

## Quick Fix:

### Computer Problems:

- ✓ Be sure unit is plugged in
- ✓ Check the white cable that is the network connection
- ✓ Make sure surge protector is on
- ✓ Is anyone in your office having the same trouble?
- ✓ Reboot. If you cannot, call x4505 for assistance.

## Quick Links:

- **Distance Education**

<http://www.sunysuffolk.edu/Web/VirtualCampus>

- **On-Line Directory**

<http://www3.sunysuffolk.edu/OnlineDirectory/onlinedirectory.asp>

- **Office of Computer and Information Systems**

Made up of several departments, offices, and service groups

Phone: 451-4205

<http://www3.sunysuffolk.edu/Administration/IT/index.asp>

- **Libraries**

<http://www.sunysuffolk.edu/Library/index.asp>

- **Educational Technology Unit**

Ammerman:	Paul Basileo	451-4854
Eastern:	Ed Hassildine	548-2691
Grant:	Peter DiGregorio	851-6331

## Additional useful links are listed in the SCCC site map:

<http://www3.sunysuffolk.edu/sitemap1.asp>

## Additional Notes and Numbers:

### Virus advisories:

<http://www3.sunysuffolk.edu/Administration/IT/help/Virus/advisories.asp>

To report a virus call: 451-4505

**Wireless Access:** requires registration. Information link from Faculty/Staff Web access:

<https://access.sunysuffolk.edu/Faculty/index.asp>

**Click on Register for On-Campus Wireless link.**

### FTP:

Connect to SCCC for file upload/email **from home or off campus:**

<https://roam.sunysuffolk.edu>

Please be advised that this information is accurate at the time of publication. Updates are reported on the college homepage:

<http://www3.sunysuffolk.edu/index.asp>.

This brochure is created as a courtesy from the Ammerman Campus Educational Technology Unit and the following Committee Members:

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**Ammerman  
Eastern  
Grant**

**Technology  
Guide for  
FACULTY and STAFF**

**Directory of  
Departments and  
Contacts**

Supplement to:

<http://www3.sunysuffolk.edu/help/>

# QUICK REFERENCE DIRECTORY

## **What if my office computer needs repair or I am relocating my office?**

### ➤ **Desktop Support**

This office handles issues pertaining to College Computer Hardware and Software maintenance and upgrades:

Phone: 451-4505

<http://depthome.sunysuffolk.edu/Central/CSS/default.asp>

## **Where can I get my questions answered concerning policies?**

### ➤ **IT Policies and Procedures**

Policies, Procedures, Guidelines and Initiatives:

<http://www3.sunysuffolk.edu/Administration/IT/help/policies/index.asp>

## **What if I have a problem with my phone or my computer network connection?**

### ➤ **Networking and Telecommunications**

This service group is responsible for the technical management of the college's phone systems and network infrastructure:

Phone: 451-4505

<http://www3.sunysuffolk.edu/Administration/IT/help/help.asp>

## **Where do I get my class roster and submit grades?**

### ➤ **Faculty Web Access**

Web access for rosters and grades:  
(Available from 8:00 a.m. to Midnight.)  
<https://access.sunysuffolk.edu/Faculty/index.asp>

## **Who do I contact for professional development?**

## **Who do I contact for web page assistance?**

### ➤ **TLC**

This lab holds workshops to enhance teaching and learning excellence for full and part-time faculty:

**Ammerman:**

<http://www.sunysuffolk.edu/Web/Selden/TLC/>

**Eastern:**

<http://www.sunysuffolk.edu/Web/East/TLC/>

**Grant:**

<http://www.sunysuffolk.edu/Web/West/TLC/>

## **How do I access my e-mail and what do I do if I have a problem with it?**

### ➤ **E-Mail**

Connecting from Home, On Campus, Mailbox and Clean up:

<http://www.sunysuffolk.edu/exchange/logon.asp>

Questions:

<http://www3.sunysuffolk.edu/Administration/IT/help/FacStaff/mail.asp>

## **HOW TO ...**

## **Arrange to have my class visit a computer lab?**

### ➤ **Academic Computing Center**

Each lab has PC's/Mac's with various curriculum-based software:

**Ammerman:** Huntington Library

<http://www.sunysuffolk.edu/Web/Selden/ACL>

**Eastern:** Orient Bldg, Room 237

[http://www.sunysuffolk.edu/Web/East/Academic\\_Computing/](http://www.sunysuffolk.edu/Web/East/Academic_Computing/)

**Grant:** Sagtikos Bldg., Room 141

<http://www.sunysuffolk.edu/Web/West/ACL/>

## **Purchase Technology?**

### ➤ **Purchasing and Pricing**

Technology purchases are handled through the campus technology administrators or ETU's. For assistance, contact:

<b>Ammerman:</b>	<b>Paul Basileo</b>	<b>451-4854</b>
<b>Eastern:</b>	<b>Leslie Wieman</b>	<b>548-2607</b>
<b>Grant:</b>	<b>Peter DiGregorio</b>	<b>851-6331</b>

## **Reserve a smart cart?**

### ➤ **Media Services**

<b>Ammerman:</b>	<b>451-4189</b>
<b>Eastern:</b>	<b>548-2542</b>
<b>Grant:</b>	<b>851-6742</b>

## **Reserve a smart classroom?**

*Contact the academic chair of your department or the building administrator.*