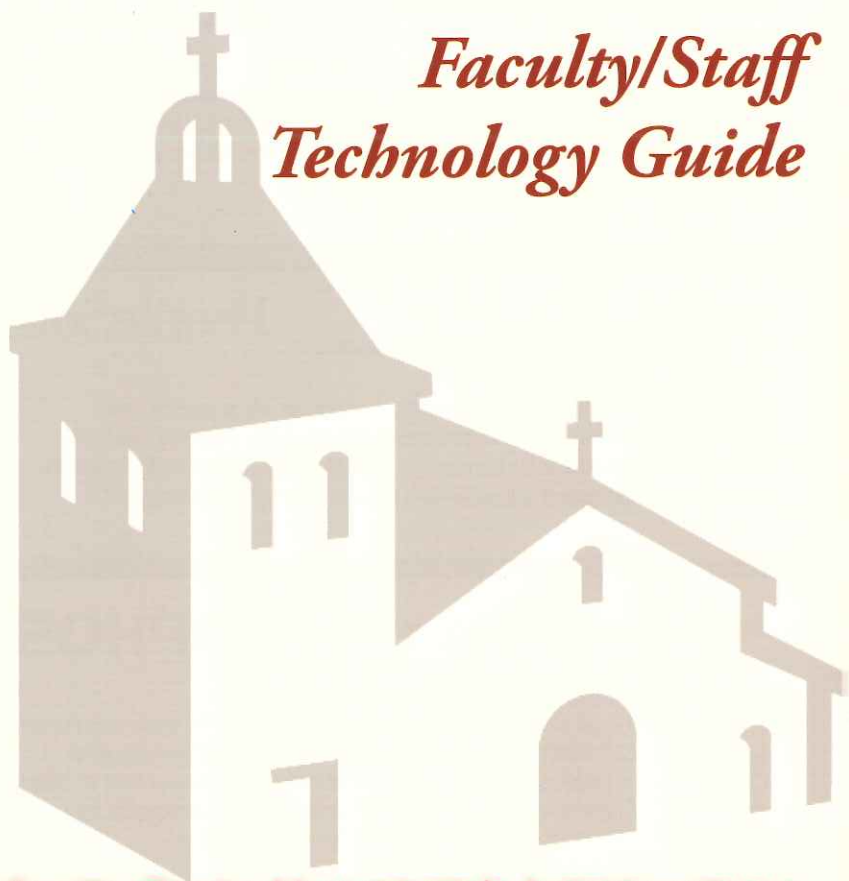


# INFORMATION SERVICES

## *Faculty/Staff Technology Guide*



SANTA CLARA UNIVERSITY'S INFORMATION SERVICES PROVIDES TECHNOLOGY AND SERVICES TO ENHANCE TEACHING AND LEARNING, SUPPORT SCHOLARSHIP, AND PROVIDE ADMINISTRATIVE AND DESKTOP TOOLS TO IMPROVE SERVICE AND PRODUCTIVITY.

**Mail, Calendar, and Drive**  
**myscu.okta.com**



Your SCU Network ID gives you access to SCU Gmail, Google Drive, Calendar, Sites, Groups, and Contacts. Help for Google apps is available from the Settings icon within each application.

**Zoom Video Web Conferencing**  
**zoom.us**



Use Zoom to meet online or to bring a guest speaker into your classroom. Sign in with Google and use your SCU Network ID and password. You can make Zoom calls with non-SCU affiliates, just send them an invite! For Zoom support, contact Media Services at (408) 554-4520 or visit the 1st floor of the Harrington Learning Commons.

**PeopleSoft**  
**HR & Student Services: [ecampus.scu.edu](http://ecampus.scu.edu)**  
**Financials: [financials.scu.edu](http://financials.scu.edu)**



PeopleSoft is the main record keeping system for all academic and administrative information in the areas of University Finance, Human Resources and Student Administration. Employees who need PeopleSoft access will be assigned a PeopleSoft account and given training.

**Sophos Antivirus Endpoint Security**  
**and Control**



**[download.scu.edu/GetAntiVirus](http://download.scu.edu/GetAntiVirus)**

SCU has purchased licenses for Sophos, a world leader in virus protection software, for CURRENT students, CURRENT and RETIRED faculty, and CURRENT staff to protect their campus and home computers free of charge. To access and download the software on your personal computer, you will be required to login with your SCU Network ID and password.

**Camino Learning Management System**  
**(powered by Canvas)**  
**[camino.instructure.com](http://camino.instructure.com)**



Camino enables faculty to manage course materials, communicate easily with students, post documents online, create discussion boards and group space for collaboration, receive and grade assignments online, link to external resources, create a gradebook, administer quizzes, and more. For individual overview and questions on Camino, please contact the ITRS at (408) 551-3572 or via email at [caminosupport@scu.edu](mailto:caminosupport@scu.edu).

## SCU Network ID

Your SCU Network ID is often referred to as your SCU Login & password. It is used to access the network and other applications, including Gmail, Google Apps, Camino, and the campus wireless networks.

In order to receive a SCU Network ID and Google Apps account, the Network Account Form ([goo.gl/B4tkUD](http://goo.gl/B4tkUD)) must be filled out and signed by each faculty and staff member.

You can either drop off the two-page form in person at the Technology Help Desk or e-mail the form to [TechDesk@scu.edu](mailto:TechDesk@scu.edu).

## My SCU

***[myscu.okta.com](http://myscu.okta.com)***

My SCU is our single sign-on integrated platform, powered by Okta, offering secure access to select SCU applications. Once you've entered your security settings, Okta will be used to access various SCU applications.

## eCampus

***[ecampus.scu.edu](http://ecampus.scu.edu)***

Your eCampus ID is usually the same as your SCU Network ID. If necessary click on the "Forgot My Password" link and a new password will be emailed to you. To change your password once you are logged into eCampus, go to My System Profile, Change Password.

- **HR Information** – Benefits, Guidelines and Policies, Staff Compensation Toolkit, Annual Summary Reports
- **HR Self-Service** – Personal Information, Payroll & Benefits Information, Employee Timesheets, and Manager Timesheets
- **Personal Computer Discounts** – Apple, Dell and HP
- **SCU Campus Alert Information** – Enter phone and email info for campus emergency updates
- **SCU Parking Permits** – complete parking permit application and payment process

### Faculty / Advisors

- **Advising Center** – My Advisees, Advisee photos
- **Faculty Center** – My Schedule, Class Roster, Photo Roster, Grade Roster, Exam Schedule, Class and Course Search

## Protect Your Private Information

- Change your eCampus and SCU Network ID passwords once each quarter.
- Do not share your SCU Network ID or eCampus ID and password.
- Put a PIN on your phone and other mobile devices.
- Put a locking screen saver on your desktop and laptop computers.
- Set your computer operating system to automatic updates.
- Install Sophos antivirus software - and keep it up-to-date!

[download.scu.edu/GetAntiVirus](http://download.scu.edu/GetAntiVirus)

## Our Services

### **Subject Librarians & Faculty Liaisons**

**[scu.edu/library/info/contact/liaison](http://scu.edu/library/info/contact/liaison)**

University Librarians provide workshops and presentations on resources and research strategies and create specialized online research guides for your academic courses. Librarians instruct in the effective use of electronic resources, such as subject databases, OSCAR, or the Web.

### **Wireless access (SCU-Employee)**

The University wireless network is accessed by using your SCU Network ID and password. On your device, select the SCU-Employee wireless network. If this is the first time you are connecting your device to SCU-Employee, you will be required to enter a password for the network. The password for SCU-Employee is **GoBroncos**. Once you have connected to SCU-Employee, open your web browser and navigate to any non-SCU website. You will be directed to the SafeConnect login page. Use your SCU Network ID and password to authenticate.

### **Wireless SCU-Guest Network**

The "SCU-Guest" network will allow visitors to our campus to acquire WiFi access without needing to supply an access code, user ID, or password. This is an internet-only, unsecured network with metered bandwidth per user. SCU-Guest has been built to provide adequate bandwidth to allow guests to check their email or calendars, and for normal internet browsing activities.

### **Network Printing**

iPrint is the network service for printing to many departmental network printers. With iPrint, using a web browser, users are able to easily point, click and seamlessly set up selected printers to which they have access. The iPrint client automatically downloads and installs the required printer driver and creates the printer object on a workstation without any user interaction.

### **Technology Purchase Program**

Faculty and staff can purchase Apple, Dell, and HP products at special discounts under the My Page tab in eCampus. Academic discounts on Microsoft Office, Adobe, and other popular applications are also available through our third party vendors ([journeyed.com](http://journeyed.com) or [store.collegebuy.org](http://store.collegebuy.org)).

### **ePortfolio (Digication)**

**[scu.digication.com](http://scu.digication.com)**

Digication can be accessed from the SCU Login page or directly at [scu.digication.com](http://scu.digication.com). Electronic portfolios (ePortfolios) are digital collections created by students over time that makes their classroom or co-curricular learning visible. Samples of students' work can represent their knowledge, skills, talents, and experiences captured through a wide variety of formats, including text, multimedia presentations, video, or sound.

## Our Resources

### **Technology Help Desk**

**(408) 554-5700 • [techdesk@scu.edu](mailto:techdesk@scu.edu)**

The Technology Help Desk staff provides technical support for the entire campus community. General issues can be handled in-person or virtually using our remote computer assistance service called GoToAssist. You may submit a support ticket at [ithelpdesk.scu.edu](http://ithelpdesk.scu.edu).

### **Media Services**

**(408) 554-4520 • [mediaservices@scu.edu](mailto:mediaservices@scu.edu)**

Media presentation systems, digital cameras, laptops, dvd/vhs decks, digital audio recorders, iClicker classroom response systems, sound systems, video streaming, web conferencing, and more. All available for class and campus use.

### **Technology Training**

**(408) 551-3120 • [technologytraining@scu.edu](mailto:technologytraining@scu.edu)**

Technology Training delivers software training and support to Santa Clara faculty, staff, and students. Offering several types of training including classes, office hours, consultations, and web tutorials that are tailored to help users learn campus supported software used in teaching, learning, and scholarship. For a complete schedule of classes please visit [scu.edu/training](http://scu.edu/training).

### **Instructional Technology Resource Specialists (ITRS)**

**(408) 551-3572 • [caminosupport@scu.edu](mailto:caminosupport@scu.edu)**

The ITRS support faculty in the innovative use of technology to enhance teaching and learning. ITRS partner with faculty to design and develop multimedia course content and student assignments; support transition to flipped, hybrid, or blended courses; integrate web technologies; identify existing online resources; develop teaching and assessment materials; and provide assistance to students to complete multimedia assignments in the multimedia lab.

### **Graphics and Digital Signage**

**(408) 544-6903 • [emills@scu.edu](mailto:emills@scu.edu)**

Material preparation for digital presentations, publications and digital signage display, including flatbed scanning, slide scanning, map and illustration creation, color printing. Posters up to 44"x72". Consultation on Photoshop, Illustrator, and After Effects.

### **Web Application Development**

Web application project planning, development, testing, and ongoing technical support for campus organizations is available. The Web Application Development team is primarily responsible for the management of Web applications residing on [www.scu.edu](http://www.scu.edu), including the CMS, Campus Events Calendar, SCU Phonebook, and Course Availability. For support please visit [scuweb.zendesk.com](http://scuweb.zendesk.com).

# Technology at SCU

[scu.edu/technology](http://scu.edu/technology)

Visit the *Technology at SCU* website for all your technology and computing needs.

## **Technology Help Desk**

**(408) 554-5700**

**TechDesk@scu.edu**

Hours:

[scu.edu/technology/computing-services--support/](http://scu.edu/technology/computing-services--support/)

- SCU Network ID accounts and passwords
- eCampus accounts and passwords
- Wireless configuration and support
- Virus, malware and spyware removal
- PC Replacement Project
- Printer support for personal and network printers
- General hardware and software troubleshooting
- Network groups and rights management

## **Media Services**

**(408) 554-4520**

**MediaServices@scu.edu**

Hours:

[scu.edu/is/academic-technology/avmedia-equipment-resources-and-services/av--media-technology-support/](http://scu.edu/is/academic-technology/avmedia-equipment-resources-and-services/av--media-technology-support/)

- Camino LMS support
- Classroom and Conference Room technology support
- ePortfolio (Digication) support
- Equipment checkout and deliveries
- Faculty support to integrate and innovate using technology
- Graphics preparation for presentations, publications, printing
- Student support for media assignments
- Web Application Development

## **University Library**

**(408) 554-5020**

**LibraryCirc@scu.edu**

Hours:

[www.scu.edu/library/hours/](http://www.scu.edu/library/hours/)