Welcome back to what we believe will be a much improved and enhanced IT environment! ITS and its partners have been working feverishly over the past four months to add stability, accessibility, computing power, and just plain fun tools to enhance the work of faculty, staff, and students. Probably the most noticeable enhancement will be the substantially increased Internet bandwidth. The previous single 45 MB external feed has been replaced by a 1 GB fiber feed directly to the Internet source in Indianapolis (22 times our previous speed), and a 10 GB redundant-backup/recovery fiber feed directly to Fort Wayne’s Indiana Data Center. We have also replaced the 3 MB connection to Continuing Studies’ Warsaw Center with a 25 MB fiber/wireless link.

Several new IT-based collaboration capabilities have been added:
- The high-tech Collaboratory in ET351 for faculty/student teams to interact with teams worldwide;
- Studio M, a multi-media room in Walb, stocked with six high-end desktops and other equipment, and staffed by experienced multimedia coaches;
- The 60 Gigaflop and growing (One billion floating point operations per second) “mini-supercomputer” cluster for faculty research.

Coming right behind this during the semester are:
- The upgrade of 21 more classrooms with permanent IT equipment and remote support capability;
- The availability of Adobe Breeze on-line collaborative Web conferencing software;
- An arrangement for full-time students to lease laptops;
- Wireless access expansion throughout campus grounds;
- Self-customizable features for the my.ipfw.edu portal.

Needless to say, it continues to be an exciting time for ITS and its customers. Welcome back ... and enjoy!
With the new semester on the horizon, it is time to prepare classes. For many faculty, WebCT Vista, IPFW’s online course management system, is a part of that preparation. WebCT Vista provides a virtual environment in which content files (syllabi, handouts, lectures, etc.) can be made available to students anytime, anywhere; various modes of synchronous and asynchronous communication (chat, discussion forums, e-mail, etc.) between faculty and students are supported; and a number of other tasks can be accomplished. IT Services is currently offering dozens of WebCT training sessions (including some evening sessions) to faculty and will continue to offer training throughout the semester. Please peruse the schedule in this issue of INFOShare or online (http://www.its.ipfw.edu/training/schedule.html) for more information.

Two Steps to Requesting a Computer Account

All faculty and staff members are required to have an IPFW network and e-mail account. Be proactive and complete the necessary forms before new faculty/staff arrive. Requesting an account is a two step process. Go to the following Web address: http://www.its.ipfw.edu/regs/forms/request_accounts.html

First, submit the Human Resources New Hire Report Form. This will place an entry into the HR database prior to the completion of payroll forms. Additionally, it will indicate that the employee is eligible for a network/e-mail account. The data from this form is processed for the creation of personalized Mastodon cards.

Second, complete and print the New Employee Computer Account form and send it to IT Services. This form notifies us that the individual is requesting a network/e-mail account which can be used to access the IPFW portal, e-mail, and Helmke library. Remember, all faculty members must have a network account in order to enter grades through OASIS.

Once the account has been created, the individual or department will be notified. If the faculty/staff member is not currently on campus, ITS will contact them via an alternate e-mail address (if supplied on the account form). The message will contain directions on how to log in to the IPFW network and additional information for accessing their IPFW e-mail.

When a new faculty/staff member arrives on campus, members of the Client Support group like to meet with them for a new user orientation that includes configuring their GroupWise mail address (if supplied on the account form). The message will inform the department that the individual is requesting a network/e-mail account which can be used to access the IPFW portal, e-mail, and Helmke library. Remember, all faculty members must have a network account in order to enter grades through OASIS.

Moving your Workstation to Active Directory

As mentioned in February's InfoShare, IT Services is in the process of moving all desktop computers running the Windows operating system to Active Directory (ADIPFW). Active directory is a more robust network management system. The move consists of several steps which must be done while you are present at your computer and takes approximately 15-30 minutes. As there are over a thousand Windows computers on campus, this process is going to take some time.

ITS Help Desk will be contacting departments to schedule appointments with faculty and staff to make this move. However, if you have a date and time that would work for you, please contact ITS Help Desk at 481-6030 to schedule an appointment. Otherwise we will be contacting your area in the next few months.

How Do the New SSN Laws Affect Me?

As of July 1, 2006, a new Indiana law took affect which makes employees personally liable for disclosure of Social Security Number (SSN), including imprisonment for reckless disclosure. The new law includes handling requirements for:

- Handling of Printed Information (paper, microfiche, microfilm)
- Handling Electronically Stored (Computer-based) Information
- Handling Electronically Transmitted Information

When a disclosure is impermissibly made, penalties apply to the individual employee making the disclosure. Intentional, knowing, or reckless disclosure is a Class D felony and sentencing is a maximum of 3 years in jail and a fine of $10,000. Things to avoid are:

- Using the SSN as an index or record key in a file (Use your IPFW ID instead. This is the nine digit number that is listed under your name when you log into my.ipfw.edu.)
- Publishing reports with the SSN
- Sending any e-mail with an SSN

Take immediate steps to eliminate use of an SSN in areas that are not legally required. If you have questions or concerns regarding acceptable use of the SSN at IPFW, please ask your supervisor or contact me directly at kanningm@ipfw.edu. For more information on Purdue policies:

- Purdue’s Data Classification Requirements
  http://www.itap.purdue.edu/security/policies/dataConfident/restrictions.cfm
- Purdue’s Data Handling Requirements
  http://www.itap.purdue.edu/security/procedures/dataHandling.cfm

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Macromedia Breeze
Coming Soon to a Web Browser near You!

By Joseph McCormick,
Manager of the Client Support Group
& Samantha Birk, Instructional Designer, CELT

In collaboration with CELT and the Office of Teaching and Learning Technologies (West Lafayette), ITS is pleased to announce that Macromedia Breeze will soon be available to faculty and staff. Breeze is a Web-conferencing tool that provides an online environment for meeting “hosts” to deliver an interactive experience with “participants.” Online teaching, learning and collaboration are accomplished by video/audio sharing, application sharing, screen sharing, interactive chat, interactive whiteboard, file sharing and many other features. Look for more information on how you can use Breeze in the next issue of InfoShare.

What do I need to use Breeze?
Breeze will function in 98% of all Web browsers, making it an application that is easily loaded on most computer systems.

Who can use Breeze?
Faculty and staff are welcome to use the Breeze service.

How do I use Breeze?
Look in the training section of this issue of InfoShare for upcoming workshops in both CELT and ITS on the use and application of this exciting technology. You may also visit http://www.its.ipfw.edu/training/schedule.html.

When will Breeze be available?
As you read this, we are finalizing the process by which you will be able to sign up for this resource. Look for the next article on Breeze in the September InfoShare.

Where does Breeze exist?
Breeze is an application hosted on Purdue West Lafayette servers. Knowledge of your career account username and password is required along with prior authorization on Breeze servers. ITS will publish information both on our Web site and through InfoShare on how you will be able to request this service.

Interested in learning more about Breeze? See the following address: http://www.adobe.com/resources/education/special/breeze/hed_ctr.html

Corel WordPerfect Update
Corel WordPerfect Office X3 is now available under IPFW Icons > Office Suites > Installs. If you currently use an older version of WordPerfect Office, feel free to upgrade to X3 at your earliest convenience. It is not necessary to uninstall older versions prior to installing X3, you can use both. However, look for future changes as ITS intends to remove these older versions soon.

NetOp School Upgrade (an important note!)
NetOp School has been upgraded to version 5 (with an important change to note). In the classrooms where NetOp School is used, previous versions were loaded with the lab image. Due to conflicts this process caused with the image, it will now be necessary for instructors and students to click the NetOp School icon on the desktop to start (or join) the program. Once the instructor and students have started the program, the functionality is identical to earlier versions.

Microsoft Visual Studio .NET 2005
Microsoft Visual Studio .NET 2005 is now available to faculty/staff under IPFW Icons > Programming > Installs. There are a couple noteworthy items to mention with this program. First, it is a very large application and takes 35-45 minutes (including a reboot) to do the initial install. Once the initial install is complete, the program will open much quicker with subsequent launches. Second, due to its lengthy install (which requires administrator rights), it is not currently available in the student labs. ITS is considering ways to effectively distribute it to our students, considering these limitations. If you have questions or comments regarding any of these applications, you may e-mail Eric Vitz at vitze@ipfw.edu.

Opening this Fall - Studio M:
IPFW's Student Multimedia Lab

By Sam Birk, Instructional Designer, CELT

This Fall IPFW will open a new student computing lab on campus—Studio M. Located within the Student Open Access Lab in Walb Union, this small studio-style computing space is designed as a resource for students who want to develop and present projects using multimedia and visualization in connection with their course work, offering software and hardware beyond what is already available in student computing labs. The lab will have fixed hours and students may reserve time in the lab to work on course-related projects. The lab will support:

- CD authoring
- Use of databases and mapping software (GIS)
- Video and audio editing/post production
- Creation of interactive media
- 3-D rendering
- Creating animation

In addition students will be able to check out equipment needed to complete their project, such as digital video and still cameras, tripods, and lab-tops. Look for more information on Studio M later this Fall.

Telephonic Operations/ Kettler Information Desk
Now Part of ITS

As a part of the increasing convergence of voice and data technologies, Telephone Operations and the Information Desk became a part of Information Technology Services on July 1. The Kettler Information desk is often the first point of contact for campus visitors coming to events anywhere on campus. If you are scheduling or hosting an event on campus that is not listed in This Week at IPFW, as part of the process include an e-mail to Infodesk in GroupWise to let them know the name, date, time and location of the event.
When changing your network password, you may see the following message pop up at some point: "Windows needs your current credentials. Please lock this computer, then unlock it using your most recent password or smart card." It means that your recent password change has not been passed on to your Windows operating system. Disregard the message and reboot your computer to correct the problem.