

Technology Needs Checklist

Please use the following checklist to ensure your technology needs have been met:

- Campus Card
 - Who:** Campus Card, x5999
 - Where:** Bookstore in Loma Hall
 - What you will need:** Photo ID and employee number
 - Ask your supervisor about:** Need for encoding card with door access
 - Ask Campus Card about:** Using your card as a cash card

- E-mail and My San Diego Accounts
 - Who:** Tech Support Center, x7900
 - Where:** Serra Hall, Room 205, or online: USD WebMail → Open an Account
 - What you will need:** Your Campus Card or employee number

- Computer Set Up
 - Who:** Tech Support Center, x7900
 - Consult with your supervisor first for:**
 - ❖ Special software needs
 - Printer Assignment
 - Login information for:
 - Oracle (to access Human Resource info)
 - Kronos (for supervisors/managers only)
 - VPN (not typical - special circumstances only)

- Telephone Set Up
 - Who:** Telecommunications, x7500
 - Consult with your supervisor:** if you have specific telephone needs
 - Telephone User's Guide:** <http://www.sandiego.edu/its/telecom/features.php>

- Website Development
 - Who:** webcoordinator@sandiego.edu
 - Online resources:** <http://www.sandiego.edu/web/>
 - Enable your personal Web space:** <http://www.sandiego.edu/unet/web>

- CE6 (WebCT/Blackboard)
 - Who:** iTeam, x7400
 - Training calendar:** <http://www.sandiego.edu/tutorials>
 - You must first complete an Introduction to CE6 training session.