Library & technology
tips for new faculty & staff

new.wellesley.edu/lts/**gettingstarted**

(Wellesley's home page, Library & Technology, Getting Started)

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x3333 (computing, phone and voicemail ?s)   **x2166** (library ?s)   **x4848** (instructional technology ?s)

helpdesk@wellesley.edu

in **MyWellesley** click the **Help Desk** button (top right); explore the **Library** tab; explore everywhere...

That Getting Started web page will help you:

Set up your **voicemail**, call other people using the **voice recognition** system

Figure out **who's who** using the online directory (includes photos!)

Figure out which **passwords** go with which systems, and how to change them

Get a **OneCard** (Wellesley College ID card and library card)

Understand how recent **security and privacy laws** impact your work

Get familiar with the Information Technology **Policies**
Everyone is responsible for reading the policies governing the use of IT resources and the use of on-campus computers

Figure out library resources
Check due dates, renew materials you've borrowed
Establish course reserves, suggest a purchase
Subject-specific research guides (guides include contact info for subject specialists)

Get technology training
Request a computing/technology orientation in your office
Software training (online, on-campus and off-campus) and installation information

Find software and technology tools
Borrow digital cameras, laptops, or projectors
Purchase software for your home computer at significant savings

Understand campus computer security
Get virus and malware protection, and run critical security updates on your office computer
Back up your computer files