google Maps, Google Keep and Jamboard.

**To access Google Workspace, visit [google.uga.edu](https://google.uga.edu).**



# TECHNICAL RESOURCES & SERVICES

## UGA ELEMENTS

*UGA Elements is the University's professional profile system and is the primary source of data regarding the research, scholarship, service, awards and honors of UGA faculty and postdocs.*

All UGA faculty have profiles in UGA Elements and are required to confirm or enter their professional activities in the system as part of the annual evaluation process.

**For information about UGA Elements, including training materials, visit [elements.uga.edu](https://elements.uga.edu).**

## UGA MOBILE APP

*The UGA Mobile App is the one central mobile app for the University.*

The UGA Mobile App features several tools to make it easier to travel the Athens campus, including bus trackers, parking space availability, a building locator and dining hall menus. It also includes information on Recreational Sports, the UGA Health Center, and many other UGA resources. The UGA Mobile App is available in the App Store for iPhone and iPad, and in Google Play for Android devices.

**For more information, visit [mobileapps.uga.edu](https://mobileapps.uga.edu).**



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## MYUGA PORTAL

The MyUGA Student Portal (<https://my.uga.edu/>) is a one-stop website that allows students, faculty and staff to access their email and web-based University resources. Some of the services included on the MyUGA Portal are:

- UGAMail
- LinkedIn Learning
- Athena
- Parking Services
- eLC
- DegreeWorks
- Employee Services
- Food Services

## UGAALERT

UGAAlert is the University's emergency notification system.

In the event of an emergency, UGAAlert can send messages multiple ways, including text and email alerts, phone calls and desktop notifications. UGA students, faculty and staff can register their phone numbers and email addresses to receive UGAAlert messages. A desktop notification application is also available to download at [software.uga.edu](https://software.uga.edu). Those without MyIDs can follow @ugaalert on Twitter for notifications or download the LiveSafe app.

**For more information, or to verify and update your information in the UGAAlert system, visit [ugaalert.uga.edu](https://ugaalert.uga.edu).**

## LIVESAFE

LiveSafe is a free mobile safety app that includes a quick tip submittal via text with picture and video attachments (including the option to stay anonymous), live chat with safety officials, fast access to emergency phone numbers that initiate location tracking when called, a comprehensive safety map that pinpoints automated external defibrillators (AEDs) locations on campus, and SafeWalk, a peer-to-peer tool that allows friends to watch out for each other through location monitoring and group chat.

**To learn more about LiveSafe, visit [prepare.uga.edu/livesafeapp/](https://prepare.uga.edu/livesafeapp/).**



# TECHNICAL RESOURCES & SERVICES (CONTINUED)

## ONESOURCE

*OneSource is an ongoing UGA initiative to improve efficiency, streamline business and HR processes, reduce burden and support data-driven decisions through innovative infrastructure and technology. OneSource systems enable financial, budget and HR/Payroll administration including reimbursement of travel expenses, time and absence reporting and electronic W2 delivery.*

## FINANCIAL MANAGEMENT

All UGA employees can log in to the UGA Financial Management System to request travel or other expense reimbursements. Authorized employees use the system to electronically approve these and other financial transactions. Employees also use the system to procure goods and services and manage University funds.

## ONEUSG CONNECT (HR/PAYROLL)

All employees can log in to OneUSG Connect to enroll in Direct Deposit, define tax withholding (W4 and G4), request absences and enter time (as applicable). Authorized employees use the system to electronically approve these and other HR/Payroll transactions.

**More information on OneSource Systems is available at [onesource.uga.edu](https://onesource.uga.edu).**

## VLAB

vLab is UGA's virtual computer lab that allows students to access some software available in MLC and Libraries computer labs on their own phone, tablet or computer, anytime, anywhere.

**vLab can be accessed by visiting [vlab.uga.edu](https://vlab.uga.edu).**

## PRINT KIOSKS

*UGA has a growing number of cloud-based print kiosks throughout its Athens campus. The wepa print kiosks allow students, faculty and staff to send documents from their device to the cloud to print from any of the print kiosks.*

Documents can be sent to the cloud via wepa's website, or via the wepa app installed on a mobile device or computer. They can also be submitted directly via a USB flash drive at a print kiosk. Copies can be paid for by credit or debit cards, Bulldog Bucks, Apple Pay, Venmo or PayPal.

**For more information, including a listing of print kiosk locations, visit [printkiosk.uga.edu](https://printkiosk.uga.edu).**



## QUALTRICS

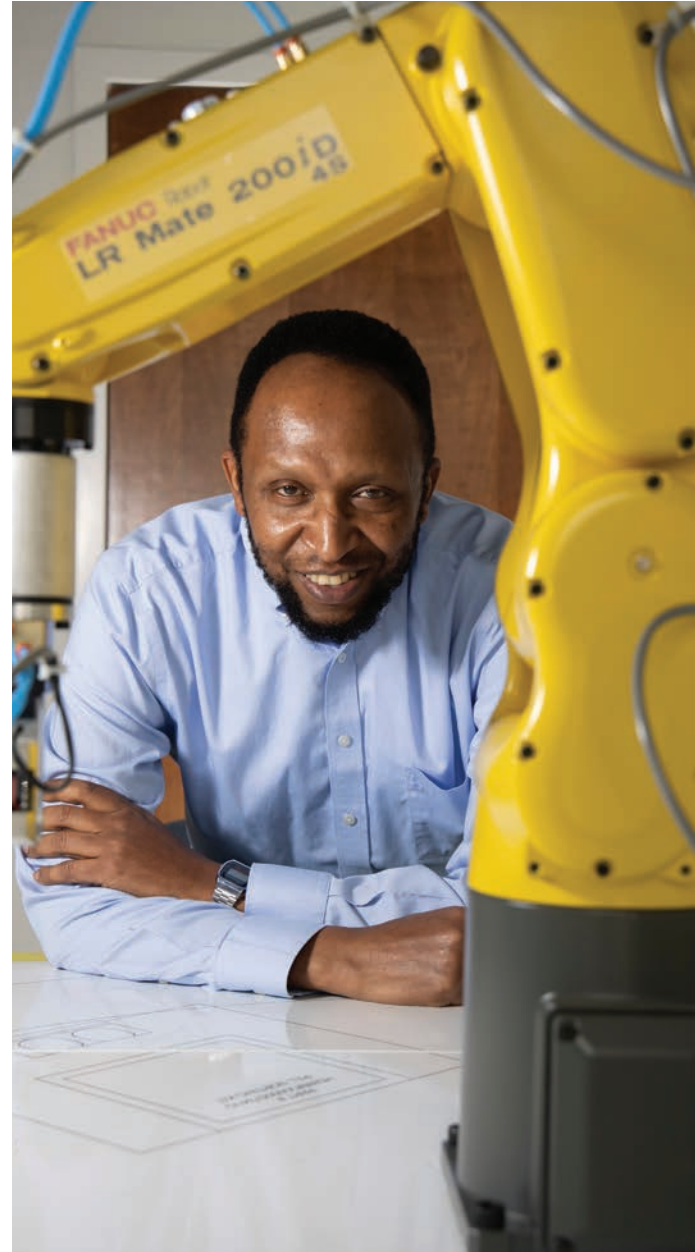
*Qualtrics is a web-based survey tool that's free for UGA faculty, staff and students. Qualtrics allows users to create, implement and evaluate UGA-branded surveys.*

Qualtrics surveys are easy to create for research or instructional purposes. UGA departments also use Qualtrics surveys to measure the effectiveness of programs and services. Faculty and staff may establish their Qualtrics account by contacting their departmental IT professional.

Please contact [itcla@uga.edu](mailto:itcla@uga.edu) if your survey will exceed 10,000 respondents.

Data retention policies will apply to UGA departments wanting to use Qualtrics.

**For more information, visit [qualtrics.uga.edu](https://qualtrics.uga.edu).**



## CONTRACTS AND LICENSING

Contracts & Licensing (formally called IT Contracts and Licensing Administration) manages all aspects of IT contracts, licensing, renewals, services and vendor relations management at UGA. C&L has the expertise to negotiate with vendors for cost-effective IT solutions for the University and its colleges and departments.

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*Products available from C&L include:*

- Adobe Creative Cloud
- IBM-SPSS
- LabVIEW
- Maple
- Mathematica
- MATLAB
- Microsoft software products
- Zoom

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Products may be limited for installation to only departmental-owned devices and/or personally-owned devices. Please contact your college or unit's IT department for help in installing or requesting access to software.

**For more information, visit**  
**[eits.uga.edu/hardware\\_and\\_software/itcla](https://eits.uga.edu/hardware_and_software/itcla).**



## MORE SOFTWARE RESOURCES

The University System of Georgia (USG) offers affordable, brand-name software and services for work and personal devices to faculty, staff and students. Under its work-at-home resources, employees can purchase and install products from Microsoft.

**For more information, visit [srs.usg.edu](https://srs.usg.edu).**

## BOYD DATA CENTER HOSTING

*UGA's Boyd Data Center offers server hosting for UGA colleges, departments and administrative units.*

By hosting departmental servers in the Boyd Data Center, crucial data is kept secure and safe, while remaining accessible to departmental IT professionals. The 16,000 square foot center is supported by an enterprise class generator, remote camera monitoring, secure card access, two commercial UPS units and a gas-based fire-suppression system.

Hosting servers at the Boyd Data Center allows departments to free up their IT staff to focus on other systems.

For more information, visit [https://eits.uga.edu/support/cost\\_recovery/service\\_details/boyd\\_data\\_center\\_hosting/](https://eits.uga.edu/support/cost_recovery/service_details/boyd_data_center_hosting/).



## ON-DEMAND SERVICES

*Along with University-wide services, EITS partners with departments at the University to meet their needs. These services are provided on a cost recovery basis.*

By using cost recovery services, UGA departments are provided services to fill technical needs without the overhead costs of managing them. Cost recovery services are ideal for smaller units or departments who want their services centrally managed or want to supplement their current IT offerings.

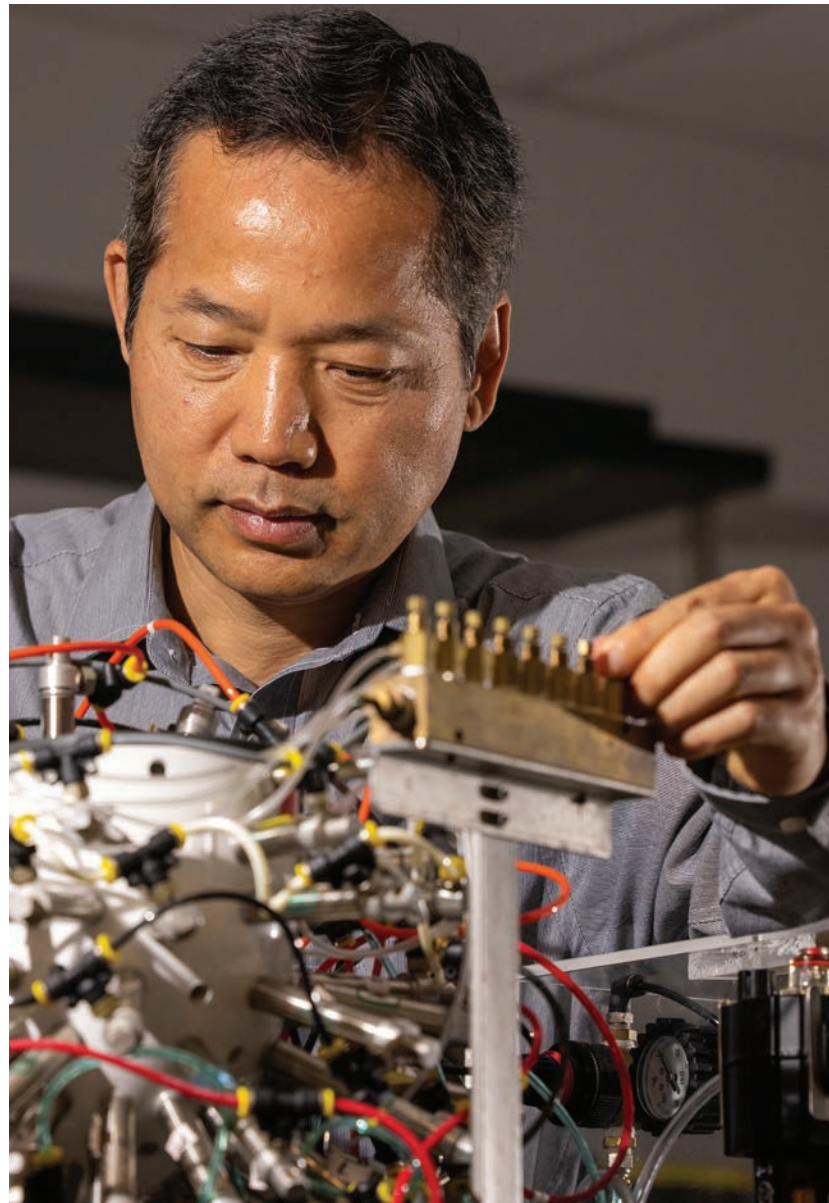
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*Cost recovery services include:*

- Institutional File Storage (IFS)
- End user desktop support
- Secure Virtual desktops
- Virtual Server Hosting and backups
- Network support

**For more information, including rates, visit [eitscostrecovery.uga.edu](http://eitscostrecovery.uga.edu).**

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## RESEARCH IFS

Research IFS is an affordable option for researchers who want centrally managed file storage for backup/archive purposes. This is not intended for production copies of data, but rather for redundant copies for emergency purposes. Other IFS options include Standard IFS for basic file storage and sharing needs and Secure IFS for storage of sensitive data.

For more information, visit [eits.uga.edu/servers\\_and\\_storage/ifs/ifs\\_services/](https://eits.uga.edu/servers_and_storage/ifs/ifs_services/).

## eRESEARCH PORTALS

eResearch portals assist UGA researchers with managing their research. The Grants Portal provides access to information regarding proposals and awards. The Institutional Review Board (IRB) Portal and Artemis provide access to information regarding human subjects and animal research protocol status and approvals.

The ANOPS Portal enables researchers to manage animal orders. All portals provide real-time data and are accessible at any time, from any place by researchers and research administrators who are assisting them. All portals are accessed with a UGA MyID. Training on use of the portals is available through Sponsored Projects Administration, Human Subjects Office and Office of Animal Care and Use.

To access research portals, visit [research.uga.edu/portal/researchers](https://research.uga.edu/portal/researchers).

## WEB APPLICATION DEVELOPMENT

UGA departments and units that need assistance with developing websites and web applications may contact the Carl Vinson Institute of Government's Office of Information Technology Outreach (ITOS), as an option. EITS no longer offers web application development.

For more information about ITOS, visit [cviog.uga.edu/information-technology](https://cviog.uga.edu/information-technology).





# RESEARCH COMPUTING

## GACRC

*The Georgia Advanced Computing Resource Center (GACRC) at the University of Georgia provides large-scale computing services and solutions for University researchers.*

Supporting the GACRC's infrastructure and services are a number of staff with technical expertise to manage high-performance computing platforms, scientific software, storage, physical security, cybersecurity and telecommunications.

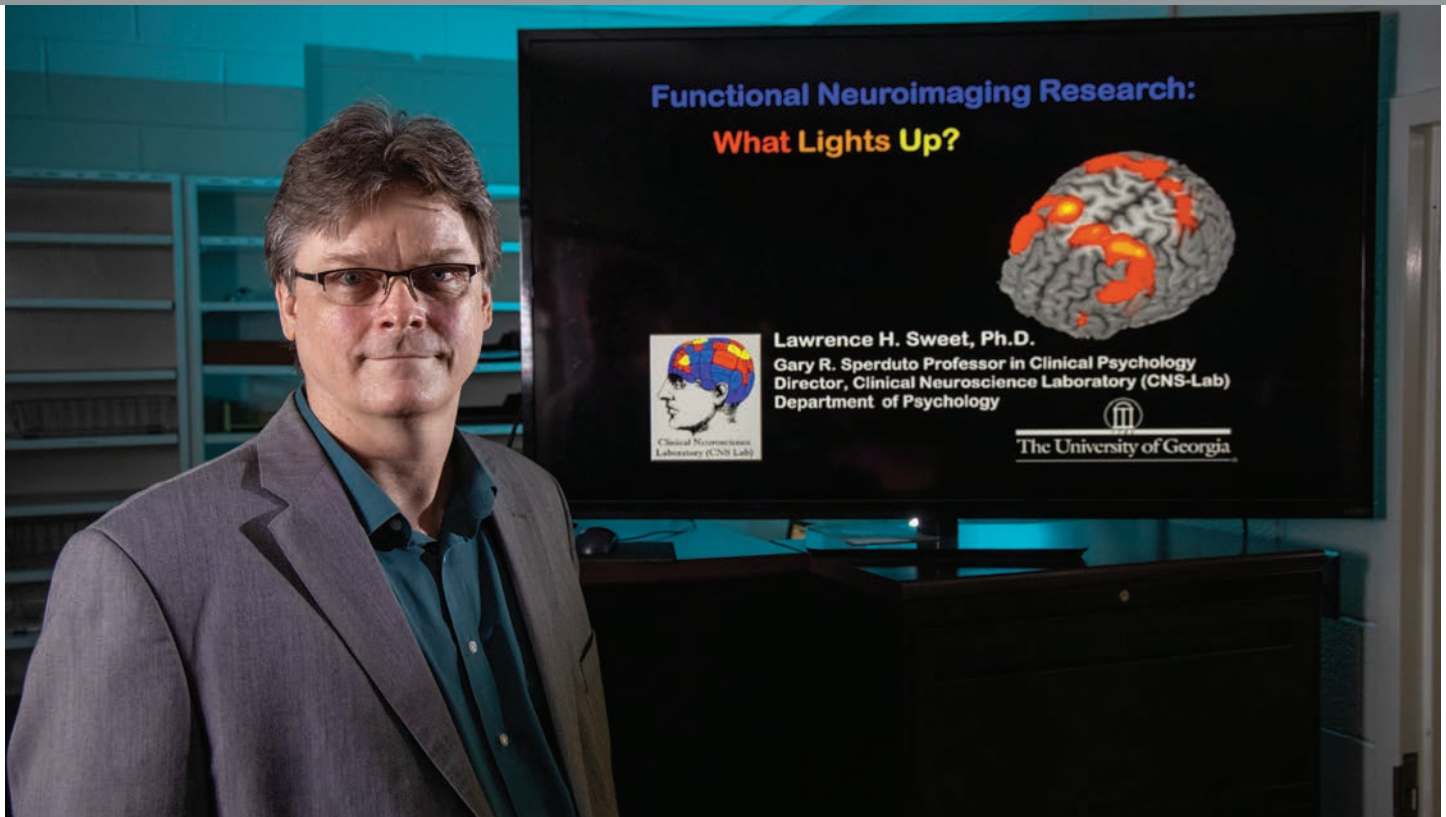
Researchers have used the GACRC's resources to process complex data and perform difficult computations in the areas of public health, physics, engineering, bioinformatics, marine sciences and education psychology, to name just a few.

## THE GACRC OFFERS EXPERTISE IN:

- High Performance Computing (HPC) cluster system administration, including cluster design and operating systems
- Storage administration, including user data management and performance optimization
- System integration and administration
- Software selection, maintenance and troubleshooting
- Consultation and training in the use of GACRC resources

The GACRC is the result of a collaborative partnership between the Office of Research and the Office of the Vice President for Information Technology. The GACRC is administered by EITS. To access services, please fill out the appropriate form found in the GACRC Service Catalog ([help.gacrc.uga.edu/help/](http://help.gacrc.uga.edu/help/)).

**For more information, visit [gacrc.uga.edu](http://gacrc.uga.edu), [wiki.gacrc.uga.edu](http://wiki.gacrc.uga.edu), email [gacrc@uga.edu](mailto:gacrc@uga.edu) or call 706-542-0355.**



## MORE RESEARCH IT SERVICES

*A number of free and cost-recovery services are available to the UGA research community including data management planning, computing services, drone and remote sensing assistance, storage and backup services and archives.*

*In addition to research computing assistance, EITS also offers assistance with drones, remote sensing and all aspects of UAV data collection. Please contact Michael Lucas, [mlucas@uga.edu](mailto:mlucas@uga.edu), for assistance or should you have any questions.*

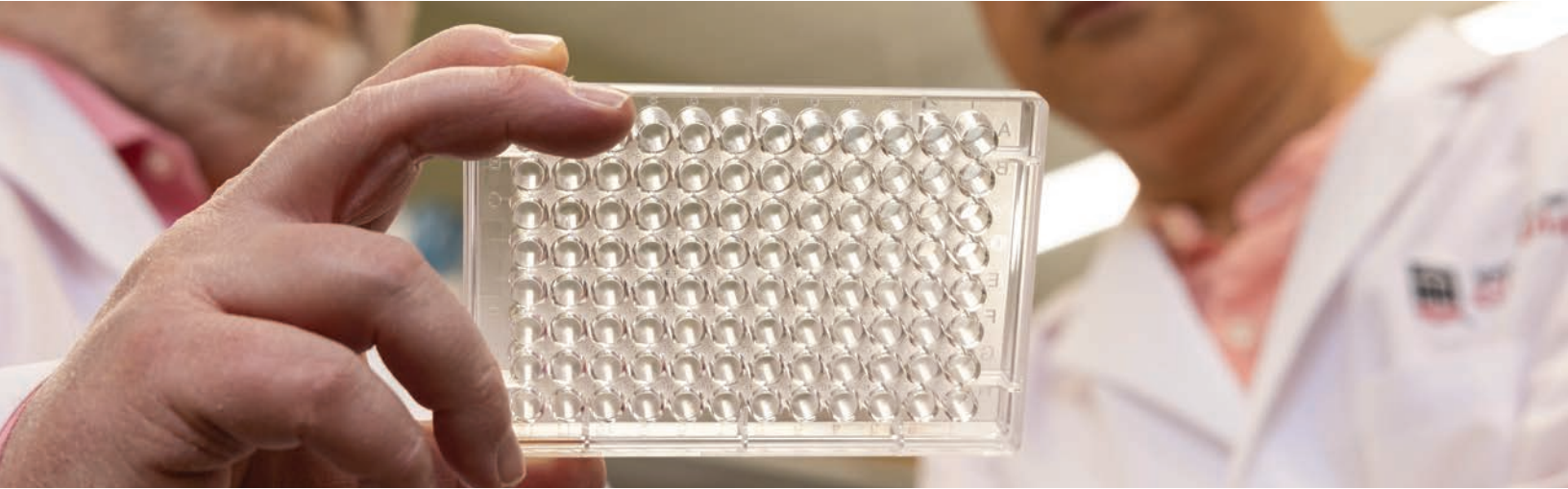
Some services, such as those of the GACRC and UGA Libraries, are campus-wide. Many colleges also offer college-specific IT resources, services and support for their researchers. These services may be independently offered or in partnership with campus-wide services.

**For more information on available research IT services, visit [researchit.uga.edu](http://researchit.uga.edu).**



## DATA REPORTING

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### OFFICE OF INSTITUTIONAL RESEARCH

*The Office of Institutional Research (OIR) is responsible for the collection, organization and analysis of data to support institutional management, operations, decision making and planning functions at UGA. OIR also processes University-wide data leading to broadly based institutional perspectives and understanding.*

OIR offers the Fact Book, an annual publication that provides current and historical information on UGA admissions, student enrollment, degrees conferred and more.

OIR also provides the FACTS (Facilitated Access to Campus Trends and Statistics) website, which contains key information and data about UGA's colleges, schools and departments.

In addition, OIR supports the Academic Program Review and Support Unit Review processes, which provide a unit-by-unit historical look at student enrollment, faculty and staff headcounts, facilities summaries and other key information.

OIR also provides data reports to support faculty grant applications and other faculty needs.

**To view the reports available to the campus community, or for more information, visit [oir.uga.edu](http://oir.uga.edu).**





## STUDENT INFORMATION REPORTS

*The ConnectUGA website offers a one-stop shop process to access reports developed from the Banner student information system.*

Users may view a list of reports already available to the UGA community, request access to an existing report, request creation of a new report and view the status of report requests being developed as part of the ConnectUGA initiative and functional units, such as the Registrar's Office.

**For more information, visit [connectuga.uga.edu](https://connectuga.uga.edu).**



## TECHNICAL INFORMATION



### STATUS WEBSITE

The UGA Status website provides information about maintenance efforts, outages and service changes to University systems, such as email and the wireless networks.

The Status website is a valuable resource for getting the latest information about UGA services.

For more information, visit [status.uga.edu](https://status.uga.edu).

### EITS SOCIAL MEDIA

EITS posts the latest information about IT-related services and maintenances at the University on its Facebook page ([facebook.com/uga.eits](https://facebook.com/uga.eits)), Twitter feeds (@uga\_eits and @uga\_status) and Instagram feed (@uga\_eits).

### TECHNOLOGY NEWS @ UGA

Subscribe to our monthly newsletter, Technology News @ UGA, to stay up to date on recent technology changes, upcoming maintenances and technology tips.

To subscribe, visit [eits.uga.edu/about/tech\\_news/](https://eits.uga.edu/about/tech_news/).



## TECHNICAL ASSISTANCE

### OTHER IT HELP DESKS

Many colleges and units at UGA also have their own technical support for their faculty and staff. These unit-level IT help desks are typically responsible for hardware support and software and services specific to their department's needs. Faculty and staff in these colleges and units may need to contact their departmental IT staff for assistance:

#### ▶ COLLEGE OF AGRICULTURAL AND ENVIRONMENTAL SCIENCES OFFICE OF INFORMATION TECHNOLOGY



#### WEBSITE

[oit.caes.uga.edu](http://oit.caes.uga.edu)



#### REQUEST HELP

[servicedesk.caes.uga.edu](mailto:servicedesk.caes.uga.edu)

#### ATHENS CAMPUS SERVICE DESK

**Phone:** 706-542-2139

**Email:** [oihelp@uga.edu](mailto:oihelp@uga.edu)

#### GRIFFIN CAMPUS SERVICE DESK

**Phone:** 770-228-7247

**Email:** [grifoit@uga.edu](mailto:grifoit@uga.edu)

**Website:** [griffin.uga.edu/oit](http://griffin.uga.edu/oit)

#### TIFTON CAMPUS SERVICE DESK

**Phone:** 229-386-3594

**Email:** [helptif@uga.edu](mailto:helptif@uga.edu)



#### SERVICES

Desktop and software support, classroom support and design, online meeting and webinar support, computer equipment and software purchases, website design and hosting, accessibility guidance, technology training and consultation, and internal business support.

# TECHNICAL ASSISTANCE (CONTINUED)

## ▶ COLLEGE OF EDUCATION



### WEBSITE

[coe.uga.edu/directory/information-technology](http://coe.uga.edu/directory/information-technology)



### HELP DESK NUMBER

706-542-HELP (4357)  
706-542-8007



### SERVICES

Copy, print, scan and fax services; digital, audio and video support; equipment checkout, eLC support, video conferencing, classroom and general tech support via a first-tier help desk, and dedicated support personnel in each department.

## ▶ COLLEGE OF ENGINEERING



### WEBSITE

[oitwiki.engr.uga.edu](http://oitwiki.engr.uga.edu)



### HELP DESK EMAIL

[support@engr.uga.edu](mailto:support@engr.uga.edu)



### SERVICES

Classroom audio/visual support, desktop support, IT equipment purchases, large scale plotting, network storage, network support, software licensing, web hosting and virtual server hosting.

## ▶ COLLEGE OF ENVIRONMENT AND DESIGN



### WEBSITE

*tech.ced.uga.edu*



### HELP DESK NUMBER

706-542-4463



### HELP DESK EMAIL

*cedhelp@uga.edu*



### SERVICES

Classroom, lab, faculty and staff support for Jackson Street and Tanner Buildings, Bishop House, Denmark Hall, Founders Memorial Garden and House; walkup scanning for up to 11" x 17", and sheet scanning for up to 40" wide; laser engraver/cutter for class project support; printing services, and equipment checkout.

## ▶ COLLEGE OF FAMILY AND CONSUMER SCIENCES



### WEBSITE

*fcs.uga.edu/otis*



### HELP DESK NUMBER

706-542-4864



### HELP DESK EMAIL

*helpdesk@fcs.uga.edu*



### SERVICES

Classroom and instructional support, computer hardware and software support, file and print support, network support, IT security, website development and administration, and administrative and organizational IT support.

# TECHNICAL ASSISTANCE (CONTINUED)

## ▶ COLLEGE OF PHARMACY



### WEBSITE

[helpdesk.rx.uga.edu](https://helpdesk.rx.uga.edu)



### HELP DESK NUMBER

**Computer/Network Support:**  
706-583-0143



### HELP DESK NUMBER

**Classroom Support:**  
706-542-1396



### HELP DESK EMAIL

[rx-techhelp@listserv.uga.edu](mailto:rx-techhelp@listserv.uga.edu)



### SERVICES

PC and Apple desktop and laptop setup, PC and Apple hardware and software support, printer and computer peripheral support, PC and printer quotes, mobile device support for Android and Apple tablets and phones, classroom audio and visual support, videoconferencing scheduling and support, eLC support, and network connectivity and support (Athens, Albany and Savannah).



## ▶ COLLEGE OF PUBLIC HEALTH



### WEBSITE

[publichealth.uga.edu/cphoit](http://publichealth.uga.edu/cphoit)



### HELP DESK TICKETING SYSTEM

[helpdesk.publichealth.uga.edu](http://helpdesk.publichealth.uga.edu)



### SERVICES

Support for administrative, instructional and research needs; desktop support for hardware and software installation, consulting and preparation of quotes for IT equipment, instructional support for all CPH facilities, including audio visual, videoconferencing, student computer labs (Rhodes Hall at HSC and Environmental Health Science Department on the main UGA campus); classroom support for CPH faculty; server administration, networking and security support for CPH facilities.

## ▶ COLLEGE OF VETERINARY MEDICINE



### WEBSITE

[in.vet.uga.edu/display/ITPublic/](http://in.vet.uga.edu/display/ITPublic/)



### HELP DESK NUMBER

706-542-5124



### HELP DESK EMAIL

[vethelp@uga.edu](mailto:vethelp@uga.edu)



### SERVICES

Desktop, laptop, tablet and mobile device imaging and troubleshooting; software and hardware consultation and quotes, audio visual service support in procedural and instructional spaces, lecture capture services and support, hospital and laboratory information system support, including data retrieval requests; clinical observation, digital microscopy and diagnostic imaging system support; virtual server and storage provisioning, system integration, process analysis, technology project support, and main campus and external institutional IT liaison services.

# TECHNICAL ASSISTANCE (CONTINUED)

## ▶ FRANKLIN COLLEGE OF ARTS AND SCIENCE OFFICE OF INFORMATION TECHNOLOGY



### WEBSITE

[franklin.uga.edu/oit](http://franklin.uga.edu/oit)



### HELP DESK REQUEST FORM

[helpdesk.franklin.uga.edu](http://helpdesk.franklin.uga.edu)



### HELP DESK NUMBER

706-542-9900



### HELP DESK EMAIL

[helpdesk@franklin.uga.edu](mailto:helpdesk@franklin.uga.edu)



### SERVICES

A complete service catalog is available on the Franklin OIT website.

## ▶ GRADUATE SCHOOL



### WEBSITE

[grad.uga.edu](http://grad.uga.edu)



### HELP DESK NUMBER

706-542-1739  
(Ask for IT Help Desk)



### HELP DESK EMAIL

[gradit@uga.edu](mailto:gradit@uga.edu)



### SERVICES

Admission application processing, Grad Status (an online portal for applicants, students, faculty and staff), poster printing service (for graduate students), and other critical IT related services.



## ▶ GRADY COLLEGE OF JOURNALISM AND MASS COMMUNICATION



**WEBSITE**  
[grady.uga.edu](http://grady.uga.edu)



**COMPUTER SUPPORT**  
[gradyhlp@listserv.uga.edu](mailto:gradyhlp@listserv.uga.edu)



**WEBSITE SUPPORT**  
[gradyweb@listserv.uga.edu](mailto:gradyweb@listserv.uga.edu)



### **SERVICES**

Administrative and organizational IT support, instructional and technology support, hardware and software support and installation, and website development.

## ▶ ODUM SCHOOL OF ECOLOGY



**WEBSITE**  
[ecology.uga.edu](http://ecology.uga.edu)



**HELP DESK NUMBER**  
706-542-6011



**HELP DESK EMAIL**  
[oseithelpdesk@uga.edu](mailto:oseithelpdesk@uga.edu)



### **SERVICES**

Hardware and software technical support, IT purchase recommendations, requests for web space and file storage, equipment checkout of laptops, projectors and presenters, and poster printing.

## ▶ OFFICE OF RESEARCH IT OPERATIONS



**WEBSITE**  
[research.uga.edu/IT](http://research.uga.edu/IT)



### **SERVICES**

Check on research systems, support for applications and services, find links to all research applications, search for a solution and get the latest news about Research IT Operations.

# TECHNICAL ASSISTANCE (CONTINUED)

## ► SCHOOL OF LAW



### WEBSITE

[law.uga.edu/information-technology-services-faculty](http://law.uga.edu/information-technology-services-faculty)



### WEBSITE

[law.uga.edu/information-technology-services-staff](http://law.uga.edu/information-technology-services-staff)



### HELP DESK NUMBER

706-542-0895



### HELP DESK EMAIL

[lawit@listserv.uga.edu](mailto:lawit@listserv.uga.edu)



### SERVICES

Laptop borrowing, instructional support, support for multimedia classrooms, and video services for faculty.

## ► SCHOOL OF PUBLIC AND INTERNATIONAL AFFAIRS



### WEBSITE

[support.spia.uga.edu](http://support.spia.uga.edu)



### HELP DESK NUMBERS

706-542-6322; 706-542-2106



### HELP DESK EMAIL

[spiait@uga.edu](mailto:spiait@uga.edu)



### SERVICES

Classroom and computer lab support for SPIA students, faculty and staff; system administration support, and organizational IT support.

## ► SCHOOL OF SOCIAL WORK ITS



### WEBSITE

[sswtechtalk.uga.edu](http://sswtechtalk.uga.edu)



### HELP DESK NUMBER

706-542-5454



### HELP DESK EMAIL

[helpdesk@sswits.uga.edu](mailto:helpdesk@sswits.uga.edu)



### SERVICES

Client support and service, classroom media/instructional support and service, web and database development, and network support.

## ► TERRY COLLEGE OF BUSINESS



### WEBSITE

[terry.uga.edu/oit](http://terry.uga.edu/oit)



### HELP DESK NUMBER

706-542-6799



### HELP DESK EMAIL

[help@terry.uga.edu](mailto:help@terry.uga.edu)



### SERVICES

A complete service catalog is available on the Terry OIT website.

## ► WARNELL SCHOOL OF FORESTRY AND NATURAL RESOURCES



### WEBSITE

[warnell.uga.edu/intranet/  
technologywarnell](http://warnell.uga.edu/intranet/technologywarnell)



### HELP DESK NUMBERS

470-739-0830; 706-499-4667



### HELP DESK EMAIL

[warnell-help@uga.edu](mailto:warnell-help@uga.edu)



### SERVICES

Support for all information and instructional technologies, including networking, classroom technology, computer labs, desktop computers, and printing.



**UNIVERSITY OF  
GEORGIA**  
Enterprise Information  
Technology Services

**ENTERPRISE INFORMATION TECHNOLOGY SERVICES**

[www.eits.uga.edu](http://www.eits.uga.edu)

[helpdesk@uga.edu](mailto:helpdesk@uga.edu) | 706.542.3106

101 Cedar Street Athens, GA, 30602-1130

