

Staff Guide

TO TECHNOLOGY



ADELPHI
UNIVERSITY

eCampus at Adelphi

ecampus.adelphi.edu

EMAIL

Employees are issued an official Adelphi email account that features file storage, calendars and more through Google Apps. Note that faculty/staff email addresses end in **@adelphi.edu**, whereas student addresses end in **@mail.adelphi.edu**.

CLASS

CLASS enables supervisors to review and approve hourly and student employee timecards.

ESAAS

This tool combines several services into one suite. Access your benefit enrollment, vacation information, budget planning, tuition remission and performance appraisals.

WEB STORAGE

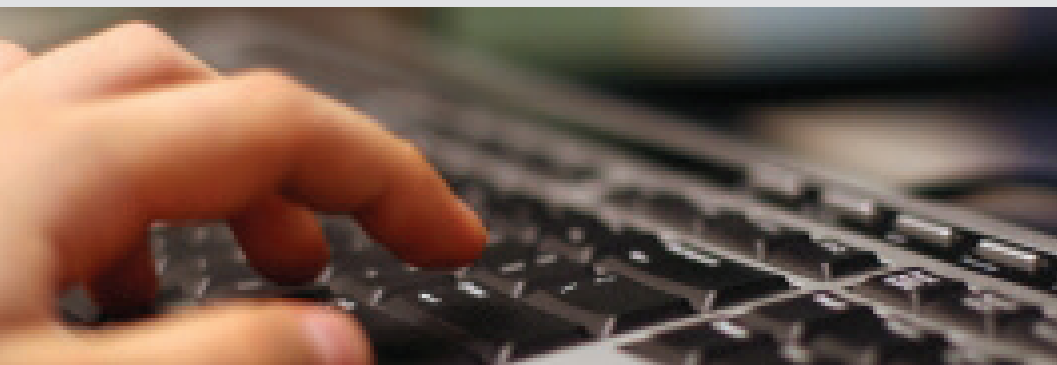
Remotely access your home directory and department shared drive. Select 'Web Storage' from eCampus Services and right click on a file to display options. Pop-up blockers must be turned off.

EMERGENCY NOTIFICATION

Adelphi broadcasts urgent messages and closing information via phone, text and email. You can modify your notification settings and preferred methods of contact. Learn more about alerts at **safety.adelphi.edu/mass-notification**.

JOB & INTERNSHIP SEARCH

The best way to recruit students for employment, internships and work-study is via Handshake.



Tech Services and Resources

it.adelphi.edu/catalog

PROJECT MANAGEMENT

To initiate a project that has a technology component, please complete the request form at it.adelphi.edu/pm.

AU2GO MOBILE APP

Access the directory, facilities maintenance and other resources on your mobile device. Check out library resources, use the fitness center and pay at campus dining using your digital I.D.

GOOGLE APPS

Take advantage of unlimited file storage and other G Suite features such as Docs, Sheets and Slides.

WIFI

Register your device with **eduroam** to access the wireless network at Adelphi and member campuses worldwide. Get details at adelphi.edu/wifi.

CONFERENCE CALLS

You can easily conference in a third party from your desk phone. For larger groups, IT can assist with toll-free conference calling if 48-hours notice is provided.

3D PRINTING

Consult with our staff to scan, edit and print a 3D project for personal or departmental use.

TECH DISCOUNTS

Employees are eligible for exclusive discounts via adelphi.edu/offers.

TUTORIALS, WORKSHOPS & TRAINING

Find video tutorials/guides at it.adelphi.edu/guides. Take an in-person tech workshop to enhance your skills—browse offerings at it.adelphi.edu/events. You also have free access to premium online training with Lynda.com.

DIGITAL PROMOTIONS

Use social media, your department's website, digital signs around campus and/or eCampus banners to bring awareness to news, events and initiatives. Get details at it.adelphi.edu/media-ads or email webteam@adelphi.edu.

Cyber Security Awareness

it.adelphi.edu/security

PHISHING

Be careful with suspicious emails. Nobody working for Adelphi will EVER ask for your username, password or any other sensitive information via email or phone.

PROTECT YOUR PERSONAL INFO

Find out about different types of threats and how you can protect your identity online. Get security alerts and advice about passwords, software patches/updates, phishing, viruses, spyware, ransomware and more.

SOCIAL MEDIA

For a safe and enjoyable experience, be discreet, communicate in generalities, think about who is following you and utilize your privacy settings correctly.

BACK UP FILES

To prevent losing important data, back up your files to Google Drive, an external drive or a third party service.

TECHNOLOGY SERVICE CATALOG

For a complete list of tech services and resources offered at Adelphi, please browse it.adelphi.edu/catalog.

CONNECT WITH US ON SOCIAL MEDIA

@adelphitech:    / @adelphi3D: 

NEED HELP?

Contact our Help Desk at:
516.877.3340 / helpdesk@adelphi.edu / it.adelphi.edu/chat