# Faculty and Staff IT Onboarding

January 2020

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The latest version of this document can be found at [https://www.it.eng.ufl.edu/support/](https://www.it.eng.ufl.edu/support/)
IT Support Within the College

The Herbert Wertheim College of Engineering (HWCOE) has a distributed IT support structure that has recently reorganized under UF’s OneIT for OneUF initiative. IT workers are embedded and dedicated to their specific School, Department, Center or other unit for quicker, more personalized, support but report to the HWCOE Associate Director of IT. Because of this organization, there is not a central helpdesk or phone number for IT assistance within the HWCOE. Engineering faculty and staff who need IT assistance should contact their unit IT support as identified below. Up-to-date information is available at https://www.it.eng.ufl.edu/contacts/.

Faculty and staff may always contact the main IT office within Engineering Administration for IT assistance at 352-392-9217 or support@eng.ufl.edu. We will attempt to identify your unit IT office in order to provide contact information, initiate a support ticket on your behalf, or, depending on your request, provide appropriate information and assistance.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Location</th>
<th>Phone</th>
<th>Email</th>
<th>Personnel</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engineering Administration</td>
<td>557 Weil</td>
<td>352-392-9217</td>
<td><a href="mailto:support@eng.ufl.edu">support@eng.ufl.edu</a></td>
<td>Mike Seufert, Andrew Hale</td>
</tr>
<tr>
<td>Biomedical Engineering (BME)</td>
<td>J292 BMES</td>
<td>352-273-9316</td>
<td><a href="mailto:support@bme.ufl.edu">support@bme.ufl.edu</a></td>
<td>Victor De La Cruz, Kaitlynn Gravely</td>
</tr>
<tr>
<td>Chemical Engineering (CHE)</td>
<td>319A CHE</td>
<td>352-392-3360</td>
<td><a href="mailto:support@che.ufl.edu">support@che.ufl.edu</a></td>
<td>Victor De La Cruz, Kaitlynn Gravely</td>
</tr>
<tr>
<td>Computer &amp; Information Science &amp; Engineering (CISE)</td>
<td></td>
<td></td>
<td><a href="mailto:consult@cise.ufl.edu">consult@cise.ufl.edu</a></td>
<td>Dan Eicher, Dayron Acosta, Addison Laurent, Mark Windischman</td>
</tr>
<tr>
<td>Electrical &amp; Computing Engineering (ECE)</td>
<td>263 NEB</td>
<td>352-392-4568</td>
<td><a href="mailto:admin@ece.ufl.edu">admin@ece.ufl.edu</a></td>
<td>Jason Kawaja, Sean Johnson</td>
</tr>
<tr>
<td>Engineering School of Sustainable Infrastructure &amp; Environment (ESSIE)</td>
<td>455 Weil</td>
<td>352-294-7753</td>
<td><a href="mailto:helpdesk@essie.ufl.edu">helpdesk@essie.ufl.edu</a></td>
<td>Kyle Arola, Stedman Sirmons</td>
</tr>
<tr>
<td>Industrial Systems &amp; Engineering (ISE)</td>
<td>557 Weil</td>
<td>352-392-9217</td>
<td><a href="mailto:support@ise.ufl.edu">support@ise.ufl.edu</a></td>
<td>Mike Seufert, Andrew Hale</td>
</tr>
<tr>
<td>Mechanical &amp; Aerospace Engineering (MAE)</td>
<td>233 MAE-B</td>
<td>352-392-0927</td>
<td><a href="mailto:support@mae.ufl.edu">support@mae.ufl.edu</a></td>
<td>Ramai Gaasbeek, Dave Bourget, Austin Leto</td>
</tr>
<tr>
<td>Materials Science &amp; Engineering (MSE)</td>
<td>104 RHN</td>
<td>352-273-1817</td>
<td><a href="mailto:support@mse.ufl.edu">support@mse.ufl.edu</a></td>
<td>Ira Harkness, Eric Hill</td>
</tr>
</tbody>
</table>

University IT Policies

All UF IT policies can be found at https://it.ufl.edu/policies. Your IT support will help manage compliance for most of them, but you should be aware of how they impact you. Several of these policies are mentioned below:

- All UF users should be familiar with UF’s acceptable use policy (AUP): https://it.ufl.edu/policies/acceptable-use/
- UF business must be conducted through a UF mailbox which does not automatically forward to non-UF email providers (https://it.ufl.edu/policies/email/electronic-mail/)
- University websites must use domain names within the ufl.edu namespace (https://it.ufl.edu/policies/web-related/domain-name-policy/)
- UF’s policies on mobile devices, data classification, privacy, risk management, and accessibility are explained in below sections
The HWCOE has additional IT Administrative Processes which further clarify UF policies and standards available at [https://www.it.eng.ufl.edu/it-administrative-processes/](https://www.it.eng.ufl.edu/it-administrative-processes/)

**ISAs and ISMs**

Each information security policy includes specific responsibilities of the Information Security Administrator (ISA) and Information Security Manager (ISM) of the College and unit. Briefly, the ISA is an administrative and leadership position within a unit responsible for ensuring the ISM and IT staff have appropriate support and the ISM is typically an IT/technical leadership position within a unit responsible for the implementation of security procedures.

- The **HWCOE Dean** (Dean Cammy Abernathy / dean@eng.ufl.edu) is the College Information Security Administrator (College ISA)
- The **HWCOE Associate Director of IT** (Shawn C Lander / it-director@eng.ufl.edu) is the College Information Security Manager (College ISM)

Schools, Departments, and other units of the HWCOE may designate a unit ISA and ISM. In the table of IT contacts above, the **bolded** name is designated as a unit ISM. The unit’s Director or Chair serves as the unit ISA.

**Reporting Incidents**

When you suspect a security or privacy incident has occurred you should contact your unit ISM. They will follow correct procedures for reporting the incident. In general, these procedures are:

- Security incidents are reported to UFIT Information Security Office ([ufirt@ufl.edu](mailto:ufirt@ufl.edu) / 352-273-1344) [https://security.ufl.edu/about-us/report-an-incident/](https://security.ufl.edu/about-us/report-an-incident/)
- Privacy violations are reported to the UF Privacy office ([privacy@ufl.edu](mailto:privacy@ufl.edu)) [http://privacy.ufl.edu/privacy-incidents/report-a-privacy-incident/](http://privacy.ufl.edu/privacy-incidents/report-a-privacy-incident/)
- Phishing and email abuse is reported to [abuse@ufl.edu](mailto:abuse@ufl.edu)
- Spam is reported to [report-spam@ufl.edu](mailto:report-spam@ufl.edu)

When reporting email issues please include full message headers which are necessary for correctly identifying problems. This can be done by adding the suspected message as an attachment (*.eml) when you forward it. See [https://www.it.eng.ufl.edu/kb/how-to-forward-an-email-as-an-attachment/](https://www.it.eng.ufl.edu/kb/how-to-forward-an-email-as-an-attachment/).

**Mobile Devices**

Mobile devices (phones, tablets, laptops, and USB flash drives) can easily be lost or stolen which could allow an unauthorized person access to university data or systems. Mobile devices used as part of your employment at UF, regardless of who purchased them, must be protected per the Mobile Computing and Storage Devices Policy ([https://it.ufl.edu/policies/information-security/mobile-computing-and-storage-devices-policy/](https://it.ufl.edu/policies/information-security/mobile-computing-and-storage-devices-policy/)) and must have an Attractive Item decal (per UF’s Asset Management policies [http://www.fa.ufl.edu/directives/identifying-decaling-and-maintaining-attractive-property/](http://www.fa.ufl.edu/directives/identifying-decaling-and-maintaining-attractive-property/)). These two policies require the following:

- Devices must use full device, hardware encryption
- Devices must be password protected
- Devices must escrow encryption keys in a central repository
- Devices must have an Attractive Item decal applied
- Devices must be registered as off-site and have a completed certification by Sept 30th each academic year

You are responsible for making sure the devices you use comply with university requirements (your IT support will assist in this process) and must report any loss or theft of a mobile device to your unit ISM as soon as possible.
Data Classification Policy
UF personnel regularly work with sensitive and restricted data subject to controls in contracts and federal or state laws. It is the responsibility of all UF personnel to understand the classification of the data they work with and any controls subject to it. UF uses three data classifications:

- **Restricted**: Data in any format subject to specific protections under law, regulation or contract (such as, social security numbers, driver licenses, medical and student records, etc.)
- **Sensitive**: Data whose loss or unauthorized disclosure would impair the functions of the university, cause significant financial or reputational loss or lead to likely legal liability (such as animal research protocols, strategy and security documents, research work in progress, exams, etc.)
- **Open**: Data that does not fall into the other classifications and can generally be made available without approvals (such as directory information, faculty publications, university catalogs, public websites, etc.)


The UF General Counsel’s Office has declared that any unpublished research data is, minimally, categorized as sensitive data.

Privacy Policy
University employees are responsible for understanding the required privacy and security policies associated with the types of data they routinely create and/or use. The information concerning privacy at UF is maintained by the UF Privacy Office which provides resources through their website at [https://privacy.ufl.edu/](https://privacy.ufl.edu/).

- UF’s Online/Internet Privacy Statement is found at [http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement/](http://privacy.ufl.edu/privacy-policies-and-procedures/onlineinternet-privacy-statement/)
- Privacy related training includes:
  - Student records: PRV802 FERPA Basics and PRV803 FERPA for Faculty ([http://privacy.ufl.edu/privacy-training/ferpa-basics-and-ferpa-for-faculty/](http://privacy.ufl.edu/privacy-training/ferpa-basics-and-ferpa-for-faculty/))
  - Health/Patient records: PRV800 HIPAA & Privacy - General Awareness ([http://privacy.ufl.edu/privacy-training/hipaa-training/](http://privacy.ufl.edu/privacy-training/hipaa-training/))

Risk Management Policy
All information systems must be assessed for risk to integrity, availability, and confidentiality per UF’s Risk Management Policy ([https://it.ufl.edu/policies/information-security/risk-management-policy/](https://it.ufl.edu/policies/information-security/risk-management-policy/)). Risk compliance is branded as Integrated Risk Management (IRM) and has a website available at [https://irm.ufl.edu/](https://irm.ufl.edu/).

- If you are not collecting, storing, transmitting, or processing restricted data, then review by administrative and compliance offices is not required for purchasing any of the following hardware and software:
  - Laptops and desktops
  - Products available through Software Licensing Services ([https://www.software.ufl.edu/](https://www.software.ufl.edu/))
  - Products listed as a FastPath solution ([https://irm.ufl.edu/fast-path-solutions/](https://irm.ufl.edu/fast-path-solutions/)) (be sure to follow the instructions for each solution concerning your data classification)
- UF provided services, such as ResVault, are pre-vetted by IRM but still require an assessment for particular use cases when used with Restricted Data. However, the process is significantly simplified and time to implementation is accelerated.
The UF Data Guide (https://irm.ufl.edu/uf-data-guide/) can be used to make informed decisions about the data and tools you use.

Risk Assessments are conducted through a web tool available at https://riskmanagement.ufl.edu/ and involve the following steps. Not all assessments will go through all 4 steps of this process (and many will not go past step 2).

- **Step 1: Request.** Risk Assessment intakes can be submitted by Faculty and Staff and include approximately 14 questions to evaluate the scope of work. If you’d like a grad-student to be able to submit intakes for you, work with your unit IT worker to request proper access.

- **Step 2: Categorization.** Assessments for systems involving sensitive and restricted data types will require an additional set of questions to understand the data and technology involved in the system. You will need to work with your Information Security Manager (ISM) to complete this step.

- **Step 3: Survey Delivery.** If a system is not part of a pre-vetted environment additional surveys will be required to better understand how the various parts of the system are configured and managed. These surveys will be answered by you, your students, and your ISM depending on the systems involved.

- **Step 4: Findings & Remediation.** The analyst assigned to the project will review all information to determine if the appropriate controls are in place. If deficiencies are found a remediation plan will need to be agreed upon. Once that is accepted by the ISM the risk assessment is completed.

Electronic Information Technology (EIT) Accessibility Policy

Any electronic information technology (EIT) must adhere to specific accessibility standards to comply with federal and state laws, including the Americans with Disabilities Act of 1990 (ADA). The policy, definitions, standards, and other resources are available at https://it.ufl.edu/policies/eita-accessibility/eita-policy/ and https://accessibility.ufl.edu/. This means that all websites and other electronic documentation must comply with Web Content Accessibility Guidelines (WCAG Version 2.0, Level AA).

This policy applies not only to University websites but also to electronic documents (i.e. syllabi, class assignments, videos, etc) and computer applications to insure anything acquired, developed, distributed, used, purchased, or implemented adheres to specific accessibility standards. A basic summary of those standards can be found at https://it.ufl.edu/policies/eita-accessibility/standards/.

Useful accessibility tools acquired by UF include:

- SensusAccess (https://accessibility.ufl.edu/sensusaccess/) - convert documents to more accessible versions
- SiteImprove (https://siteimprove.com) – cloud-based product that automates the process of identifying accessibility problems on websites and aids in correcting issues (only licensed for websites in ufl.edu domains). Contact your unit’s webmaster for more information.
- Captioning (https://accessibility.ufl.edu/captioning-request/) – video courses recorded in UF’s Mediasite are eligible for UFIT captioning
- myTraining course ITT341-EITA: Electronic Information Technology Accessibility at UF provides additional information regarding awareness, tools, and resources and identifies key policy points and technical implementation standards for compliance

IT Purchases

Hardware

Discuss any hardware needs and purchases with your unit IT staff. In some cases, there may be UF provided hosting solutions from Infrastructure & Communication Technology Services (ICT) or Research Computing (RC) that will best meet your needs. UF evaluates purchases against IT strategic initiatives to avoid duplication of services and, in some instances (particularly concerning storage solutions), requires discussions with RC before purchases can be completed.
Additionally, risk assessments must be initiated for many purchases (particularly involving systems used to collect, transmit, or store sensitive or restricted data).

Data Storage
- Enterprise Infrastructure (https://hosting.it.ufl.edu/)
- Research Computing (https://www.rc.ufl.edu/)
- Cloud storage (https://cloud.it.ufl.edu/)
  - Google Drive: https://cloud.it.ufl.edu/collaboration-tools/g-suite/ (IRM FastPath information at https://irm.ufl.edu/fast-path-solutions/items/google-g-suite.html)

Software
Discuss any software purchases with your unit IT. Software may already be available or discounted through a UF or College site license. Additionally, your unit IT will be able to work with Information Security & Compliance and initiate Risk Assessments if required to obtain the software.

- Microsoft software is available through three different licenses:
  - Microsoft Campus MVLS
    - Covers OS licenses and Office suites (see https://procurement.ufl.edu/microsoft)
    - Eligible UF employees receive Microsoft Office 365 ProPlus licensing (see https://it.ufl.edu/services/gatorcloud-microsoft-office-online)
  - Microsoft Select License, for software not available in the other two licenses (Visio, Project, Visual Studio, etc) (see https://procurement.ufl.edu/microsoft/#select )
  - Microsoft Azure Dev Tools for Teaching
    - A teaching license providing a variety of Microsoft software to students free of charge, including: Visio, Visual Studio, Project, Access, and Windows (desktop and server).
    - Login with Gatorlink at https://azureforeducation.microsoft.com/devtools
- UF Software Licensing Services manages several site-licenses (such as Adobe Cloud Suite, Mathcad, MATLAB, and SigmaPlot). Info at https://software.ufl.edu/.
- The College manages additional software licenses (Abaqus, ANSYS, LabVIEW, Siemens (STAR-CCM+ & NX), SolidWorks, SPSS, and TechPlot). License costs are split between participants. Email software@eng.ufl.edu for information.

Websites
The college homepage, and several other HWCOE websites, are managed by the Engineering Marketing & Communications office (marcom@eng.ufl.edu). Marketing & Communications personnel are also embedded in many departments to manage departmental websites and may assist in managing faculty, lab, or center websites as well. Keep in mind the following information:

- An HWCOE IT admin processes specifies hosting requirements for HWCOE websites: https://www.it.eng.ufl.edu/it-administrative-processes/it-4-1-5-website-hosting-requirements/
- University websites are required to use domains ending in ufl.edu (https://it.ufl.edu/policies/web-related/domain-name-policy/)
- Some HWCOE departments offer faculty websites within their departmental website
- The HWCOE provides faculty websites through https://faculty.eng.ufl.edu/
• UF provides free-of-charge website hosting using TerminalFour (T4) (https://webservices.it.ufl.edu/terminalfour/) (work through your unit IT on establishing a T4 website)
• UFIT hosting provides other resources for web hosting (https://hosting.it.ufl.edu/)
• UF websites must be compliant with the UF EIT Accessibility Policy mentioned above (by using UF or HWCOE provided templates much of the responsibility of maintaining compliance to this policy is transferred)

GatorLink Accounts
A GatorLink username and password is required for access to most UF information systems and is required before obtaining a University mailbox. GatorLinks are provided to individuals with active affiliations with the university and have strict password complexity standards that govern how and when passwords must be changed. Engineering Business Services (EBS)-HR will initiate the process for obtaining a GatorLink during the hiring process.

• UF Helpdesk GatorLink information: http://helpdesk.ufl.edu/self-help/new-gator-resources/gatorlink/
• GatorLink Account Management information: http://identity.it.ufl.edu/process/gatorlink/
• Two Factor Authentication is now required for all new GatorLink accounts: https://it.ufl.edu/2fa/

Anyone issued an account with a password by the University of Florida is responsible for taking appropriate steps, including those below, to select and secure their password(s):

• You are responsible for all activity that occurs as a result of the use of your password(s)
• You are responsible for protecting your password(s) by not sharing them or storing them in a manner that could be accessed, guarding against shoulder surfers, and not re-using passwords for UF accounts on other services
• You are responsible for reporting any suspicious use of your account or password (if you believe your password has been shared or compromised, you must change it immediately and contact your IT support or the UF Computing Helpdesk)
• Understand that IT staff at the University will NEVER ask for your password nor will you receive email from IT asking you to verify your account
• Passwords must adhere to complexity standards as documented at https://it.ufl.edu/policies/information-security/related-standards-and-documents/password-complexity-standard/
• To change your password, go to https://account.it.ufl.edu/, click on Change Your Password, and then login with your current GatorLink username and password. Remember that changing your password will impact:
  o Wireless connection settings
  o Mobile device saved passwords for UF services (UF Exchange, O365, Teams, SharePoint, etc)

Email / UF Exchange
In Fall 2019 UFIT began a project to migrate all email to the Cloud using Microsoft Office 365 as its mail platform. This project, branded GatorMail, is expected to complete by April 2020. At that time, all UF mailboxes will have been migrated to the Cloud service. Information concerning UF Exchange (UFX) below will be updated as information becomes available.

• Mailboxes for faculty and staff are in UF Exchange (UFX) and mailboxes for students are in the Cloud
• Email addresses typically use [gatorlink]@ufl.edu or use a unit level domain
• Documentation about UFX (including service specifications and connection settings for mail clients and mobile devices) can be found at https://mail.ufl.edu/.
• Listservs (@lists.ufl.edu): UF operates a listserv service outside of UF Exchange, which is available for general use
  • Information for requesting and managing a listserv is available at https://lists.ufl.edu
• Listservs can contain UF and non-UF addresses as subscribers
• Your unit IT can assist in requesting and configuring a listserv for you
• Management console uses your primary email address for authentication and assigns a password (it does not use GatorLink authentication)
• Most listservs are configured as Announcement lists with confirmation (i.e. restricted send to only owners and will email you back when you send a message asking if you intended to send the message)
• Notable collegewide listservs include the following (subscription is managed by Deans Office staff (send moves/adds/changes to directory@eng.ufl.edu) through the College’s Online Directory (https://www.eng.ufl.edu/about/contact/college-directory/)):
  ▪ COESTAFF-L (all college fulltime staff)
  ▪ COEFACULTY-L (all college faculty)
  ▪ COETENURED-L (tenure track faculty)
• Building Operations Listservs. The college has established several listservs that are used to notify building occupants of various construction projects and emergency situations. Information about them can be found at https://www.eng.ufl.edu/facilities/general-services/building-listserv/
• Distribution groups (typically @[unit].ufl.edu): distribution groups deliver email to all members of the group
  • Created by local IT in UF Exchange
  • Can only contain UF addresses
  • Distribution groups can be identified in the UF Exchange Global Address List (GAL) by their standard naming convention: “. [unit]“ (where [unit] will identify the UF department that manages the group)
  • Controlling membership of distribution groups can be delegated and is performed within Outlook via the Global Address List (GAL)
• Shared Mailboxes: one mailbox with multiple people accessing it
  • Created by local IT in UF Exchange
  • Typically created for email addresses based on function (i.e., grants@eng.ufl.edu) when mail should be easily accessed by multiple employees or when it needs to be transferred easily from one employee to the next
  • Shares common read/unread, reply, priority, and follow-up statuses to all mailbox users
  • Connecting to a shared mailbox: https://www.it.eng.ufl.edu/kb/how-do-i-connect-to-a-shared-mailbox-using-outlook/
• Public Folders:
  • It is recommended that use of public folders in UF Exchange be discontinued in favor of shared mailboxes or other calendaring options
  • Public folders are located under “Public Folders -> All Public Folders” in the “Folders” tab of Outlook and follows the organizational structure of the university
  • Public folders can contain calendar, email/post, contact, or task items just like any other Outlook folder
  • Public folder creation and permissions are managed on a folder-by-folder basis by each unit (contact local IT)
• Resource Calendars:
  • Room calendars can be found in the GAL and start with “@ [UNIT]”
  • Equipment calendars (i.e. projectors, vans, etc) can be found in the GAL and start with “+ [UNIT]”
  • Can use auto-booking agents which govern who can create appointments directly vs who must have their requests approved by specified individuals
GatorCloud
In order to provide flexibility to faculty, staff, and students UF has established licenses with several vendors (Dropbox, Google, Microsoft and Zoom.us) concerning cloud storage, application suites and unified communications. These licenses collectively are branded GatorCloud with information provided at https://cloud.it.ufl.edu/ (the bottom of this page includes a decent comparison between Dropbox, G-Suite, and Office 365).

GatorCloud services use your UF identity for authentication. This means that you must use your account username as well as domain, as [gatorlink]@ufl.edu, so the cloud service knows where to direct your login. When using UF’s single sign-on, you will be directed to UF’s login page to complete authentication.

Dropbox for Education
https://www.dropbox.com/

UF Dropbox for Education enables file sharing and collaboration for academic and research purposes. UF users can store and request files from others but is only available to UF faculty and staff (limited availability is provided to Graduate Students who collaboration with UF faculty but special roles must be requested by local IT).

Passing an online training class is required during signup.

- Information and Signup: https://cloud.it.ufl.edu/collaboration-tools/dropbox
- FAQs: https://cloud.it.ufl.edu/faqs/dropbox-faqs/
- IRM: https://irm.ufl.edu/fast-path-solutions/items/uf-dropbox-for-education.html

G-Suite (Google)
https://drive.google.com/

G-Suite provides cloud storage through Google Drive and lightweight, browser-based productivity and collaboration tools. UF is licensed for Google for Education but not all Google services are enabled. Specifically, Gmail and Google Classrooms are NOT enabled to avoid division in UF email and LMS services.

- Information: https://cloud.it.ufl.edu/collaboration-tools/g-suite/
- IRM: https://irm.ufl.edu/fast-path-solutions/items/google-g-suite.html

Office 365
https://www.office.com/

Office 365 offers cloud storage through the OneDrive platform, email services, and Microsoft’s popular productivity, office suite. In addition to Office Online, UF faculty, staff, and students have 5 licenses of the desktop version of Office 365. Office 365 also includes collaboration tools and communication tools such as SharePoint Online and Microsoft Teams.

- Information: https://cloud.it.ufl.edu/collaboration-tools/office-365/
- IRM: https://irm.ufl.edu/fast-path-solutions/items/uf-gatorcloud--microsoft-office-online.html
- Service Links:
  - OneDrive for Business: https://uflorida.onedrive.com/
  - SharePoint Online: https://uflorida.sharepoint.com/
  - Teams: https://teams.sharepoint.com/
Zoom.us  
https://ufl.zoom.us

Zoom is an easy to use video conferencing service that is available to all UF students, faculty, and staff for meetings, collaboration, or other uses to connect with other individuals inside and outside the University. Any user can create a meeting that can accommodate up to 100 participants for any duration. Large Meeting and Web Conferencing add-ins are available for temporary check-out to faculty and staff by submitting a ticket at https://my.it.ufl.edu/.

UF Wireless

UF is an EDUROAM institution (www.eduroam.org). EDUROAM allows students, faculty, and staff from participating institutions to obtain wireless Internet connectivity, both at their home institution and when visiting other participating institutions. Consequently, whenever and wherever you login to EDUROAM use your full GatorLink address, [gatorlink]@ufl.edu, as your login username.

UF wireless uses several methods to help ensure the security of connected devices.

- 802.1X based authentication
- WPA2 wireless encryption

Connecting to UF’s wireless is started at https://getonline.ufl.edu/ after connecting to the “ufgetonline” wifi network. An auto-configuration tool from Cloudpath is downloaded and run to insure proper configuration. The process will require administrative access on your device and will ask for your GatorLink username and password. Once completed, your device will be migrated to the “eduroam” wireless network.

Once your device is properly onboarded to the “eduroam” wireless network it will connect automatically whenever “eduroam” is detected. This includes when it is detected at other participating institutions.

Remote Access (VPN)

Accessing the university network or computer systems not intended for public use via the Internet or other remote method must only be done using approved methods. Do not implement your own methods of remote access. The university provides a VPN service to enable remote access (https://vpn.ufl.edu/):

- Instructions for the Cisco VPN can be found in the UFIT wiki: https://wiki.it.ufl.edu/wiki/VPN
- Mobile devices should use the Cisco AnyConnect VPN app available from the iPhone App Store or Google Play.
- A unit VPN tunnel is available if you want secure access to your equipment from off campus that can be worked into your ACL / firewall rules. Contact your unit IT regarding your requirements.

Training

IT training information can be found at https://training.it.ufl.edu/. This includes information about centrally provided classes, tools, and services on a variety of IT-related topics:

- UF provided training classes such as:
  - UF Cyber Self Defense Course (https://security.ufl.edu/learn-information-security/spice-training/cyber-self-defense/)
  - Cisco Phone Help (http://tss.it.ufl.edu/resources)
  - Student Records: PRV802 FERPA Basics and PRV803 FERPA for Faculty
  - SSNs: PRV804 Protecting Social Security Numbers
- Microsoft Imagine Academy (Windows, Office, Visual Studio, and more)
- Linkedin Learning (previously called Lynda.com)
• Qualtrics (web-based surveys)
• iThenticate (research and grant-writing assistance for missed citations and other mistakes that could be considered plagiarism)
• Respondus Lockdown Browser and Quiz Creation (online quiz and test environment)
• Turnitin (anti-plagiarism service for student assignments)
• VoiceThread (tool which supports teaching and learning environments)

Resources for the Classroom

The Office of Academic Technology (https://at.ufl.edu/), part of UFIT, creates and manages the majority of IT services for the academic mission of the University. This includes:

• The Classroom Support (https://at.ufl.edu/service-teams/classrooms/) team which provides and services the computers, podiums, iClicker, and other IT infrastructure installed in UF classrooms
• The Center for Instructional Technology & Training (CITT) (http://citt.ufl.edu/) which supports course design, online course production, and studio video recording
• Six computer labs (https://labs.at.ufl.edu/) are available for student use with eight computer classrooms available for use for your class
• Video and Collaboration Services (https://video.ufl.edu/) supports several resources for recording and streaming classes and video conferencing (including MediaSite, iTunes U, and Zoom.us)
• e-Learning Support Services (LSS) (https://elearning.ufl.edu/) supports the campus course management system and provides assistance in using online technologies for the classroom
• UF Apps (https://apps.ufl.edu/ and https://info.apps.ufl.edu/ (includes a list of available software)) provides access to applications from any online computing device, from any location, at any time to students

Phone System

• Most Engineering departments and buildings use UF’s Cisco VoIP phone system
• Phone system documentation is available at https://it.ufl.edu/ict/documentation/telecommunications/ (including specific training for handsets, answering, transferring, and parking calls, call pickup, conference calls, phone preferences, voicemail and more)
• There are several web consoles for UF’s Cisco VoIP phone system for performing various functions (login to each with your GatorLink):
  • Unified Communications Self Care Portal: https://iphone.voip.ufl.edu/ucmuser/ for various handset features, like speed dials
  • Cisco Personal Communications Assistant: https://unityconnection.voip.ufl.edu/ciscopca for resetting voicemail PIN and other features
  • Voicemail web inbox: https://unityconnection.voip.ufl.edu/inbox to listen to, delete, archive, and download voicemail
• Conference calling services at UF: https://it.ufl.edu/ict/documentation/telecommunications/service-description/conference-services/
• UF Voice Mail access while away from the office:
  • Dial 273-1000 from any phone (31000 from campus handsets)
  • Press the *.
  • Enter your 5 digit phone number and password
  • Follow the voice prompts
eFax

- Send faxes through email using [fax: ###] in the TO: field and the document as an attachment (the brackets are required and ### is the phone number).
- Receiving faxes through email is possible. Requires a phone line (paid monthly by the customer) and an Exchange shared mailbox. Talk with your local IT to initiate a request to Telecommunications.
- Documentation about eFax can be found at https://it.ufl.edu/ict/documentation/telecommunications/service-description/efax-services/

UFDocusign

UFDocusign is an electronic digital signature service that allows you to securely sign and initial an electronic document instead of a paper copy. This project was implemented by UFIT on behalf of UF Human Resources. Documentation about this project is on the UFIT website at https://it.ufl.edu/ufdocusign.

Training and ARS security roles are required prior to sending or authoring documents for UFDocusign. Receiving and signing documents via this service can be done by anyone with a valid GatorLink account.

- Sender
  - Send documents via UF DocuSign for electronic signatures
  - myTraining class: PST280 – UFDocuSign Sender Training
  - ARS role to request: UF_N_DOCUSIGN_SENDER
- Author
  - Create, edit, and share document templates for automating business processes
  - myTraining class: PST 290 – UFDocuSign Author Training
  - ARS role to request: UF_N_DOCUSIGN_AUTHOR

Useful Websites

UF IT Websites and Services

- Academic Technologies - https://at.ufl.edu/
- Academic Technologies (Computer Labs) - https://labs.at.ufl.edu/
- Accessibility at UF - https://accessibility.ufl.edu/
- Center for Instructional Technology & Training (CITT) - http://citt.ufl.edu/
- e-Learning @ UF - https://elearning.ufl.edu/
- EDUROAM wifi onboarding - https://getonline.ufl.edu/
- GatorMail - https://mail.ufl.edu/
- Information Security & Compliance - https://security.ufl.edu/
- IT Alerts Dashboard - https://alerts.it.ufl.edu/
- Integrated Risk Management (IRM) - https://irm.ufl.edu/
- Research Computing – https://www.rc.ufl.edu/
- Software Licensing Services - https://software.ufl.edu/
- Telecommunications – https://it.ufl.edu/ict/documentation/telecommunications/
- UF Apps – https://apps.ufl.edu/
- UF Apps (information and help) - https://info.apps.ufl.edu/
- UF Hosting – https://hosting.it.ufl.edu/
- UFIT - https://it.ufl.edu/
- UFIT Computing Help Desk - http://helpdesk.ufl.edu/
Online/Cloud Tools (Software as a Service (SaaS)) (login with [GatorLink]@ufl.edu)

- Canvas - https://ufl.instructure.com (direct login)
- Dropbox for Education - https://www.dropbox.com/
- DocuSign – https://www.docusign.com/
- Google Docs – https://docs.google.com/a/ufl.edu/
- Google Drive – https://drive.google.com/a/ufl.edu/
- Google Forms – https://forms.google.com/a/ufl.edu/
- Google Sheets – https://sheets.google.com/a/ufl.edu/
- Google Slides – https://slides.google.com/a/ufl.edu/
- Mediasite – https://video.ufl.edu/streaming/mediasite
- Microsoft Office 365 / Office Online – https://www.office.com/
- Microsoft OneDrive for Business – https://uflorida.onedrive.com/
- Microsoft SharePoint Online – https://uflorida.sharepoint.com/
- Microsoft Teams – https://teams.sharepoint.com/
- Microsoft Yammer - https://www.yammer.com/ufl.edu/
- Outlook Web Access - https://mail.ufl.edu/owa
- Qualtrics - http://ufl.qualtrics.com/
- SensusAccess - https://accessibility.ufl.edu/sensusaccess/
- SiteImprove – https://www.siteimprove.com/
- Zoom.us - http://ufl.zoom.us/

Non-IT (Faculty and Staff Reference)

- https://r.eng.ufl.edu – Getting Research Done
- https://keywords.eng.ufl.edu and https://collaborate.eng.ufl.edu – Engineering Faculty Research Information