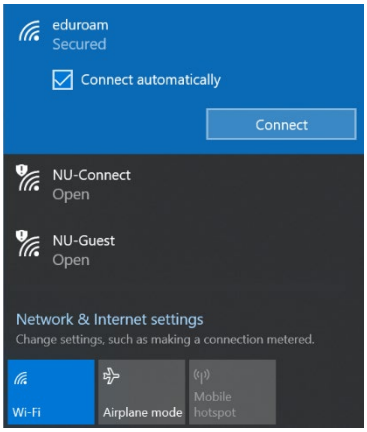
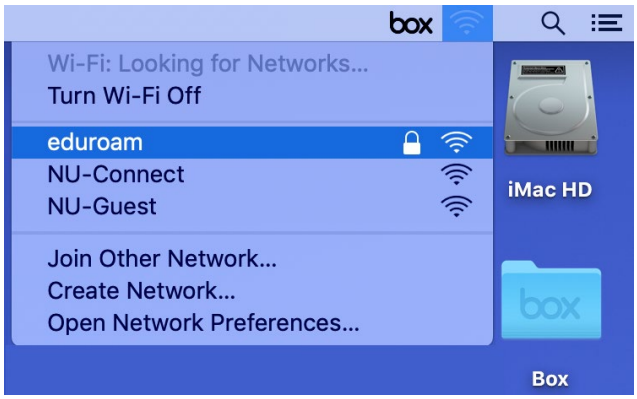
Connect to EDUROAM WiFi

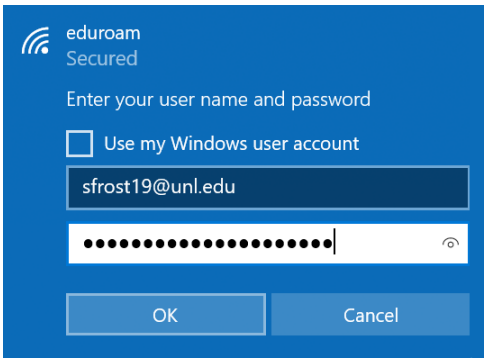
1. Join the network named **Eduroam**.
You should choose to “Remember Network” or “Connect Automatically”.

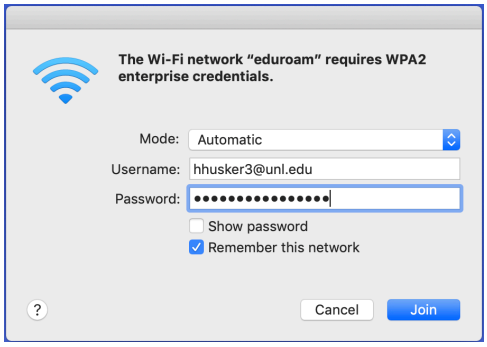




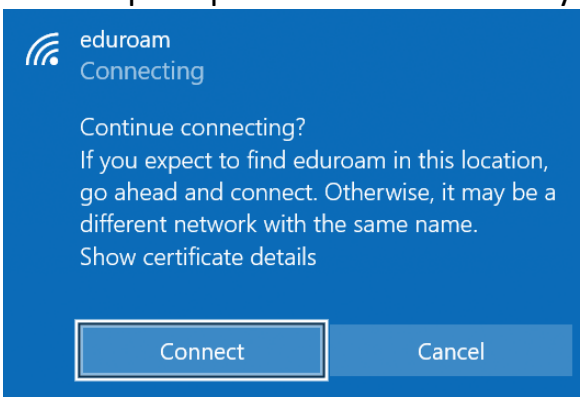
2. Enter the username and password for your **My.UNL** account.
*This is **NOT** your Huskers email address!*

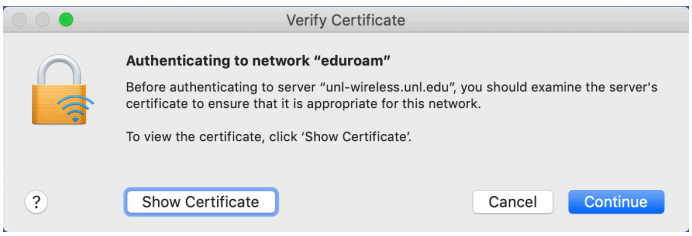
Username: *flastname2*@unl.edu ← MUST include @unl.edu !!
Password: My.UNL/Canvas Password





3. When prompted to install a security certificate, click “Confirm” or “Connect”.





If your computer has joined any other networks at UNL (including NU-Guest or NU-Connect), **you should open your Saved Networks and delete or “forget” these networks** from the list.
These non-Eduroam networks will INTERRUPT your web access.

Revised 7/13/20 CE

Tech Gear Wishlist for New Students

COMPUTER:

☐ **Laptop Computer** for taking your computerized exams.
(**Can't** run Chrome OS, Android or Apple iOS - Exam4 does **not** support mobile devices.)

Suggested specifications:

- Less than 3 years old
- 8 GB RAM or more
- Core i5 or better processor
- An SSD (Solid State Drive) is VERY strongly recommended.
- 3+ years Accidental Damage Protection

- Windows 10 or macOS 10.14 Mojave, with latest software updates installed

- **Antivirus Protection** (provided to you free by the University of Nebraska!)
- **Microsoft Office 365** (provided to you free by the University of Nebraska!)
- **Cloud Storage** software of your choice to backup your files. (see below)
- **Wēpa Print Driver** installed on your laptop to print to campus stations.

ACCESSORIES:

☐ **Headphones** or a **USB Headset w/ Microphone** for Zoom video calls.

☐ **An external LCD Monitor** to use at home for your online classes, which allows you to watch classes on one screen & take notes using the other!

☐ **Laptop Travel Case** – to protect your laptop from accidental damage.
You rely on using your computer, so don't let it get wet or damaged!
A good travel case should wrap your laptop in **thick** padding on all sides.

☐ **Laptop Power Adapter** – to prevent your battery from dying during exams.
Law College I.T. does **not** loan out any laptop power cords.

☐ **Cloud Storage** to save & backup your class notes and assignments, and sync them between your laptop, mobile phone, and/or tablet!

You can save your files in OneDrive using your UNL Office365 account!

Or, visit **http://box.unl.edu/** to set up free Box cloud storage instead!

Other non-UNL cloud options include Dropbox, Google Drive, and more…

Chris Evans
I.T. Manager
402.472.5010
chris.evans@unl.edu

Law I.T. Dept.
Computer Help:
402.472.3206
lawhelp@unl.edu

UNL Huskertech Help Desk
M-F 8am-7:30pm
402.472.3970
support@nebraska.edu

rev. 7/13/20 CE

Laptop Setup for Incoming Students

UNL Huskertech Help Center staff can help you…

- Recover your forgotten/lost password
- Connect your laptop/mobile device to Eduroam Wi-Fi
- Reset or recover your Two-Factor Authentication services
- Sign into your Huskers Email account and access Office365
- Answer questions about or help with issues with Canvas LMS

Huskertech offers remote support by phone, email, or remote support tools.
They offer limited in-person appointments scheduled in advance.
Walk-in support is not available at Huskertech offices at this time.

Huskertech also offers computer repair services, including Apple in-warranty repair.

Contact them by phone at 402-472-3970 or by email at support@nebraska.edu

Law College I.T. staff can help you…

- Install Microsoft Office 365, Box Drive, and Wēpa on your computer
- Troubleshoot Zoom video calling issues
- Troubleshoot issues with the Exam4 application

We can provide remote support by phone, email, or using remote support tools.

We can also schedule an in-person appointment to work with you in a safe, clean space. The Law College I.T. office is closed to walk-in visits at this time.

We look forward to working with you this year - If you need anything, please let us know!

Call us at 402-472-3206 or email us for help. If we can't figure it out by email, we have a suite of remote support tools that will help us diagnose your tech issues no matter where you're at!
If it's something that we can't remotely, then we'll set an appointment to work together in-person.

Chris Evans
Technology Manager
chris.evans@unl.edu

Alex Reinkordt
Tech Support Associate
reinkordt@unl.edu

Richard McDermott
Classroom & A/V Manager
richard.mcdermott@unl.edu

2020-07-13 CE

Technology Information for Students

My.UNL Account: This is your main University of Nebraska computer account. You will use this account to log into many different systems during your studies. You should already have been issued this account while registering for classes.

For assistance with your My.UNL account, contact UNL Huskertech at 402-472-3970.

Wi-Fi Access: Connect your computer, tablet, or smartphone(s) to the "EDUROAM" network. Your username is your My.UNL account – e.g. *hhusker5*@unl.edu - you must include @unl.edu. Your password is the same as you use to access Canvas or MyRED.

For help with Wi-Fi, contact UNL Huskertech at 402-472-3970 or email Law I.T. at lawhelp@unl.edu

Student Printing: UNL's Wēpa printing kiosks allow you to print in monochrome or color, from any computer, tablet, or even straight from your cloud storage! Even better, your Wēpa account works on *any* PrintIT kiosk on either of UNL campuses, and not just in our college!

*To get started using your UNL PrintIT (*Wēpa*) account*, visit http://go.unl.edu/print

Canvas: Your instructor might use UNL's Canvas course management system for their class.

Visit http://my.unl.edu/ to familiarize yourself with the Canvas system prior to the beginning of classes. You will log in to this site with your My.UNL username and password.

Huskers Email Account: UNL issues all students an official UNL Huskers email account that you should check regularly (see: Email Accounts at the College of Law handout). Some Library database resources will not allow you to sign up without your huskers.unl.edu email address. You can access your Huskers.unl.edu email on most smartphones and tablets, instructions should be available from within the Outlook Webmail interface.

Log into webmail at http://mymail.unl.edu – *For help,* contact UNL Huskertech at 402-472-3970.

Microsoft Office: UNL has a campus-wide software agreement with Microsoft. Students can install a free copy of Microsoft Office on their computer through the Huskers email portal. You MUST log into your Huskers account in order to download Office to your computer.

The instructions are attached. Printed copies are available in the Law Library outside of Rm. 170.

Final Exams: To take electronic exams, you must have a laptop computer with one of the following operating systems: **Windows 10**, or **macOS 10.13.x or newer**.

You cannot use Windows 7, macOS 10.12 or older. or any iOS/Android Tablets to take electronic exams.

Chris Evans
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Technology Information for Students

Common Terminology, Service Names, and URLs

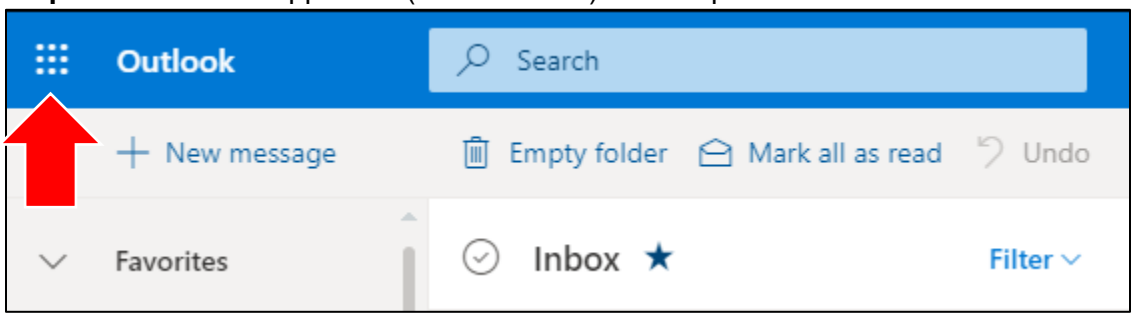
Antivirus	UNL offers free Cortex protection for students	antivirus.unl.edu
A/V Request Form	To request A/V help for a student org. or event	go.unl.edu/law-av
Box	Free unlimited cloud storage for all UNL users	box.unl.edu
DUO Mobile	Manage your Two-Factor authentication devices	go.unl.edu/getduo
Canvas	Course Management System	canvas.unl.edu
Eduroam	The WiFi network name you should connect to	wifi.unl.edu
Exam4	Computerized exam proctoring software	exam4.com
Huskers Email	Access your UNL Email address on the web	mymail.unl.edu
Huskertech	UNL's Computer Shop & Help Desk for issues	its.unl.edu/helpcenter
MyRed	Student information/registration portal	myred.nebraska.edu
My.UNL	Your UNL Account to access common services	my.unl.edu
N-Card	Your red Photo ID Card issued by UNL	ncard.unl.edu
NUID	Your 8-digit number found on your N-Card	-
Office365	Combined Email & Productivity Software suite	mymail.unl.edu
OneDrive	Microsoft's cloud storage integrated with Office365	-
Parking	UNL Parking & Transportation online portal	parking.unl.edu
Password Reset	If you can't remember your passwords	go.unl.edu/cannotlogin
ROSCOE	Our Career Development Office's career portal	law.unl.edu/roscoe
Software	Software apps for UNL Students	go.unl.edu/student-software
Symplicity	The vendor site that ROSCOE is built on	-
TrueYou	NU Identity/Password Management portal	trueyou.nebraska.edu
Webmail	Access your UNL Huskers Email on the web	mymail.unl.edu
Wēpa	The service we use for Student Printing at UNL	go.unl.edu/print
Wi-Fi	On-Campus Internet Connectivity via Eduroam	wifi.unl.edu

How To Install Microsoft Office 365

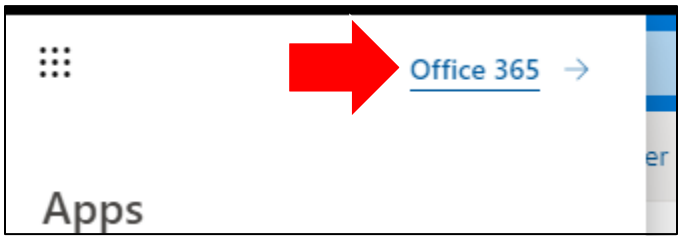
Step 1: Open a browser (Safari, Firefox, or Chrome) and go to the web page **mymail.unl.edu**

Step 2: Sign in with your **Huskers** / **My.UNL** account and password.

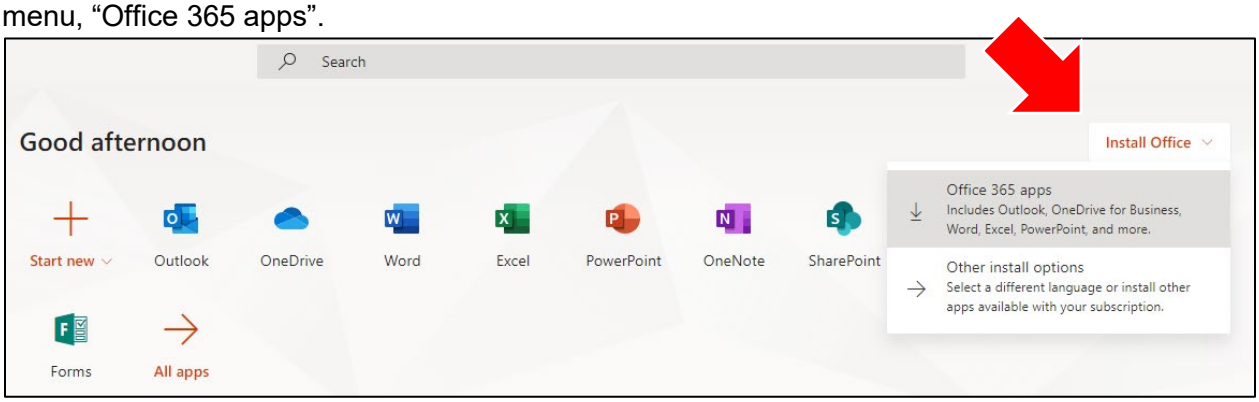
Step 3: Click on the Apps icon (3x3 dots icon) in the top left hand corner.



Step 4: Click “Office 365”.



Step 5: On the left side of the screen, click on “Install Office”. Then choose the first option in the menu, “Office 365 apps”.



Step 6: Follow the remaining steps shown on-screen to download and launch the Office 365 installer and complete setup.

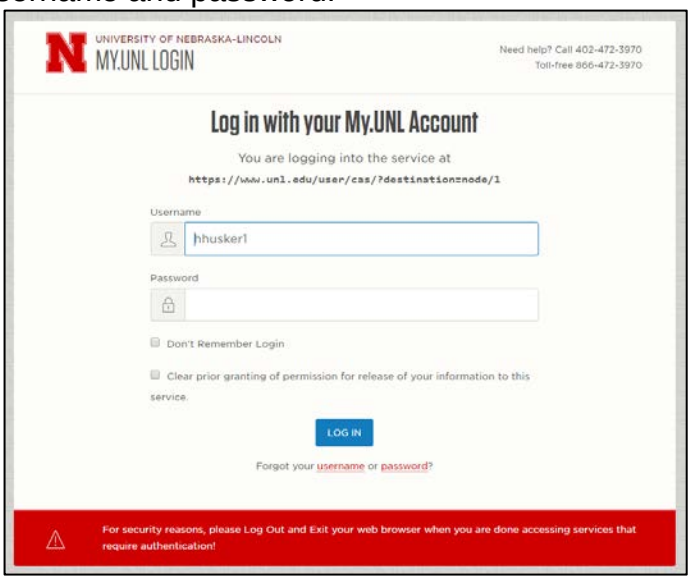
Step 7: Enjoy your copy of Microsoft Office!

How do I create my Box account?

1. Go to http://box.unl.edu/ and click on the "Create My Box Account" button.

2. At the top of the page, click Login.

2. Login using your MyUNL username and password.

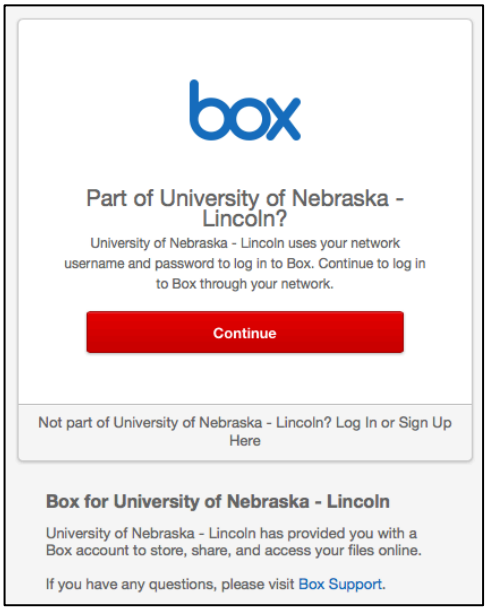


3. Click on the "Create My Student Box Account" button.

4. Carefully read the information about receiving email notifications from Box.

To create your Box account with email notifications enabled, click the "Yes, I would like to receive collaboration invites and notices about my Box files" button.
To create your Box account without email notifications, click the "No, I do not wish to receive any messages about my Box files" button.

5. Click the "Continue" button:



You're all done! Enjoy your free Box account! For help, contact the UNL Computer Help Center.

COMPUTER BASED EXAM TAKING IN A NUTSHELL

During your studies at the College of Law, you will at some point need to complete a computer-based written examination using Extegrity Exam4 software.

Here is what you need to know, distilled into just a few bullet points:

- **Don't update to the latest & greatest OS until you get the "OK" from Exam4!!**

  As tempting as it is to install the latest & greatest Operating System version for your laptop, please WAIT!! Do not install brand-new OS versions until you receive an email confirming that Exam4 software will support it! Check compatibility at www.exam4.com

- **You have to use a "real" laptop - not a tablet.**

  Devices such as iPads or Android tablets are not supported. They will not be supported any time in the foreseeable future, and there are no plans to add this support.

  You must use a "real", full-fledged laptop running either Apple macOS or Microsoft Windows operating system in order to take your exams. Many tablet or "2-in-1" PCs will work fine (such as Microsoft Surface Pro or HP x360) as long as they run Windows.

- **You must be an administrator on your device.**

  Exam4 requires that you are logged into an account with administrative rights!

- **You have to update Exam4 before your midterms and again before finals week.**

  Exam4 has an expiration date that you will see when you open the software.
  Pay close attention to your expiration date. You need to download the latest version for mid-terms and then download it **again** before your end-of-semester final examinations.

- **We strongly suggest you use your power adapter when taking exams!!!**
  (I.T. does NOT loan out ANY laptop power chargers for student-owned computers.)

  Exam4 tends to drain your laptop battery quite rapidly. Do not rely solely on your battery to carry you through an exam. Avoid panic - Plug your charger in before you start.

- **Read the exam instructions email from Vicki carefully.**

  When your first exams approach, you will get a very detailed email message from the Law College Registrar's office covering all of the information you need to know in order to download Exam4, complete a practice exam, and be ready for your first mid-term.

  The information in her email will answer most of your questions, read it thoroughly!

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I.T. Manager
402.472.5010
chris.evans@unl.edu

Law I.T. Dept.
Computer Help:
402.472.3206
lawhelp@unl.edu

Alex Reinkordt
Tech Support Associate
402.472.7394
reinkordt@unl.edu

rev. 7/13/20 CE

Print IT

powered by wēpa print away

HOW DO I GET STARTED?

http://go.unl.edu/print has everything you need.

HOW DO I ADD MONEY?

First time users are credited $2.50

Use by the end of the 2019 Spring semester.

AT A PrintIT STATION:

Follow the steps on the screen.

FROM MY PERSONAL DEVICE:

Add money with your credit card through the web portal:

http://go.unl.edu/printit

IN PERSON AT AskUs:

You can buy a one time use Wēpa print card with cash or credit card at Love Library South and CYT Library AskUs areas.

HOW MUCH IS IT?

B/W	Duplex B/W	Color	Duplex Color	Scanning
$.09	$.15	$.40	$.60	FREE

WHERE CAN I GET HELP?

HuskerTech help desks:

City Union - East Union
Adele Hall Learning Commons

ASKus desks:

Love Library South
Adele Hall Learning Commons
C.Y. Thompson Library

For additional help:

1.800.675.7639
help@wepanow.com

University of Nebraska Lincoln

The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.

Print IT

powered by wēpa print away

HOW CAN I PRINT MY FILES?

CLOUD

1. Find any Wēpa print station
2. Print your files from cloud services like Box, Google Drive,or Dropbox

USB

1. Find a Wēpa print station
2. Swipe your Ncard
3. Insert your USB drive
4. Print

WEB

1. Login at wepanow.com/webupload
2. Upload your documents
3. Find any Wēpa print station
4. Swipe your Ncard & print!

TRADITIONAL PERSONAL COMPUTER

Download a driver :

wepanow.com/software

1. Open your document
2. Choose “file > print”
3. Select type of print
4. Find any Wēpa print station
5. Swipe your Ncard & print!

For additional help:
1.800.675.7639
help@wepanow.com

University of Nebraska Lincoln

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Help!!
Where is the closest
wēpa
print away
printing station?
Nebraska East Union
East Campus Residence Halls
C.Y. Thompson Library
LAW-Basement Student Lounge
LAW-1st Floor Library, Rm. 135
Barkley Center
University Fleet Management - Self...
Loeffel Meat
Plant Sciences Hall
Nebraska Forest Service
Backyard Farmer
Fair St
Center St
N 38th St
N 39th St
E Campus Loop
Arbor Dr
UNL Department of Entomology
Livestock Solutions
UNL Dairy Store
Filley Hall
UNMC College of Dentistry
UNL Barkley Speech-Language &...
UNL Student Organic Farm
The Porch
Google

Refund Procedure for Defective Prints

To request a refund, email **help@wepanow.com** and provide the following information:

- First and Last Name
- wēpa Username/Email (My.UNL/Canvas account)
- Attach a Scan or Picture of a page showing the defects such as fading, smearing, etc.
- Payment method: wēpa account, Credit/Debit Card, wēpa Print Card, or Campus ID Card
- If you used a Credit/Debit Card: last 4 digits
- The Document Name that failed to print
- Date of incident

If you do not have a sample of the bad print, then your refund request will need to be approved by a Support supervisor. This is to eliminate fraudulent refund requests.

Please note that refund requests must be made within 3 business days of the incident

The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.

For additional help:
1.800.675.7639 *or*
support.wepanow.com

Connect IT.

1 Your Identity I.D.

- Find your MyUNL I.D.*
- Reset your password if neccessary

trueyou.nebraska.edu

2 WiFi Network Access

Connect Computers and Phones

1. Select **eduroam** from the list of available networks
2. Your device will now prompt you to log in to the network. Use the following credentials:
   Username: Use your @huskers.unl.edu email address
   Password: Use your email password
3. If prompted, accept the eduroam certificate and authenticate your device.

Connect IoT Devices

Select NU-Connect Network
In a browser* click 'IoT Enrollment'
Login with MyUNL I.D.
Enter MAC Address from Device
Connect Device to NU-Connect

wifi.unl.edu

* Some users may need to type a URL into their browser's address bar to trigger the login screen.

3 Improving Connections

Applies only to Residence Hall Students

Plug in all IoT devices into ethernet ports to make more WiFi bandwidth available for mobile devices.

If you need to activate ethernet jacks in your room, go to MyRed and click on the "Access The Housing Portal" button, then the "FixIt" tab to fill out a Port Activation Request using the "Internet Connectivity Issues" button.

go.unl.edu/ethernet

No Routers or WiFi Printers

Router transmissions interfere with WiFi access points on the network and disrupt service for you and your neighbors. Disable printer WiFi function and use a wired connection.

If you require any assistance with connecting to the UNL Network see the FixIT page of this brochure.

Learn IT.

Digital Learning Center

Your one-stop shop for web-based tests and Scantron services. Located in the Adele Coryell Hall Learning Commons (Love Library North).

its.unl.edu/dlc

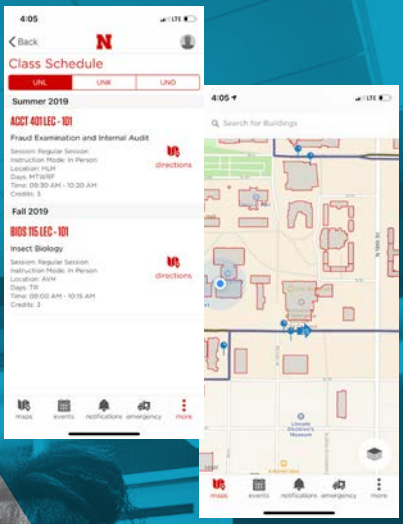
Try IT.

Labs/Checkout

There are 6 computer labs, 5 on City Campus and 1 on East Campus.
go.unl.edu/labinfo

Students may checkout laptops and equipment at all Huskertech locations for a period of up to one week.
go.unl.edu/laptopcheckout

Use IT.



Nebraska App

Available on Android and iOS devices

Download the app here.

GET IT ON Google Play

Download on the App Store

Software and Apps

zoom · VidGrid · Symantec. · box · canvas · Adobe · DUO · Office 365 · wepa · N · database

its.unl.edu/students

Fix IT.

Huskertech Help Center

For questions on device troubleshooting, repair, software and operational problems.
Four convenient locations to serve you:

CITY UNION • FILLEY HALL • LOVE LIBRARY SOUTH, ROOM 31
ADELE CORYELL HALL LEARNING COMMONS

(402) 472-3970 or toll-free (866) 472-3970 | support@nebraska.edu

unl.edu/helpcenter

HUSKERTECH

Repair

LOVE LIBRARY SOUTH,
ROOM 31
go.unl.edu/repair

The Computer Repair Center can diagnose and fix hardware issues with Macs, PCs and other devices.

- Competitive pricing
- Quick turn-around times
- Convenient on-campus location
- 1 free system clean-up per year for current students

Authorized Service Provider

DELL Authorized Service Provider

ResNet

For Residence Hall Network assistance,
contact ResNet Office, Sandoz Hall Room 134
resnet@unl.edu | 402-472-3535

resnet.unl.edu

The University of Nebraska does not discriminate based upon any protected status. Please see go.unl.edu/nondiscrimination.

Buy IT.

HUSKERTECH STORE

Conveniently located in the basement of the Nebraska Union

huskertech.unl.edu | 402.472.5151 Authorized Campus Store

- Apple products
- Verizon & T-Mobile phone plans
- Tech accessories
- Discounted software
- PC laptops
- And more.

HUSKERTECH

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Secure IT.

University of Nebraska (US) | https://

Passwords

- Never share your password.
- Use a password of at least ten characters and try using a pass phrase.
- Change your password often.
- Don't use the same password on multiple sites.
- Treat your password like your credit card number.

go.unl.edu/passwords

Two-Factor

Two-factor authentication enhances the security of your online accounts by using your smartphone to verify your identity.

go.unl.edu/two-factor

Phishing

- The university will never ask you for your login or passwords or other personal information.
- Start of semester, holiday season and tax season are prime times for phishing scams.

phishing.unl.edu

Antivirus

- Keep your antivirus software up to date.
- Use regularly updated anti-virus solution.
- ITS offers Symantec AV free to students, faculty and staff.

antivirus.unl.edu

DON'T TAKE THE BAIT!

When in doubt, check it out. If an email sent to you has any of these red flags, verify with the sender before clicking on any link or downloading an attachment.

Message Header

Do I know the sender?

Is this from someone I usually communicate with?

Does the sender's email address have a suspicious domain?

Is this an unexpected or unusual email from this sender?

Is the email sent at an odd time, outside regular business hours?

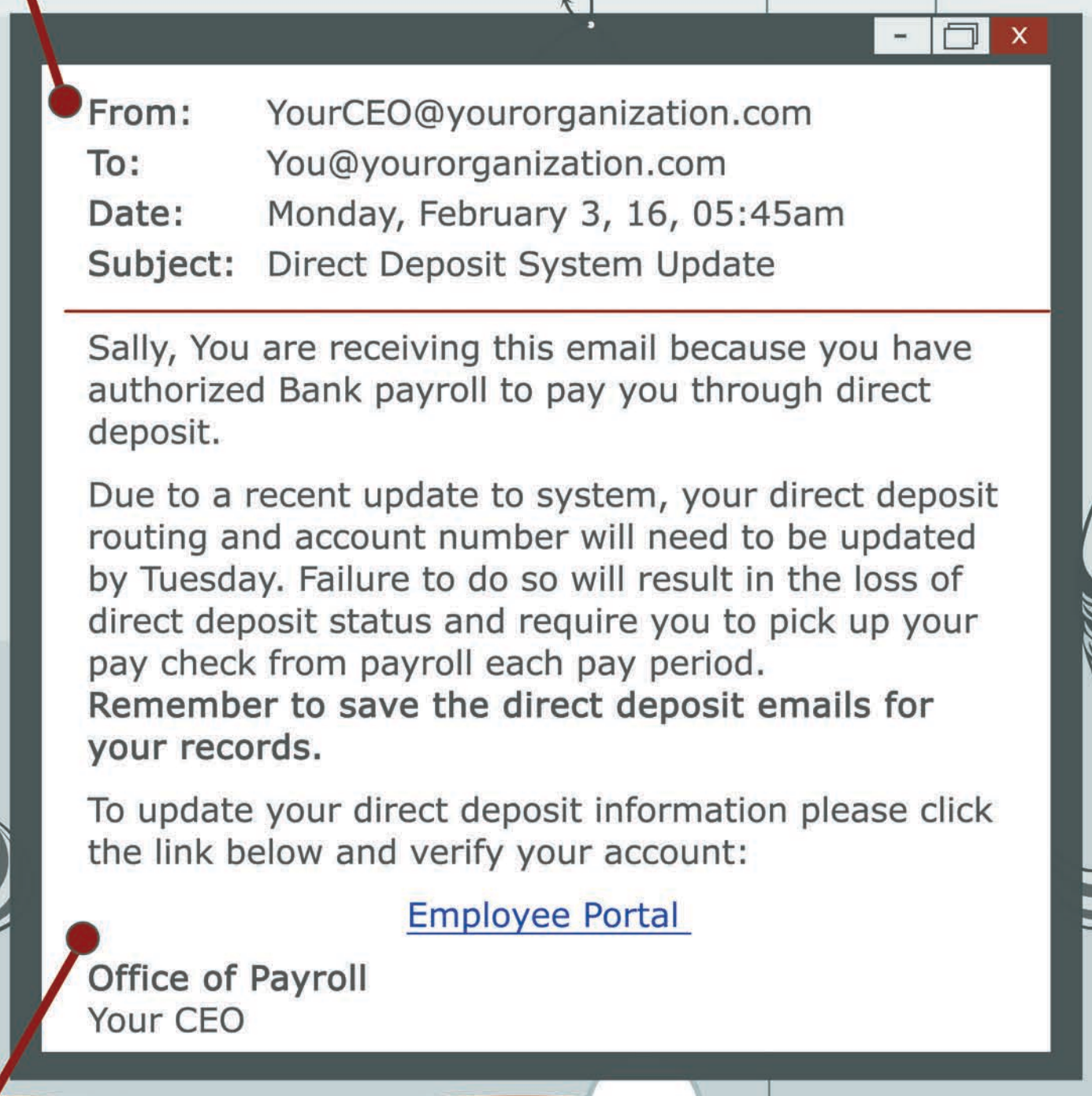
Is the email sent to an unusual group of people?

Is the subject line match the content of the email?

Think Before You Click

You should always take caution when clicking on a link or opening an attachment. Before you click:

1. Hover your mouse over the link and be sure the link address displayed is to a website you'd expect.
2. Take a good look at the web address displayed to be sure it doesn't contain any spelling errors.



From: YourCEO@yourorganization.com
To: You@yourorganization.com
Date: Monday, February 3, 16, 05:45am
Subject: Direct Deposit System Update

Sally, You are receiving this email because you have authorized Bank payroll to pay you through direct deposit.

Due to a recent update to system, your direct deposit routing and account number will need to be updated by Tuesday. Failure to do so will result in the loss of direct deposit status and require you to pick up your pay check from payroll each pay period.
Remember to save the direct deposit emails for your records.

To update your direct deposit information please click the link below and verify your account:

Employee Portal

Office of Payroll
Your CEO

Message Body

Is the email written in a style consistent with the sender?

Does the email contain bad grammar, odd styling, or spelling errors?

Is there a link or attachment?

Does the email just seem "off" or give you an uneasy feeling?

Is the sender asking for personal, financial, or customer information?

SBS CyberSecurity

www.sbscyber.com

Protect Your Digital Footprint

- Think twice before you post anything online
- Never share usernames or passwords
- Look for the "s" in https
- Browse with a protected and updated computer
- Be suspicious of requests and communications

STOP. THINK. CONNECT.

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