

# Faculty Guide

## TO TECHNOLOGY



**ADELPHI**  
**UNIVERSITY**

# eCampus at Adelphi

[ecampus.adelphi.edu](http://ecampus.adelphi.edu)

- EMAIL** Faculty are issued an official Adelphi email account that features cloud 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 instructors to access advisees' academic records, register students on demand and view class rosters.
- DEGREE AUDIT** Use this advisement tool to review advisee course history, and identify courses that still need to be taken for degree requirements.
- MOODLE** Deliver course materials to your students online, post/receive assignments and facilitate class discussions.
- SYLLABUS UPLOAD** Make your syllabi available to students. This will aid their course selection and registration decisions.
- ESAAS** This tool combines several services into one suite. Access your benefit enrollment, vacation information, budget planning, tuition remission and course load.
- 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 mass alerts at **[safety.adelphi.edu/mass-notification](http://safety.adelphi.edu/mass-notification)**.



# Tech Services and Resources

[it.adelphi.edu/catalog](https://it.adelphi.edu/catalog)

## AU2GO MOBILE APP

Access CLASS, Moodle, shuttle schedules and more 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 WiFi at Adelphi and member campuses worldwide. Get more details at [adelphi.edu/wifi](https://adelphi.edu/wifi).

## 3D PRINTING

Consult with our staff to scan, edit and print a 3D project for use in your curriculum or research.

## TECH DISCOUNTS

Faculty are eligible for exclusive discounts via [adelphi.edu/offers](https://adelphi.edu/offers).

## WORKSTATIONS, LABS & KIOSKS

Our general access and computer labs feature a variety of standard and specialty software. Kiosks are available around campus for quick tasks, and Alicat kiosks in Swirbul help you locate library resources.

## TUTORIALS, WORKSHOPS & TRAINING

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

## FACULTY PROFILES

Full-time faculty are encouraged to keep an updated public profile highlighting experience and research.

## 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](https://it.adelphi.edu/media-ads) or email [webteam@adelphi.edu](mailto:webteam@adelphi.edu).

# Cyber Security Awareness

[it.adelphi.edu/security](https://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 hard 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](https://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](mailto:helpdesk@adelphi.edu) / [it.adelphi.edu/chat](https://it.adelphi.edu/chat)