

Library & Technology: Guide to Resources for New Faculty & Staff

Ask for help with computing, library, or phone questions

Computing Issues: Call the Computing Help Desk (x3333) or post to the Computing Questions conference in FirstClass.

Phone Questions: Call xHELP (x4357).

Library Questions: Call the Clapp Library Reference Desk (x2097) or post to the AskUs conference in FirstClass.

For more in-depth coverage of services: Visit www.wellesley.edu/Computing/Newusers/isresources.html

Information Services policies

 **Users are responsible for reading IS policies governing the use of information technology resources:**
www.wellesley.edu/InformationServices/ispolicies.html

Passwords & Accounts

 **Manage your passwords and accounts**
www.wellesley.edu/Computing/Passwords/


Get help with passwords and accounts for the following applications:

Domain account

FirstClass

Banner


Meeting Maker


 x 3333 for additional help

 **Use your Banner PIN to access payroll**
x 2231 - Controllers Office

 **Get a OneCard (ID card):**
x 2121 - Visit the Campus Police to get your picture taken.

Technology training

 **Request a computing/technology orientation in your office:**
x3333 - Help Desk. Ask to schedule a New User Orientation.

 **Learn more about using software:**
Overview of training options, including on- and off-campus classes:
<http://www.wellesley.edu/Computing/Training/overview.html>

Online training: www.wellesley.edu/Computing/Elementk/elementk.html

Campus computer security



Back up your computer files:

www.wellesley.edu/Computing/Backup/



Get virus and malware protection, and run critical security updates on your office computer:

www.wellesley.edu/Computing/Security/

Software and technology tools



Borrow digital cameras, laptops, or projectors:

x2368 - Knapp Center, or x3083 - Science Library. Please reserve well in advance.



Purchase software for your home computer at significant savings:

x3333 - Help Desk



www.wellesley.edu/Computing/PPP/



Install campus software on your home computer:

FirstClass: www.wellesley.edu/Computing/FirstClass/

Anti-virus applications: www.wellesley.edu/Computing/TVD/

Phones



Set up your voice mail:

www.wellesley.edu/Telecommunications/



Find directory information:

www.wellesley.edu/Directory/



x4000 - Automated speech recognition directory

Library resources



Library website:

www.wellesley.edu/Library/

Check due dates and renew materials you've borrowed:

luna.wellesley.edu/patroninfo

Establish course reserves:

www.wellesley.edu/Library/Reserves/

Suggest a purchase:

www.wellesley.edu/Library/book.html

Subject-specific research guides (guides include contact information for subject specialists):

<http://www.wellesley.edu/Library/Research/research.html>