

(850) 474-2075

ITS Help Desk - Available 24/7

helpdesk@uwf.edu

## Exchange Calendar Coming Soon

Campus Forums 2/23/2006 and 3/1/2006

Preparations have begun to move University Meeting Maker users to Exchange Calendar. Exchange Calendar consolidates email, calendaring, and tasks into a single software platform, and takes advantage of the existing university IT infrastructure. It also provides for easy synchronization between user calendars and their mobile devices. Calendar synchronization to PDA's and cell phones is becoming increasingly important to university administrators, faculty, and staff.

University Meeting Maker users



can anticipate a desktop visit by either their Local Support Provider or an ITS Help Desk staff member to review the readiness of their computer for Exchange Calendar. Calendar representatives will be designated for all departments. These representatives will work with the ITS Exchange Calendar Project team to coordinate calendaring needs and activities for their departments.

Forums have been scheduled  
- continued on page 2 -

[Click Here](#)

[Learn More](#)

## IT Training

March Calendar

**Argus - Introduction/  
Navigation/Personalization  
for Faculty and Staff**

March 10, 2006 at 8:30 AM

**Banner Basic Training**

March 15, 2006 at 9:00 AM

**Banner PCard Training**

March 9, 2006 at 9:00 AM

**Banner Purchase Requisition  
Training**

March 2, 2006 at 9:00 AM

**Banner Purchase Requisition  
Approver Training**

March 2, 2006 at 11:00 AM

[Sign Up Here](#)

*From the Training Reservation Desk in Argus  
All classes and times are subject to change*

## ITS HELP DESK

**Available 24/7**

(850) 474-2075  
helpdesk@uwf.edu

**FULLY STAFFED**

Monday - Friday  
8:00 am to 5:00 pm

**AFTER HOURS**

Phone and email support  
is available 24 hours  
a day, 7 days a week



## eClassrooms Now Even Better

Leave your laptop in your office

During the holiday break, the 12 eClassrooms on campus received upgrades designed to enhance your eClassroom experience. The computers installed in each podium, which have been well received by instructors, have been upgraded with brand new 2.8 GHz Pentium 4 Dell machines, each with 1 gigabyte of RAM. These computers, which have Windows XP Professional with Office 2003, are a great reason to leave your laptop in your office. They are fast and they

work great! While instructors cannot access the CD/DVD drive of the PC, the computers are on the ARGONET domain, which means that if you log in with your username and password, you will have access to your H: and I: drives. In your office or from home, you can save presentation materials on your network drives and have instant access to them from the computer in the classroom.

- continued on page 2 -

## New Banner Access Form

Electronic workflow means no more paper forms

The Banner Access Request Form is now an electronic form. Once the form has been submitted, it is automatically sent through an electronic workflow that automates the approval process. Supervisors will receive an email from [workflow@uwf.edu](mailto:workflow@uwf.edu) when an employee submits a request for Banner access. The request will then be routed to the appropriate security administrators. The form

is available from the Argus - Banner ERP System channel.

Workflow is a product UWF acquired with the purchase of the Banner ERP system. The Banner access request is the first process that has been added to Workflow. If you have a Banner-related business process that you believe could be improved using electronic workflow, please refer to <http://www.uwf.edu/help/kb/workflow>.



## Is Your Server Registered?

Help ITS improve security at UWF



As part of the on-going improvements to security, ITS is in the process of creating a secure, dedicated IP range for campus servers. Over the next several weeks, server administrators will be contacted to assist ITS in coordinating the change of the IP address of their servers. If server administrators or LSPs (Local Service Providers) have not yet registered their servers with ITS, we

urge them to do so via the "Register a server with ITS" link in the Argus - LSP Resources channel by 3/31/2006. Once the above process is complete, firewall rules will be applied to campus PCs to ensure further protection from threats and vulnerabilities. If you have any questions about this process, please contact Brett Gerdeman at [bgerdeman@uwf.edu](mailto:bgerdeman@uwf.edu).

## Support for your Computer

ITS Support Center is Dell Certified

The ITS Support Center's hardware group is Dell certified and can support your department's Dell hardware related problems. Being certified allows us to order parts direct from Dell without calling in for

support. This speeds up the time in which your system will be repaired. The Dell Warranty Parts Direct Program includes handhelds, laptops, desktops, servers, printers and other related systems.

## Looking for a past issue of IT Insider?

Looking for a past issue of the IT Insider? This issue and all archives

are available from Argus - IT Help tab - IT Support Channel.

## Exchange Calendar

- continued -

to provide the university community with more information about the transition from Meeting Maker to Exchange Calendar. Users may register for a campus forum by visiting the Calendar Project Web site at <https://nautical.uwf.edu/utility/exchange/> and selecting the forum date they wish to attend. During each forum, Exchange Calendar will be demonstrated and attendees will be given more detailed information about the Exchange Calendar Project.

Training links are already available from the Project Web Site to help familiarize potential users of Exchange Calendar with the new software. UWF Exchange Calendar workshops will be offered beginning in March.

[Click Here](#)



[Learn More](#)

## eClassroom Updates

- continued -

In addition, the USB extension "pigtail" cable in each room has been replaced with a 6-port hub mounted on the side of the cable reservoir in each eClassroom podium. The hub has 4 USB ports and 2 Firewire ports. This means you can bring your USB key drive, mouse, PowerPoint "clicker," or any other portable USB or Firewire device and plug it in at the podium to use it on the computer installed in the eClassroom podium. Be sure to check out the upgraded eClassrooms!