

## **TECHNOLOGY ENHANCED ROOMS**

A Media Enhanced Room (formerly referred to as a Smart Room) consists of a lectern at the front of the room which contains a computer with internal DVD player, document camera (in some of our rooms but not all), a projector, speakers, screen and management software to control the technology. The locations are listed below by building.

### **George Moore Building (Main):**

105M, 309M, 322M, 324M, 330M, 341M

### Rooms with Interactive Whiteboards

301M, 304M, 316M, 340M, 348M, 350M, 355M, 357M, 431M, 436M, 438M, 447M, 448M, 449M, 453M, 455M, 464M

### Labs with Lecterns

202M, 307M, 314M, 437M, 446M, 461M  
430M is a lab only

### **Stafford Technology Center**

110T, 120T, 127T, 137T

### Rooms with Interactive Whiteboards

125T, 206T, 209T, 222T, 223T, 229T, 230T

### Labs with Lecterns

120T, 308T

### **Forrence Center (HPER)**

207H

### Rooms with Interactive Whiteboards

208H

### **Webinar Enabled Rooms**

105M  
202M  
330M  
431M

## **IT DEPARTMENT MEMBERS**

### **Management Information Director:**

**Rick Batchelder**

### **Technology Coordinator:**

**Darcy Purick**

### **Media Technician:**

**Vacant**

### **Network Administrator:**

**David Scott**

### **PC Specialists:**

**Derek Mousseau**

### **System Analyst:**

**Faith Carter**

### **Web Coordinator:**

**Peggy Perkins**

## **IT WEB PAGE**

Our website, [www.clinton.edu/IT](http://www.clinton.edu/IT), is a valuable resource providing information on the topic links below and more . . . .

- **Announcements**
- **Knowledge Base** where you can find handy tips and techniques on software applications or pose a question to be answered!
- **Helpful Links** for example where you can purchase software or hardware through SUNY.
- **Answers to Commonly asked Questions from our Faculty/Staff**
- Technology Information pertaining to our students
- **Media Enhanced Rooms**
- **Forms for Software Installation, Request to Relocate Phone or Computer Services**
- **Wireless Access is considered unsecured. More information can be found on the IT website.**

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**Clinton Community College**

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# **Information Technology Services for our Faculty & Staff**



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**Updated information can always be found on  
our website located at [www.clinton.edu/IT](http://www.clinton.edu/IT)  
IT Department: 518-562-4261  
[IT-PC@clinton.edu](mailto:IT-PC@clinton.edu)**

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# Technology Services

The **Information Technology Department (IT)** is located on the 3rd floor in the George Moore Building (Main) right off the center stairwell. Our mission is to empower students, staff and faculty to develop, use, and manage information effectively by providing them the information and the data-management tools needed. The **Technology Coordinator** is the central contact for the IT Department.

## NETWORK AND EMAIL ACCOUNT

Prior to having access to our network and email system, employees will need to complete the **Employee Network/Email Account Request** form located on the **Information Technology** webpage. The college's **Acceptable Use Policy** is part of the process and you are accepting the policy when completing the request.

1. From the Clinton Community College homepage (www.clinton.edu), select the **Information Technology Department** using the arrow by **Quick List**.
2. Located on the left under **Forms**, click **Employee Network/Email Account Request** link. Be sure to print the confirmation page so you will remember your username and password.

## LOG ON TO THE COMPUTER

Your username is created by using the first four letters of your last name, the first initial in your first name, and the first initial in your middle name. For example, if my name was Happy Day Little, my username would be litlhd. Make sure to enter your username and password in lower case. You can also log on using your complete email address which is `firstname.lastname@clinton.edu`

## RESET YOUR PASSWORD

Periodically your password will need to be changed. If you use the computers on campus you will receive a message prompting you to change your password. If you tend to use the computers more sporadically, one day you may find you are unable to log into your webmail from off campus. You can use the **Password Reset** link located at the bottom of all CCC web pages. You will need to use your username (not the email address) and current password in order to use this tool. If you have forgotten your password, contact the Technology Coordinator at 562-4261 or email `IT-PC@clinton.edu`

## ACCESS WEBMAIL

1. Click "**Webmail**" located on our Home Page (www.clinton.edu).
2. Click **Log In** under Faculty/Staff Webmail Access.
3. By the **Username** field, enter your complete email address:  
`firstname.lastname@clinton.edu`
4. Enter your **Password**.

## FACULTY PORTAL

Faculty (Adjuncts, CAP) will have access to the **Faculty Portal** to aid in managing their courses. Administration has mandated use of Faculty Portal for recording the following:

- Entering of office hours (full-time faculty only)
- First three weeks of attendance
- Mid-term and Final Grades

Other features available for use at the faculty discretion:

- Email students or individual students in your class with a click of a button
- Share documents
- Post to student calendars
- ...and more to come!

## MY DOCUMENTS

Each faculty and staff member has a folder on the college network where they can save files to access anywhere on campus. This is secure and only you can access it. **You do not currently have access to this folder from off campus.** If you need to use a file at home, email it to yourself using your CCC Email Account, consider using a USB (Flash) drive, or use SkyDrive (one of many cloud storage options).

## CLASSFILES AND DROPBOX

Faculty can request a "classfiles" folder where you can share files with your students or a "dropbox" where students can provide you their homework.

## WEB PAGE

Faculty can request a web page through the Technology Coordinator. Many faculty are opting to use the Faculty Portal as their web presence for their students.

## VISION SOFTWARE

To assist the management of technology in our labs, we utilize the **Vision** software enabling you to control the desktops of the students, prevent access to the Internet, work collaboratively with students, or project your screen to the students' desktops. Vision packets are available in every room for reference. For more information contact the Technology Coordinator.

## MEDIA ASSISTANCE

We have many media enhanced rooms (locations listed on the back of this pamphlet and on our web page) and have workshops throughout the year. If you need more assistance contact the Technology Coordinator.