Check out [www.wellesley.edu/lts/gettingstarted](http://www.wellesley.edu/lts/gettingstarted)
(Wellesley home page > Library & Technology in the bottom blue bar > Getting Started in the left navigation)

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**Contact Us**

Don’t worry about finding the right person or phone number...call us and we’ll get you to someone who can help you. The Computing Help Desk is a great place to start!

- x3333 Computing Help Desk
- x4848 Instructional Technology questions
- x2056 Administrative questions
- x2166 Clapp Library main desk

Email helpdesk@wellesley.edu
Visit the Help Desk on the main floor of Clapp Library

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**Things you should know about**

**MyWellesley**
- Click Google icon in upper right-hand corner for Google apps (mail, calendar, etc.)
- Home tab: link to online directory with photos
- Employee Services tab: links to Banner Self-Service (timesheet) and Data Security Training
- Administrivia tab: links to many College processes; upload your photo
- Library tab: check due dates; find and renew materials

**Policies and Security**
- Community members are responsible for reviewing policies governing the use of LTS resources
- Learn how to keep College data safe
- Get virus and malware protection; run security updates on your computer
- Automatically back up your computer files

**Software, Hardware, Getting Connected**
- Borrow cameras, laptops, iPads, projectors, and more
- Purchase software for your home computer at significant savings
- Set up voicemail; use the voice recognition system

**Training and Resources**
- LTS home page: documentation on everything here including accessing Banner, NTM/Vault, how to use Gmail and calendars, etc.
- Request a computing/technology orientation
- Online training through lynda.com

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*Updated Spring 2016*