

New Employee

Important Information for Campus Computing

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=Shortcut =Advice =Caution

Introduction to your Towson University Account

Your Towson University Account will provide you with a username and password to gain access to the following:

- Log in access to any campus computer
- Access to your Towson University E-mail
- Access to activate accounts, timesheets and student information.

Activating Your Account

If your account was not activated by your supervisor, you can activate it yourself. Click on this link, [Activating Your Account](#) and follow the directions.

Resetting your Password

There are two ways to reset your password:

Option One

1. Open your Web browser.
2. Navigate to the Faculty/Staff Web portal: <http://inside.towson.edu>
3. Click the **Manage NetID/Account** hyperlink located in the **Help with Login?** box (Fig 1, 1).
4. The **Office of Technology Services NetID (Account)** page will appear.
5. Scroll to and locate the **Reset a Forgotten or Expired Password** hyperlink under the **Faculty/Staff NetID (Account) Management Tools** section of the webpage.
6. The **Reset Your Password (Step 1 of 3)** webpage appears (Fig 2).
7. Fill in your **NetID (Username)** (Fig 2, 1), **Last 4 digits of Social Security Number** (Fig 2, 2) and **Date of Birth** (Fig 2, 3).
8. Click **Next** (Fig 2, 4) and walk through the steps to complete the wizard.

Process Summary

Introduction to your Towson University Account

- Activating Your Account
- Resetting Your Password
- Network Drives

PeopleSoft

- Accessing PeopleSoft
- Introduction for Department Staff
- Data Manipulation
- PeopleSoft Financials
- Department Trainers List

E-Mail

Help and Support

Software for You

Wireless Network Information

Figure 1

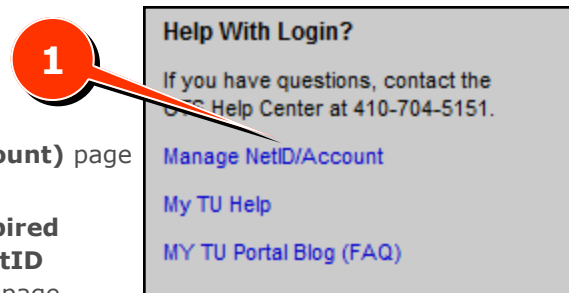
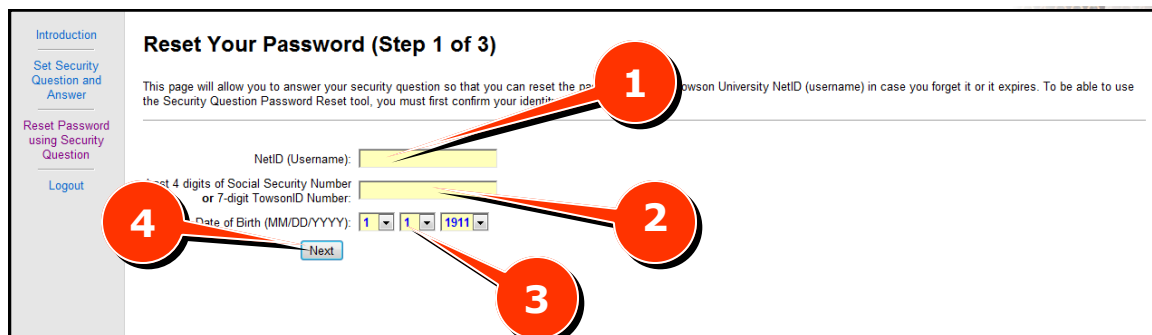


Figure 2



Option Two

1. Press the **CTRL+ALT+DEL** keys on your keyboard at any time while logged on to any TowsonU workstation and click one of the following:
 - From Windows XP - Click **Change Password**. Fill in the necessary fields and click **OK**.
 - From Windows Vista—Click **Change a password**. Fill in the necessary fields and click on the **right over arrow** or press **ENTER** on your keyboard.

Network Drives

Your Towson University Account gives you access to important network drives. Those drives are described below.

- The H: drive is your Home drive and should be used for all of your file storage. This drive is backed up and secure and you are the only one who can access it.
- The O: drive is your department's network drive and is used to share files with others in your department. This drive is also backed up and secure. Only members of your department have access to this drive. For more information click on this link for the document entitled [Network Drives: Understanding and Mapping](#).

You can access these network drives remotely by following the directions in the [Virtual Workspace: Accessing Mail and Files from Anywhere](#) document.

PeopleSoft

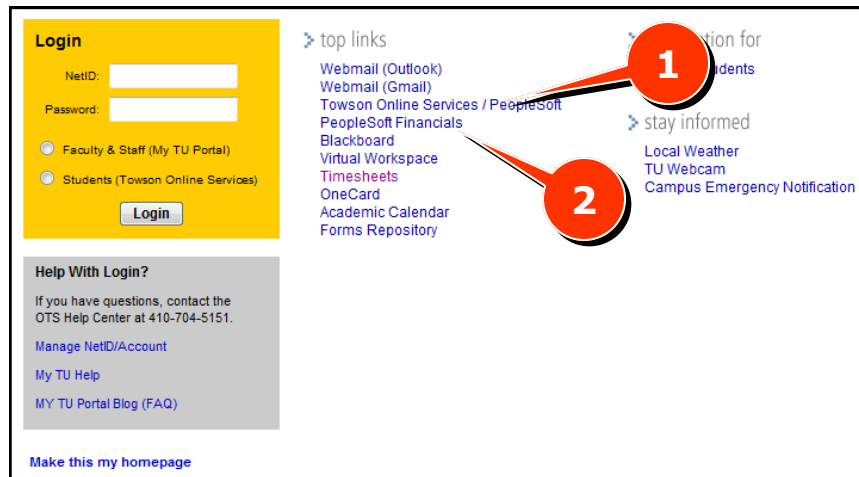
Depending on your position at Towson University, you may need to access data using PeopleSoft software. If your position requires you to access this software, this is automatically taken care of for you when you are hired with the appropriate level of access in place.

There are two completely different PeopleSoft programs. There is a Student/HR/Payroll PeopleSoft system and there is the PeopleSoft Financial system. They are explained below under Accessing PeopleSoft.

Accessing PeopleSoft

1. From the Towson University Home Page, click the **Faculty and Staff** link on the left side of the web page.
2. The **My TU Portal Page** will appear (Fig 3).
3. Click the **Towson Online Services/PeopleSoft** hyperlink (Fig 3, 1) to access the student side of PeopleSoft. Use this to view enrollment (add, drop, swap classes), search for classes, and look at Personal Information (names, addresses, phone numbers).
4. Click the **PeopleSoft Financials** hyperlink (Fig 3, 2) to access the University's budget management system which provides up-to-the-minute financials and online, anytime access to financial information. Those managing their department's or grant budget will use PeopleSoft Financials to track for such things as revenue, purchase orders, invoices, travel expenses, departmental payroll and to access budget reports.

Figure 3



Introduction for Department Staff

For an overview of PeopleSoft, click on this link [PeopleSoft help](#). This will link you to a website containing an array of documentation and training guides.

Data Manipulation

There is a large amount of data in the PeopleSoft system and you may need to export that data to manipulate it. Click on the following link, [PeopleSoft help](#) to link to the **PeopleSoft 9.0 Documentation Faculty Center** website where you can follow the self-help documentation available.



PeopleSoft Financials

PeopleSoft Financials is the university's budget management system which provides up-to-the-minute financials and online, anytime access to financial information. Those managing their department's or grant's budget will use PeopleSoft Financials to track items such as revenue, Purchase orders, invoices, travel expenses, departmental payroll and to access budget reports.

Training Needs

Depending on your role within your department, you may need access to certain aspects of the PeopleSoft Financials system. You will need to attend training classes before access is granted to the Financials system. The training classes you should attend will depend upon the functions you will be performing. For access to your department's or grant budget and budgeting reports you will need to contact Julie Hall in Financial Services ext. 4-5560. You can register for training by visiting the OTS training site at: <http://fusion.towson.edu/www/ciat/workshops/> To have access to enter or approve requisitions for your department you will need to contact Jeff Sutton in the Procurement Office at: ext. 4-4453 to receive training.

For continuing support for PeopleSoft Financials, visit the PeopleSoft Financials Website at: <http://www.towson.edu/adminfinance/fiscalplanning/psfinancials.asp> The website contains tutorials to introduce you to PeopleSoft and the Chart of Accounts and all training materials. You can even watch pre recorded training sessions for a refresher.

For questions pertaining to Budget contact the Budget office at UBO@towson.edu. For all other questions related to Financial Services contact the Financial Services helpdesk at ext. 4-5599.

Department Trainers List

If you are working for a department that possesses a more refined role using PeopleSoft you will need to contact that department's trainers to learn their expertise:

PeopleSoft Department Trainers:

- Enrollment Services: Sara Sides ext. 4-3694
- Bursar's Office: Laurie Jones ext. 4-3692
- Financial Aid: Harriet McCann ext. 4-4342
- Human Resources: Rick Morrocco ext. 4-6020
- Admissions (Undergraduate) : Kevin Webb ext. 4-2811
- Graduate School: Mark Jacque ext. 4-4738
- Payroll: Barb Vollmer ext. 4-3985

E-Mail

Towson University uses Microsoft Outlook for its E-mail services. You can access your E-mail through the office and remotely. Below is a link to documents on setting up and using your E-mail in your office and accessing it while you are out of the office.

- [Outlook 2007 E-mail Essentials](#)
- [Outlook Web App](#)
- [Virtual Workspace: Accessing Mail and Files from Anywhere Remotely](#)

Help and Support

There are many different help resources for you to utilize while you are a member of the Towson University campus.

- For computer or phone problems call the HelpCenter at ext. **4-5151** or E-mail them at helpcenter@towson.edu. They are located in the lower level of Cook Library room 5.
- Click on this link for [Basic Phone Instructions](#).
- OTS (Office of Technology Services) Web Site: <http://www.towson.edu/ots>.
- For technology training and self-help 24/7 documents, go to the OTS Training website at <http://www.towson.edu/otstraining> or call ext. **4-4070** or E-mail training@towson.edu.
- For Human Resources training and staff development, go to Towson's eLearning Center website at <http://www.towson.edu/tec> or call ext. **4-6012** or E-mail kyowell@towson.edu.

Software For You!

Faculty and Staff at Towson University are eligible to get deals on software to use at home.

- Microsoft Office for Home Use:
 - Click this link, <http://www.towson.edu/ots>
 - Click **Faculty/Staff Help Center**
 - Click **MEEC Software Distribution and Support**
- Free downloads are provided by OTS:
 - Click this link, <http://www.towson.edu/ots>.
 - Click **Software Downloads** under **Frequently Used Links** at the bottom of the screen.
 - Click the software download of your choice.

Wireless Network Information

Towson University's Campus has a state of the art wireless network that you can use. For more information on this visit: <http://www.towson.edu/unplugged> (Fig 4).

Figure 4

The screenshot shows the Towson University website. The top navigation bar includes links for My TU, Directory, Calendars, Marketplace, Library, Maps, and a search box. Below this is a secondary navigation bar with links for ABOUT TU, ACADEMICS, RESEARCH, ADMISSIONS, LIFE@TU, ARTS & CULTURE, ATHLETICS, TU IN THE COMMUNITY, and SUPPORT TU. The main content area is titled 'OFFICE OF TECHNOLOGY SERVICES' and 'TU Wireless'. It describes the TU Wireless Network as providing freedom to access internet and network resources anytime, anywhere. It mentions two connections: tu-secure and tu-guest. A red notice states that as of January 3, 2011, the TowsonUWireless network will be retired, leaving only tu-secure and tu-guest networks available. It also mentions that the TowsonUGuest network was retired on September 15, 2010. A section titled 'Laptop and Netbook Configuration Clinics Available' explains that the Office of Technology Services (OTS) is hosting several 'Configuration Clinics' in December 2010 to assist with connecting to the new tu-secure wireless network. Staff at these clinics will help with university-owned laptops and netbooks, provide guides, and schedule follow-up appointments if necessary.