HOW CAN I GET HELP FROM ITS?

When you need it, help is easy to obtain from Luther's ITS team. Visit our website at luther.edu/its or stop by our service points in Preus Library, where our staff can help you with your information-related questions.

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<th>Technology Help Desk</th>
<th>Circulation Desk</th>
<th>Digital Media Center</th>
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<td><a href="mailto:helpdesk@luther.edu">helpdesk@luther.edu</a>, (563) 387-1000, help.luther.edu</td>
<td><a href="mailto:library@luther.edu">library@luther.edu</a>, (563) 387-1166</td>
<td><a href="mailto:multimedia@luther.edu">multimedia@luther.edu</a>, (563) 387-1000, help.luther.edu</td>
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<tr>
<td>Get answers for your computer- and technology-related questions.</td>
<td>Check out books, CDs, DVDs, course materials, digital video cameras, portable hard drives, and more.</td>
<td>Use the multimedia lab and studio for class projects.</td>
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ENABLE GOOGLE 2-STEP VERIFICATION

All Luther email accounts must have Google 2-Step Verification enabled. Login to mail.luther.edu from a browser to start the process. Instructions for setting up Google 2-Step Verification can be found at luther.edu/helpdesk/google-2-step. After your first login you have a 2 week grace period to set up 2-Step Verification on your email account.

If you don't enable 2-Step Verification in time, your account will be suspended and you will need to visit the Technology Help Desk. Visit luther.edu/helpdesk/google-2-step for more information on how to enable Google 2-Step Verification.

TECHNOLOGY SERVICES

How do I obtain help with technology?
The Technology Help Desk is the front door to Luther's technology services. Technology Help Desk staff are available to assist you with all your technology needs, from connecting to the Internet to software or hardware repair and much more. Visit luther.edu/helpdesk for hours of operation and more information.

The Digital Media Center (located on the lower level) is available for your multimedia needs. Staff are available to help with media conversion, event recording or streaming, or classroom technology. A lab with high-end computers is available for photo, media, or video editing, and there is a studio with green screen technology and equipment for photo or video shoots. Visit luther.edu/helpdesk/media-center for more information.

What accounts are available to me at Luther?
Luther offers many online services and most of these need just one login: a Norse Key. Your Norse Key is your username and password to log into Norse Apps (email, calendar, hangouts, collaborative documents, and more), KATIE (our learning management system), my.luther (pay advice, leave plan summary), our library systems, lab computers, and other places.

For network security, Norse Key passwords must be changed every 180 days and it is a violation of policy to share your password with anyone. Visit norsekey.luther.edu for more information. Please read about information safeguarding on Luther’s policy page and network use policies on the Luther ITS website.

LUTHER’S WIRELESS NETWORK

For best performance on Luther’s wireless network, make sure your device supports the 802.11ac wireless standard. Most current devices support this. Other wireless standards will work but at decreased performance. Employees should not bring or use their own wireless routers or wireless printers.

For assistance in registering your phone or other devices, visit luther.edu/helpdesk/wireless for more information.

My computer has been quarantined. What now?
To protect the network, it is sometimes necessary to block access from computers that pose a threat to the stability and security of the network. If your computer is quarantined, it may be infected with a virus or have other issues.

Contact the Technology Help Desk for assistance.

Luther accounts are for Luther-related work. If you don’t already have a personal email account, please create one.

How do I change my Norse Key?
To change or reset a forgotten or expired Norse Key, visit norsekey.luther.edu and follow the instructions.

Luther or ITS staff will NEVER ask for your Norse Key via email. Such attempts are often scams and it is wise to ignore such requests. Contact the Technology Help Desk with any questions regarding your Norse Key.

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MY COMPUTER

What computing equipment can I expect to receive from Luther?
Specific computing equipment provided to employees depends on the nature and location of their work. Most employees receive a workstation monitor, keyboard, and mouse for their office. These workstations come with a standard suite of software provided by Luther for all employees.

Laptops may be provided for employees with demonstrated need for mobility. Any special requests for specific hardware or software should be made to ITS through the hardware or software forms at luther.edu/its/about/services.

Luther strives to refresh employee workstations at least every four years. Software may be refreshed more frequently.

Luther workstations are for Luther-related work.

Can I purchase computer hardware or software at an academic discount?
Most hardware and software manufacturers provide discounts for college employees. Often you are required to provide proof of your employment and your Luther email address usually suffices. Visit their online education store for more information.

- Apple: apple.com/edu/luthercollege
- Adobe: store.collegebuys.org
- Dell: dell.com/education
- HP: hp.com/education
- Microsoft: microsoft.com/education
- General: academicsuperstore.com

Visit luthercollege.onthehub.com for Adobe Creative Cloud, Microsoft Office, or Windows OS.

For other vendors, just add /education to their normal website or visit their main page and search for Education or Academic. Luther does not provide purchasing services for students, faculty, or staff, so you will have to make your own arrangements.

BORROWING EQUIPMENT

What technology equipment can I check out?
At the Circulation Desk in the Library, employees can check out laptops, digital video cameras, iPod Touches, external hard drives, iPads, tablets with detachable keyboards, headphones, and computer and phone chargers (for work purposes).

How do I check out technology equipment?
Employees must use their ID cards to check out materials. Check your library account by clicking on the Library Account link on the Preus Library home page at luther.edu/library.

NETWORK AND POLICIES

How do I protect my computer and personal information?
The Internet and social media present unique risks to both your computer and personal information. Keep the following in mind while on the Internet:

- **Social Media**: Post and communicate with care. Don't share too much information. This includes Facebook, Twitter, Snapchat, and any site or app that allows you to share personal information.
- **Think Before You Click**: Anti-virus can help protect your computer but isn’t a guarantee. Think twice before downloading a free game or other app. Make certain it’s legitimate first or you may be opening yourself up to viruses, malware, or spam.
- **Phishing**: Phishing is a scam attempt to get personal information (username, password, etc.) using official-looking emails or websites. Please report all attempts to the Technology Help Desk.

Does Luther block or read my Internet traffic?
No. Luther does not generally filter, monitor, or restrict network traffic, including peer-to-peer file sharing.

All users are expected to comply with Luther policies as well as local, state, and federal law. It is a violation of Luther policies and federal law to share files for which you do not have a specific legal license to share. Doing so will result in loss of network privileges.

Luther will cooperate with any properly obtained and executed legal action against users on our network.

Visit luther.edu/its/about/policies for more information.

How can I backup my files?
Luther encourages all students, faculty, and staff to make regular backups of critical data. External hard drives, flash drives, or cloud-based storage solutions (such as Google Drive) are all recommended.

Visit luther.edu/helpdesk/databackup (Windows) or luther.edu/helpdesk/macdatabackup (Mac) for more information.

What are the policies and rules for using information resources at Luther?
ITS provides a wide range of services and support for the Luther community. As such, there are policies and rules in place covering Copyright and Network Use that must be followed.

Visit luther.edu/its/about/policies or luther.edu/copyright to view these policies.
LABS AND PRINTING

What computer labs and classroom equipment are available?
More than 20 computer labs on campus are available to students and every residence hall has a lab with a printer. Most classrooms are equipped with audio/visual equipment including projectors, podium workstations, and sound systems.

The Technology Help Desk also maintains an inventory of equipment available for short-term checkout to students, faculty, and staff. Submit a request at help.luther.edu for equipment or event needs.

How can I print and are there limits?
Employees do not have a printing quota. Instead, all printing is billed back to their department on a monthly basis. Visit luther.edu/its/papercut for more information.

Who manages printing and photocopying at Luther?
Luther partners with Ricoh Corporation to provide campus digital output services and support. The agreement includes management and operation of the college’s printing and mail centers and the supply, service, and support of copier and laser printers on campus.

Visit luther.edu/doc-mail/document-center for more information.

What if I need something printed in color or on a poster?
Color printing is available in Preus Library or you can visit the Luther College Document Center on the ground floor of Main. The staff there can assist you with many special printing and duplication needs.

Do I need a personal printer?
Luther does not provide support for personal printers for employees. Instead, we focus our resources on workgroup printing solutions that are more cost-effective and provide better quality output.

Employees are assigned a long distance code that allows billing back to their department. Long distance calls can also be made using a calling card or cell phone.

All phone issues or problems should be reported to the Technology Help Desk at x1000, helpdesk@luther.edu or online at help.luther.edu.

How do I manage my voicemail?
To check your voicemail:
1. Dial x1601 (563-387-1601 if off campus)
2. Enter your phone extension (i.e. 1000)
3. Enter your PIN Number

Visit luther.edu/helpdesk/telephonevoicemail for more information.

Faculty and staff can also manage their voicemail via Norse Mail using Desktop Messaging. Visit luther.edu/helpdesk/desktopmessaging for more information.

MORE ABOUT ITS

How can I keep up with what ITS is up to?
• The ITS Blog (luther.edu/its/blog) is a great way to keep up with ITS. Current outages, planned system maintenance, or alerts are frequently posted to the blog.
• The Technology Help Desk is on Twitter at @lutherhelpdesk.

Are there online training resources available?
Yes! Luther subscribes to or has access to a number of training materials. Visit luther.edu/its/learn for more information. These offer a wide variety of web-based software training videos and resources that can be used for personal development or curriculum supplement and is available 24/7.

Contact the Technology Help Desk for more information.

I have a question, comment, or need something. How can I contact you?
We welcome your comments, suggestions, and concerns. Please visit any of the service points in Preus Library or contact us at helpdesk@luther.edu or (563) 387-1000.

TELEPHONE

What telephone service does Luther provide?
Telephones are provided for all faculty and staff requiring telephone services. Standard analog phones provide access to features such as voicemail and caller ID. Digital telephones are available for an extra charge and are appropriate for multi-line needs.

Faculty and staff phone numbers begin with (563) 387-xxxx. Calls on campus require only the last four digits (i.e. 1000, 1111, etc.). To call off campus, dial 9 and then the phone number. To call outside of this area (long-distance), dial 9, 1, then the phone number; when you hear the beep, enter your long distance code.
WHAT IS NORSE APPS?
Norse Apps is the Luther branded version of Google's G Suite, a free online suite of productivity applications. Your Norse Key grants you access to Norse Apps. Visit luther.edu/helpdesk/norseapps for detailed information.

- Norse Mail (mail.luther.edu): Luther’s version of Gmail, a web-based email service that is available anywhere in the world. Users have unlimited storage and can use Google search to navigate through old emails.
- Norse Calendar (calendar.luther.edu): Keep track of your busy schedule and share it with friends and family.
- Norse Hangouts (mail.luther.edu): Integrated into Norse Mail, Hangouts is an instant messaging and video chat platform that allows you to communicate with anyone on Norse Apps, Gmail, or Google+.
- Norse Docs (docs.luther.edu): Web-based documents (Docs), spreadsheets (Sheets), and presentations (Slides). Create, share, and collaborate with others in real-time.
- Norse Groups (groups.luther.edu): An easy way to set up and manage communications for any group on campus via email or web.

WHAT ABOUT CELLULAR SERVICE IN DECORAH?
Most cell phone providers cover the Decorah area to some degree. Check with your provider to make certain the area is covered in your plan. US Cellular and Verizon have local stores.

AT&T subscribers—your phone may receive service in northeast Iowa only if it supports their newer Voice over LTE (VoLTE) standard.

Ask about provider discounts as a Luther employee.

PREUS LIBRARY

Need Technology Help?
The Technology Help Desk
helpdesk@luther.edu, (563) 387-1000
Get answers for any computer or technology questions or help with any needs you have.

Need Help Borrowing Something?
The Circulation Desk
library@luther.edu, (563) 387-1166
Check out books, DVDs, course materials, digital video cameras, portable hard drives, and much more.