Getting Started | MyUTampa

http://www.ut.edu/myutampa/

MyUTampa is your launchpad to many of the applications you use every day on your computer and mobile device. This portal makes accessing UT applications easier and reduces the number of accounts and passwords you have to remember.

MyUTampa Apps:
- **Email** – Your official UT email is how we communicate with you. So, be sure to check your email regularly.
- **Blackboard** – Blackboard is a web application and course management system. Through Blackboard you’ll have access to the syllabus, materials, assignments and communication tools for each class.
- **Engage** – Engage is a web application that helps us create community. You can easily find departments, organizations and groups relevant to your interests and academic pursuits.
- **Workday** – Use Workday to find student employment on campus.
- **Symplicity Residence** – Use Symplicity to apply for housing each year and manage your dining plan.
- **Symplicity Accommodate** – Student Disability Services actively promotes awareness of current disability issues and policies to the campus community.
- **Igrad** – To empower students and families to make effective personal finance, student loan, and career decisions throughout their lives.
- **Qualtrics** – Qualtrics allows you to create complex surveys needed for research. The tool builds, distributes and analyzes surveys inside a secure portal.
- **Ad Astra** – Room scheduling tool
- **Medicat** – A service provided by the Dickey Health and Wellness Center that gives you the convenience of communicating with the health center through a secure online connection.

Need Assistance? | Contact our Service Desk

Launch the Service Desk app in MyUTampa to contact us about any technology issues you might be having or if you are searching for information on your technology resources. Our Service Desk Portal includes:

- Easy to use forms for submitting requests and reporting incidents
- Self-service Knowledge Base – A searchable directory with articles containing tips, tricks, and quick solutions for issues that are most commonly reported to ITS.
- Service Catalog – a catalog of services that are provided by ITS, as well as a direct link to request those services.

Our hours will vary, so check our ITS website for up to date information. http://www.ut.edu/its

*** Also, as a reminder, you can always reset your MyUTampa password by clicking on the “need help signing in” link from the MyUTampa home page.

Contact the ITS Service Desk

Walk-in: Jaeb Computer Center (CC)
Phone: (813) 253-6293
Email: helpdesk@ut.edu
Online: MyUTampa

Accessing Wireless

High speed wireless access is available at many locations around campus including classrooms and in the residence hall. Make sure to connect your devices to UoT_Secure using your MyUTampa username and password. If you have a smart TV or gaming device, connect them to UoT_Rec.

ITS Mission: Provide secure, reliable and integrated enterprise technology and security solutions in alignment with academic and administrative goals, while delivering excellence in customer service.
There are a number of computer labs throughout the campus where both Windows and Apple computers are available. They provide access to various software packages including Adobe Creative Suite, SPSS, Microsoft Office, Blackboard, SpartanWeb, Workday, and MyUTampa. All labs are equipped with laser printers for your convenience. The most up-to-date information on our labs, including hours of operation, can be found on the ITS website.

You can find our open labs in the following locations:

- Jaeb Computer Center (CC 131)
- Sykes College of Business (JS 143)
- Vaughn Center (VC 233)
- Macdonald-Kelce Library
- Plant Hall Science Wing (SC 256)

Printing at UT | https://spartanprint.ut.edu

Students are allowed $30 in printing charges per semester, covered by their Student Services Fee. After the $30 allowance has been exhausted, students must add money to their account to cover additional printing charges.

Sign in to our Spartan Print Portal, providing you the ability to check your balance, view your most recent print jobs, and add additional funds. This portal is also used to submit print jobs to our print-and-release stations located in various locations on campus.

Save money and help UT protect the environment by printing duplex. One page printed duplex (front/back) is equal to the cost of one printed page (front only).

Printing Costs:
Standard: (8.5 in x 11 in)
Black and white per page = $0.15
Color per page = $0.50

For larger print (paper size larger than letter 8.5 in x 11 in):
Black and white per page = $0.25
Color - $0.75

SMART ALERT!

Spartan Mobile Alert (SMART) | www.ut.edu/safety/smart
This is the university’s emergency alert system. This is used to alert the university community of any potential or developing emergency circumstances.

Acceptable Use Policy | https://www.ut.edu/aup

Your use of the UT Campus Network and other technology resources is governed by the Acceptable Use Policy (AUP).

Work @ ITS | https://www.ut.edu/career

ITS has many student employment job opportunities, which will provide experiential, real world learning experiences in technology-related jobs. These include opportunities in cyber security, project management, enterprise applications, network administration, service desk support, and inventory management. Students seeking on-campus jobs and internships can locate these work opportunities in Handshake.

Big News! Pull out your mobile device because starting with your fall 2020 schedule, you’ll register, pay, and view financial aid in Workday. Workday is a mobile friendly native cloud application where you can easily register for classes, view and pay your bill, find what classes you’re registered for, and enter time worked for your on campus job.

Watch for more information before the spring 2020 semester. Dates and details about functionality, opportunities to view mock registration, along with user guides on how to perform them.