Faculty IT Orientation

Welcome to St. Thomas University! Technology will play an important role in keeping you organized and in touch with your students, colleagues and university activities. The Office of Information Technology (OIT) includes our Administrative unit, Academic Technology unit, Multimedia Services, Network Services, Technology Services, and Telecommunications. We are pleased to provide this informative guide to get you started with technology at STU.

Logging in

First you will need an STU username and password to access any computer on-campus. If you do not already have one, call our **OIT Helpdesk** at (305) 628-6610 or email helpdesk@stu.edu. To login to your Windows-based computer, make sure it is turned on then press Ctrl+Alt+Del on your computer's keyboard. Use your STU username and password to login. If you forgot your password, click here to reset it.

MyBobcat

MyBobcat is your online portal which gives you access to your E-mail, Webadvisor, Blackboard, campus news and events, and much more. To access it you will need to open a web browser and go to our homepage at http://www.stu.edu then click the MyBobcat link or go directly to http://bobcat.stu.edu. Click here to view the MyBobcat video tutorial. Make sure to turn up the volume to listen in.

Online Technology Guides

OIT provides a number of useful technology guides online that you can access at any time. They range from setting up your office phone's voicemail to showing you how to get your STU email on your iPhone or Blackberry. The direct link to these guides is http://www.stu.edu/Administration/tabid/192/TechnologyGuidelines/tabid/1143/Default.aspx

Online Faculty IT Guides

For faculty-specific information, which include Blackboard, FIRST, STAR, Attendance and Course Evaluations, click here.

Cloud E-mail

You can access email through MyBobcat, however, while you are on-campus Microsoft Outlook is the recommended email management software. It can organize your emails, calendar and

contacts and all your e-mail is stored securely in the cloud. Remember that all STU electronic communication is to be done using you stu.edu email account. Look under the Technology Guides for basic information on using Microsoft Outlook and on accessing e-mail via your smartphone.

Software for Purchase

Visit http://www.stu.edu/oit then click the Software for Academic Purchase link to view the list of software available for purchase at discounted rates for faculty, staff, and students.

Getting IT Help

For any computer-related problem, call our **OIT Helpdesk** at (305) 628-6610 or email helpdesk@stu.edu. Or submit a Trouble Ticket online at http://troubletickets.stu.edu or from the Helpdesk tab within MyBobcat.

For 24/7 Blackboard help, call (888) 915-9541 or visit https://supportcenter.embanet.com/stu/main.asp

For faculty and staff IT training, visit http://www.stu.edu/training for information and the complete schedule. Training covers Blackboard, basic Microsoft Office, podium use, and our CMS or content management system for the web.

See more of what we have to offer at http://www.stu.edu/oit.