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.

NetID
jondoe23@msudenver.edu
Email address

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, please check the "What is GlobalProtect?" article on **support.msudenver.edu**.

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.

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 Canvas, 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**.

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 the User Accounts & Access section of the ITS Knowledge Base at **support.msudenver.edu** for more information, including step-by-step instructions for setting up or updating your secondary authentication factors.

Faculty & Staff Technology Road Map

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.

Labs Knowledgebase

MSU Denver Computer Lab Locations

- Tivoli 225
- Science Building 1058
- Plaza Building 307
- West Classroom 244
- Administration Building 260

Please visit **support.msudenver.edu** for current lab hours and availability.

You can also scan the QR code to view information about lab policies, available technology, and more on our support website's knowledgebase.

Virtual Lab

Some software can be streamed to students' personal computers through the Virtual Lab environment. Please check the "What is the Citrix Virtual Lab Environment?" article on the ITS Knowledge Base at **support.msudenver.edu** 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 or search for answers at **support.msudenver.edu**
VISIT	**Jordan Student Success Building (JSSB) 1st Floor Lobby, Room 130A** Monday - Thursday 8:15 a.m. - 4:45 p.m. Friday 9:30 a.m. - 4:45 p.m.