

ITools

NOVELL NETWORK

→ **LOGIN ID:** first initial + last name Ex. cwilson

*if there is a duplicate on network, ITD will determine

→ **PASSWORD:** First time you login as a new employee, it will be your last name initial + Social Security Number, then you will be prompted to set one.

HOST

→ **LOGIN ID:** same as your Novell ID (up to 8 characters).

Ex. Cwilson

→ **PASSWORD:** changes every **60 days**; 5-7 characters.

First time you login, use HOST ID as password, then you will be prompted to enter one.

*if 6 characters or less, when prompted to change password after 60 days, you may add a number to the end. (ex. mcgdom: mcgdom1)

GROUPWISE EMAIL

→ **LOGIN ID:** same as your Novell ID. Ex. Cwilson

→ **PASSWORD:** It will be your Social Security Number until changed

IDX

→ **LOGIN ID:** same as your Novell ID. Ex. CWILSON

→ **PASSWORD:** password is the same. (*please use ALL CAPS.)

Powerchart

→ **LOGIN ID:** same as your Novell ID. Ex. CWILSON

→ **PASSWORD:** password is the same.

Tasks and/or Problems

- Approve all computer & software purchases to maintain standards.
 - ✓ E-mail Cheryl Wilson – cwilson@mcg.edu
* see **Computer Software** below

- Install all new computers & software
E-mail ITService@mcg.edu is not in the hospital **OR**
helphi@mcg.edu

- Maintain DOM web page and publish division pages
 - ✓ E-mail Cheryl Wilson – cwilson@mcg.edu
***please be reminded that it is the responsibility of the division supervisor to make any updates or changes to the division pages using Contribute, then Send for Review to Cheryl Wilson who will then publish.**

- Maintain DOM newsletter
 - ✓ E-mail Cheryl Wilson – cwilson@mcg.edu
***The 15th of the month is the deadline for submitting information to be included in the following month's newsletter.**

- Obtain access for new faculty/staff to Groupwise & Novell will be completed by Human Resources after the person processes in.

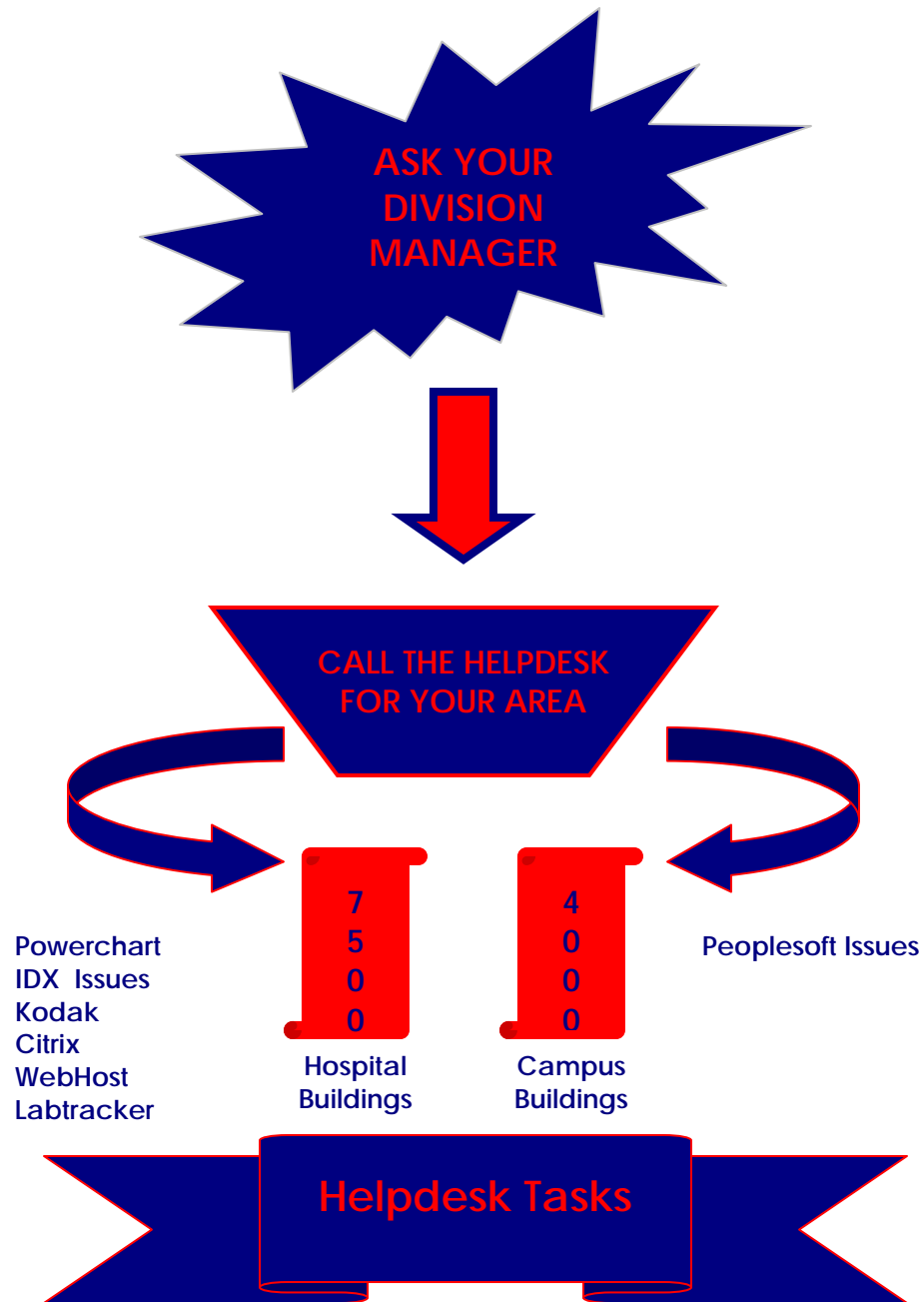
- Obtain access to IDX , Powerchart, Kodak, Host(Netview), Labtracker as needed per job role will be completed by Cheryl Wilson after the person has email and the New Person Form is received from the business manager.
 - ✓ E-mail New Person Form to Cheryl Wilson – cwilson@mcg.edu

- Orientation for new staff on start date – DOM Admin. Then Division Manager
 - ✓ E-mail Cheryl Wilson – cwilson@mcg.edu

*Computer Software

1. All new computers are setup with the software that is **REQUIRED** to do the job for faculty and staff.
2. No other software should be installed without permission from **Cheryl Wilson.**
3. Once approval is gained, the installation will be scheduled through the appropriate Helpdesk.

Problem Solving Path for Faculty/Staff



Troubleshooting with:

- ✦ Computers
- ✦ Printers
- ✦ Novell Login
- ✦ WebHost
- ✦ Application Errors
- ✦ Scanners
- ✦ Groupwise

We are all bound by the rules for use of computers on campus, so please review the policies. Here's the quote from Doogie Howser, Director, Information Technology Division...

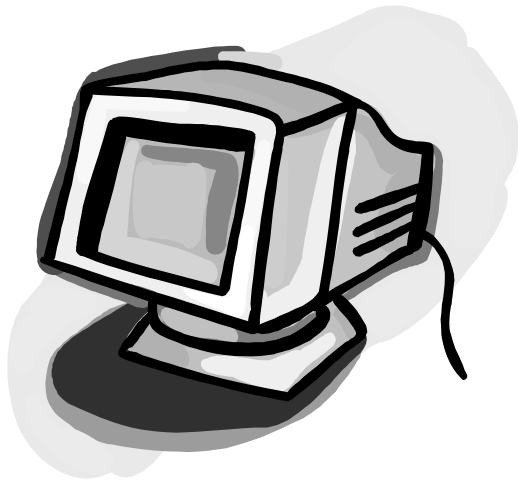
"During a periodic check of the MCG network traffic, we are seeing an increase of the use of Internet Radio services, such as SPINNER, and MP3/File sharing applications such as Napster, Morpheus, Kazaa, Donkey, BearShare, iMesh, etc. the use of these types of services are not consistent with the "Computer Usage Policy". Please see URL's below for MCG and MCGHI policies. We will continue to monitor the network for these types of usages and if found will be turned over to the Manager or Director of the users of such services for appropriate action. Thank you."

<http://www.mcg.edu/policies/pdf/2406.pdf>
http://hi.mcg.edu/is/policies/p12_03.htm

Computer Purchasing Guidelines

- ❑ ALL orders MUST be given to Cheryl for review before orders are sent, **regardless of funding source.**
- ❑ ALL computer orders must be accompanied by:
 1. **Spec sheet** signed by Cheryl which will include an *EDP# provided by Cheryl – she keeps one for the ENTIRE year that is used for everyone.
 2. ***Moving Request** attached for future use.
- ❑ Send the **MCG#** , **room #** and **who will be using each new PC** to Cheryl Wilson via email *when you request* the installation.
- ❑ NO ONE is authorized to install software except Cheryl or the Helpdesk; if the Helpdesk contacts Cheryl with illegal usage, appropriate action will be taken – please see policies.

We will abide by the Helpdesk policies for providing support – abuse of use concerning our equipment will be dealt with by management.



THANK YOU!!

F Y I



DOM Media Center (BI5077) is open 8AM-5PM Monday through Friday for the DOM. If a resident needs to stay after 5, the chief resident, Dr. Haburchak or Dr. Salazar must be in the hospital to allow the resident to remain after 5. Ultimately, one of them is responsible if any problems occur.



A LCD projector is available for use in the Medicine Conference Room (BI5080). A digital camera may be checked out daily. A LCD projector is available for use also. Both need to be checked out or Loan Agreement signed by manager.



IDX & POWERCHART training is scheduled by the business manager for all new faculty and staff. <http://hi.mcg.edu/trainMe/> is the link to check for classes.



KODAK training is scheduled via RADSYS.