

IT CHECKLIST for NEW EMPLOYEES

Activate your NinerNET account

It's your username and password to log into University systems and services. Keep them confidential! Visit ninernet.uncc.edu.

Sign up for Duo 2-factor authentication

While logged in at ninernet.uncc.edu, follow prompts in the Duo section. 2-factor authentication protects your NinerNET account by requiring two forms of verification instead of one. See FAQs at go.uncc.edu/CBb7.

Visit My UNC Charlotte

You can quickly access popular systems and resources—Gmail, Canvas, Banner, Connect, and more—all in one place: my.uncc.edu!

Manage your employee information

While logged in at my.uncc.edu, select the Banner Self Service icon at the top. From there, set up direct deposit, review leave balances, change contact information, and more.

Subscribe to emergency alerts

Make sure you're signed up to receive emergency alerts via text and email. Visit emergency.uncc.edu/nineralerts.

Reach out to the CTL

The Center for Teaching and Learning (CTL) helps with technological and pedagogical development and support, including working with Canvas, the University's LMS. Learn more at teaching.uncc.edu.

Check with your College or Department's IT group

Talk to your dean or supervisor to learn about your local IT group. They can help with technology specific to your area (e.g., specialized software).

Welcome to UNC Charlotte!



Watch the
Welcome Video!



GUIDE TO TECHNOLOGY SERVICES FOR NEW EMPLOYEES



UNC CHARLOTTE

Information and Technology Services

itservices.uncc.edu

HELPFUL IT RESOURCES

TRAINING

The Center for Teaching and Learning (CTL) offers professional development workshops that support teaching and learning at teaching.uncc.edu/calendar.

IT Services offers software training at itservices.edu/calendar.

Skillport provides thousands of computer, business, and personal skills courses at skillport.uncc.edu.

FREE SOFTWARE

Need SPSS? Adobe Creative Suite? SAS? Go to software.uncc.edu to see a listing of what's available for Windows, Apple, and Linux systems.

itservices.uncc.edu/employees

Did you know? You can manage your NinerNet account, setup an email alias, and even reset your password at ninernet.uncc.edu.

FILE STORAGE

Dropbox - Access files anywhere, anytime with lots of file storage space. Go to dropbox.uncc.edu to set up your account.

Google Drive - Great for collaborative work and file sharing: gdocs.uncc.edu.

Network Drives - The University also provides mapped network drives on University computers: The H drive is for your work-related files, while S and J drives are for shared departmental files. FAQs: go.uncc.edu/JMjR.

NINERTECH STORE

Visit NinerTech, located in the Popp Martin Student Union, for help with personal computer purchases, repairs, and accessories: ninertech.uncc.edu.

ONLINE MEETINGS

WebEx is a web-based conference tool available to faculty and staff at no cost. Schedule meetings, student conferences, and more. FAQs: faq.uncc.edu/x/3YOr.

It's also available for the classroom via Canvas. FAQs: go.uncc.edu/bw6H.

Use Google Hangouts Meet to hold video meetings with anyone. Join from the web, for free. FAQs: go.uncc.edu/bXWV.



NEED HELP?

Online IT Service Desk: help.uncc.edu
See our FAQs at faq.uncc.edu.

704-687-5500 | help@uncc.edu
Walk-Up Help Desk: Atkins 140C



Campus Wi-Fi: Be sure to select eduroam for fast, reliable, secure Wi-Fi in academic buildings and around campus. FAQs: go.uncc.edu/PMQr.

REMOTE ACCESS

You may need to use the VPN to access specialized applications and systems (e.g., H, J, and S network drives). For details: faq.uncc.edu/x/mq1b.

VIRTUALIZATION

Faculty can request virtual desktops or virtual apps for their class by contacting the IT Service Desk. If you need access to specialized apps from a personal computer, log in to Citrix. For more information, see our FAQs: faq.uncc.edu/x/kwEw.

RESEARCH COMPUTING

Consulting, training, and systems administration are available for your research and high-performance computing needs. Visit urc.uncc.edu.