

IT Services at Georgia Southern

The Computer Center

- The Computer Center is responsible for:
 - Account creation for faculty/staff e-mail and web
 - Account creation for administrative systems
 - Creation of listservs for campus related groups
- Request forms can be found at the following site:
<http://services.georgiasouthern.edu/computercenter/fsindex.html>
- Also remember to complete WINGS training!

ADP

In order to get paid, you must complete these 2 steps!

- **Step 1: Register for ADP Self Service**
 - Utilize the ADP Self Service portal to view your paycheck, benefits information, and update personal information.
- **Step 2: Add eTime**
 - The eTime system is used as a time keeping and accrual system.

Instructions for registration and usage of ADP can be found at <http://jobs.georgiasouthern.edu/ADP/index.htm>

Telephone Services for Faculty

- Telephones
 - Unique 4-digit extension for all faculty
 - On Campus dialing - Dial 8 + 4 digit extension number
 - Off Campus dialing - Dial 9 + phone number (7 digit number for local calls, 1 + 10 digit number for long distance)
- Long Distance:
 - No charges, faculty are asked to exercise good stewardship and discretion in the use of long distance services
 - International long distance is available to faculty upon approval of Department Chair

Other Telephone Services

- Voice mail
 - Accessible from any phone on or off campus.
- Faxing
- Cell Phones:
 - Only provided to approved faculty
 - Approval must follow the reporting structure of each academic unit and gain final approval from the Provost
 - IT Services does support the integration of personal Blackberries onto the campus network for a nominal fee
- Directory Services

Network Services for Faculty

- Computer Connection
 - Network connection in every office
- Wireless Service
 - Public Wireless Hot Spots available across campus
- [Web-enabled VPN](#)
 - Remote access to files stored on server

Classroom Technologies

- [Smart Classrooms](#)
 - Over 200 technology enhanced classrooms on campus
- [Videoconferencing](#)
 - Both classroom based and computer based resources available
- [CPS clickers](#)
 - Get real time feedback from students during lectures
- Computer Labs
 - Some labs allow 24 hour access for students

Online Teaching and Collaboration

- [GeorgiaVIEW](#)
 - Can be used for anything from supplementing classroom instruction to fully online degree programs
- [Wimba Classroom](#)
 - Create an online classroom or meeting space with interactive features
- Google Apps
 - Personal web page space, blogs, document collaboration and many other tools available
- SharePoint
 - Personalized site that is useful for collaboration, research, scholarship, and online discussions

Media Services

- [Equipment Checkout](#)
- [Video/Audio Streaming](#)
- [Video Duplication](#)
- [Document Scanning/Conversion](#)

Technology Training

- SharePoint
- GroupWise
- Microsoft Office Suite
- Online Learning Technologies
- CPS Clickers
- Podcasting
- Web design and tools
- <http://training.georgiasouthern.edu>

Technology Purchases

- Personal Purchases
 - The IT Store, located in the College of Information Technology, carries Apple and Lenovo computers as well peripherals at a significant discount
 - eMSD offers select Adobe and Microsoft products at a significant discount. For more information as well as a list of products, visit <https://My.GeorgiaSouthern.edu>
 - Symantec Antivirus and EndNote are available as a free download for Georgia Southern University faculty, staff and students at <http://download.georgiasouthern.edu>
- Institutional Purchases
 - All technology purchases for the University should be initiated from:
<http://services.georgiasouthern.edu/procurement/itpurchase/>

Technical Support

- **Personal Computers:** Eagle Computer Care is an onsite Apple and PC repair center located in the College of Information Technology. It provides warranty and non-warranty repairs for faculty, staff, and students. Their phone number is (912) 478-2370.
- **Institutional Support:** All colleges have a designated technician to support their hardware and software needs and troubleshoot any issues that arise. If you are experiencing a problem, please call the IT Services HelpDesk at (912) 478-5429 and they will be happy to help you.