Library & Technology:
Guide to Resources for New Faculty & Staff

Ask for help with computing, library, or phone questions

Computing Issues: Call the Computing Help Desk (x3333) or post to the Computing Questions conference in FirstClass.

Campus Phone and Voice Mail Questions: Call the Help Desk (x3333).

Library Questions: Call the Clapp Library Reference Desk (x2097) or post to the AskUs conference in FirstClass.

For more in-depth coverage of services: on Wellesley's web site: Library & Technology > Getting Started

Information Services policies

Users are responsible for reading IS policies governing the use of information technology resources:
http://web.wellesley.edu/web/Dept/LT/About/Policies

Passwords & Accounts

Manage your passwords and accounts
http://web.wellesley.edu/web/Dept/LT/Computing/accounts.psml

Get help with passwords and accounts
Figure out which passwords go with with systems
Learn how to change your passwords
Figure out when changing one password affects other systems

x 3333 for additional help

Get a OneCard (ID card):
x 2121 - After your paperwork is completed with Human Resources, and you are officially in the Banner system, visit Campus Police to get your picture taken and get your OneCard.

Technology training

Request a computing/technology orientation in your office:
x3333 - Help Desk. Ask to schedule a New User Orientation.

Learn more about using software:
Overview of training options, including on- and off-campus classes and online training:
http://web.wellesley.edu/web/Dept/LT/Computing/train.psml

Documentation for software on Macintosh and Windows computers:
http://web.wellesley.edu/web/Dept/LT/Computing/Macs
http://web.wellesley.edu/web/Dept/LT/Computing/Windows

Campus computer security

Back up your computer files:
http://web.wellesley.edu/web/Dept/LT/Computing/Windows/backup.psml
http://web.wellesley.edu/web/Dept/LT/Computing/Macs/backupmac.psml

Get virus and malware protection, and run critical security updates on your office computer:
http://web.wellesley.edu/web/Dept/LT/Computing/Sec

Software and technology tools

Borrow digital cameras, laptops, or projectors:
x2166 - Clapp Library. Please reserve well in advance.
http://web.wellesley.edu/web/Dept/LT/Computing/borrowequip.psml

Purchase software for your home computer at significant savings:
x3333 - Help Desk
http://web.wellesley.edu/web/Dept/LT/Computing/purchase.psml

Install campus software on your home computer
and
Software support
For Windows PCs: http://web.wellesley.edu/web/Dept/LT/Computing/Windows/
For Mac OS: http://web.wellesley.edu/web/Dept/LT/Computing/Macs/

Phones

Set up your voice mail:
http://web.wellesley.edu/web/Dept/LT/Computing/Phones/

Find directory information:
http://www.wellesley.edu/Directory/
x4000 - Automated speech recognition directory

Library resources

Library website:
http://web.wellesley.edu/web/Dept/LT/

Check due dates and renew materials you've borrowed:
luna.wellesley.edu/patroninfo

Establish course reserves:
http://web.wellesley.edu/web/Dept/LT/Collections/Reserves

Suggest a purchase:
http://web.wellesley.edu/web/Dept/LT/Collections/suggest.psml

Subject-specific research guides (guides include contact information for subject specialists):
http://web.wellesley.edu/web/Dept/LT/Research/subjectguides.psml