



# 2011-12 First Year Orientation

## Important Information and Links

**ITS offices** - While we can't fix your machine, we will help you get connected to the campus internet. If you need to contact us for this or other reasons here is our contact information.

<b>Location</b>	CTC 100	
<b>Hours</b>	M-F	7:30 am - 9 pm
	Saturday	Closed
	Sunday	4:00 pm - 10 pm
<b>Phone</b>	x8767or x8SOS	
<b>Email:</b>	<a href="mailto:techline@wartburg.edu">techline@wartburg.edu</a>	

**Registering to access the Wartburg Residence Halls Network** – In your Resident Hall room, use an Ethernet cable to plug your computer into a network data port in dorm room. Open a web browser. Automatically you will be guided through a step-by-step process to register on the Wartburg network.

**Configuring your computer to use Wartburg Wireless** – Wireless access exists around campus, including the residence hall rooms, many of the academic buildings, the Student Center, the W and the Library. Once you have registered your computer as described above, you can configure it to access the Wartburg wireless network by following the instructions at <http://www.wartburg.edu/its/wireless.html>

**Changing password** – On campus, log into a computer in one of the labs or in the Vogel Library. Once logged on, push the ctrl alt and delete keys on the keyboard at the same time. A box will come up that gives you the option to change your password. Enter your old password, your new password and then confirm by adding the new password again. The password needs to be a minimum of eight character with a three from the following – lower case alpha, upper case alpha, number, or special character such as the # or \$ off the top row of keys. A password can never contain any part of your name within it.

**Access personal administrative and course information** – If you haven't checked it out My Wartburg has a ton of information about you and your classes here at Wartburg. You probably be required to use it in some of your classes, but you can also check your bill and find some other interesting things there. To access it, use your username and password and logon to My.Wartburg at <http://my.wartburg.edu>.

**Accessing your network share on NAScar** – The college provides every student storage space on a network drive that is accessible anywhere on campus and off campus as well. Besides its accessibility, this drive is good to use since ITS backs it up every day. The instructions for accessing your network share can be found at [http://www.wartburg.edu/its/Nascar\\_Information.html](http://www.wartburg.edu/its/Nascar_Information.html)

**Check your email** – Email is the official communications method used at Wartburg and you should check it often. To log into your email account, go to <http://exchange.wartburg.edu> and log on with your username and password.

**Buy and Sell** – A campus-wide online classifieds service selling all kinds of goods and services (even deals on used textbooks) can be found at eWart at <http://ewart.wartburg.edu>.

#### **College web sites**

- Wartburg Home Page <http://www.wartburg.edu>
- Wartburg Athletics <http://go-knights.com>
- ITS Home Page <http://www.wartburg.edu/its>