



Faculty/Staff Orientation
Fall 2024

Information Technology & Services



AGENDA

Welcome to the YU TechHub Service Desk!	Finding Default Credentials	Accessing Office 365	Changing your YUAD Password	MFA Registration & MS Authenticator App
Cybersecurity Tips	Insidetrack New Portal	ITS Supported Software	Microsoft Office 365 License & Applications	PaperCut Print Management
PaperCut Mac Installation	What's New @ YU	YU Instructure Canvas	Canvas Includes	Canvas Dashboard
Canvas Class	Zoom For Faculty	Wilf, Beren, Resnick Computer Labs Locations & Hours	Accessing Computer Labs	ITS Resources & Guidelines
	ITS Office Hours & Phone Number	Summary of Services	Q & A	

Follow the ITS Portal link below for more information
[Information Technology Services | Yeshiva University \(yu.edu\)](https://www.yu.edu/its)



Wilf Campus YU TechHub Service Desk

Visit the walk-up Service Desk located on the 6th floor in Belfer Hall, for assistance with any of the following:

- Password Reset
- Wifi Connectivity
- MFA Registration
- MS Authenticator App
- Canvas & Zoom Questions
- PaperCut Printing Assistance
- Self-Service Portal Access
- Classroom & Computer Labs Locations
- And much more.....

INFORMATION TECHNOLOGY



WELCOMES YOU!



How To Find Your Default Credentials

- To Find your YU username name, instructions to reset your YU password and Banner ID, go to <http://yu.edu/findid>.

FIND YOUR ACTIVE DIRECTORY ACCOUNT NAME AND EMAIL ADDRESS

ENTER YOUR LAST NAME AND BANNER ID OR SOCIAL SECURITY NUMBER

LAST NAME:

BANNER ID:

or SOCIAL SECURITY NUMBER: (No dashes)

- Enter your last name, Banner ID or Social Security Number (SSN).
- Once you enter this information you will receive further instructions on how to login to University systems and set a strong password.

Note: Your Active Directory ID^{ITS} may also be called your YUAD⁴ account.

YUAD stands for **Y**eshiva **U**niversity **A**ctive **D**irectory.



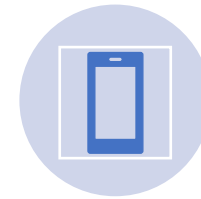
Accessing Office 365



Go to **Office.com** and sign-in with your YU-Email address and your “YUAD default password” gathered from “Find ID.”



Update verification information (add personal email and cell phone number). This will allow you to reset your password yourself if you forget your password.



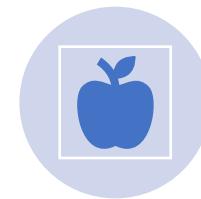
You will need to sign into your Microsoft Applications on the computer, phones and tablets; you’ll be prompted for the new password.



You will need to **forget your wireless connection** on all devices and reconnect with your new credentials.



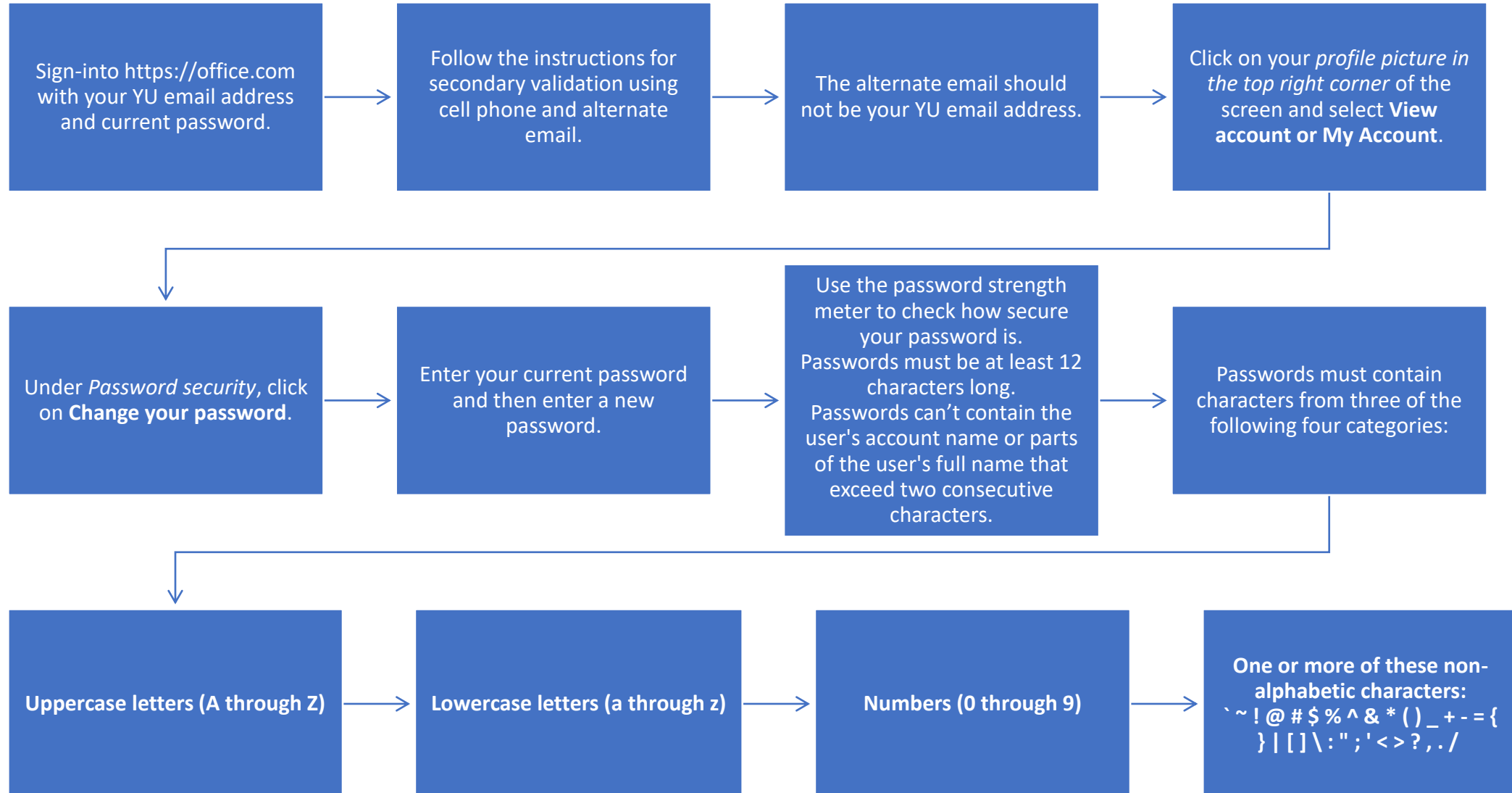
Download your “Free Microsoft Office365 License.”



Download the Mobile App from the Apple or Google Play store.



Changing your YUAD Password



MFA Registration



Registering using Phone or Alternate Phone

[Must be performed at a minimum]

1. Beginning 7/8/24 user will be prompted to configure
2. Click on the <https://aka.ms/mfasetup> to begin registration
3. Sign-in with your YU email address and YUAD password
 1. Select the appropriate option to verify your identity and provide the information.
 2. If your phone number is **already present**, choose **Enable two-step verification**.
 1. Choose either **text** or **call me** and choose **Next**.
 1. If you chose *text*, enter the **code** from your mobile device that was provided and choose **Next**
 2. If you chose *call me*, Microsoft will now call you at the number provided, click the # key to verify yourself.
 2. *At the phone SMS verified screen*, click **Done**.
 3. If your phone number is **not present**,
 1. *At the security info screen*, choose **Add sign-in method**.
 2. *At the Add a method screen*, use the down arrow and choose **Phone** (this should be your mobile where you can receive text messages or calls) or **Alternate Phone**
 3. Enter your phone number and choose **Next**
 4. Microsoft will now call you at the number provided, click the # key to verify yourself.
 5. *At the Call answered. Your phone was registered successfully screen*, click **Done**.
 6. If you have not done so already, it is recommended that you setup the Microsoft Authenticator application on your phone or another device (such as a tablet).

Registering using Microsoft Authenticator App

[Recommended and helpful if you are traveling internationally]

1. Download the **Microsoft Authenticator** application from the [Apple Store](#) or [Google Play store](#). Be sure to select **Microsoft Authenticator** since there are many different authenticator applications that may be shown.
2. Choose **Add work or school account**.
3. On the more information required screen, click **Next**
4. You will need to confirm your authentication
5. On the additional security verification, choose **send me a code by text message or call me**, click **Next**.
6. Click **Done** after you validate the information. This concludes the MFA setup on the app.
7. Please Register your phone number in the Security information using instructions provided in the next column.



Cybersecurity Tips

Identity thieves are constantly trying new ways to compromise your devices and to steal your personal information. Phishing schemes have increased significantly and are getting more sophisticated. Users need to be extra vigilant when checking email or going online.

The steps below can also help you stay more secure:

- Make sure you have the latest patches and antivirus updates on your computer and other mobile devices, including smartphones, tablets, and laptops.
- Never give anyone your username, password, or any other personal information. You are responsible for any actions or consequences that involves your AD account.
- Do not open emails, attachments, or links from unknown sources.
- Do not visit untrusted websites; this will reduce any chances of your computer or device getting infected with malware.
- Physical security of your devices is also important; make sure you enable password PINs on your **devices, in case they are ever lost or stolen.**
- Visit [YU ITS Technology Portal](#), click on “Policies & Compliance, ITS Computer Policy.”



Cybersecurity Tips



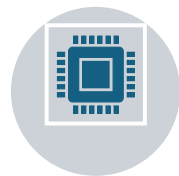
Identity thieves are constantly trying new ways to compromise your devices and to steal your personal information. Phishing schemes have increased significantly and are getting more sophisticated. Users need to be extra vigilant when checking email or going online.



Never give anyone your username, password, or any other personal information. You are responsible for any actions or consequences that involves your AD account.



Make sure you have the latest patches and antivirus updates on your computer and other mobile devices, including smartphones, tablets, and laptops.



These steps can also help you stay more secure: Complete the monthly **ITS Security Training** when you receive an email from [no-reply@securitytraining.yu.edu](mailto:reply@securitytraining.yu.edu)



Do not open emails, attachments, or links from unknown sources.



Do not visit untrusted websites; this will reduce any chances of your computer or device getting infected with malware.



Physical security of your devices is also important; make sure you enable password PINs on your devices, in case they are ever lost or stolen.



Insidetrack New Look (<https://insidetrack.yu.edu>)



Home

Discover

Employee

My Account

Students

Resources

Yeshiva University

Main Menu

YU's Helpdesk service to faculty, staff, and students with an expanded 7x24x365 service. [Help Desk Support](#)

1 of 2

We welcome your feedback on our portal project Teams Site. Your comments are public. [Click to leave feedback](#)

2 of 2

Terms of Service

This computer system is the property of Yeshiva University. All use is subject to the University's IT Handbook and other applicable policies. By logging into and using this system, you acknowledge your agreement with, and

Planned ITS Outages ...

Dear Campus Community,

The ITS 2024 planned outages will start on Stars Out Saturday until 6 am Monday, unless specified differently:

- **January 6-8**
- **February 10-12**
- **March 9-11**
- **April 6-8**

My Printing Tools

- My Print Center
- Add Funds for Printing
- How to Print Your Own Documents
- Pharos Instructions (How to Release a Print Job)

Self-Service (Em...

- Employee Self-Service Banner Time Entry, Employment, Payroll and Leave Balances
- General Self-Service Personal, Contact Info and Direct Deposit

NOTE: To display the 'Home' menu, click on the 'Main Menu' located on the top left. The 'Home' menu lists 'Cards' that holds applications links and displays information about system available to you, such **Term of Services, Self Service (Faculty / Advisors), Planned ITS Outages, Banner time entry, Payroll, Employee and Printing tools**, etc. Frequently used 'Cards' can be customized and added on your home page. Select 'Employee' to view the content available to you.

ITS Supported Software

Banner Tools (VPN Required)

Banner 9
Banner Password Reset
CALI – YU File Transfer9
Argos 9
Intellecheck 9

Statistical Software

- Wolfram Mathematica
- SPSS
- STATA
- Atlas Ti
- R Studio
- Examsoft - Exemplify
- Open JDK
- Panopto
- Slack
- Bar Ilan - Responsa
- Asana
- Camtasia
- Local Printers and Drivers (Printers at Home)

Employee Tools

Employee Self-Service
General Self-Service
Timeclock Plus
BenefitFocus
Cornerstone
PageUp
YU Shuttle
Facilities Work Order
Benefit Enrollment Forms

Cyber Security

Windows Defender
Malwarebytes
AVG Virus Protection
Avast Antivirus
Adware Antivirus & Ad Block

Office 365

MS Outlook
MS Teams
MS Word
MS Excel
MS Forms
Adobe Acrobat Pro
PowerPoint
OneNote
Papercut

Recommended Browsers

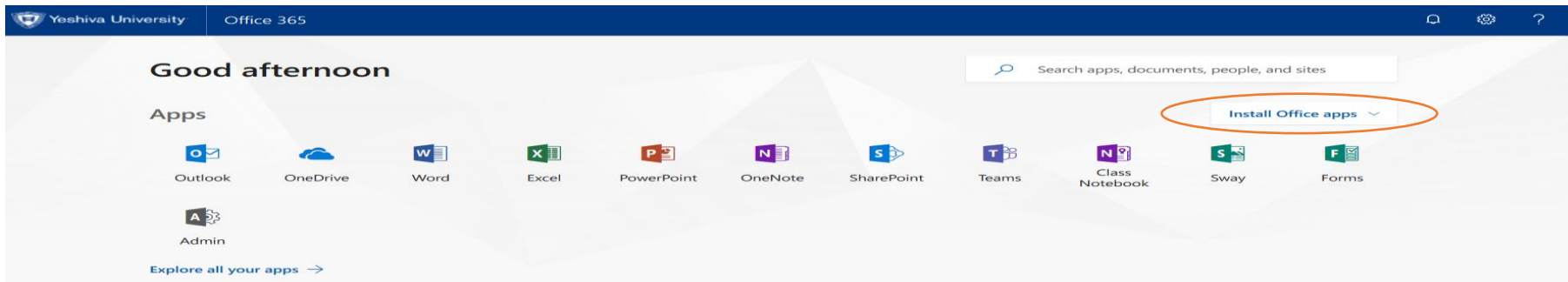
Google Chrome
Microsoft Edge
Safari

Apps are listed in the "**Company Portal**"

Microsoft Office 365 License & Applications

All active employees are provided with an Office 365 license which allows the use of Office products (Word, Excel, PowerPoint, etc.) on your computer, mobile, or on the web.

- Go to Office.com, Click the “Sign in” button.
- Sign in using your YU Email address as a username (xxxxxxx@mail.yu.edu) and your YUAD password.
- Click on the "Install Office Apps" button to download Office365 apps – good for up to five devices [desktops, laptops, smartphones].



- Log into Office Mobile Apps and sync across everything.
- OneDrive cloud to store files and co-edit documents.
- Microsoft Teams to collaborate with members of your team or other departments.
- Live edits with others, great for projects and peer review.

PaperCut Print Management



PaperCut Print Management - is a print management software solution designed to help Yeshiva University efficiently manage their printing and copying resources.

How To Sign In:

By using your ID Card/Badge

Once you are at the MFP, tap your YU ID card/badge on the proximity card reader. The proximity card reader will be in two possible locations based on the printer model.


NOTE: For ease of use, a label **"Scan ID Badge Here"** has been placed on the copier.

- For the Large MFP (Alta-Link), tap the card reader is on the **top left**
- For the Smaller MFP (Versa-Link), the reader is on the **front**.



To Sign in using your YU email address

If an ID Card/Badge is not available, you can still log in manually

1. Tap the **Keyboard Icon**  (located top right corner of screen)
2. At the Enter Username prompt, **enter your YU email address**
3. At the Password prompt, enter your YUAD password (same as InsideTrack/Canvas)

Releasing all your print jobs

1. Once you have signed in, the following screen will appear
2. Press on the **"Print Release"** Button



3. You can release your all or your Print jobs by clicking the Print all button
 - You can also selectively **release specific jobs**
4. Tap your ID to **Sign-out**
 - If screen is idle for **1 minute**, you will be automatically signed out.

Releasing Specific Jobs

1. Once you have signed in, the following screen will appear
2. Choose the **"Print Release"** button to selectively release specific jobs



3. Select the jobs to print by **clicking on the box** to the left of the print job.
4. Click **"Print"** to release the selected job(s).

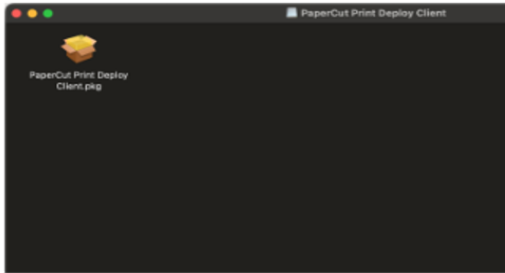


5. Tap your ID to **Sign-out**
 - If screen is idle for **1 minute**, you will be automatically signed out

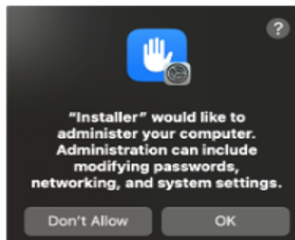
PaperCut Mac Installation



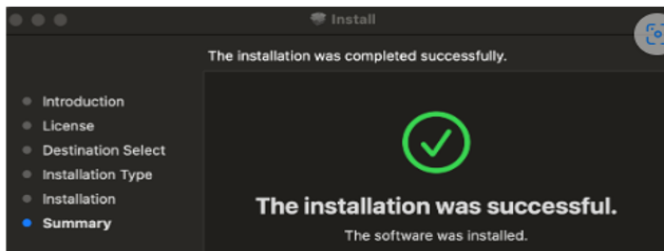
1. Go to www.yu.edu/itsportal and click on papercut in the left-hand navigation bar.
2. Click on the **"PaperCut Software – Mac"** located on the right-hand side of the papercut page.
 - This will prompt the download of the software.
3. Locate the downloaded software on your Mac and double click on it to launch it.
4. You will then see the PaperCut Print Deploy Client window pop up, double click on the **"PaperCut Print Deploy Client.pkg"** package to start the installation.



5. Click continue through the installer prompts, then click the blue "Install" button.
 - This will prompt you to enter your Mac password.
 - Once entered, the install will start automatically.
6. You will see a pop-up during the install process that looks like the screenshot below. Click "OK"



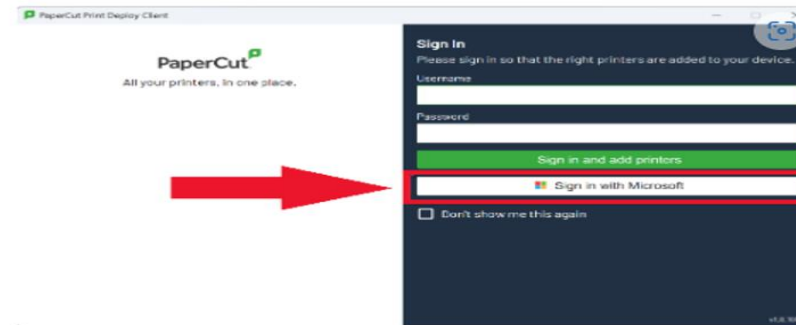
7. Once the install is completed, you will see a successful message like the screenshot below. Click **"Close"**.



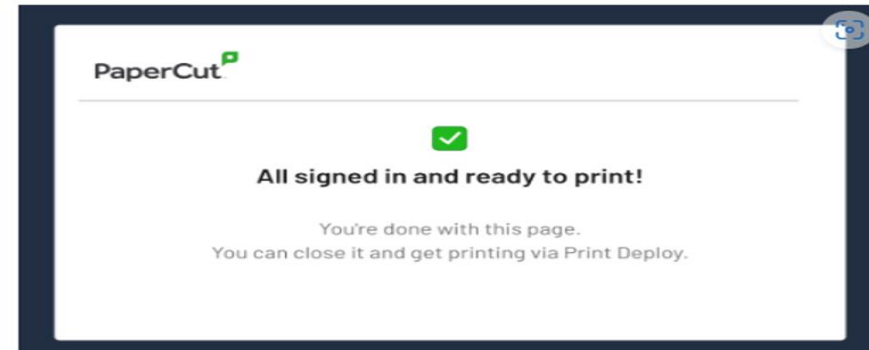
8. In the menu bar on your mac, look for the papercut icon (see below).
 - Click on it and select **"View Printers"**



9. You will then be prompted to sign-in. Click **"Sign in with Microsoft"**
 - This will launch a web browser to Office365 and you will login like usual with your YU credentials.



10. Once signed in successfully, you will see the following message:



11. Locate the document you would like to print, then print it (Menu > File > Print) or (CTRL+P).
12. In the printer options select one of the following printers depending on if you are a faculty, staff, or student.
 - Faculty/Staff: Employee – Find Me Printing – Xerox
 - Students: Student – Find Me Printing
13. Select "Print" and the print queue should pop up.
14. Once the progress bar completes, go find a printer, scan your badge and you can release your prints.



What's New @ YU

Employee Orientation

The fiber network that links all the YU campuses was upgraded in July 2023. This change also increases bandwidth to our Microsoft cloud tenant for Office 365 and Teams, Oracle cloud (Banner), Google, Zoom as well as other providers. This network upgrade also decreases the number of "hops" to cloud entities, so on-campus YU users should see a quicker reply when using many applications to off-campus providers.

Classroom Computer Upgrades

Windows 11 has been the standard on new laptops since Fall 2022. All ITS-managed devices will be upgraded shortly or have already been upgraded to Windows 11. This update will occur automatically.



YU Instructure Canvas

All classes are taught through Canvas. Canvas is where you will upload assignments, see announcements, and access Zoom sessions.

Visit: <https://yu.instructure.com>

Sign in with your **YU email address** and hit **Next**. Enter your **YUAD** password and hit **Sign in**.

For support contact (866) 570-3034 or email: info@canvaslms.com

Canvas Community is an online forum that helps users with tips and guides on how to use every function in Canvas. Click on the link below to learn more about Canvas:

<https://community.canvaslms.com/t5/Instructor-Guide/tkb-p/Instructor>



Yeshiva University

Sign in

Enter your email address

[Can't access your account?](#)

Back

Next

Please logon with your **YU email address** and **YUAD password**. If you need assistance logging in, contact the **YU Helpdesk at 646-592-4357**. For non-urgent questions, e-mail helpdesk@yu.edu.



Canvas Includes:

- Course Syllabus.
- Course Announcements and Grades.
- Course Materials and Assignments.
- Access to contact faculty and students.



Canvas Dashboard

The screenshot shows the Canvas Dashboard interface. The browser address bar displays <https://yu.instructure.com>. The dashboard title is "Dashboard".

Left Sidebar:

- Yeshiva University logo
- Profile picture
- Calendar icon
- Announcements icon
- Calendar icon with "61" notification
- Help icon
- Navigation arrow

Course Cards:

- Accounting Principles I**
ACC-1001-261
Spring 2019
- Classical Jewish History**
JHI-1200-IB3
Fall 2018
- Elementary Spanish I**
SPA-1101-331
Fall 2018
- Elementary Spanish II**
SPA-1102-331
Spring 2019

Right Panel:

- To Do:** Nothing for now
- Recent Feedback:** Nothing for now
- View Grades** button

Callouts:

- Courses, Notifications, and Announcements posted by professors** (points to the top three icons in the sidebar)
- Messaging Inbox**
 - Student-to-Student
 - Student-to-Teacher(points to the "61" notification icon)
- Upcoming Assignments or Important Dates** (points to the "To Do" section)
- View Posted Grades** (points to the "View Grades" button)



Canvas Class (Student Perspective)

Course navigation column. This is where students can interact with all materials available to them within the course.

- Home
- Syllabus
- Announcements
- Zoom
- Modules**
- Assignments
- Quizzes
- Discussions
- Grades
- Panopto
- Library Resources and E-Reserves

▸ Welcome

▸ Week 1

▼ Week 2

Please Read the following

- Article Link
- Discussion 1

Chapter 2

- Discussion 2
- Library Resources
- Chapter 2 Quiz
10 pts

Course Modules are a popular design element to split course materials into weeks or chapters for students to digest.



Zoom for Faculty

- All YU live sessions are taught within Zoom.
- You will be automatically provisioned with a YU Licensed Zoom Account
- Canvas integrations with Zoom allows for easier management and links directly in Canvas LMS.
- Students can access this by clicking on the "Zoom" link within their course.

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with the Zoom logo, a "Home" link with a house icon, and an "Appointments" link with a calendar icon. Below the navigation bar, a message states: "Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English" with a link icon. There are three tabs: "Upcoming Meetings" (active), "Previous Meetings", and "Cloud Recordings". Below the tabs is a table of upcoming meetings.

Start Time	Topic	Meeting ID	
Today (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	Join
Tomorrow (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	
Thu, May 11 (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	
Fri, May 12 (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	



Wilf Campus Labs Locations and Hours

Building	Rooms	Number of Computers	Printers	Hours
Belfer Hall	1105	20 Windows PCs	N/A	Mon – Thurs: 9 AM – 8:00 PM Friday: 9 AM – 2:30 PM Sunday: 9 AM – 5:00 PM
Gottesman Library	Entire Library	25 Win pcs, 5 Macs, 4 Blomberg Terminals, 6 Yulis machines	5 Color/B&W printers, 2 Color/B&W Multi-Function copiers	Click here for Library Hours
Morgenstern	Basement Lounge	7 Windows PCs	1 B&W	24 Hours
Muss	262	1 PRS	1 B&W	
Rubin	207	1 PRS	1 B&W	



Beren Campus Labs Locations & Hours

Building	Rooms	Number of Computers	Printers	Hours
215 Lex Ave.	302	1 AIO Desktop	1 B&W	Open During School Hours
	312	30 AIO's Desktops	1 B&W	
	Art Lab Classroom Room 809	Art Lab Classroom 12 iMacs	2 Color Printers	
245 Lex Ave.	North Wing Library	4 AIO's Desktops	1 B&W 1 Color Printer	Open During School Hours
	Heidi Steinberg Library	4 AIO's Desktops	1 B&W 1 Color Printer	
	Student Lounge Room 318	2 AIO's Desktops	1 B&W 1 Color Printers (Lobby/Hallway Area)	

Resnick Campus Labs Locations & Hours

Building	Rooms	Number of Computers	Printers	Hours
Rousso	C-02	10 Student Lab Computers	PaperCut printer	Mon – Thurs 8am – 8pm
	302	The OTD/Katz OT library	N/A	
Van Etten	5B-21	Student Lounge	PaperCut Printer	Mon – Thurs 9am – 5:30pm Fridays 9am – 1:30pm
Ferkauf	508	1 Testing Library Computer	N/A	Wednesday 9am – 5:30am



Accessing Computer Labs

- To login to lab computers use your YU email address and YUAD password.
- **CRITICAL: DO NOT** save files on Lab computers.
- Instead, save files on OneDrive.
- When you are finished using the computer, please log off.
- **Unsaved work will be lost.**

ITS Resources & Guidelines



Guidelines for Acceptable Use of Computer Resources

- All email is property of Yeshiva University.
- When changing your password, use complex passwords and change it regularly, see [Password Policy & Management](#).
- NEVER share your password with anyone.
- You are accountable for all activity using your accounts, including confidential data. Avoid transporting sensitive information.
- Each user is responsible for posts to Social Media.
- Delete any spam or suspicious emails. If you reply to these messages, immediately notify the spam@yu.edu, or helpdesk@yu.edu
- Want to learn how to use **classroom technology**? click here [AV Calendar](#) to make an appointment with a technician.

Encryption & Remote Access

- All ITS computers are encrypted.
- All faculty/staff are automatically setup for VPN.
- For proper disposal of data, contact the ITS Help Desk, helpdesk@yu.edu or call them via 646-592-4357 / 646-592-HELP
- Conduct communications with all personal using your YU email account.
- ITS will *NEVER* ask for your password or any confidential information!
- For more information visit the [YU Administration, Faculty, Staff ITS Handbook](#)



ITS Office Hours & Phone Number

Office Location:	YU TechHub BH 6 th Floor Lobby 2495 Amsterdam Ave
Email:	helpdesk@yu.edu
Phone:	646-592-4357 Teams 4357
FAQs and Web:	yu.edu/itsportal
HelpDesk	Contact YU Helpdesk for assistance 24/7



Summary of Services

What	Site	Username	Password	Service
Find ID	yu.edu/findID			Last name, Banner ID, or SSN to login to University systems and set a strong password.
InsideTrack	insidetrack.yu.edu	YU E-mail address	YU password	Register/Schedule/Transcripts
Printing	printing.yu.edu	YU E-mail address	YU password	PaperCut Printing
Canvas	yu.instructure.com	YU E-mail address	YU password	Course management
Office 365	office.com	YU E-mail address	YU password	Word, Excel, PowerPoint, OneDrive
Computers		YU E-mail address	YU password	Internet
YUWireless		YU E-mail address	YU password	Wireless Internet On Campus
ITS Portal	yu.edu/itsportal	YU E-mail address	YU password	FAQs, IT Work Study, etc.