

Quick Fix:

Computer Problems:

- ✓ Be sure unit is plugged in
- ✓ Check the white cable that is the network connection
- ✓ Is anyone in your office having the same trouble?
- ✓ Reboot. If you cannot, call x4505 for assistance.

Quick Links:

- **Distance Education**

<http://www.sunysuffolk.edu/Web/VirtualCampus/>

- **On-Line Directory**

<http://www3.sunysuffolk.edu/OnlineDirectory/onlinedirectory.asp>

- **Office of Computer and Information Systems**

Made up of several departments, offices, and service groups

Phone: 451-4205

<http://www3.sunysuffolk.edu/Administration/IT/index.asp>

- **Libraries**

<http://www3.sunysuffolk.edu/Library/index.asp>

- **Educational Technology Unit**

Ammerman:	Paul Basileo	451-4854
Eastern:	Leslie Wieman	548-2607
Grant:	Peter DiGregorio	851-6331

Additional useful links are listed in the SCCC site map:

<http://www3.sunysuffolk.edu/sitemap1.asp>

Additional Notes and Numbers:

Virus advisories:

<http://www3.sunysuffolk.edu/Administration/IT/help/Virus/advisories.asp>

To report a virus call: 451-4505

Wireless Access: requires registration. Information link from Faculty/Staff Web access:

<https://access.sunysuffolk.edu/Faculty/index.asp> Click on Register for On-Campus Wireless link.

FTP:

Connect to SCCC for file upload/email from home or off campus:

<http://roam.sunysuffolk.edu>

For security reasons this must be typed into your browser

Please be advised that this information is accurate at the time of publication. Updates are reported on the college homepage: <http://www3.sunysuffolk.edu/index.asp>.

This brochure is created as a courtesy from the Ammerman Campus Educational Technology Unit and the following Committee Members:

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V1



Ammerman Eastern Grant

Technology Guide for FACULTY and STAFF

Directory of Departments and Contacts

Supplement to:

<http://www3.sunysuffolk.edu/help/>

QUICK REFERENCE DIRECTORY

What if my office computer needs repair or I am relocating my office?

➤ **Desktop Support**

This office handles issues pertaining to College Computer Hardware and Software maintenance and upgrades
Phone: 451-4505

<http://depthome.sunysuffolk.edu/Central/CSS/default.asp>

Where can I get my questions answered concerning policies?

➤ **IT Policies and Procedures**

Policies, Procedures, Guidelines and Initiatives

<http://www3.sunysuffolk.edu/Administration/IT/help/policies/index.asp>

What if I have a problem with my phone or my computer network connection?

➤ **Networking and Telecommunications**

This service group is responsible for the technical management of the college's phone systems and network infrastructure
Phone: 451-4196

<http://www.sunysuffolk.edu/Web/Central/IT/Networking/net.htm>

Where do I get my class roster and submit grades?

➤ **Faculty Web Access**

Web access for rosters and grades
Available from 8:00 AM to Midnight.

<https://access.sunysuffolk.edu/Faculty/index.asp>

Who do I contact for professional development?

Who do I contact for web page assistance?

➤ **TLC**

This lab holds workshops to enhance teaching and learning excellence for full and part-time faculty.

Ammerman:

<http://www.sunysuffolk.edu/Web/Selden/TLC/>

Eastern: <http://www.sunysuffolk.edu/Web/East/TLC/>

Grant:

<http://www.sunysuffolk.edu/Web/West/TLC/>

How do I access my e-mail and what do I do if I have a problem with it?

➤ **E-Mail**

Connecting from Home, On Campus, Mailbox and Clean up

<http://www.sunysuffolk.edu/exchange/logon.asp>

Questions:

<http://www3.sunysuffolk.edu/Administration/IT/help/FacStaffmail.asp>

HOW TO

Arrange to have my class visit a computer lab?

➤ **Academic Computing Center**

Each lab has PC's/Mac's with various curriculum-based software.

Ammerman: Huntington Library

<http://www.sunysuffolk.edu/Web/Selden/ACL>

Eastern: Orient Bldg, Room 237

<http://www.sunysuffolk.edu/Web/East/AcademicComputing/>

Grant: Sagtikos Bldg., Room 141

<http://www.sunysuffolk.edu/Web/West/ACL/>

Purchase Technology?

➤ **Purchasing and Pricing**

Technology purchases are handled through the campus technology administrators or ETU's. For assistance, contact:

Ammerman:	Paul Basileo	451-4854
Eastern:	L. Wieman	548-2607
Grant:	Peter DiGregorio	851-6331

Reserve a smart cart?

➤ **Media Services**

Ammerman:

451-4189

Eastern:

548-2542

Grant:

851-6742

Reserve a smart classroom?

Contact the academic chair of your department or the building administrator.