Perks

You can purchase high quality affordable computers from us for personal use. All computers on campus are retired after at least three years and sold at the Media Services desk (x7417) in the basement of Reed Library.

Skyhawk Alerts. Skyhawk Alert notifies you of weather cancellations, road maintenance, and public safety information. All employees are automatically signed up to receive messages via email or text.

You have access to free Microsoft software. Microsoft Windows and Microsoft Office software is available to employees free of charge. To download these, go to **theFORT** and search for the Skysoft task.

Faculty and Staff can also install Office apps (Word, Excel, etc) directly from Office 365, also found at **theFORT**.

Need Help?
askIT@fortlewis.edu

You have options for requesting help!

- Submit an online help request at https://ask.fortlewis.edu.

- Send an email to AskIT@fortlewis.edu.

- Call the Help Desk at 247-7444.

- Visit our office in the basement of Reed Library. Monday through Friday, 8 - 5

Cyber Security Tips

1. *Beware of Phishing Emails:* Urgent emails asking you to "Click Here" or to verify, update, or validate your account are often tricks to steal your password. Make sure and check the full email address to see if it is legit!

2. *Store important files on a network drive*: Files stored on OneDrive or your "M" drive can be restored if they become corrupted by malware or accidentally deleted. Files on your local computer are not protected.

3. *Don't use your FLC Network password for other sites:* Keep your password for FLC unique. Don't share your password with anyone, including FLC Faculty and Staff!

4. *Reduce SPAM:* Do not use your FLC email address to sign up for promos or as social media logins

5. *Watch out for Impersonation scams*: These come as an email or text that looks like they are from an FLC executive or colleague. They ask you to purchase gift cards and send them the redemption codes. It's a trick!

6. *Protect PII:* Do not send or store sensitive info in email. www.fortlewis.edu/data-handling

7. *Avoid Ransomware:* This type of virus can destroy all of your files and pictures and can do the same to the computers around you. Don't open unexpected email attachments, even from someone you know.

8. *Help keep FLC cyber-safe:* Forward suspicious emails and SPAM to junk@fortlewis.edu

9. *Knowledge is power!* Learn to spot and avoid cyber-threats. Visit www.fortlewis.edu/infosec

FORT LEWIS COLLEGE

INFORMATION TECHNOLOGY

www.fortlewis.edu/it

2022 Faculty & Staff Quick Start Guide

theFORT
thefort.fortlewis.edu

Accounts

1. ***You have an FLC Network account.*** You use this account to login to your computer and email, as well as all campus IT services and lab systems. Your account has access to your personal information so make sure to use a strong password that you do not use on other sites or accounts outside of FLC.

   The Help Desk and other FLC personnel are trained to never ask for your password. Reach out to us right away if you encounter a suspicious phone call, website, or email that asks for your account information. When you need to change your password, go to **theFORT** and search for "password".

2. ***You have a 100 GB e-mail account.*** Email is the official channel for communication at Fort Lewis College. To retrieve your email from off campus, browse to thefort.fortlewis.edu and open the Webmail task. Forwarding your email to another account is not recommended but is possible. Contact the Help Desk if you are interested.

3. ***Your FLC Microsoft account requires Multifactor Authentication.*** Take the MFA Canvas Course to learn how to add sign-in methods and when you will be prompted.

4. ***You have a Workday portal.*** With Workday, you will manage pay, personal information, expenses, and more. Browse to theFORT and open the Workay task. Login with your MFA credentials also used for your Microsoft account. Explore https://www.fortlewis.edu/workday to learn more about Workday.

5. ***You have access to WebOpus***. Faculty can enter grades and registration overrides, and you can view schedules, class rosters, courses, and student information here. Browse to **theFORT** and open the WebOPUS task. You login to WebOPUS via CAS (Central Authentication Service) with your FLC Network account.

Services

* ***You have a portal.*** "**theFORT**" is the College's central location for campus departments to consolidate information for you. Visit https://thefort.fortlewis.edu

* ***You have 30 GB of storage on your personal share (M: drive).*** This network share is regularly backed up and viewable only by you. This drive is recommended for storing sensitive and critical files. Instructions on the different ways to access your personal drive are found at **theFORT** by searching for "M drive".

* ***Microsoft Office 365 and OneDrive*** are found at "theFort". OneDrive provides 5TB of cloud storage which is accessible from any internet connected device. Office 365 provides on-line versions of popular applications to allow you to create, share, collaborate, and edit documents anywhere.

* ***Faculty can setup a professional website.*** Refer to the IT website for instructions under the How Do I? and FAQ menu.

* ***Canvas is FLC's online Course Management System.*** All FLC courses are available in Canvas. Canvas courses can be accessed from **theFORT** under the Courses task or via Quicklinks.

* ***You have a telephone with voicemail.*** You may call any on-campus phone by dialing the four digit extension. To make off-campus calls, you must dial "9" first. To make out-of-state long distance calls, you must have an authorization code. Dial 9+1+ area code + number. To request a code, search **theFORT** for "Long Distance Code".

* ***We provide AV equipment, materials and support for the campus.*** Go to RL007 to check out laptops, projectors, camcorders, digital recorders, etc. For more information, go to http://www.fortlewis.edu/it/mediaservices

Privileges

1. ***You can request that software be installed in the labs.*** To request, search for "Lab Software" at **theFORT.** You will need to identify long term funding for your software. Contact your Dean to arrange this. Without long term funding identified, licensed software will have a three-year expiration date (one year for freeware). Note there is a five network license minimum for software installations in the computer labs.

2. ***You can reserve computer classrooms.*** To reserve a computer classroom for the entire semester, please contact your Department Chair. To reserve a computer classroom for a drop-in reservation, please go to www.fortlewis.edu/it/reserve

3. ***You can print in the labs.*** All printers in the labs are on the pay for print system. To obtain printing privileges in the labs contact the Help Desk. Your department will be billed for your printing charges each month: 5¢ for black and white, 15¢ for color, reasonably priced plots.

4. ***Access to Campus Copiers.*** Copy machines on campus are accessed using your Skycard ID and the use is billed back to your department. Copies are $0.04 per page and $0.01 per scan to email pages.

5. ***You can reserve other available spaces.*** To reserve a room or other available campus spaces, search for "reserve" at **theFORT.** For a drop-in reservation, contact the Event Services Office at: www.fortlewis.edu/event-services

   Note: All employees are responsible for knowing and following the Acceptable Use of Information Technology Policy. Review this policy at: www.fortlewis.edu/terms

theFORT