2021-2022 | *FACULTY + STAFF*

TECH GUIDE

Your guide to getting started with tech as a Maverick.

MINNESOTA STATE UNIVERSITY, MANKATO
IT SOLUTIONS

TABLE OF CONTENTS

GET TECH HELP

mnsu.edu/its

Online Chat
Chat with real experts online to get quick answers to your questions!

Call Us
507.389.6654

Email Us
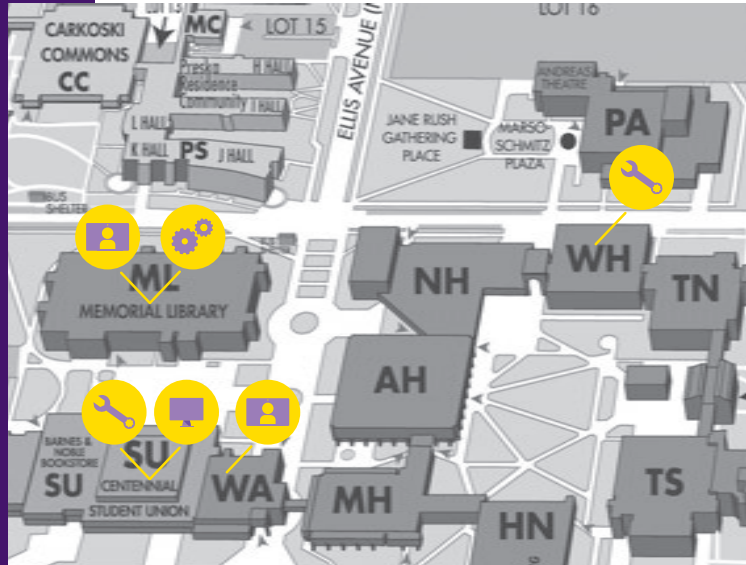itsolutionscenter@mnsu.edu

Stop In
See map for our locations across campus.

Online Support Articles
Browse thousands of support articles online, anytime!

TECH SERVICE + SUPPORT

IT Solutions Center

Live Help Kiosk

Instructional Design Services

Campus Computer Store

ML Memorial Library
SU Centennial Student Union
WA Wigley Administration
WH Wissink Hall

IT SOLUTIONS CENTERS

Walk-in technology help and support for all students, faculty, and staff. Get help with computer related issues, software downloads, and malware removal. We'll answer your questions on topics like Office 365, StarID, email, and more.

LOCATION: Wissink Hall 121 & lower level Centennial Student Union
ONLINE: mnsu.edu/its

LIVE HELP KIOSKS

Need quick tech help on your way to class? Visit these quick-stop locations for face-to-face virtual support on campus.

LOCATION: First floor Wigley Administration & Memorial Library
ONLINE: mnsu.edu/its

INSTRUCTIONAL DESIGN SERVICES

Instructional Designers are available to consult with you individually or with your group. Get training and assistance in using technology tools, designing your course, integrating technology into your teaching, adopting innovative technologies, and more.

LOCATION: Memorial Library 88 (CETL)
ONLINE: mnsu.edu/instructionaldesign

See drop-in sessions or schedule a consult online.

CAMPUS COMPUTER STORE

Get decked out with tech essentials for class. Buy laptops, tablets, accessories, and more in-store or online.

LOCATION: Lower level Centennial Student Union
ONLINE: store.mnsu.edu

INTERNET + WI-FI

Log in to Wi-Fi networks with your **StarID** and **StarID password.**

▶ mnsu.edu/wifi

OFFICIAL CAMPUS WI-FI

eduroam

'Educational roaming,' or eduroam, is our fast and secure Wi-Fi network for personally-owned devices like laptops and smartphones as well as faculty and staff state-owned devices. Connect to eduroam and you won't have to worry about changing your password. You can also automatically connect to the eduroam network at any participating college or university worldwide.

GUEST ACCESS

Guest Wi-Fi and computer access

Our guest Wi-Fi network, MavNET-Guest, is available in select locations across campus. Guests can also use University computers. To do so, staff or faculty members must request an account online for their guest at
secure2.mnsu.edu/guestaccess/

OTHER NETWORKS

MavNET-Encrypted

MavNET-Encrypted is a secure Wi-Fi network that is still available throughout campus and remote University locations, but it is no longer our preferred network.

LOGINS + EMAIL

STARID

Your all-access key

Your StarID is your login for online services at Minnesota State Mankato such as E-services, Mav Life, MavMAIL, Wi-Fi, D2L Brightspace, and more. To keep your account safe, you will be prompted to change your StarID password every six months.

🖱 mnsu.edu/starid

OFFICIAL UNIVERSITY EMAIL

MavMAIL

Access your official University email, MavMAIL in Microsoft Office 365, through Outlook, on your device or online. Log in with **YourStarID@minnstate.edu** and your **StarID password.**

🖱 mavmail.mnsu.edu

SOFTWARE + FILE STORAGE

MICROSOFT OFFICE 365

Free access to Word, Excel, etc.

All faculty and staff have access to Office 365 that includes programs like Word, Excel, Outlook, OneDrive, PowerPoint, and more. Download and use on up to five devices (University or personal). Online software and apps are included.

Log in using YourStarID@minnstate.edu and your StarID password.

▶ mnsu.edu/365

BUILT-IN SECURITY

Multi-factor authentication

Multi-factor authentication requires you to verify your sign in so nobody can access your Office 365 account but you. New accounts are automatically enrolled, complete the setup process upon your first sign in.
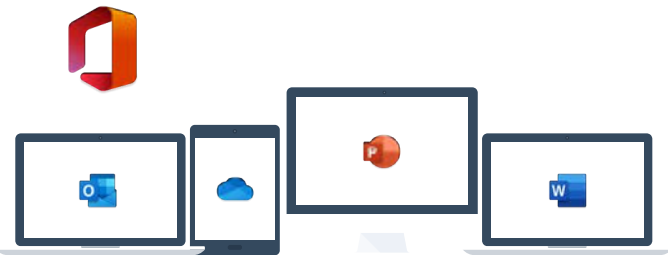
▶ mnsu.edu/multi-factor

CLOUD STORAGE

Microsoft OneDrive

Sync your files to the cloud and access them anywhere on any device with OneDrive. This is a great way to ensure that your documents are saved in the chance of a broken or lost device.

Access OneDrive and other Microsoft apps **through Office 365.**

Microsoft and Office 365, Outlook, OneDrive, OneNote, PowerPoint, Word, and Excel are trademarks of the Microsoft group of companies. This is an independent publication and is neither affiliated with, nor authorized, sponsored, or approved by, Microsoft Corporation.

ADOBE CREATIVE CLOUD
Illustrate, design, edit, & more

You can use Adobe Creative Cloud software on your University device. Illustrator, InDesign, Photoshop, and more are included. Look for Adobe software on your University computer or contact IT Solutions to get started.

QUALTRICS
Create & collect surveys

Qualtrics is an online survey software that makes it easy to gather and analyze response data for research, student feedback, and more.

▶ mnsu.edu/qualtrics

ZOOM
Meetings over the web

The Zoom web conferencing service allows you to schedule, join, and host web meetings anywhere. Use your StarID and StarID password to log in.

▶ mnsu.edu/zoom

Zoom and the Zoom logo are trademarks of Zoom Video Communications, Inc.

INSTRUCTIONAL DESIGN + LEARNING

Through the use of technology and innovative, evidence based practices, our instructional designers are here to help us further student success through effective teaching and learning practices. Find teaching tools and set up a meeting with an instructional designer online.

mnsu.edu/instructionaldesign

D2L BRIGHTSPACE
Online access to courses

Our learning management system (LMS) software is called D2L Brightspace. It is the online portal for face-to-face, hybrid, blended, and online courses. D2L includes a variety of tools to create and analyze engaging and customized learning experiences. We offer D2L drop-in information sessions and design consulting services. View the training calendar at **mnsu.edu/instructionaldesign.**

mnsu.edu/D2L

LINKEDIN LEARNING
Video tutorials

Faculty, staff, and students have access to LinkedIn Learning, an online learning platform that helps anyone learn skills in business, software, technology, design, and more to achieve personal and professional goals. The video tutorial library has thousands of engaging, top-quality courses taught by recognized industry experts.

mnsu.edu/linkedinlearning

Linked in Learning

HD RECORDING STUDIO

Professional audio equipment

The HD recording studio is a high-quality recording studio available for use by faculty and staff. The studio features:

- Professional-quality lighting
- Studio-quality audio
- HD video
- Captures instructor and presentation

mnsu.edu/hdstudio

TEACHING TOOLS

Tech to support learning

We offer and support a variety of tools to help enhance the teaching and learning experience. Visit our website to find out more about all our available tools including products for:

- Screen lecture and capture
- Active learning tools
- Online surveys
- Online collaboration
- Online meetings

mnsu.edu/teachingtools

kaltura

Poll Everywhere

SoftChalk

Respondus

turnitin

FLEXIBLE SPACES

FLEXSYNC TECHNOLOGY

Classrooms that adapt to YOU

We're innovating for the future with FlexSync technology! FlexSync is an in-person based course delivery method that has virtual options for flexibility to adapt to students' needs and diverse circumstances.

Special equipment is installed in select rooms across campus to create these unique learning environments.

mnsu.edu/flexsync

MAVPODS

Personal spaces across campus

Placed in strategic campus locations, MavPODs provide a semi-private, comfortable, and convenient place to study, make a call, recharge, and more between classes or meetings.

PRINTING

DEPARTMENT PRINTERS

Your close and convenient printing option

Most offices and departments have shared printers that are your preferred printing option. Ask your office coordinator how to connect or submit a ticket to IT Solutions. Need a printer in your department? Printing Services offers multifunction printers for lease.

COPY SHOPS

Specializing in large print jobs

There are seven copy shops across campus to meet your printing needs. Operated by Printing Services, you can upload and order online or in-store and pick up when ready on-site.
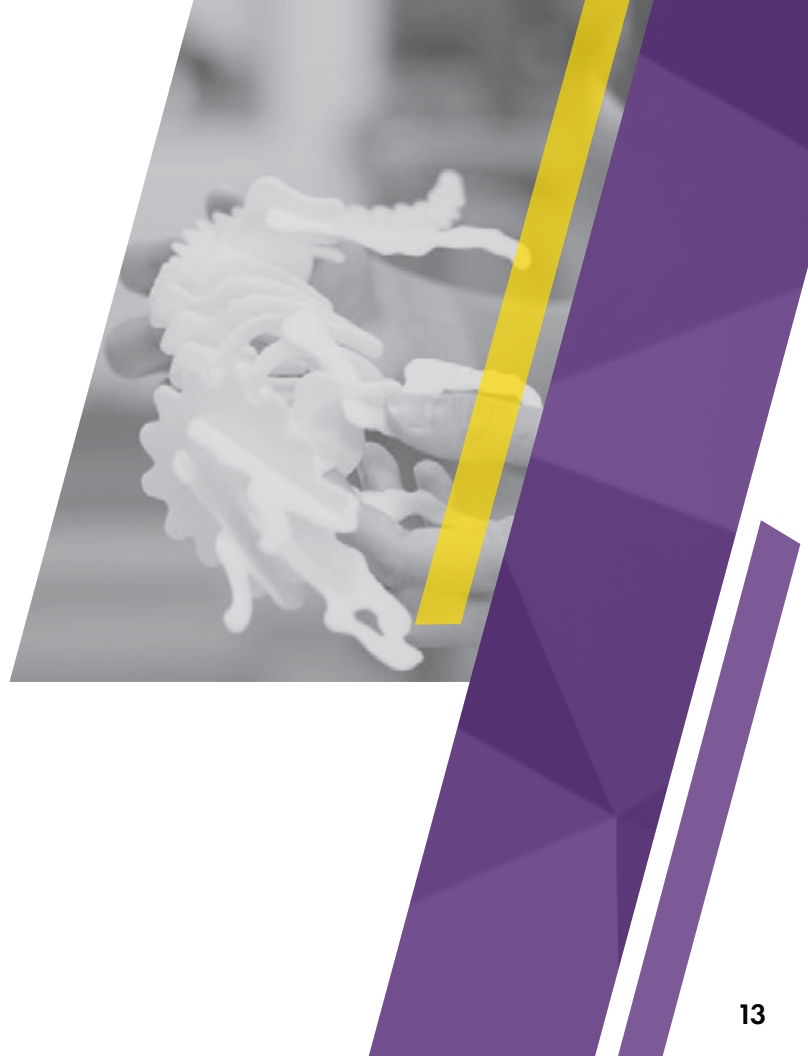
▶ mnsu.edu/printing/copy

3D PRINTING

Bring your designs to life

3D printers are located in the IT Solutions Center. Make 3D designs to expand your skills, incorporate into your course curriculum, or just for fun!

▶ mnsu.edu/3D

GET CONNECTED!

MAV LIFE MOBILE APP
Official University mobile app

Get connected to campus with the Mav Life mobile app. Customize the app, browse campus events and activities, access campus services, view the bus tracker, and more. With D2L integration, you can receive reminders about assignments and tests.

Available on the App Store and on Google Play.

▶ mnsu.edu/mavlife

Download on the App Store

GET IT ON Google Play

*Google Play and the Google Play logo are trademarks of Google LLC.
The App Store is a registered trademark of Apple Inc.*

EMERGENCY NOTIFICATIONS

Star Alerts

Sign up to receive text and email notifications about campus related emergencies. Star Alerts are a great way to help you stay safe and worry less, and you'll be the first to know when campus is closed due to winter weather.

mnsu.edu/staralert

ITS WEBSITE + SOCIAL MEDIA

Get tech tips!

Stay in the know with the latest from IT Solutions. Check our website, Facebook, and Twitter sites often for articles, trends, and updates from us!

@itsmsu   **@itsmnsu**

mnsu.edu/its

CYBERSECURITY #BeCyberAware

Report spam and phishing emails to **spam@mnsu.edu**, or report it in Outlook.

CYBERAWARE WEBSITE
Cybersecurity resources

Find the tools and resources you need to help keep your accounts and personal information safe, including cybersecurity news, help with phishing and scams, password tips, and more.

mnsu.edu/cyberaware

CYBERAWARE PODCAST
Cybersecurity conversations

Listen to learn about cybersecurity tips, stay up to date with cybersecurity news, hear from special guests, and more!

GET YOUR GEAR HERE!

MINNESOTA STATE UNIVERSITY, MANKATO

CAMPUS COMPUTER STORE

Centennial Student Union, First Floor
Phone: 507.389.1907

store.mnsu.edu

Get low education pricing on Apple,® Dell, Microsoft, and more! From earbuds and chargers to laptops and tablets, the Campus Computer Store has you covered!

DEPARTMENT PURCHASING

Making purchases for your department or campus employees? Contact us to get one-on-one recommendations and purchasing help from start to finish.

PERSONAL PURCHASES

Our store is available for your personal purchases, too! We offer the same educational discount for your personal purchases with the bonus of helping provide student employment opportunities.

Authorized Campus Store

Microsoft

DELL

VIDEO + DIGITAL MEDIA PRODUCTION

IT Solutions can help you think through your media production needs and strategize about how you'll use media to further your department's goals.

IT Solutions is your convenient on-campus video and media production partner for live streaming and televising events, recording and producing interviews, colloquiums, training videos, and content development for your department.

▶ mankato.mnsu.edu/digitalmediaproduction

OUR SERVICES
One-stop-shop for video needs
- Live streaming sports and campus events
- Promotional video production
- 360 photos, videos, and tours
- Podcast recording and editing

STUDENT TECH

Curious what students get access to or support with? Here are some common tools and resources so you can be in the know when interacting with students. Check online for more!

▶ mnsu.edu/studenttech

MAVPRINT
On-campus printing for students

With 50+ printers throughout campus and the residence communities, students can easily print from computers or mobile devices! Students are allocated up to 400 complementary pages of printing each semester.

TOOLS, SOFTWARE, + SUPPORT
Free technology resources

- Zoom
- LinkedIn Learning
- Office 365 (Outlook, Word, Excel, OneDrive, PowerPoint, and more!)
- Specialty software through MavAPPS or campus labs and the IT Solutions Center
- 3D printing at the IT Solutions Center
- Tech support at the IT Solutions Center and ResTech Services

MINNESOTA STATE UNIVERSITY, MANKATO
IT SOLUTIONS

TECHNOLOGY HELP & SUPPORT
ONLINE CHAT & SUPPORT ARTICLES: MNSU.EDU/ITS
EMAIL: ITSOLUTIONSCENTER@MNSU.EDU
PHONE: 507.389.6654