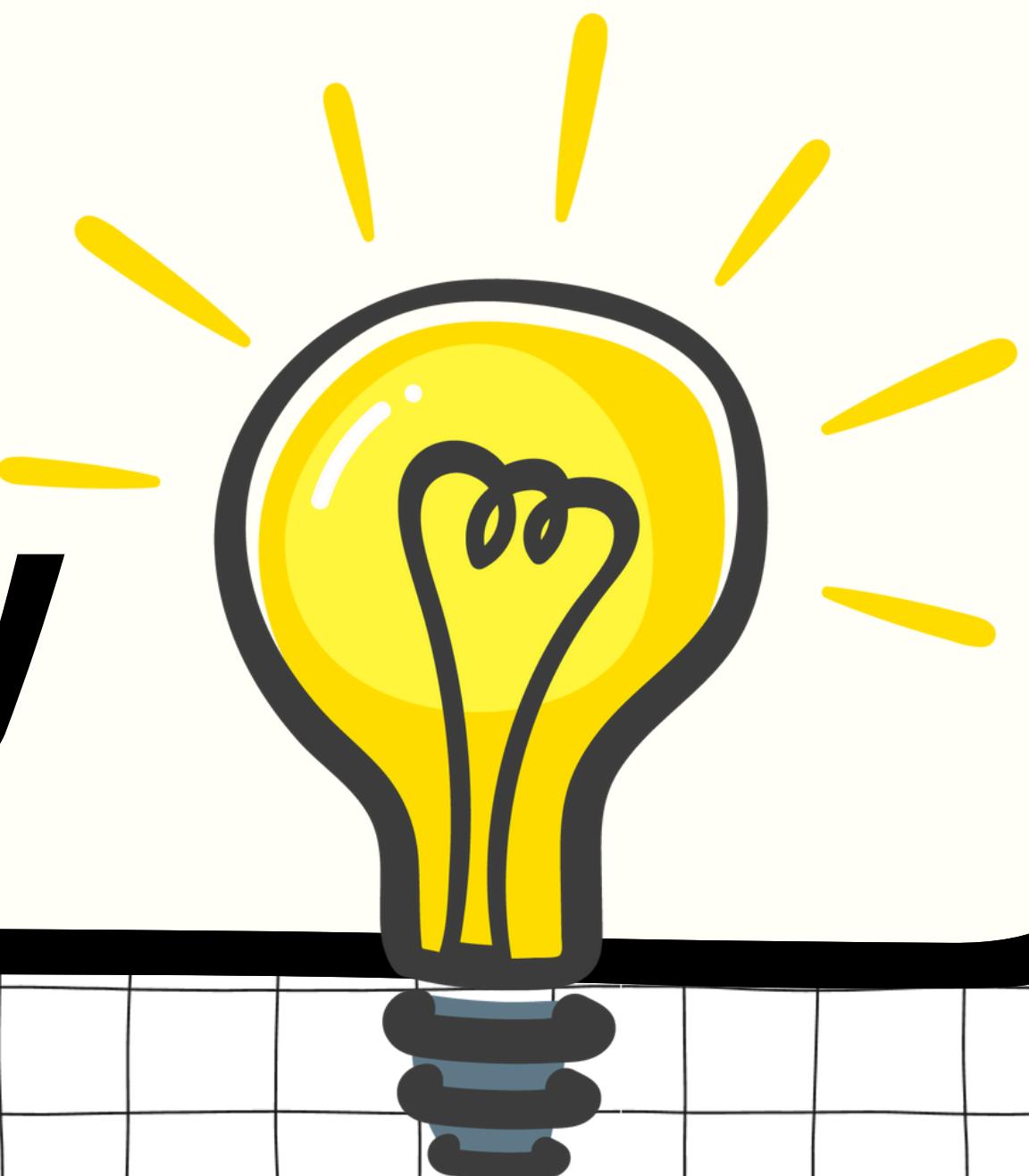


°°°Chapter 4

TECHnology

Tools for Success



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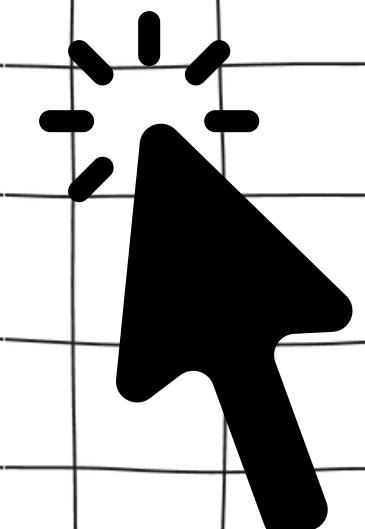
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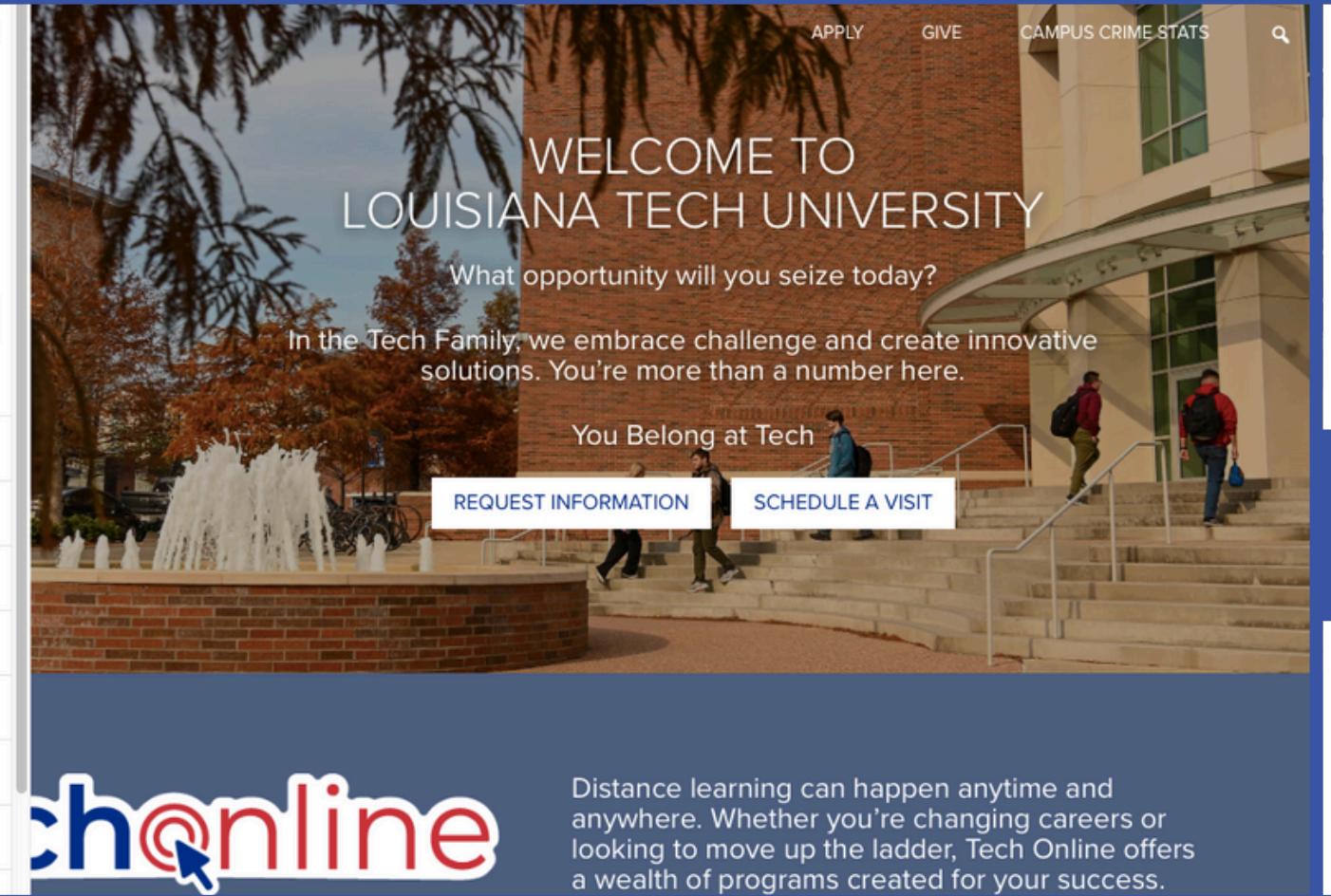
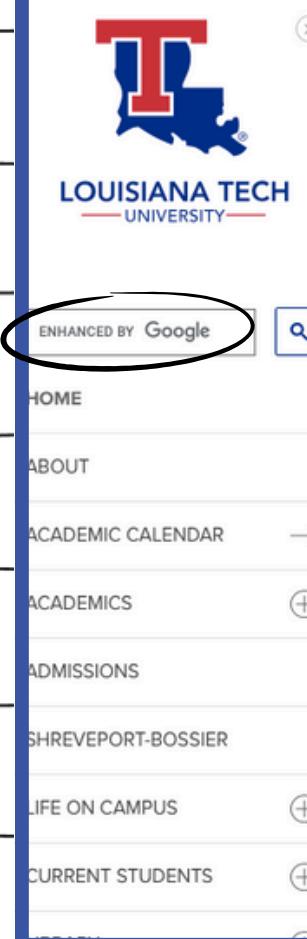
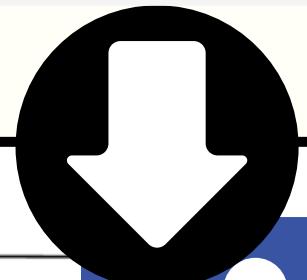


LA TECH Homepage

latech.edu



Search for virtually
anything with the use of
the google search bar



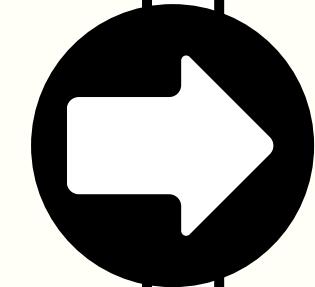
01

Computing Center & Help Desk

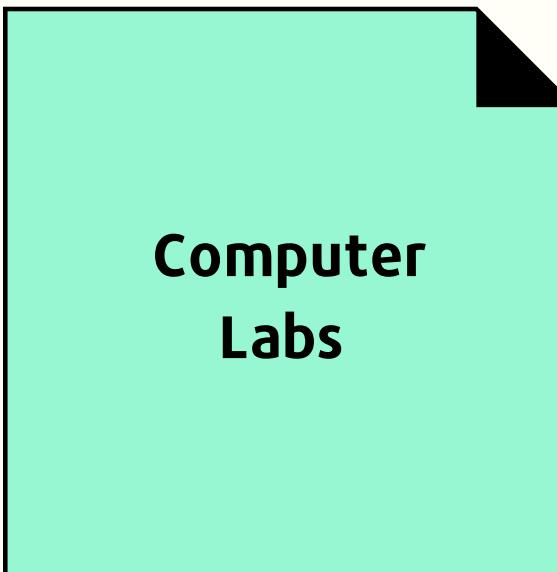
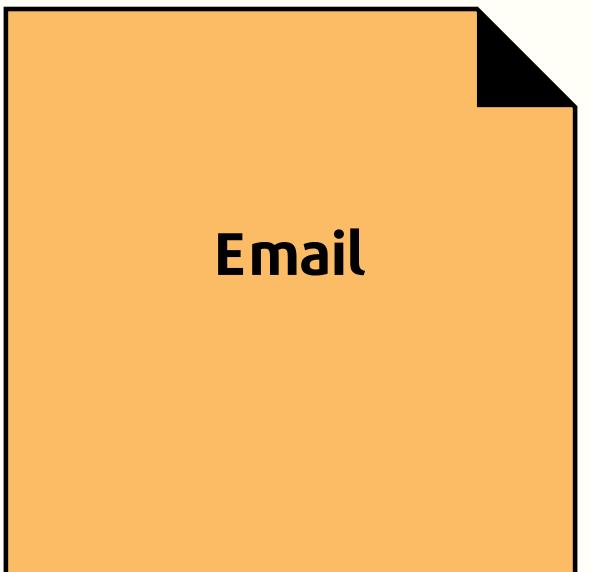
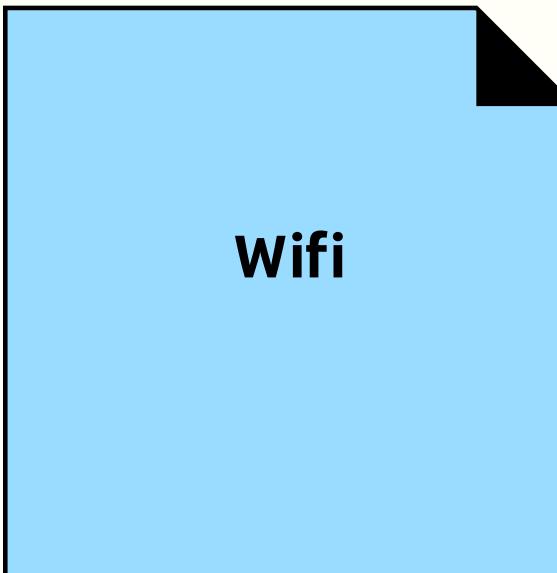
Located on the 1st floor of Wyly Tower in room 116, the Computing Center is your stop if you have any technology needs as a student, faculty, or staff.

They can be contacted by phone at 318-257-5300 or by email at helpdesk@latech.edu

You can also search the Helpdesk at the LA Tech website and look at their current articles to assist you in selecting the most appropriate hardware, software, and online technology resources.



What can they help with?



03

Printing labs

print.latech.edu >

Sign in with Tech email and password >

Click on "web print" and "Submit a job" >

Choose your printing location >

Upload the document that you would like to print

**Your print will be held in a queue line until you log into the desktop associated with the printing station to accept the print. This will keep your prints from being left for anyone to take.

ATHLETIC CENTER (TAC)

BIOMEDICAL BUILDING – 3RD FLOOR

BOGARD HALL – RM 322

CARSON TAYLOR HALL – 1ST FLOOR NEAR THE VENDING MACHINES

COLLEGE OF BUSINESS – RM 104, RM 106, & 2ND FLOOR NW SIDE

DAVISON HALL – 1ST FLOOR

GEORGE T. MADISON (GTM) – 1ST FLOOR NEAR SOUTHWEST ENTRANCE

HOWARD – 3RD FLOOR (MUSIC DEPT)

IESB – 1ST FLOOR NEXT TO VENDING MACHINES

LAMBRIGHT CENTER – 1ST FLOOR NEAR THE VENDING MACHINES

LIBRARY (WYLY TOWER) – MAIN FLOOR

LOMAX HALL – COMPUTER LAB 3 (SOUTH CAMPUS) & COMPUTER LAB 12 (SOUTH CAMPUS)

MEMORIAL GYM – RM 219

NETHKEN HALL – RM 142

SPATIAL LAB – (SOUTH CAMPUS)

STUDENT CENTER LAB – 24 HOUR BIG (COLOR) & SMALL LAB, ENTRANCE IS LOCATED CLOSE TO BOOK STORE

TOLLIVER – EAST ENTRANCE NEAR JAVA CITY

WOODARD HALL – RM 130A

Additionally, you may log into and use computers available at the computing center located in the student center if you are in need of a temporary computer monitor.

Email: Gsuite Mail

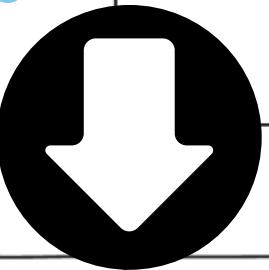
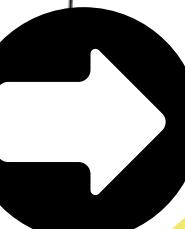
- <http://Gmail.latech.edu>
- All students are provided an email address consisting of
UserID@latech.edu



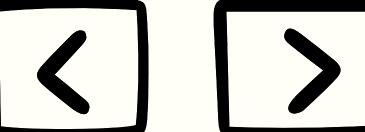
04

Take action

University Policy dictates that all official notices and information be sent only to a Tech email address, so check yours regularly!



ADDING YOUR LATECH EMAIL TO IPHONE



When you reach the step that asks you to input your Google email address, you will enter your latechusername@email.latech.edu and then enter your Louisiana Tech username and password when prompted.

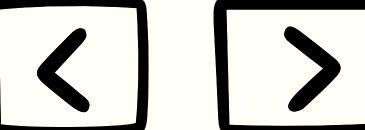
Open the Settings app
Select Passwords & Accounts
Select Add Account
Select Google

Enter your email address in the format your latechusername@email.latech.edu and select next.

Enter your Louisiana Tech username and password and select login.
Once the login information is verified, you should see a list of account options available to sync. Verify that the Mail option is turned on. Select save .



ADDING YOUR LATECH EMAIL TO ANDROID



When you reach the step that asks you to input your Google email address, you will enter `yourlatechusername@email.latech.edu` and then enter your Louisiana Tech username and password when prompted.

Open the Gmail app

In the top right, tap on your profile picture or your first initial

Select add another account

Select Google

Enter your email address in the format `yourlatechusername@email.latech.edu` and select next

Enter your Louisiana Tech username and password and select login

Follow the steps on the screen to finish adding the account.



05

Office 365

Students can log into Microsoft 365 and access the suite of Office tools, including **Word, Excel.**

OneDrive, Teams, etc for FREE!

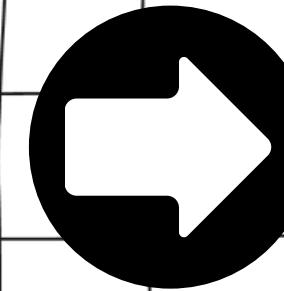
Just log in at the portal at office.com, using the login name UserID@office.latech.edu.

Your activation in the system does not occur until you enroll in courses for the first time.

See the HelpDesk if you have any issues!

Workday

06



Access student records

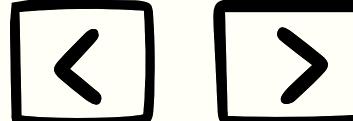
View grades and unofficial transcripts

Review holds on your account

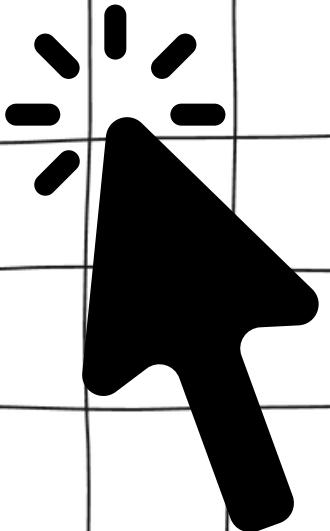
Complete registration actions

Pay tuition or confirm your schedule

Email Etiquette 101

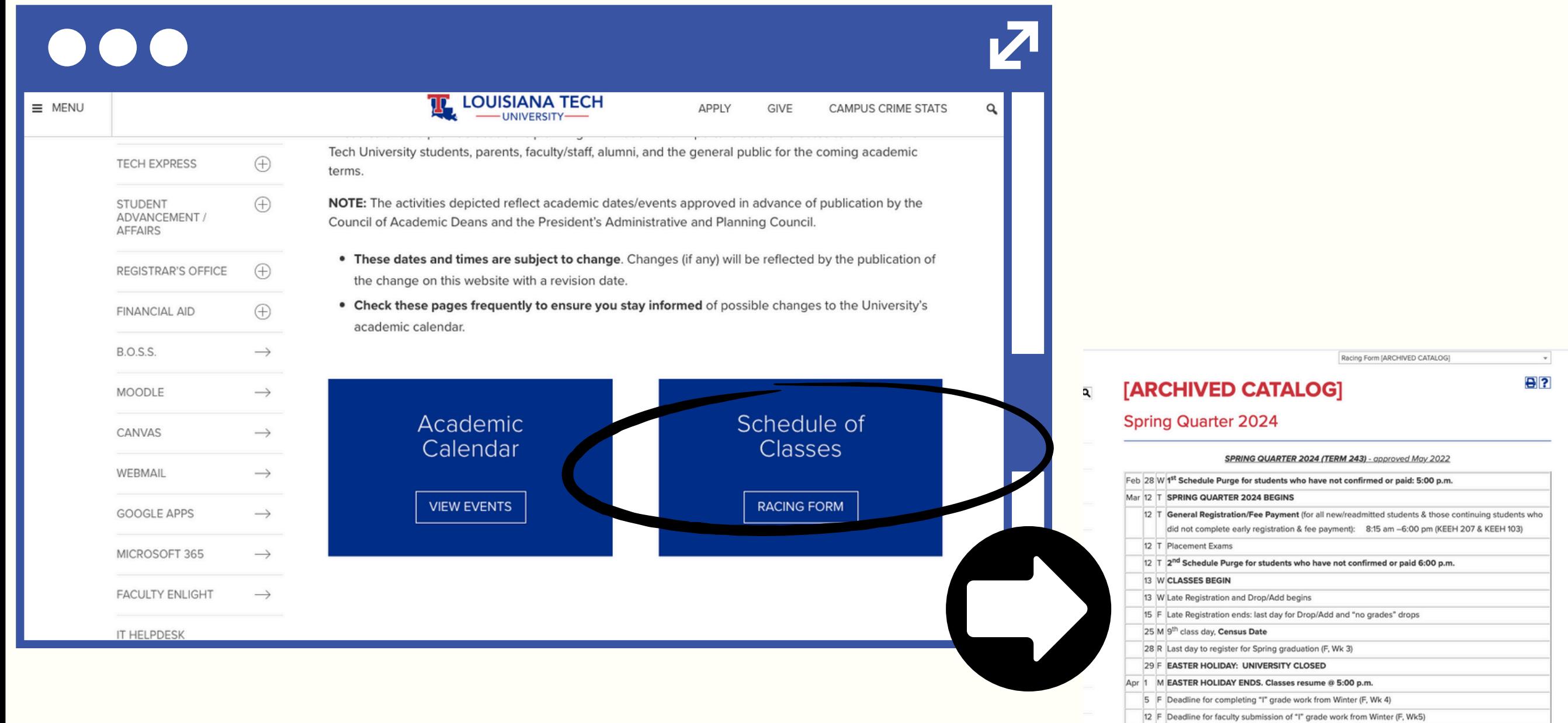


1. Use your university email
2. Address your professor directly
3. Make sure your first sentence identifies who you are by name
4. Be sure to include a meaningful subject line
5. Be polite
6. Be succinct
7. Be specific
8. If you're going to have to miss class, email your instructor prior to class and offer to bring written proof up front
9. Close your email politely
10. Grammar and spell check



Academic Calendar

latech.edu > academic calendar 



The screenshot shows the Louisiana Tech University website's academic calendar page. On the left, there is a sidebar with various links like TECH EXPRESS, STUDENT ADVANCEMENT / AFFAIRS, REGISTRAR'S OFFICE, FINANCIAL AID, B.O.S.S., MOODLE, CANVAS, WEBMAIL, GOOGLE APPS, MICROSOFT 365, FACULTY ENLIGHT, and IT HELPDESK. The main content area features the Louisiana Tech logo and navigation links for APPLY, GIVE, and CAMPUS CRIME STATS. Below these are sections for TECH EXPRESS, STUDENT ADVANCEMENT / AFFAIRS, REGISTRAR'S OFFICE, FINANCIAL AID, B.O.S.S., MOODLE, CANVAS, WEBMAIL, GOOGLE APPS, MICROSOFT 365, FACULTY ENLIGHT, and IT HELPDESK. A note states: "Tech University students, parents, faculty/staff, alumni, and the general public for the coming academic terms." A note also says: "NOTE: The activities depicted reflect academic dates/events approved in advance of publication by the Council of Academic Deans and the President's Administrative and Planning Council." It includes two bullet points: "These dates and times are subject to change. Changes (if any) will be reflected by the publication of the change on this website with a revision date." and "Check these pages frequently to ensure you stay informed of possible changes to the University's academic calendar." Two buttons are visible: "Academic Calendar" with a "VIEW EVENTS" link and "Schedule of Classes" with a "RACING FORM" link. A large black arrow points from the "Schedule of Classes" button to the "ARCHIVED CATALOG" section on the right. The "ARCHIVED CATALOG" section is titled "[ARCHIVED CATALOG]" and "Spring Quarter 2024". It lists events for the Spring Quarter 2024, such as "SPRING QUARTER 2024 (TERM 243) - approved May 2022", "Feb 28 W 1st Schedule Purge for students who have not confirmed or paid: 5:00 p.m.", "Mar 12 T SPRING QUARTER 2024 BEGINS", "12 T General Registration/Fee Payment (for all new/readmitted students & those continuing students who did not complete early registration & fee payment): 8:15 am –6:00 pm (KEEH 207 & KEEH 103)", "12 T Placement Exams", "12 T 2nd Schedule Purge for students who have not confirmed or paid 6:00 p.m.", "13 W CLASSES BEGIN", "13 W Late Registration and Drop/Add begins", "15 F Late Registration ends: last day for Drop/Add and "no grades" drops", "25 M 9th class day, Census Date", "28 R Last day to register for Spring graduation (F, Wk 3)", "29 F EASTER HOLIDAY: UNIVERSITY CLOSED", "Apr 1 M EASTER HOLIDAY ENDS. Classes resume @ 5:00 p.m.", "5 F Deadline for completing "I" grade work from Winter (F, Wk 4)", and "12 F Deadline for faculty submission of "I" grade work from Winter (F, Wk 5)".