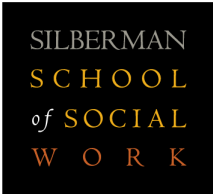


Faculty, Adjunct and Staff Technology Orientation Manual

Need help with technology?
Contact the Hunter Faculty & Staff Helpdesk

212-772-HELP (4357)
helpdesk@hunter.cuny.edu



Faculty, Adjunct and Staff Technology Orientation Manual

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ABOUT CUNYFIRST

CUNYfirst is a CUNY-wide system that provides tools for several departments, such as Student Administration/Records, Finance, and Human Resources, among others. However, as a faculty member you will be using CUNYfirst for both the Human Resources Segment, and the Campus Solutions Segment.

- **Human Resources** segment (also known as Human Capital Management or HCM) allows faculty and staff to view and update their personal information online.
- **Campus Solutions** (academic matters/student records) allows students to enroll in classes, pay bills online, view their academic and financial information and more. In addition, Campus Solutions provides tools that allow faculty to view class rosters, verify enrollment, post grades as well as perform other academic functions online.

Log in at home.cunyfirst.cuny.edu

New users should click “First Time Users” under the log in box. You will be asked to fill out your personal information as well as 6 security questions in case you forget your log in information. If you forget both the log in information and the answers to the security questions, you can click “First Time Users” and create new questions. Please contact the Faculty and Staff Helpdesk if you have any questions or concerns regarding CUNYfirst.

HUNTER COLLEGE NETID

netid.hunter.cuny.edu

Each faculty and staff member at Hunter College is given a username, also known as a NetID. This NetID is computer generated and cannot be changed, except in cases of legal name changes. To look up this username and default password, you must access NetID Central. In NetID Central you can also change your NetID password, look up your NetID, and provide or update your alternate email address or phone number.

NetID Central

Sign in

NetID (what is a NetID?)

Password

Login

NetID Central is for:

- Changing your password
- Resetting your password when you forget it
- Setting notification methods for important information about your NetID account
- Looking up your NetID

More info...

[Forgot your password?](#) [Have your confirmation code?](#) [Don't know your NetID?](#)

Setting up: Click “Don’t know your NetID?” the first time you visit the NetID Central website. You will be asked to fill in some information for identification purposes and provide an alternate email address and a cell/smart phone number. This is for password resetting and to receive informational messages if your email address is compromised. Please make sure you use a valid alternate email address.

The password must:

- Be at least 8 characters long
- Use uppercase letters
- Use lowercase letters
- Use numbers
- Use symbols
- Not contain your NetID

[How do I make my password stronger?](#)
[Generate a strong password for me!](#)

Changing Your Passwords: Once you’ve logged into NetID Central, you can change your password by clicking on “Click here to change your password.” You will need to create a password that adheres to the criteria on the left.

Contact the Faculty and Staff Help Desk if you have any trouble: (212) 772- 4357 or helpdesk@hunter.cuny.edu

You can also reset your password on the main log in page by clicking “Forgot my Password.” *Make sure you have an alternate email address or cell number before attempting to reset.*

ACCESS VIA NETID

Your NetID and password will give you access to the following systems:

<i>Hunter Email</i> mail.hunter.cuny.edu	All email from Hunter College and CUNY will go to your Hunter email account. You will need this username and password to set up email clients as well.
<i>Hunter Wireless Network</i>	Hunternet is a wireless network throughout Hunter College. Once connected, you will be asked for your Hunter NetID and password.
<i>Library Databases (off campus use only)</i> library.hunter.cuny.edu	The library has a large selection of online databases. On-campus, no username or password is needed. Off-campus, you will need to use your Hunter NetID and password to access the databases.
<i>Silo Uploader</i> silo-uploader.hunter.cuny.edu/	Silo Uploader allows you to upload large files to the server and share them.

HUNTER EMAIL ACCESS

mail.hunter.cuny.edu

When logging into your Hunter email via the web use your NetID, not your full Hunter email address. If you use name@hunter.cuny.edu, the log in will not work. Also, keep in mind that the password is case sensitive.

When setting up an email client such as Outlook, you will use this NetID username and password.

Set up Exchange email, calendar and contacts for your iPhone:

1. Using the iPhone, navigate to Settings.
2. Select Mail, Contact, and Calendars.
3. Select Add Account.
4. Choose Microsoft Exchange.

Next, fill in the requested information:

Step 1. Email: Enter your full *Hunter e-mail address* (e.g. ab123@hunter.cuny.edu)

Step 2. Server: *mail.hunter.cuny.edu*

Step 3. Domain: Enter *Hunter* (Without quotes)

Step 4. Username: Enter your *Hunter NetID* (e.g. abc001)

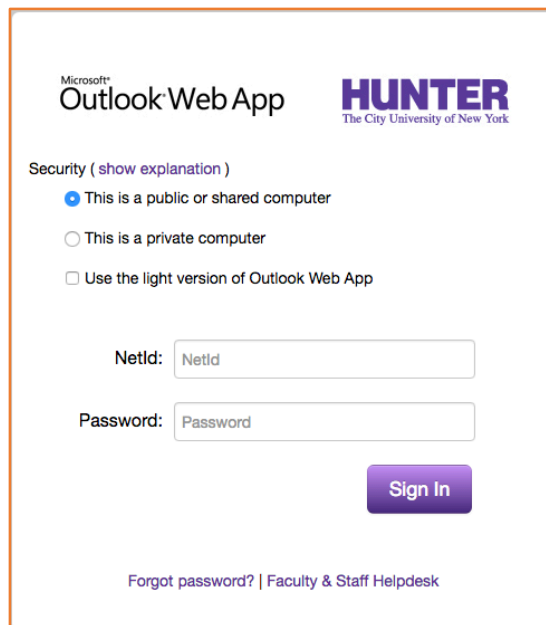
Step 5. Password: Enter your *Hunter NetID Password*.

Step 6. Description: Enter a Description for your account (i.e. Exchange)

Step 7. Click Next to continue.

Step 8. Save to complete.

If you have any problems setting up your Exchange account, please contact the Faculty and Staff Helpdesk for further assistance.



For Exchange set up on all other devices, please contact the Faculty and Staff Helpdesk.

CUNY PORTAL

cunyportal.cuny.edu

Your CUNY Portal username and password may be different from your Hunter NetID and password. In this system, you create your username and password. If you forget your one or both, click on "Forgot your username or password" on the CUNY Portal login page.

*Please note: Each user is assigned only one portal account which is used across all CUNY campuses, regardless of whether they have a student, staff or faculty affiliation.

Activating your account

Click on the “Register for a New Account” link to create a username and password for your CUNY Portal account. If you encounter any problems, please contact our Faculty and Staff Helpdesk at 212-772-HELP (4357)

CUNY Portal Resources:

CUNY eMALL is located on your CUNY Portal homepage. The eMALL gives faculty, staff and students discounts on computers, software, etc. Some software can be downloaded for free for use on your home computer.

Blackboard is a course management system that can be used to create a website for your course. Blackboard has features that enable you to manage and post course materials, conduct online class discussions, give online quizzes and surveys, allow students to turn in assignments electronically and manage student grades. To access Blackboard Resources, visit <http://bb.hunter.cuny.edu>. Training on the use of Blackboard is available through ICIT’s Technology Resource Center.

SOFTWARE AT HUNTER COLLEGE

For a list of available software, please visit:

<http://www.hunter.cuny.edu/it/it-services/software>

Some software available through CUNY site licenses are free for the user, while other software is only available at an educational discount. Software requests for your Hunter- issued computers are made via the Faculty and Staff Helpdesk.

When placing a request, please include the following information:

- PC or Mac installation
- Department name & location
- CUNY Tag number & telephone extension

HUNTER COLLEGE DIRECTORY

Hunter College has an online faculty and staff telephone and email directory. To be added to this directory, email your full name, department, extension, room number and email address to icitdir@hunter.cuny.edu or go to <http://www.hunter.cuny.edu/directory> and click on the “fill out the form” link.

PHOTOCOPYING

Each adjunct faculty member will receive a copy code with an allotment of copies for the copy machines. For small print jobs, please use the machines on the fourth floor.

For large print jobs, contact the Copying Center. The Center is located on the third floor of the Silberman Building. (p) 212-396-7633 (e) <mailto:copyssw@hunter.cuny.edu>

SILBERMAN SCHOOL WEBSITE

<http://sssw.hunter.cuny.edu/ssw>

If you would like to add your contact information or request any changes (e.g. additions/deletions) to the Silberman School website please fill out the website update form: <http://sssw.hunter.cuny.edu/ssw/quick-links/forms/website-update-form/>

CLASSROOM TECHNOLOGY (AUDIO VISUAL, ETC.)

There are a variety of support services available, both on the Silberman Campus and at the Main Campus, located at 68th street.

Audio Visual Services Requests

All Audio Visual Services should be requested through email at helpdesk@hunter.cuny.edu

It is important to list:

1. Name of the event
2. Contact Information for primary event coordinator
3. Room number (room reservation should be confirmed in advance)
4. Technology request (e.g. laptop, mics, camera, etc.)

If you have a special project that will require video recording or editing, please specify all the information in the helpdesk ticket you submit.

Reserving Audio Visual Equipment for My Classroom

Audio Visual Support regularly check classrooms throughout the semester. However, if you need specific equipment for the classroom (i.e. a VCR or DVD player) you must submit a request via the helpdesk. If you have any questions about placing a request please call audio visual services directly at 212-772-7670.

TECHNOLOGY ENHANCED EDUCATION @ SILBERMAN

Faculty are encouraged to use technology to enrich the classroom experience. This includes using Blackboard, our course management system, to easily distribute content or collect assignments, using VoiceThread to create interactive lectures, or meeting with your students using a web-conferencing tool.

Technology Training and Course Design Consults

Our educational technologist can help you integrate technology in a meaningful way into your course. This includes identifying your teaching and learning goals, selecting the appropriate technologies to achieve these goals, and designing activities and assessments that will engage your students.

Request a consultation by completing this form: <http://tinyurl.com/SSWConsults>.

TECHNOLOGY ENHANCED EDUCATION @ HUNTER (SCHOOL-WIDE)

Technology Resource Center (Technical Training @ 68th street)

The Technology Resource Center (TRC) staff offer software workshops on commonly used applications for faculty, staff and students. They also offer one-on-one consultations and support, multimedia learning software and reference materials for self-education, as well as online tutorials.

(p) 212-650-3358 (e) training@hunter.cuny.edu

Visit the [TRC website](#) to view the schedule and to register for workshops.



Academic Center for Excellence in Research and Teaching

ACERT fosters a community in which faculty use innovative pedagogy, technology, and assessment to enhance their activities as teachers and scholars, and thus to facilitate engaged learning. ACERT has several events each semester.

For a list of upcoming events visit: <http://acert.hunter.cuny.edu/events/calendar>

Technology Teaching and Learning Group

TTLG is housed under the Instructional Computing and Informational Technology (ICIT) group at 68th street. This group seeks to enrich the educational experience of students at Hunter by encouraging the thoughtful integration of technology into the curriculum. The TTLG has a team of Educational Technologists to help guide faculty in developing technology enhanced education. The TTLG also works collaboratively with ACERT to offer the programs listed below. To learn more about TTLG and its services, please visit: <http://www.hunter.cuny.edu/ttlg>

- Faculty Innovations in Teaching with Technology (FITT): The FITT program, launched by President Raab in 2008, offers Hunter faculty stipends and support from an educational technologist to work on new ways of incorporating technology in their classes. To learn more about FITT visit: _
- Guided Explorations: In these workshop series, faculties are introduced to a new pedagogical approach or to a complex tool that could potentially fill many pedagogical needs. Faculty explore scenarios in which this tool or approach might be used and begin to apply these ideas to their own teaching.
- Teaching Scholarship Circles: These biweekly seminars, organized around specific topics, offer faculty an intensive and ongoing opportunity to enhance their pedagogy. Faculty participants read scholarly articles and share their teaching experiences with colleagues. Many of these series are co-facilitated by an educational technologist and a faculty member.

DIRECTORY	
Faculty and Staff Helpdesk	212-772-4357 helpdesk@hunter.cuny.edu www.Hunter.cuny.edu/IT
Student Helpdesk	212-650-3624 helpdesk@hunter.cuny.edu
Audio Visual Services	212-772-7670 helpdesk@hunter.cuny.edu
Human Resources	212-772-4451 http://www.hunter.cuny.edu/hr
Silberman Teaching Support/ Tech-Enhanced Education	212-396-7612 http://sssw.hunter.cuny.edu/adjuncts/
Instructional Computing & Instructional Technology (ICIT)	hunter.cuny.edu/icit
Copying Center	212-396-7633
Library	212-396-7665 http://library.hunter.cuny.edu/
Registrar's Office @ Silberman	212-396-7598
Student Services	212-396-7575
Writing Program	212-396-7857
Student Affairs	212-396-7574
Facilities, HR, Keys, Photo ID	212-396-7517

BUILDING GUIDE	
BASEMENT	<p>Computer Labs Student Lunch Area: microwaves, refrigerator, and tables Library Stacks School of Public Health Nutrition Labs Men's & Women's Restrooms</p>
FIRST FLOOR	<p>Welcome Center and Security Our Inside "Street" Hall and seating Library Entrance Centro Archive and Gallery on the Western end of the "Street" Large multi-purpose/meeting room Café (facing Third Avenue) Men's & Women's Restrooms</p>
SECOND FLOOR:	<p>Classrooms Auditorium Terrace Lounge and Sitting Areas Snack vending machines (alcove off the seating area overlooking Third Avenue) Men's & Women's Restrooms</p>
THIRD FLOOR	<p>Classrooms Student Affairs staff for Field Work Department SSSW Registration Assistance Mail room: after-hours mail drop for items to be delivered to faculty Writing Program: Room 602 (Christopher Hartley, Director) Student Organization Room: Room 317 All-Gender Restroom & Women's Restroom Lactation Room Beverage and snack vending machines</p>
FOURTH FLOOR	<p>School of Social Work Administrative, Faculty, and Staff Offices SSW Full-time and Adjunct Faculty Mailboxes and Mail File Folders Student Registration Assistance Student Academic Advisement (Tues- Thurs, 11 a.m.-7:30 p.m.)</p>
FIFTH FLOOR	<p>School of Public Health Administrative, Faculty & Staff Offices</p>
SIXTH FLOOR	<p>Ph.D. Program in Social Welfare Doctoral Faculty and other faculty</p>
SEVENTH FLOOR	<p>SSW Admissions and Enrollment Management National Resource Center for Permanency and Family Connections</p>
EIGHTH FLOOR	<p>Brookdale Center for Healthy Aging</p>

GET TO KNOW YOUR HUNTER AND CUNY ID'S

CUNY ID	Description	Where do I Login ?
CUNYfirst EMPLID	<p>An eight digit unique identifier (within CUNY) for every person entered into CUNYfirst. (ex. 12345678)</p> <p>Can be found on your Hunter OneCard</p>	<p>home.cunyfirst.cuny.edu</p>
CUNYfirst	<p>CUNYfirst Username: Credentials used to sign on to CUNYfirst.</p> <p>The format is: FName.LName##; where ## are the last two digits of your CUNYfirst EMPLID. (ex. Joan.Doe78)</p> <p>To claim and/or access your CUNYfirst account, go to the Hunter website and click on the 'CUNYfirst Sign In' button.</p>	<p>home.cunyfirst.cuny.edu</p>
Hunter NetID	<p>To claim and/or manage your Hunter NetID account, go to the Hunter website, under 'Services' (right panel) click on: Hunter Login (NetID).</p>	<p>netid.hunter.cuny.edu</p>
Email Address	<p>{Your Hunter NetID}@hunter.cuny.edu The password is the same as your NetID password and is managed in NetID Central (see note for Hunter NetID).</p>	<p>mail.hunter.cuny.edu</p>
Blackboard/ CUNY Portal	<p>To claim your account go to the CUNY website, click on the 'LOG-IN' tab and select 'Register for a New Account'</p>	<p>bbhosted.cuny.edu www.cuny.edu</p>