



MARSHALL UNIVERSITY - NOV 2015

# STUDENT GUIDE

FOR INFORMATION TECHNOLOGY



# WELCOME

FROM MARSHALL UNIVERSITY INFORMATION TECHNOLOGY



The IT Student Guide lists the most commonly used technology resources available to you as a Marshall student. As you advance in your education at Marshall you will find technology used in various ways throughout your courses. The available technologies are provided as resources to help you achieve your academic goals. The Division of Information Technology has a host of knowledgeable faculty and staff should you require assistance.

All campuses at Marshall have classrooms with embedded technology to aid the faculty and the students in the learning process. The majority of public and academic spaces are covered by the University's WiFi network. Technological innovation provides all of our students with collaborative, interactive and productivity tools enabling them to take a proactive role in their education, research and jobs.



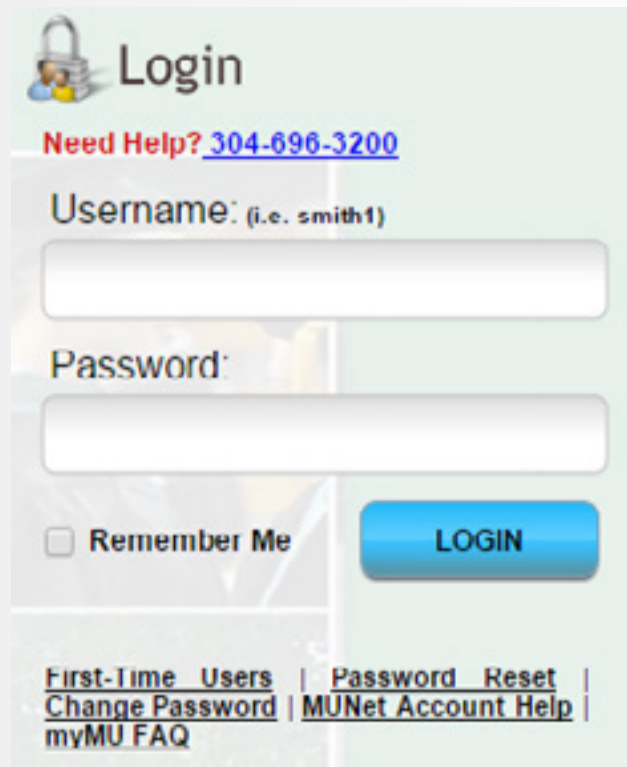
**NEED HELP?**  
CONTACT THE IT SERVICE DESK  
LOCATED IN DRINKO LIBRARY


ITSERVICEDESK@MARSHALL.EDU  
(304) 696-3200 (HUNTINGTON)  
(304) 746-1969 (CHARLESTON)  
(304) 689-8638 (TOLL FREE)





# MUNETID



 **Login**

[Need Help? 304-696-3200](#)

Username: (i.e. smith1)

Password:

☐ Remember Me

[First-Time Users](#) | [Password Reset](#) | [Change Password](#) | [MUNet Account Help](#) | [myMU FAQ](#)

Create your MUNET ID password for first-time users, reset your password if lost, or change your password for any reason is all one click away with single sign-on through myMU.

MUNET ID is each student's personal username that enables access to Marshall's network and computing infrastructure. You use your MUNET ID as your credentials to access Marshall's single sign-on portal (myMU), MUOnline, campus-wide wireless network, and login to more than 1,500 lab computers on campus. Your MUNET ID is based on your last name and a sequence number, for example, smith344.

[www.marshall.edu/mymu](http://www.marshall.edu/mymu)  
[www.marshall.edu/muonline](http://www.marshall.edu/muonline)

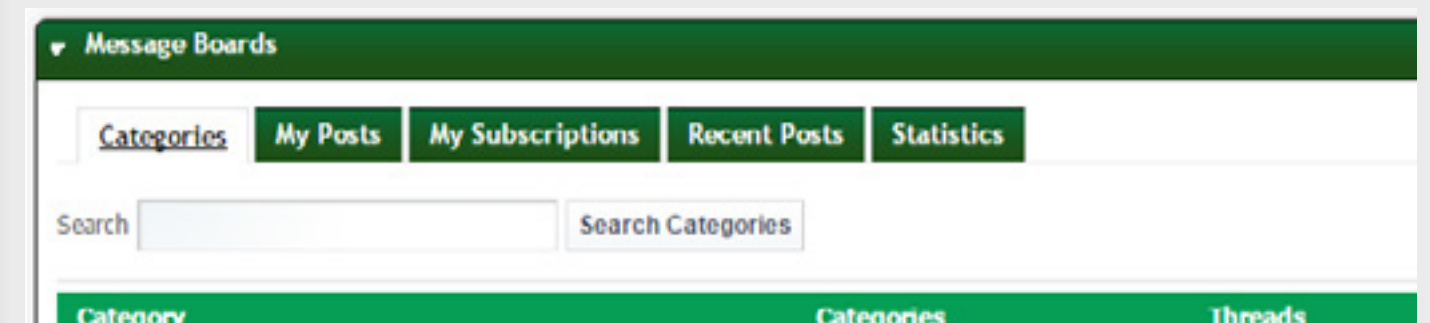
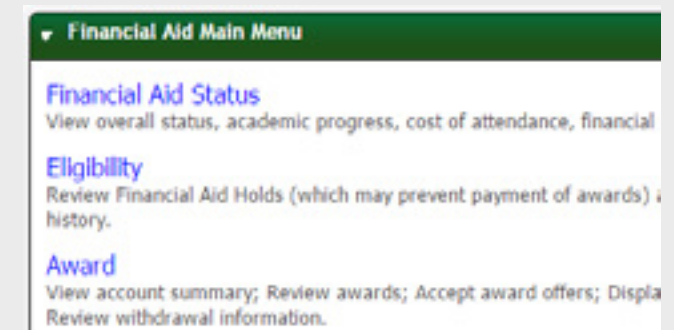
# MARSHALL SINGLE SIGN-ON

# myMUPORTAL

[www.marshall.edu/mymu](http://www.marshall.edu/mymu)

myMU is a single sign-on portal that allows students to access a multitude of information spanning from grades and unofficial transcripts to financial aid, library databases, Marshall message boards, alerts and email.

**EMAIL**  
**ACCESS TO MUONLINE**  
**GRADES**  
**TRANSCRIPTS**  
**FINANCIAL AID**  
**MESSAGE BOARDS**  
**AND MORE...**



# MUONLINE

[www.marshall.edu/muonline](http://www.marshall.edu/muonline)

MUOnLine is Marshall's online classroom which allows students to enroll in highly interactive 100% fully online courses, to access hybrid online courses and to access online content for your traditional courses through Blackboard.

**Anytime.  
Anywhere.  
Anyplace.**



Blackboard

Blackboard provides a platform to connect you and your instructor outside of the classroom by:

**Sharing course content**

**Viewing grades**

**Submitting assignments**

**Taking exams**

**Participating in Discussion Boards**

# SOFTWARE

[www.marshall.edu/it/availablesoftware](http://www.marshall.edu/it/availablesoftware)



Office 365 is available free to all current Marshall students. Your Marshall account (MUNETID) allows you to install the latest version of Office on up to 5 devices including desktops, laptops, tablets, and other mobile devices.



Word



Excel



PowerPoint



Publisher



Outlook



Access



Create, edit and share documents from any device, and work together with other people at the same time. In addition OneDrive provides students with 1 TB of storage for all their files.



**symantec™**

Symantec® Endpoint Protection (SEP) is an antivirus software solution which is offered to all Marshall students, faculty, and staff at no extra charge.

TO VIEW A FULL LISTING OF ALL AVAILABLE SOFTWARE PLEASE VISIT  
[WWW.MARSHALL.EDU/IT/AVAILABLESOFTWARE](http://WWW.MARSHALL.EDU/IT/AVAILABLESOFTWARE)



# MUWiFi

internet

<b>MU WIFI</b>	MU WIFI is Marshall’s campus wide internet service. Students have the ability to access this WiFi service anywhere it is available on Marshall’s campus using each individual’s MUNET ID and password.
<b>MU GUEST</b> sponsor.marshall.edu	Students have the ability to sponsor guests with WiFi accounts which can access Marshall’s MU_GUEST WiFi service anywhere WiFi is available on Marshall’s campus.
<b>MU DEVICES</b> mydevices.marshall.edu	Students have the ability to connect their gaming console, Apple TV, Smart TV, Nintendo DS and other WiFi enabled devices through Marshall University’s MU DeviceNet service.
<b>ETHERNET</b>	Marshall University Residence Hall rooms are wired with high-speed Ethernet connections, enabling high-speed data communications through network jacks found on wall plates in every room.

**PLEASE NOTE:** PERSONAL ROUTERS ARE PROHIBITED ON CAMPUS BY MARSHALL UNIVERSITY



FOR MORE INFORMATION OR TO LEARN HOW TO CONNECT YOUR DEVICES PLEASE VISIT: **WWW.MARSHALL.EDU/IT/HOWDOI**

# LIBRARIES



[www.marshall.edu/library](http://www.marshall.edu/library)

Marshall University’s Drinko Library offers students a multitude of services including group study rooms, dozens of individual computers for usage, book, laptop & iPad checkouts and more!	<b>CIRCULATION SERVICES</b>
Search and borrow books and music scores directly from 50 academic libraries in West Virginia, Pennsylvania, and New Jersey simultaneously. Your requested items will arrive usually within 3-5 business days.	<b>EZ-BORROW</b>
Search some of the most popular databases including LexisNexis Academic and EBSCO Host which supply thousands of academic and peer reviewed journal articles right at your fingertips.	<b>LIBRARY DATABASES</b>
Rooms equipped with computers and high-end digital monitors are perfect for individuals, for small or large groups, and are available for students to reserve throughout Drinko Library.	<b>ROOM RESERVATIONS</b> marshall.libcal.com



NEED HELP WITH WRITING?  
THE **WRITING CENTER** IS STAFFED WITH GRADUATE & UNDERGRADUATE STUDENTS READY TO HELP YOU AT ANY STAGE OF THE WRITING PROCESS.



NEED MORE HELP?  
**ASK A LIBRARIAN** BY EMAIL, CHAT ROOM, IN PERSON OR EVEN BY TEXT!



# PRINTSCANCOPY

on campus printing, scanning & copying



**Printing, scanning & copying** are available to students in various locations across Marshall's campus including Drinko Library.

## WHERE CAN I PRINT, SCAN OR COPY?

Marshall University offers multiple printing, scanning and copying stations across campus including residence halls, computer labs and the Drinko Library. At each of these locations computers are set up and connected to printing stations. You can use an external hard drive or USB drive to print documents, scan documents back to your drive or copy documents.

## IS THERE A COST TO PRINT SCAN OR COPY?

**Scanning is completely free**, however printing and copying are available to students at an extremely reasonable and affordable price point. Currently, the cost is \$0.10 per page for black & white prints and \$0.25 per page for color prints.



FOR MORE INFORMATION ON ALL PRINTING AND COPYING SERVICES  
PLEASE VISIT: [WWW.MARSHALL.EDU/IT/PD](http://WWW.MARSHALL.EDU/IT/PD)

# TECI&LABS

group collaboration & multimedia presentation

The purpose of TECI and lab rooms is to enhance the learning experience for students by providing them and their instructors state-of-the-art technological tools in both classroom settings and for individual use.

## WHAT ARE TECI ROOMS?

TECI stands for Technology Enhanced Classroom Initiative and is designed to facilitate group collaboration and multimedia presentations in a classroom setting. TECI rooms provide our faculty with the latest technologies, and help to improve student learning outcomes through the promotion and support of new, high-tech teaching pedagogies.

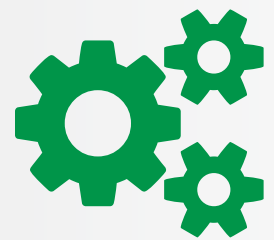
## WHAT ARE LABS?

Labs provide technology learning spaces throughout Marshall University's main campus. These facilities provide an assortment of learning spaces that range from general individual-use computer stations to computer lab classrooms.



FOR MORE INFORMATION ON TECI ROOMS  
PLEASE VISIT: [WWW.MARSHALL.EDU/IT/TECI](http://WWW.MARSHALL.EDU/IT/TECI)

FOR MORE INFORMATION ON LABS  
PLEASE VISIT: [WWW.MARSHALL.EDU/IT/UCF](http://WWW.MARSHALL.EDU/IT/UCF)



# HARDWARE

new purchase recommendations

Marshall University recommends that all students own or have access to a computer that runs either Windows 10 Professional or Mac OS X El Capitan. The choice of a Windows based product or an Apple Macintosh based product is a personal choice. Creative disciplines like art and media have traditionally leaned toward the Apple Macintosh, but with the newer versions of Windows and the pen-based computing available on the Windows platform, both are viable alternatives.

## Windows - Desktop

- Windows 10 Pro
- Core i5 or Core i7 6th Generation (Skylake) Processors
- 8GB RAM minimum
- 1,920x1,080 Full HD Display minimum
- 4 USB 3.0 or 3.1 Ports minimum
- 256GB Solid State HD minimum or 1TB 7200RPM Traditional Hard Drive
- 10/100/1000 Ethernet Port

## Windows - Notebook

- Windows 10 Pro
- Core i5 or Core i7 6th Generation (Skylake) Processors
- 256GB or Greater Solid State Drive
- 802.11ac dual band WiFi
- 2 USB 3.0 or 3.1 ports (newer models may have USB-C with 3.1 and/or Thunderbolt 3)

## Apple - Desktop

- Macintosh OS X 10.11 El Capitan
- Core i5 or Core i7 6th Generation (Skylake) Processors
- 8GB RAM minimum
- 1,920x1,080 Full HD Display minimum
- 4 USB 3.0 or 3.1 Ports minimum
- 256GB Solid State HD minimum or 1TB 7200RPM Traditional Hard Drive
- 10/100/1000 Ethernet Port

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- Macintosh OS X 10.11 El Capitan
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- 256GB or Greater Solid State Drive
- 802.11ac dual band WiFi
- 2 USB 3.0 or 3.1 ports (newer models may have USB-C with 3.1 and/or Thunderbolt 3)



FOR MORE INFORMATION ON NEW PURCHASE RECOMMENDATIONS INCLUDING SPECIFIC COMPUTER MODELS PLEASE VISIT:  
**WWW.MARSHALL.EDU/IT/RECHARDWARE**

# LYNDACAMPUS

& tech up

Your Lynda.com Online Training Library provides easy-to-follow video lessons from experts in each subject area. As a Marshall University student, faculty or staff member, you have access to the full Lynda.com library using your MUNET username and password as your login credentials.

**[www.marshall.edu/lynda](http://www.marshall.edu/lynda)**

**lynda.com**



## TECH UP

"Tech Up" was created in response to a request by a current student. The program has one purpose—to help nontraditional students succeed at Marshall by being technologically up to speed by the time they take their first course.

Marshall's IT personnel conduct the free "Tech Up" sessions each semester in Drinko Library. A Marshall student can also self-enroll in the online version in MUOnline. Log in, click on the Organization tab, search for "Technology & Non-Traditional Students," Enroll.



FOR MORE INFORMATION ON TECH UP  
PLEASE CONTACT: **STUDENTAFFAIRS@MARSHALL.EDU** OR  
**(304) 696-6422**



Marshall University cares about the safety of its students, faculty and staff. The MU Alert Notification System is a multimodal communication system that will allow the University to send simultaneous alerts, warnings, or cautions any time hazardous conditions arise on campus that could affect and/or threaten the health and safety of members of the Marshall community.

## IMPORTANT NUMBERS

### MUPD

(304) 696-4357 (6HELP)

### EMERGENCY

911

### MU SWITCHBOARD

(304) 696-3170

## RECEIVE ALERTS BY

☐ Text Message

☎ Phone Call

✉ Email

**SIGN UP, UPDATE OR REMOVE INFORMATION AT:**

[www.marshall.edu/mymu](http://www.marshall.edu/mymu)



The faculty and staff of Marshall University strive to be the best. We are very proud of our commitment to customer service, and we want your voice to Be Herd! Please take the time to let us know how we're doing and what we can do better. Each message sent through the Be Herd portal will be seen and answered by the appropriate administrator. Don't be shy, Be Herd!






A large, illuminated fountain at night, featuring a central circular base with water spraying upwards and two tall, dark, conical structures on either side. The fountain is set in a dark pool of water, with the surrounding area lit by warm streetlights. The sky is a deep blue, and trees are visible in the background.


# MARSHALL UNIVERSITY

## INFORMATION TECHNOLOGY

NOVEMBER 2015


 [www.marshall.edu/it](http://www.marshall.edu/it)

 [www.marshall.edu/it/student-guide](http://www.marshall.edu/it/student-guide)

 @muitservicedesk

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 /marshallulibraries

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