

August 28, 2019

Good morning to everyone from the IT Services team

The IT Services department would like to brief staff on a few changes on campus before startup, please take some time to read through the following changes as they may affect you and/or your students.

Please also have a look at our IT Intranet page which contains a wealth of information on a variety of IT subjects to assist you at <https://my.selkirk.ca/staff/dept/it/>

### **Adobe Creative Cloud access**

**Staff** - Adobe Creative Cloud applications are not installed by default on your computer. You will need to access software centre and manually install either Photoshop or Illustrator for Windows based computers. You can access software center using the instructions published at <https://my.selkirk.ca/staff/dept/it/software/softwarecentre/>

Once installed you will need to contact the IT Helpdesk requesting access via a IT Service ticket, we will then issue a named license to the staff member to access Creative Cloud services. A Creative Cloud named license is required to operate the Adobe software suite including Illustrator, InDesign, Photoshop.

**Student** - Adobe Creative Cloud applications are already deployed to labs / classrooms where requested by faculty (e.g. BON-15, ARIC-124, DANM P205/P206, P208). Students will need to either already have or obtain a Adobe Creative Cloud account to log in.

Due to privacy concerns we recommend students do not use their @edu.selkirk.ca accounts to register but instead create a fake email account using gmail, yahoo or outlook services. Once registered with an Adobe Creative Cloud account they can proceed to log in to the application. This is a requirement by Adobe to utilize the Creative Cloud services.

The IT Services department highly recommends the use of GIMP for image manipulation, GIMP is already preinstalled on all staff, lab and classroom computers.

### **Campus wireless access**

**Staff** - All campus locations will now have SC-Public and SC-Staff wireless access advertised. SC-Staff is the staff only wireless and will require staff to authenticate with the same network credentials as used to log in to your computer.

Please do not share your network username and password with the public or students. SC-Staff should only be used on Selkirk College computer assets and not on personal computers.

Please do not use SC-Public to conduct any college confidential transactions.

**Student** - SC-Public is for general staff, student, public use and features a 'click-through' splash page.

### **Ricoh printers, Barcode readers and ID badges**

**Staff** - New barcode readers and printers have been deployed to all campus locations under the new Ricoh service contract. The IT Services department is actively working on deploying a further 31 barcode readers to high traffic printer locations.

If you require staples (where supported) please contact IT Helpdesk to order more. Toner should automatically be ordered and shipped to the campus. Please submit a Helpdesk ticket should you require the toner to be swapped out.

Please feel free to contact the IT Helpdesk team first for all Printer issues and to escalate to a Ricoh service technician.

The majority of Ricoh multi function devices should also have barcode readers attached for easy log in.

If you have not yet obtained your ID badge for use with the bar code reader, please contact your local library or bookstore for direction. Please keep your ID badge on your person daily as it will assist us in identifying you as a member of staff and expedite resolving your requests. You may also request a Staff ID Card be sent to you by completing the form located at <http://www.library.selkirk.ca>

**Student** - All Students will be charged 10 cents per page (black and white/colour, single sided/duplex) on all campus locations. Students will continue to receive a \$10 credit at the start of the program year which equates to 100 pages printed/copied. Remaining print credits can be verified on the printer or on the college lab computer when the student logs in.

Students can recharge printing credits at their local Selkirk College library, bookstore or via our self-service portal when logging into the computer at <https://papercut.selkirk.ca/user> and posters will be provided to inform students.