

Technology Services for UT Faculty Useful Information



On behalf of Information Technology and Security, I'd like to personally welcome you to The University of Tampa. We look forward to partnering with you in enhancing the academic teaching and learning experiences of our students through the use of technology resources. Feel free to reach out to utcio@ut.edu if you would like to meet and/or share ideas.

— Tammy Clark, ITS Vice President

1 Getting Started | [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:

- 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 - Workday streamlines all faculty, staff and student employee human resources and payroll processes. Visit the [Workday Wiki](#) for further instructions and useful links.
- 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
- KnowBe4 - Security Awareness Training
- BSWIFT (HR Benefits) - Access to your UT benefits.
- VidGrid - Platform to record, share, edit, and manage videos
- Service Desk - Submit incidents or requests online.

2 Setup Okta Mobile and Multi-Factor Authentication

Needed for off campus access to Workday. Instructions can be found [here](#) under the MyUTampa Help Frequently Asked Questions.

3 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 form for submitting requests and reporting incidents - [Submit a new incident here](#)
- Self-service Knowledge Base – A searchable directory with articles containing tips, tricks, and quick solutions for issues that are most commonly reported to ITS. [Search our knowledge base here](#)
- 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.

*** Also, as a reminder, you can always reset your MyUTampa password by clicking on the "[need help signing in](#)" link from the MyUTampa login page.

Contact Information for the ITS Service Desk

Walk-in: Jaeb Computer Center (CC)

Phone: (813) 253-6293

Email: servicedesk@ut.edu

Online: www.ut.edu/MyUTampa

ACCESSING WIRELESS

High speed wireless access is available at many locations around campus including classrooms and academic buildings. Make sure to connect your devices to UoT_Secure using your MyUTampa username and password.

4 [Office 365 & UT Email](#) | [Outlook App](#)

Access your email with the installed Outlook app or online at www.office.com. Office 365 is standard software installed on University provided machines.

Microsoft Office 365 is also available for you to install on your personal computers

- Open a browser and go to Office.com
- Login in using your UT email address.
- Click on Install Office, Office 365 apps

5 [Security Awareness Training](#)

All faculty are required to take the online security awareness training from KnowBe4 provided by Information Security. This training will assist employees to identify ways to protect sensitive data and passwords, recognize email phishing scams, user vulnerabilities and malware. This training is accessible in MyUTampa.

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

6 [Computer Labs](#)

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)

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.

7 [Additional Information](https://www.ut.edu/its) | <https://www.ut.edu/its>

Media Services is part of the ITS organization, and their primary focus is to provide support of classroom technology. Media Services staff are available to support the use of classroom technology resources, teleconferencing, video conferencing, event support and much more.

Big News! UT is moving to Workday Student for any activities related to the fall 2020 and future semesters. Course scheduling, advising, student course registration, financial aid, course rosters, and grading will all occur in Workday Student. The University is already live on Workday for HR/Provost Office, payroll and pay stubs, and expense reimbursements. Workday is a mobile friendly native cloud application where you can also easily access and update your personal information, such as your name, home address, and phone number.

Watch for more information before the spring 2020 semester. Dates and details about Workday Student functionality, training opportunities, and user guides on how to perform them will be announced.

Adobe Creative Cloud. Adobe creative cloud is available for all full time and part time faculty to install on your university issued device and your personal computer. Go to Adobe.com and sign in using your MyUTampa credentials to download the applications you need. For additional assistance, contact the ITS Service Desk.