

Password Protection

To protect your identity and avoid break-ins, it is important to keep your passwords confidential. To ensure your account's safety, remember to reset your password every few months. DePauw requires all passwords to have :

- A minimum of 8 characters
- Not contain your name or username
- Must contain at least 3 of the following 4 types of characters: lowercase (abcd...), uppercase (ABCD...), numbers (1234...), Special characters (!@#...)

For more information please visit: <http://www.depauw.edu/it/helpdesk/password.asp>

Laptop Protection

To prevent your laptop from being stolen, it is important to keep it with you or lock it in your room when it is not being used. We recommend using a cable lock to add an extra layer of security.

For more information please visit: <http://www.depauw.edu/it/healthycomputing/hcomminindex.asp>

Need Help?

Help Desk

www.depauw.edu/it/helpdesk

Union Building, Lower Level

(765) 658-4294

The Help Desk provides technical support services to students, faculty and staff members at DePauw.

Digital Media Lab

www.depauw.edu/it/dml/

Roy O West, Lower Level

(765) 658-6600

The Digital Media Lab (DML) offers students access to a number of professional media editing and creation software such as Adobe Acrobat Professional, Photoshop and Dreamweaver.

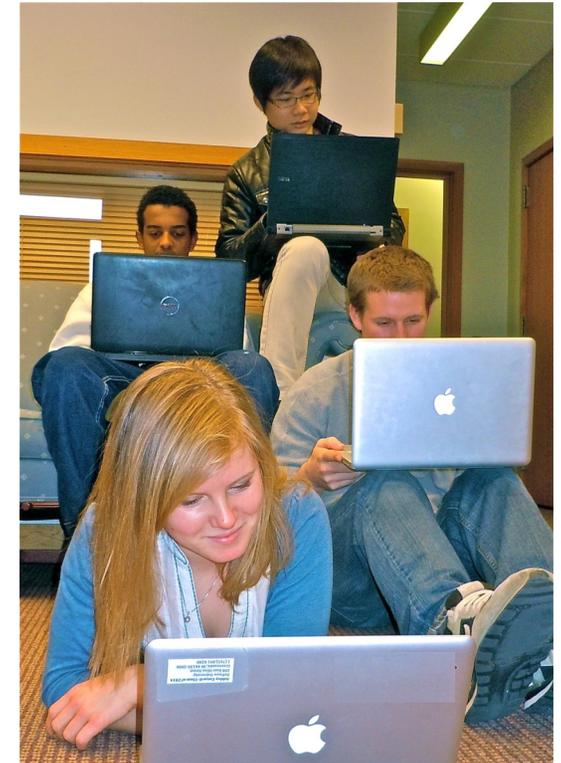
Student Technology Support

www.depauw.edu/it/student/

Roy O. West, Lower Level

(765) 658-1094

Student Technology Support provides students with services to enhance information technology knowledge and skills.



- User Accounts
- Campus Printing
- Healthy Computing
- Help and Support

User Accounts

Google Apps Mail

Google Apps manages your calendar, e-mail, and also includes other useful apps for communicating online such as Google Docs.



NOTE: A DePauw Google Apps account is different from a personal @gmail.com account. Your DePauw Mail address will have the format "username_20**@depauw.edu" and your account is managed by DePauw's Information Services.

To log in, browse to <http://mail.depauw.edu>. If it's your first time, use the username and password we provided for you. You will be prompted to change your password at the first log in.

For help getting started, visit: <http://www.depauw.edu/it/helpdesk/googleapps/>

E-Services

E-Services holds personal information about student payroll, academics and transcripts. It also allows access to class schedules and campus classifieds. To access this site, browse to: <http://www.depauw.edu/e>, and use your DePauw issued username, (username_20**) and your e-services password.



Moodle

Moodle allows students to access course materials online (homework, forums, work feedback etc.) Students are given a username and password upon admission.



For more information and to log into moodle, please visit: <http://moodle.depauw.edu/>

Network Drives (I:, P:, W:)

DePauw provides network storage space for classes (I: drive), for personal use (P: drive) and for personal web sites (W: drive).

The I:, P:, and W: drives are accessible on the DePauw Network.



To access these drives, download the connect to network drive application to connect from your laptop. Visit: <https://sites.google.com/a/depauw.edu/network/>. Use your DePauw network (moodle) username and password to login.

Campus Printing

Public printers are available for student use in most academic buildings and in the residence halls. All campus printer/copiers use a "swipe to release" system which requires you to use your DePauw ID card. **NOTE:** You will have to login manually the first time to register your card.

For more information and to install campus printer drivers, please visit: www.depauw.edu/it/healthycomputing/data_backup.asp

Healthy Computing

Anti-Virus

To properly protect your computer please download Symantec AntiVirus (free for DePauw students). This is used to check for viruses when installing unfamiliar programs, checking email, and downloading files from the Web. Make sure that Symantec Anti-Virus is set to check for viruses when you first turn on your computer and remember to keep it up to date.



Remember to give your system a thorough scan at least twice a month. Browse to <http://www.depauw.edu/it/helpdesk/downloads/index.asp> to download Symantec Antivirus.

Backing Up Your Computer

Important computer information should be stored in two separate mediums to ensure its security. If your computer were to be stolen, crash, or have a virus, your data could be lost. To save information on a secondary medium, you can use an external hard-drive or store your information on online file storage systems. DePauw also encourages students to use their "P: Drive" to store a secondary copy of their information. Make sure to keep your data safe and secure.

For more information please visit: www.depauw.edu/it/healthycomputing/data_backup.asp