Do You Have Personal Web Space?

Since the earliest days of the World Wide Web, IPFW has offered faculty and staff the opportunity to create their own individual Web presence, first on the VAX/VMS system and later on our campus network. Last year's network upgrade continued that tradition by reallocating Web space to either a Web1 volume (for Macintosh users) or a P: drive folder (for those using Windows). In particular, use of this space by faculty adds another dimension to communicating with students and sharing research information with colleagues. To the right are a few example URLs of various faculty that have used their space in such a manner.

How do you start using this resource? The first step is to request the creation of your Web folder (again, it will exist on either a Mac Web1 volume or a Windows P: drive). Do this by calling the Help Desk (481-6030 or helpdesk@ipfw.edu) and ask that your account be given Web space. You will be able to access your material at: http://users.ipfw.edu/username/ once the space has been allocated. This process is discussed in more detail at: http://www.its.ipfw.edu/docs/training/html/html.html

Details for loading the Macintosh Web1 Volume are discussed under "Mounting Volumes" at: http://www.its.ipfw.edu/docs/network/MAC/macserv2.html

IT Services will be continuing to offer a number of Web authoring short courses this academic year. In particular we will be retooling some classes to help meet the growing need for support for IPFW’s Distance Education/WebCT initiatives. If you have any suggestions for such courses, please share them with Pam Zepp (481-6031, zeppp@ipfw.edu), Training Coordinator of IT Services.
Let The Morphing Begin!

As reported in a previous INFOShare, JumpStart, the technology short course program for IPFW students, has been evolving and continues to do so; however, IT Services’ commitment to provide students with free technology training remains unchanged.

Perhaps the most recognizable change is with its name. JumpStart will give way to STEPS (Student Technology Education Programs). This name is what Indiana University currently uses for similar programs and more clearly communicates IT Services’ purpose. A couple of other notable changes that have been made or are being made include:

- IT Services will be working with the Transitional Studies Department to offer these courses.
- A computer-based technical training element will be added to the program.

As the new school year begins, please inform the students with whom you interact of the availability of this technical training and encourage them to take advantage of it. If you would like more information, you can visit the STEPS Web page currently located at:

http://www.its.ipfw.edu/students/STEPS/

Service Updates

Opening Earlier: The Help Desk (KT 206) hours change on August 13th. Opening at 7:30 am instead of 8 am will provide added service for the early-birds.

Walb Student Lab Hours Extended: The Walb 221 student-access lab experimented with staying open until 2 am this past spring. The 65 station lab was typically at least 1/3 full, so the open hours will be extended again this semester.

SIS/Banner Project: The big upgrade project continues to make progress. Bookmark a browser link to keep up on the project news at:

http://www.banner.ipfw.edu

Watch for Bulletin Board Move: With the upgrade to GroupWise 6, IT Services will be able to reestablish the Bulletin Boards inside of GroupWise e-mail. Announcements and instructions will be coming by October 1st. Currently the Bulletin Boards are at:

http://bboards.ipfw.edu

ITPC Meetings Resume: The Information Technology Policy Committee (ITPC) provides leadership and direction for Information Technology at IPFW. Minutes of their meetings are published on the web at:

http://www.ipfw.edu/itpc

Log Off is Good - Shut Down is Better

Recent heat waves and brown-outs in some parts of the country should be a reminder to each of us to conserve energy. John Carter, IT Services’ Network Systems Programmer, recommends that we shut down our computers when we leave our offices for the day. John explains that IPFW participates in an energy plan and frequently shuts down the air conditioning during evenings and on weekends. Temperatures in some places on campus soar past 85 degrees.

Additional heat from computers, monitors and printers cause rooms to heat up even more and puts stress on the electronics. A suggestion from Energy Star on the Web states, “Screen savers may be entertaining, but they cost you big bucks in energy bills. To save, sleep.” (Meaning set your electronics to ‘sleep mode’.)

Carter does not recommend ‘sleep mode’ for your networked computer but you can and should reset your monitor to sleep. Follow these steps to change your monitor settings. (Click Start - Settings - Control Panel - Display - Screen Saver - Settings.)

Meanwhile, do your part to conserve by doing a complete shut down at the end of each day.
Universal File Share (UFS) is a Web-based software interface that allows you to access files stored on campus network drives from anywhere on the Internet.

Until recently, access to Network drives from a remote location required complex installation of dial-in software and some intricate drive mapping.

Due to the recent network upgrade (Netware 5), it is possible for you to access your campus network drives from the World Wide Web.

This means, if you have a personal Internet Service Provider (ISP) you don’t need special dial-in software in order to make a remote connection to your campus network drives. You may access your files from any computer with an Internet connection and browser software - no matter the off-campus location. Point your browser to the following URL:

http://www.its.ipfw.edu/ufs

When the UFS front page loads, bookmark the page for future reference, then click the linked statement “Please Log in here”. This takes you to the log in page (see figure above).

In the username field, input a period + your Network user name + context information (e.g.; .smithj.its.fa.ipfw). You can find your context information in the IPFW Faculty/Staff on-line Directory by clicking on your name. You can also check your context on campus as you log in to the Network. Before logging in, click the “Advanced” button.

Other than remembering to log in with full context, and your network password, the biggest difficulty users have had is navigating through their directory tree. This information and more is explained in detail in the FAQs. Give them a quick glance before you log in. It’s worth your time. Look for the FAQs link from the URL above.

Do you remember having to go to a DOS-Prompt to change your password? In the past year, as the campus was upgraded to Netware 5, changing your password has become much easier. 185 days after your first log in to the Network, you are not only prompted that your password is about to expire but you are given the opportunity to change it with the simple click of a button. But what should you do if your password becomes public knowledge?

JRB Pass is a new utility that has been added to the IPFW Icons folder on the Start menu. Although there are many methods for changing your password, the JRB Pass Utility is fast and simple. Simple is good.

First, log in to the network. Click Start to IPFW Icons to Utilities to Change Password.

Your full context is already provided.

Simply input the information in the remaining fields and click Change.

When the results field indicates that your password was changed successfully click [Exit]. Just to be on the safe side, you should restart your computer and log in with your new network password to make sure everything is working properly.

Now that changing your password is so simple it wouldn’t hurt to change it more often for the sake of security. An ounce of prevention is worth a pound of cure.

And while we’re on the subject, are you running out of creative passwords? There are passwords required for many computing systems and some may impose more or less stringent password rules on users. The following Web page contains a list of ‘general’ guidelines for creative passwords.

http://www.its.ipfw.edu/docs/training/newUser/Passwords.html
Short Courses

[http://www.its.ipfw.edu/docs/training/schedule.html](http://www.its.ipfw.edu/docs/training/schedule.html)

### HTML - Writing Raw Code
- Taught by Pam Zepp
- Monday - Wednesday - Friday
  - Aug. 27th - Aug. 29th - Aug. 31st
  - 11:30 A.M. - 12:30 P.M.
- Monday - Wednesday - Friday
  - Sept. 10th - Sept. 12th - Sept. 14th
  - 12:00 P.M. - 1:00 P.M.
- Tuesday - Thursday
  - Sept. 18th - Sept. 20th
  - 12:30 P.M. - 2:00 P.M.

### GroupWise Basics
- Taught by Scott Vitz
- Tuesday - Aug. 21st
  - 2:00 P.M. - 3:00 P.M.
- Wednesday - Aug. 22nd
  - 2:00 P.M. - 3:00 P.M.
- Tuesday - Sept. 4th
  - 9:00 A.M. - 10:00 A.M.
- Wednesday - Sept. 5th
  - 10:30 A.M. - 11:30 A.M.

### GroupWise - Secrets of Archiving
- Taught by Pam Zepp
- Friday - Aug. 24th
  - 1:30 P.M. - 2:30 P.M.
- Tuesday - Sept. 4th
  - 1:30 P.M. - 2:30 P.M.
- Friday - Sept. 14th
  - 2:00 P.M. - 3:00 P.M.

### The GroupWise Calendar - Productivity Tips
- Taught by Pam Zepp
- Thursday - Aug. 16th
  - 3:00 P.M. - 4:00 P.M.
- Thursday - Aug. 23rd
  - 3:00 P.M. - 4:00 P.M.
- Thursday - Aug. 30th
  - 11:30 A.M. - 12:30 P.M.
- Friday - Sept. 14th
  - 9:00 A.M. - 10:00 A.M.

### Using PowerPoint in the Classroom
- Taught by Scott Vitz
- Tuesday - Aug. 28th
  - 2:00 P.M. - 4:00 P.M.
- Wednesday - Sept. 26th
  - 9:00 A.M. - 11:00 A.M.
- Thursday - Sept. 27th
  - 9:00 A.M. - 11:00 A.M.

### Best of the Power Tools - The GroupWise Address Book
- Taught by Pam Zepp
- Thursday - Aug. 23rd
  - 9:30 A.M. - 10:15 A.M.
- Friday - Aug. 24th
  - 11:00 A.M. - 11:45 A.M.
- Thursday - Sept. 6th
  - 1:30 P.M. - 2:15 P.M.

### On-Line Communication Tools: Communicating With Your Students in the 21st Century
- Taught by William Baden
- Wednesday - Aug. 15th
  - 10:00 A.M. - 11:00 A.M.
- Friday - Aug. 17th
  - 10:00 A.M. - 11:00 A.M.

### Fall Clean-Up, Organizing Your Computer Files & Folders
- Taught by Pam Zepp
- Wednesday - Aug. 15th
  - 8:30 A.M. - 10:00 A.M.
- Wednesday - Aug. 22nd
  - 8:30 A.M. - 10:00 A.M.
- Wednesday - Sept. 5th
  - 8:30 A.M. - 10:00 A.M.
- Wednesday - Sept. 19th
  - 8:30 A.M. - 10:00 A.M.

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**IT Services - People on the Move**

Marvin Haugk, formerly employed by the Information Services Department of Tokheim, Fort Wayne National Bank, and Parkview Hospital, accepted a Senior Programmer/Analyst position with IPFW’s IT Services Department. With over thirty years of Information Technology experience, Marvin brings a wealth of skills to our team. He will meet with users to determine their needs, create databases, write programs, solve problems, and serve as a backup for the Database Analyst. Outside of work, Marvin enjoys spending time with his four children. Welcome, Marvin.

Terry Dougherty, a 1972 graduate of IPFW (BS in Education), accepted a Senior Programmer/Analyst position with IPFW’s IT Services Department in May. Prior to joining our team, Terry worked at Taylor University as the Business Systems Manager for the College of Lifelong Learning. With a long history of working with computer technology, Terry is well equipped to thrive in his new position. Welcome, Terry.

Shawn McLain, a Network Systems Programmer with IT Services for approximately two years, left IPFW on Friday, July 20, 2001 to pursue other endeavors. Good luck, Shawn. To learn more about the IT Services staff, visit our Web site at: [http://www.ITS.ipfw.edu/people/](http://www.ITS.ipfw.edu/people/)