



NetID (a.k.a. Username)

You are provided an MSU Denver NetID and initial password when you join the University. Your NetID permits secure access to a variety of applications and services. To lookup your NetID and initial password, go to msudenver.edu/myfirstlogin and follow the step-by-step instructions.



Employee ID Number (a.k.a. 900 Number)

Your Employee ID number will be given to you by Human Resources. This number will be required for all transactions with the University.



Get Connected

Email

To access your MSU Denver email account and Office 365 apps, go to msudenver.edu/facstaff, click the **Email (Office 365)** link, and log in using your NetID and NetID password.

Wireless Network Access

Find out about the fast, secure "MSUDenver" wireless network and the open "MSUDenver-Guest" network by visiting msudenver.edu/wifi.

VPN

Faculty and staff who need to access campus network resources from remote locations can request access to the GlobalProtect VPN solution. For more information, go to msudenver.edu/technology/remoteaccess.



Resources

Faculty and Staff Hub

The Faculty and Staff Hub at msudenver.edu/facstaff provides a central place where you can access email, Self-Service Banner, and Blackboard Learn along with links that allow you to connect with organizations, information, services and other helpful resources.

Canvas

Canvas is MSU Denver's learning management system used for online and many face-to-face courses. Go to msudenver.edu/facstaff, click the **Canvas** link, and log in using your NetID and NetID password. For training and other resources, go to msudenver.edu/canvas.

Banner & Other Systems

Banner is the comprehensive software solution that MSU Denver uses to support numerous aspects of institutional management. For information about your accounts for Banner and other systems, see msudenver.edu/accounttypes.



Security

Security Awareness

To learn about your role in information security and protecting the MSU Denver community from security threats, visit msudenver.edu/technology/security.

Avoiding Phishing Scams

Be aware of possible phishing emails that are sent intentionally to steal your personal information, money, or identity! Get information on how to detect and avoid phishing at the ITS website, and send any suspicious emails you receive to spam@msudenver.edu.



Free Stuff

Office 365

As an MSU Denver student, you receive five FREE copies of Microsoft Office for your personal use and can access online versions of many of these apps through the Office 365 web portal. Please visit msudenver.edu/office365 for more information.

Laptop Checkout

Laptops are available for checkout temporary use. If you or your students need a laptop for a project or presentation, visit one of the ITS Service Desk locations listed on the back.



Manage Your Account

Strong Password Tips

Think of passwords like the locks you use to secure your valuables: Stronger is better! Your passwords should be:

1. At least 10 characters long
2. A combination of letters, numbers, and symbols
3. Changed at least every 120 days
4. Secret (don't share them with anyone!)

Password Reset and Account Recovery

Your NetID password can be changed through Office 365 at any time. Be sure you set up account recovery options so you can get back in if you forget your password. Please visit msudenver.edu/passwordreset for step-by-step instructions.

Multi-Factor Authentication

All MSU Denver Email (Office 365) accounts are configured with multi-factor authentication for added security. Please visit msudenver.edu/accounttypes/mfa for more information, including step-by-step instructions for setting up or updating your secondary authentication factors.





Student Lab Technology Know-Hows

1. Associate your **MSU Denver ID Card** with a Ricoh Printer in an MSU Denver Computer Lab.
If you need help, please contact the ITS Service Desk.
2. **Log Off / Sign Out** of your MSU Denver Computer Lab computer when you finish using it.
Make sure you log in before you start working; don't use the last person's account if they forgot to log out.
3. **Save Your Work** to a USB drive, OneDrive, or other personal data storage.
Files are not permanently saved on MSU Denver Computer Lab machines.
4. **Print from Your Own Device** using Web Print.
Go to print.msudenver.edu then click "Web Print."
5. Don't forget to **Take Your Belongings** (USB drives, headphones, cellphone, backpack, etc.) when you leave.
Any lost items will be taken to the nearest campus police station, ITS Service Desk location, or the Tivoli bookstore.



LabFind.com/app

MSU Denver Computer Lab Locations

- West Classroom 244
 - Administration 260
 - Science Building 1060
 - Plaza Building 307
 - Tivoli 225
 - Jordan Student Success Building 236
- For lab hours and a map of their locations, please visit msudenver.edu/studentlabs/hoursofoperation.
- You can also download the **LabFind** app on your smart device to check what software and operating systems are installed, see how many computers are available, and get directions to the lab of your choice.

Virtual Lab

Some software can be streamed to students' personal computers through the Virtual Lab environment. Please visit msudenver.edu/technology/helpdesk/kb/virtuallab for more information, including a list of available software and instructions on how to access the Virtual Lab.



ITS Service Desk

CALL

303-352-7548

CLICK

Submit a service ticket at support.msudenver.edu
Find helpful information at
www.msudenver.edu/technology/helpdesk/kb

VISIT

West Classroom (WC) 243
Administration Building (AD) 475
Monday - Thursday 8am - 5pm | Friday 10am - 5pm

