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/](http://www.sunysuffolk.edu/Web/VirtualCampus/)

- **On-Line Directory**

- **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](http://www3.sunysuffolk.edu/Administration/IT/index.asp)

- **Libraries**
  [http://www3.sunysuffolk.edu/Library/index.asp](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 Notes and Numbers:

**Virus advisories:**
[http://www3.sunysuffolk.edu/Administration/IT/help/Virus/advisories.asp](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](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](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:

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

Jeanette Bravo, Associate Dean of Faculty
James McHugh
Michael Agresti
Steve Clark
Kate Dowling

Layout and design by Jan Mauck
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](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](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](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](https://access.sunysuffolk.edu/Faculty/index.asp)

- **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/](http://www.sunysuffolk.edu/Web/Selden/TLC/)
  Eastern:
  [http://www.sunysuffolk.edu/Web/East/TLC/](http://www.sunysuffolk.edu/Web/East/TLC/)
  Grant:
  [http://www.sunysuffolk.edu/Web/West/TLC/](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](http://www.sunysuffolk.edu/exchange/logon.asp)
  Questions:
  [http://www3.sunysuffolk.edu/Administration/IT/help/FacStaffmail.asp](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](http://www.sunysuffolk.edu/Web/Selden/ACL)
  Eastern: Orient Bldg, Room 237
  Grant: Sagtikos Bldg., Room 141
  [http://www.sunysuffolk.edu/Web/West/ACL/](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.