Student Technology
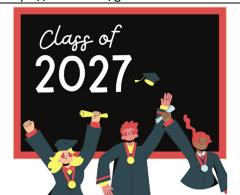# Quick Reference Guide
2023 – 2024

Geek Innovation Center (Crabbe Library 103A) #BeyondTheClassroom

- Windows & Mac Laptop, Calculators, and other technology checkouts
- PC Support/Software Installs
- Virus & Malware Cleanup
- Makerspace (Weekly workshops, arts & crafts, sewing machines, 3D printers and scanner, CNC, laser cutter, Cricut, electronics, robotics)
- Game Cave (Gaming PCs; Game consoles; board games)
- VR Lab (VR headsets)
- Podcast Lab and other media spaces (headshots, passport photos, video and camera equipment, and digital drawing tablets)
- Colonel Oasis (Wellness room with massage chair and other relaxation activities)
- Document Services (laminating and binding)
- Mac Desktops with Adobe Software
- Cloud Printer
- Electronic Recycling and Upcycling

EKU IT New Student Orientation Guides

- https://it.eku.edu/itnewstudentorientation
- https://it.eku.edu/getconnected

Student Email
https://it.eku.edu/mymail

Username: First_Last Name (some have a number after)
Domain: @mymail.eku.edu
Password: Reset the initial default password

Single Sign-On (SSO): Syncs your email account to other campus accounts such as Wi-Fi, cloud printing, Blackboard, MyEKU, library databases, Office 365, Adobe, Google Suite, OneDrive, Zoom, and many more. With SSO, you only need one account to use everything.

Emailing Professors and Other EKU professionals

1. **Speak formally.** Dr. _____ or Mr/Mrs/Ms. _____.
2. **Avoid text talk or emojis.**
3. Use a **clear subject line**.
4. **Speak specifically and concisely.** Tell them who you are and what you need or want to ask.
5. **Show kindness.**
6. **Proofread** and use standard punctuation, capitalization, spelling, and grammar.
7. **Use a signature.** Include full name at least.
8. **Follow up if necessary.**

Account Password Requirements

- At least ten (10) characters long.
- Contains **3 of the following 5** criteria:
  - at least one uppercase letter
  - at least one lowercase letter
  - at least one numeric digit
  - at least one special character (ex: !,$,#,%)
- Six incorrect password attempts will lock the account.
- Passwords should change at least every 90 days.

https://it.eku.edu/support/passwordreset

OneDrive (1TB) and Google Drive (100GB)

These are storage spaces for your files and where you can share or edit files with other EKU students/faculty/staff.

NOTE: Access to these drives is removed when you leave the university to back them up before that date.

Phishing & Spam Email

Phishing emails, phone calls, and texts are unsolicited contacts that ask you to update, confirm, or reveal sensitive information such as your address, bank account, or Social Security Number.

Never click links from sketchy emails or texts. Even if you don't give your personal or financial information clicking a bad link can infect your computer or other devices.

Watch for:

- **False claims, warnings, and threats.**
- **Missing or very generic email greetings.**
- **Promises that are too good to be true.**
- **A false sense of urgency.**
- **Deceptive URLs\fake email addresses.**
- **Misspellings and bad grammar.**
- **Never open attachments you were not expecting, even from friends and family, until you check with them first.**

Spam emails are unsolicited emails from unknown people that don't attempt to acquire to be sensitive information. These tend for sales purposes.

Forward all suspicious emails to *spam@eku.edu*
We look at all emails, and we will tell you if they were to be legitimate!

EKU will NEVER ask you to validate your account or ask you to provide your password via email.

MyEKU
my.eku.edu

MyEKU is your gateway to accessing and managing everything related to your enrollment as an EKU student.

Some of what you can do on this portal:

- Sign up for the Rave Emergency Notifications.
- Register for classes.
- Look at your transcripts.
- Find the parking portal.
- Locate financial aid information.
- Access Degreeworks for academic planning.
- Make payments to EKU.
- Find your advisor.
- Choose a meal plan.
- Look at midterm and final grades -Create a security question.
- Find the housing portal.
- Add flex money to your account.
- Print your schedule.
- Enroll in a payment plan.

NOTE: A search option is on the top left-hand hamburger menu to assist you! ☰

Blackboard
learn.eku.edu

Blackboard is your center for most things related to your classes. Professors sometimes post grades, assignments, and other course materials here. Many professors require students to take exams and quizzes on Blackboard too.

- Because professors create their Blackboard sites, each professor can use Blackboard differently.
- Also, only professors can make courses available before students can see them, so reach out to them if you don't see a course you are enrolled in.

Cloud Printing
https://it.eku.edu/support/cloud-printing

Cloud printing allows a student to print wirelessly to one of many cloud printers across campus.

Students receive a **$25 printing balance from their tech fee** that reloads every semester but doesn't roll over to the next semester. You will be billed for the overage if you go over $25 in printing fees.

Download the cloud printer package to your laptop to use cloud printing and register your EKU student picture ID at the nearest cloud printer. Visit the Geeks (Crabbe 103A) if you need help setting up your cloud printing!

Printing Fees per page:
B&W-$0.10 | B&W Duplex-$0.17 | Color-$0.75

Wireless at EKU (EKU_SECURE)
https://it.eku.edu/getconnected

Your **Wi-Fi credentials** are your EKU email username (everything before @mymail.eku.edu) and email password. Connect to **EKU_SECURE** for the best connection. EKU_GUEST has limited access, so you can't connect to all EKU resources with it! *Reset your password if you can't connect!*

Prohibited Wi-Fi-related items:
- Personal routers, Wi-Fi hotspots and extenders, wireless routers, and Bluetooth network devices.
- Wireless printers. Turn off Wi-Fi direct connect.
- Network scanners and analyzers such as Wireshark.
- Roku TV. Disable "Direct Connect."

Contact & Connect with Us!

Phone: 859-622-GEEK (4335)
Email: geeks@eku.edu
URL: geeks.eku.edu
Office: Crabbe Library 103A
Hours: https://geeks.eku.edu/hourslocations
Follow Us: @EKUGeeks