

Information Security Awareness

it.adelphi.edu/security

PROTECT YOUR PERSONAL INFORMATION

Find out about different types of threats and how you can protect your personal information. Get security alerts and advice about passwords, backing up your files, patches and updates, social media safety, phishing, viruses, spyware and more.

PHISHING AWARENESS

Nobody working for Adelphi IT will EVER ask for your username, password or other sensitive information via email or phone.

BACK UP YOUR FILES

Back up your files to Google Drive, a network, an external hard drive or a third party back-up service, to prevent losing important data if a computer crashes.

TECHNOLOGY SERVICES CATALOG

We offer many other technology services and resources in addition to the ones listed in this brochure. Browse it.adelphi.edu/catalog for a full listing.

CONNECT WITH US ON SOCIAL MEDIA

 twitter.com/AdelphiTech  youtube.com/AdelphiTech
 instagram.com/Adelphi3D & instagram.com/AdelphiTech

CONTACT US

The Help Desk is also available for technical questions and assistance for all employees at all of Adelphi's locations. So, wherever you're working, we are here to assist you!

it.adelphi.edu • helpdesk@adelphi.edu
it.adelphi.edu/chat • 516.877.3340
Swirbul Library, 2nd Floor

Staff Guide TO TECHNOLOGY





With convenient and secure single sign-on access,
eCampus is the go-to portal for your administrative needs.

EMAIL	Employees are issued an official Adelphi Gmail account that features cloud storage, calendars and other Google Apps. Note that staff and faculty 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	Combines several services into one suite including benefit enrollment, tuition remission, performance appraisals and more.
WORK ORDER SYSTEM	Submit a request to the Office of Information Technology or Facilities Management and/or review the current status of a request. Access the Knowledge Base for more information.
WEB STORAGE	Remotely access your home directory and department shared drive. Select WebStorage from Services and right click on a file to display options. Pop-up blockers must be turned off.
UNIVERSITY MASS NOTIFICATION SYSTEM	Adelphi broadcasts urgent messages via phone, text and email. You can modify your notification settings and preferred methods of contact.

Services and Resources

it.adelphi.edu/catalog

PROJECT MANAGEMENT	To initiate a project that has a technology component, please complete the Project Request form online.
CONFERENCE CALLS	You can automatically conference in a third party from your desk without any further tools. For larger groups, we can assist you with toll-free conference calling.
EQUIPMENT LOANS	Digital cameras, video cameras, tripods, speakers and more are available to employees for extended loan periods.
TECH WORKSHOPS, VIDEO TUTORIALS & LYND.COM TRAINING	Our free workshops help you enhance your skills with using various types of technology. Adelphi-specific tech videos are available on our AdelphiTech YouTube channel. Through Adelphi's partnership with Lynda.com, you can find free online training on subjects that include management and technology skills, service excellence and diversity.
TECHNOLOGY DISCOUNTS	Employees are eligible for discounts on computers, software and other devices. You are also eligible to purchase software through the Microsoft Home Use Program to use at home at minimal cost.
3D PRINTING	Consult with our studio staff to plan a 3D project for personal or departmental use.
WIFI CONNECTIONS	Register your device with Eduroam to access WiFi at Adelphi and member campuses worldwide.
AU2GO MOBILE APP	It's not just for students. Access the directory, library resources, shuttle schedules, and news and events on your smartphone or tablet.