

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.