Moodle
SUNY Potsdam now uses the Moodle LMS (Learning Management System) for online, hybrid, and web-enhanced courses. Use your Campus Computer Account (CCA) to login to Moodle at http://moodle.potsdam.edu. Tutorials can be found on the login page, as well as the FAQ section.

Helios/Web Space/Backups
Helios is our main network storage service for the campus. All users have several gigabytes of personal space allocated to them. Your backups, web space, and pdf printing are interconnected to your Helios home directory. For more information, go to http://www.potsdam.edu/cts/services/helios. Students are strongly encouraged to use the server-based storage space in their Helios "Home Directory" for papers and class work.

Levitt Center Computer Lab
Levitt is located in Merritt 133 and has 57 dual-boot iMacs available as well as laser printers. Levitt is open (but not staffed) Monday through Friday during regular business hours. However, CTS student assistants are available after 4:30 p.m. during the week and on weekends. For more information, visit http://www.potsdam.edu/cts/techfacilities/labhours.cfm.

Crumb Library Technology Helpdesk
The Technology Helpdesk in Crumb library provides on-site tech support for library patrons using the public use computers and personal devices in the College libraries. A variety of assistance is provided, including:

- Software usage
- Software installation
- Printing questions
- Printer installation
- Password resets
- Network resets
- Scanning
- Helios registration
- Helios access and storage

Hours of operation are posted on the College Libraries webpage. Go to http://www.library.potsdam.edu.

Printing Policy
Students are allotted 300 pages of free B&W printing per semester for fall, spring, and summer (during Winterim the limit is 150 B&W free pages). At the end of each semester, students will be billed 5 cents per page over the 300-page limit. Each page printed in color counts three times. An automatic e-mail alert will be sent when you reach 250 pages and periodically thereafter. To check the number of pages you have printed, visit http://squirt.potsdam.edu/

For your protection never share your Campus Computing Account (CCA) password with anyone. When leaving a campus computer, be sure to log off to prevent others from printing on your account.

Computer Discounts
Students are eligible for educational savings on personal computers when purchased through The College Store. Go to http://bookstore.potsdam.edu and follow links to the manufacturer's web sites. For more information, contact The College Store at (315) 267-2573.

Academic Software Discounts
Students are entitled to purchase and download academically discounted software (i.e., Microsoft, Adobe, etc.) for up to 90% off retail price directly on-line through http://kivuto.com Solutions “OnTheHub eStore.” To check out the list of available software or to make a purchase, go to http://potsdam.onthehub.com and click on the “student” tab. You must use your Campus Computer Account (CCA) in order to make a purchase and receive the discount. OnTheHub eStore is currently offering an additional discount on MS Office through September 15th.

Computer Labs & Projection Classrooms
The campus has a large number of computer labs and projection classrooms located in a variety of buildings. For a description of these facilities, visit http://www.potsdam.edu/cts/facilities/. In addition, many academic departments and some student services departments have mini-labs available for student use.

Winterim 2013 Technology Facility Upgrades

Projection Classroom(s): Dunn 202 (new projector screen installed)

Electronic Check-In
Students are required to “check in” electronically via BearPAWS at the beginning of each semester. The Check-In Form will confirm attendance, remind students of their financial responsibility, and provide the proper procedures to take if a student elects to leave the college. Prior to the start of the semester, an e-mail will be sent to all registered students informing them of the Check-In procedure.

On-line Student Bill Payment
Student bills can be paid on-line using a credit card via BearPAWS on the Billing Statement page. The Billing Statement page will have a “Pay by Credit” button in the lower left corner.
Lost/Found SUNYCard
Students can report their lost or found SUNYCard through the BearPAWS “College Life and Auxiliary Services” menu. If the SUNYCard is marked lost, it will be inactivated. If it is marked found, it will be activated.

VPN at SUNY Potsdam
VPN stands for Virtual Private Network. VPN provides remote access and private data communications over public networks. CTS provides a VPN solution that is supported on most common desktop platforms. For additional information about security benefits and convenience, visit http://www.potsdam.edu/cts/services/vpn/.

Wireless, High-Speed Internet & Cable TV (Residential)
Time Warner Cable provides Road Runner wired and Wi-Fi high-speed internet service, as well as 90 cable TV channels to all students living in our residence Halls at no extra charge. The Wi-Fi service is standard in all dorm rooms. For students seeking assistance with RR wired, RR Wi-Fi, cable TV, or to order additional cable services, simply contact 1-866-339-8225 for 24/7 service.

Wireless Access (Non-Residential)
The wireless network at SUNY Potsdam is a standard 802.11b/g implementation of wireless and is free to all students. Wireless hotspots are located throughout campus and are frequently added. Look for areas with this logo:

For more information and a map of wireless campus locations, visit http://wireless.potsdam.edu/.

Emergency Notification System (NY-Alert)
Take the opportunity to enroll in SUNY Potsdam’s NY-Alert emergency notification system by following the instructions at:


While no technology delivery system is guaranteed, every effort will be made to send you text messages, e-mails and/or phone messages in the event of an emergency, including weather-related closures.

Emergency Telephones
Emergency telephones provide immediate contact with the University Police Department and are available:
- In all residence halls and on every floor
- Blue light phones are available on campus grounds
- Red phones are strategically located in various campus buildings

Required Emergency Contact Information
Each term SUNY Potsdam students are required to enter into BearPAWS their cell phone number, local address (if living off-campus) and a person to contact for emergencies before being able to access BearPAWS links. This information will be used in the event of an emergency. Entering this information is mandatory and is not connected to the NY-Alert system, which is a separate system and is optional for students.

Student Employment
CTS employs Federal Work Study and student assistants. Our students assist CTS in providing information technology to the campus community. Job opportunities are available in several areas within. Go to http://www.potsdam.edu/cts/studentjob to obtain an application and download the form, or stop by the CTS Helpdesk in Stillman 103.

Acceptable Use Policy
The College has an Information Technology Acceptable Use Policy, which all campus users must adhere to. To view the full text, visit http://www.potsdam.edu/cts/policies/forms/acceptableuse.cfm.

CTS Helpdesk
Our Helpdesk provides assistance and support to students regarding their Campus Computer Account (CCA). For more information, visit helpdesk@potsdam.edu, call x2083 or stop by Stillman 103.

Reminder: The Helpdesk does not repair personally owned computers. Students are referred to the local yellow pages.
After hour Helpdesk support is available to students when classes are in session. Visit http://www.potsdam.edu/cts/helpdesk for more information.

Green IT Information
CTS has taken initiatives to reduce our environmental impact. For information on printing green, saving energy, or to learn how you can make a difference, visit CTS Green Technology pages at http://www.potsdam.edu/cts/news/greenit/.

Getting acquainted with Bear essentials…

BearPAWS
SUNY Potsdam’s web interface to our student information system, which allows students to perform a multitude of functions such as register for classes, check grades, view financial aid, academic standing, etc. To log into BearPAWS, go to http://bearpaws.potsdam.edu/ and use your Campus Computer Account (CCA).

BearPAWS for Guests
Access to certain student information in BearPAWS can be granted by a student to “guests” (i.e., parents, guardians, etc.). For information about what is available to guests and how to maintain guest access, visit http://www.potsdam.edu/offices/studentaccounts/guestaccess.cfm.

BearDeN (Degree Navigator)
SUNY Potsdam’s on-line degree audit system allows students to track their progress towards their degree, lists courses taken and/or registered for, GPAs, and advisor contact information. BearDeN is accessible from the BearPAWS Student Services & Financial Aid menu. For more information, click on the Help and FAQ buttons within BearDeN.

BearMail
A web interface to your SUNY Potsdam e-mail allowing you to check your campus e-mail from anywhere you have access to the Internet. Your SUNY Potsdam e-mail address is <username>@potsdam.edu. To check your campus e-mail, go to http://bearmail.potsdam.edu/.

Important Message regarding BearMail: Never share your password with anyone!

Phishing

Many common spammers attacks come in the form of "phishing" e-mails; messages asking users to supply personal information and/or account credentials. Often this leads to a compromised account left at the mercy of spammers and criminals. CTS will scramble the password of any accounts exhibiting malicious activity, requiring users to contact the CTS Helpdesk to regain access to their data. There is never any legitimate reason to send account credentials or personal information via e-mail.

Mailguard

An anti-spam web portal service used to protect campus e-mail accounts. Allows for user customization of spam thresholds and management of e-mail quarantines and is available at http://mailguard.potsdam.edu or by following the Mailguard link in BearMail. For more information, visit http://www.potsdam.edu/cts/services/emailservice/mailguard.cfm.

Bear Bus Discount Travel
Reservations and tickets are available for purchase on BearPAWS. Students can purchase on-line tickets to Long Island and NYC for all academic breaks. Visit http://www.potsdam.edu/current/bearbus/index.cfm for more information or to purchase a ticket.