

# THE TECH GUIDE

FOR STUDENTS

- Trending Techs @ VSU
- Accounts-Services & Recommended Hardware
- App Glossary
- Information Security Tips
- Solutions Center & IT Student Jobs

**For additional assistance:**

**VSU Solutions Center**  
**229-245-HELP (4357)**



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**DIVISION of INFORMATION TECHNOLOGY**

**LOCATION** Pine Hall • **PHONE** 229.333.5974 • **FAX** 229.245.4349 • **WEB** [www.valdosta.edu/it](http://www.valdosta.edu/it) • **ADDRESS** 1500 N. Patterson St. • Valdosta, GA 31698-1095

*A Regional University of the University System of Georgia and an Equal Opportunity Institution*

# Trending Techs @ VSU

top **5** Jan 2021

## 1. Remote Computer Labs

Being away from campus doesn't mean you have to be without classroom technology.

VSU remote Windows computer labs allow you access to campus-licensed software, including specialty software, while you're off-campus.

Available to those actively enrolled. [Learn More about Remote Labs](#)

## 2. Teams & Collaborate

Going virtual has perks . . . like when your instructor integrates Microsoft Teams and Blackboard Collaborate in your classes.

[Collaborate Ultra](#) is a synchronous video conferencing tool that is built into BlazeVIEW. It allows you to interact with your instructor using text chat, audio, video, and a white board.

[Microsoft Teams](#) includes similar web conferencing features and gives you the ability to post, share and edit files, use a class OneNote notebook, and submit assignments. *Both tools are available only when offered by your instructor.*

## 3. Hi-Speed WiFi

VSU offers 3 wireless networks to help you stay connected and be engaged.

**1. VSU Wi-Fi** is available in resident halls, academic & administrative buildings, auditoriums, and dining spaces. **2. VSU-Guest** allows resident students to connect gaming and entertainment devices. **3. Eduroam** is available to students associated with another higher education institution.

[Learn More about VSU Wireless](#)

## 4. Free Tech Stuff

Yeah, you read that right . . . F-R-E-E

- Install [Microsoft Office](#) on up to 5 personal computers & 5 mobile devices.
- Install [Mathematica](#) on your personal computer & access it in select campus labs.
- Borrow tech equipment from the [New Media Center](#) for academic use.
- Get 1-year educational access to [Autodesk](#)
- Sign-in to [Adobe Spark](#) using your VSU email account.

## 5. Printing

**Got paper. Will print.** Initiate your print jobs from anywhere and retrieve them from any VSU card-swipe printer conveniently located in computer labs/classrooms, food courts, residence halls, and other accessible areas around campus. Send your documents by email or use the VSU printer portal and choose black & white or color print; single- or double-sided. **A \$17.50 printing allotment is pre-loaded on your VSU 1Card each semester that can be used at any printing station.**

[Learn more about Campus Printing](#)

# Accounts & Services

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## Reset Your Password

[iforgot.valdosta.edu](https://iforgot.valdosta.edu)

Active Directory/MyVSU account

## Two-Factor Authentication

Securely log in to MyVSU & remote computer labs using 2FA & the Microsoft Authenticator app.

## VSU Accounts / Office 365 / OneDrive

[myvsu.valdosta.edu](https://myvsu.valdosta.edu)

MyVSU Portal, Banner, BlazeVIEW, Microsoft Office 365: Email, OneDrive, Web apps & free Office suite. **File Storage Solutions**

## DocuSign

Digitally sign documents sent to you by VSU departments and eliminate the need to deliver traditional paper forms in person.

## **Need Help?**

Use our [Tech Services Portal](#) to request help from [Information Technology](#), [Center for eLearning](#), and the [New Media Center](#). Add it to your MyVSU Portals list or access it from the IT website by clicking the 'Get Help' button. The direct link is <https://solutions.valdosta.edu>.

**Note:** We no longer use the email address [solutions@valdosta.edu](mailto:solutions@valdosta.edu)

## Recommended Technologies

### Operating Systems (OS):

Microsoft Windows and Apple macOS are both good choices, but familiarity with the OS you choose is most important.

### Processors:

- Should be rated medium to high
- Intel: i5 or i7
- AMD: Ryzen 7 1700 or Ryzen 7 1800X

### Memory (RAM):

- Minimum: 16GB
- The more RAM memory your PC has, the faster it will run

### Storage:

- At least 500GB -HDD (hard disk drive/spinning platter); or
- At least 250GB -SSD (solid state drive)

### Wireless:

- Minimum: 802.11ac or Wireless-AC
- Recommended: 802.11ax or WiFi-6

### Type of Computer:

- Desktop PC with monitor, keyboard & mouse
- Laptops or Hybrid Tablets, such as the Microsoft Surface Pro, are great for multi-purpose use
- Chromebooks or Netbooks are NOT recommended due to hardware limitations
- Manufacturing Brand: HP, Acer, Asus, Dell, Lenovo, etc.
- Vendors: Best Buy, Amazon, Wal-Mart, Office-Max, New Egg, etc.; or directly from manufacture

# App Glossary

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**Active Directory (AD):** Your login to VSU computers and online accounts. *AKA:* Your MyVSU username & password.

**Banner Web:** Used to register for classes, view your student profile & grades, view financial aid information & much more.

**Blazer Briefcase:** It is the main platform VSU uses to post internships, job opportunities and career-related info. Contact Career Services for more information. *Tip:* Look out for IT student job postings

**Blazer Guardian:** An app that allows you to create a safety profile to quickly communicate with University Police, friends, family, & classmates. *Tip:* It includes a safety timer, panic button, and 'send a tip' feature.

**BlazeVIEW:** The university's official online learning management system used for taking online classes, and sometimes incorporated in traditional or hybrid classes. *Tip:* Visit the **Center for eLearning** for help: [www.valdosta.edu/elearning](http://www.valdosta.edu/elearning).

**Degree Works:** Used by you and your advisor to plan and track the courses and requirements you need to graduate timely. It includes a planner, GPA calculator, what-if scenarios & more. *Tip:* It integrates with Banner and Visual Schedule Builder.

**Galileo:** Georgia's virtual library of journals, magazines, newspapers & e-databases. *Tip:* Contact **Odum Library** for assistance: [www.valdosta.edu/library](http://www.valdosta.edu/library).

**GoVIEW:** A cousin to BlazeVIEW, it's a collaborative online course system where you may be in classes along students from other University System of GA institutions.

**Hoonuit:** Over 50,000 video tutorials on topics like APA Basics, Photoshop, Excel, Acrobat Pro & Leadership Styles. *Tip:* Access it from the MyVSU portal or BlazeVIEW.

**RAVE Mobile Safety & Alertus:** Used by university authorities to send emergency messages via email (@valdosta.edu), voice, SMS/text and computers. *Tip:* **Keep your contact info updated in Banner.**

**SmartEvals:** Used to evaluate faculty instruction. *Tip:* Contact Academic Affairs for more information.

**ThinkingStorm:** A free, online tutoring platform provided by Academic Support Center.

**Visual Schedule Builder (VSB):** A real-time, dynamic class scheduling and registration tool. *Tip:* You can use VSB, instead of Banner, to register for classes.

# Security Tips

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[www.valdosta.edu/security](http://www.valdosta.edu/security)

Don't forget to enable  
[two-factor authentication](#)

## Passwords

- Use a **phrase or series of words mixed with numbers and symbols** for a secure password – minimum 12-14 characters.  
  
*Note:* Use the VSU Password Reset Tool to change your password anytime:  
[iforgot.valdosta.edu](http://iforgot.valdosta.edu)
- Don't use your VSU password for non-VSU accounts.
- Don't share your password with anyone or let others use your computer while logged in under your account.

*Note:* VSU IT Staff will never ask for your password.

- Use a password manager instead of writing down passwords. Although VSU does not endorse a specific password manager solution, these are some of the most popular options:  
[LastPass, Keeper, Dashlane, or 1Password](#)

## Phishing

Pronounced 'fishing', this is an attack method used to trick you into providing sensitive information or downloading malicious software.

- Be cautious about opening email attachments, regardless of who sent them. Call the sender to verify.
- **Forward suspicious VSU emails to [abuse@valdosta.edu](mailto:abuse@valdosta.edu)**
- Hover your mouse over links to see if they are sending you to a legitimate web site. Do the same with email sender names. *Tip:* Open a new browser tab and manually type the web address in the Address Bar.
- Look for misspellings and bad grammar.
- Look for 'https' (*s stands for secure*) and a lock icon in the address bar before entering private information.

## Encryption

VSU emails that contain personally identifiable information (PII) should be encrypted. Any two or more pieces of identifying data communicated together is considered PII. Examples of PII:

- Full Name, Birthdate, Birthplace
- SS# or Driver's License
- Student/Employee ID number

Using the NEW Office 365 Outlook Web, click the **Encrypt button** before composing your message. [Learn More](#)

# Solutions Center



The University's premier call center that serves as a centralized client support team who specializes in:

- Information Technology
- Admissions
- General VSU Inquiries

**Phone: (229) 245 - 4357**

**Web Ticket: [solutions.valdosta.edu](http://solutions.valdosta.edu)**

**Helpdesk Walkups: 2nd Floor Odum Library**

To best serve the VSU community, the Solutions Center has extended hours including nights and weekends:

**Monday - Thursday: 8a - 7p**

**Friday: 8a - 5p**

**Saturday: 8a - 1p**

**Sunday: 8a - 2p**



## Connect with Us

**@VStateIT:** [Twitter](#) & [Facebook](#)

[www.valdosta.edu/it](http://www.valdosta.edu/it)

<http://blog.valdosta.edu/it>

**Download: [V-State Mobile App](#)**

# Student Jobs



DIVISION of  
INFORMATION  
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VALDOSTA STATE UNIVERSITY

## OTJ Training. Flexible Hours. Marketable Skills.

All majors are welcome to be part of a team who makes the VSU experience happen in innovative ways. VSU IT offers student assistants, graduate assistants, and intern opportunities in various areas:

- Solutions Center & Tech Response Unit
- Desktop & Classroom Technologies
- Assets Management
- Training and Communication
- Systems Administration & Programming
- Networking & Information Security
- Project Management & Other Areas

## Interested?

Visit [www.valdosta.edu/it](http://www.valdosta.edu/it) - click **Want to Work for VSU IT?**

Or go to [Blazer Briefcase](#) to look for current job postings and to apply  
**Need Help? Contact Career Services at 229-333-5942 or [www.valdosta.edu/career](http://www.valdosta.edu/career)**

# Notes



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