

# IT Information for Graduate Students

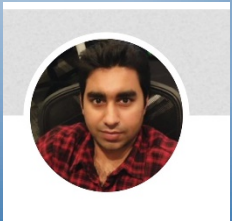
# IT Department Personnel



Dennis Brown (1255 Fifield, [dennisb@ufl.edu](mailto:dennisb@ufl.edu), M-F, 8am until 5pm, other times via e-mail or text)



Alan Yang (1255 Fifield, [alany411@ufl.edu](mailto:alany411@ufl.edu), M-F, 8am until 5pm)



Umar Javed (1207 Fifield, [m.javed@ufl.edu](mailto:m.javed@ufl.edu), M-F, 8am until 5pm)

# IT Department can help in these areas

- To get IT help send e-mail to [if-hos-it@ifas.ufl.edu](mailto:if-hos-it@ifas.ufl.edu).
- Access to Fifi field wireless and wired network
- Installing Departmental license software (SAS, Sigmaplot, VPN)
- Setting up shared printers and folders
- Setting up folders for backing up important files (OneDrive, DropBox, Network User folder)
- Security issues and viruses
- Assist in locating local vendors to help with tasks outside of our job responsibilities.

# Software Available to Students

- Microsoft Office 365 ProPlus: Free Downloads  
<https://it.ufl.edu/services/gatorcloud-microsoft-office-online>
- Other Software (SAS, JMP, Virus protection, etc.)  
<https://software.ufl.edu> (login with UF credentials)
- UF Apps  
<http://info.apps.ufl.edu/>
- Search for UF software  
<http://www.ufl.edu>

# Equipment can be borrowed

- We have laptops, projectors, wireless remotes webcam, headphones and a USB digital audio recorder.
- Faculty are financially responsible for equipment damages.
- Please let us know if you have trouble with the equipment so that it can be fixed.

# Available Resources

- Wireless is available throughout the building and many wired ports are available. Students provide their own network cable for most wired ports for laptops.
- Phones in student rooms.
- Student rooms benefit from being on the departmental network. (bitorrent use is strictly forbidden)
- Color Laserprinter in 1253 Fifield can only be used for research and grants, not thesis or class work.
- Copier/Scanner in 1253 will scan to e-mail.
- Video conferencing – please make reservation as early as possible.
- Electronic Directory (we need your picture!) and other lobby TVs are updated frequently. Check them for upcoming meetings, announcements and seminars.

# Personal laptops

At one time I checked all laptops. Now wireless does the security checks. I'm still glad to help. If you bring it to me these are some of the things I'll do.

- Make sure it works with UF wireless. You should be using the eduroam wireless network. The one named “uf” is going away.
- I make sure their Windows and virus programs are up-to-date and will install virus protection if needed.
- I install a UF VPN so you can access the library and other UF resources.
- I give the computer a name that I will recognize and add to spreadsheet.
- I set up the laptop to access network resources such as shared lab folders and printers if requested.

# Classroom/Conference room usage

- Reserve rooms for **video conference and a/v meetings with me**. All other meetings can be scheduled with Beth Jamerson, [ejmerson1988@ufl.edu](mailto:ejmerson1988@ufl.edu), 1253 Fifield.
- Please make sure rooms are locked and in good condition if you are the last one out.
- Make sure classroom projectors are turned off.
- Do not open and close the folding doors. Only those with the wall cranks and training are permitted to open and close the walls.
- If you need video conference equipment contact me to verify equipment availability and to discuss which room will be suitable for your meeting.



# Miscellaneous

- UF Helpdesk can help with most problems if IT staff is not available. 392-HELP (4357)  
[helpdesk@ufl.edu](mailto:helpdesk@ufl.edu), <http://helpdesk.ufl.edu>
- No one from UF will contact you by phone or e-mail asking for your login credentials (user name and password). **Don't respond to e-mail requesting your credentials for any reason.** Guard your credentials and change them if you suspect they have been compromised.

Questions?