



New Faculty Orientation

Oscar Davila, MPS
Director, SPHTM Information
Technology



About Us

- We are a team of six
- Support the SPHTM Faculty, Staff, and Students
- Located on the 18th floor, suite 1800
- Open door policy
- Encourage you to use sphhelp@tulane.edu for help
- For immediate help call (504) 988-2685 or visit us on 18th floor

Tulane

Services Offered

- Computer Support (purchase, quotes, installation and deployment)
- Hardware and Software support (purchase and installation)
- Classroom technology support (Computer, Audio, and Video)
- Student operated helpdesk on 12th floor for students
- Audio and video support for events
- Research computing support
- Computer security
- Poster printing

Tulane

The SPHTM Computer Labs

Our Labs Provide:

- Microsoft Word, Excel and PowerPoint
- Statistical Software: SAS, SPSS, STATA, ARCGIS
- Adobe Software and other software used by your classes

Located in the Tidewater Building on the 12th Floor

- Rooms 1216, 1218, 1220
 - Monday – Friday 8am to 10pm
 - Saturday and Sunday 10am to 4pm

Virtual Lab

- Designed to allow students to access the software on our computer labs while working remotely
- <https://software.tulane.edu>

Other Labs - <https://it.tulane.edu/computer-labs>

Tulane

Security, E-Mail, and Wi-Fi

Your digital security is important to us.

- Information Security Office – <https://it.tulane.edu/information-security>
- Phishing Information – <https://it.tulane.edu/phishing>
 - Forward suspicious e-mails to security@tulane.edu
- Ransomware Do's and Don'ts - <https://sph.tulane.edu/it/ransomware-dos-and-donts>
- Password Changes – <https://password.tulane.edu>

Tulane Email:

- <https://it.tulane.edu/email>
- 25 GB of mailbox storage

Tulane Wi-Fi:

- Access to the Tulane EDUROAM network on all campuses
- <https://it.tulane.edu/wifi> for details and instructions

Tulane

Software

Microsoft office 365 Software for all faculty:

- Available for Mac and Windows computers
- Includes Microsoft Word, Excel, PowerPoint, Outlook and Teams
- 1 TB of online storage via Microsoft OneDrive
- For more information and how to install visit:
 - <https://it.tulane.edu/Microsoft-office-365>

Other Tulane University software licenses are available through e-Academy.

- Different software suites are available, depending on your Tulane affiliation and the license requirements of your purchase.

Box – Cloud Storage

- We encourage Faculty and Staff to use Box
- Unlimited Storage (file max size = 5GB)
- Box Drive
- Versioning

Tulane

Poster Printing

- Size: The printer can accommodate a variety of poster sizes. However, one side of the poster cannot exceed 42 inches
- Format: Please, format the poster to the exact size dimensions. SPHTM-IT will not make any changes to your poster
- File Type: PowerPoint or PDF
- Rates: Glossy Posters - \$5/sq ft. Fabric Posters - \$10/sq ft.
- Payment Type: Cash, check, or an Interdepartmental Order form (IT Order)
- For details visit us on the 18th Floor of the Tidewater building, email sphhelp@tulane.edu, or submit it by going [here](#).

Important Websites

- IT Resources for Faculty: <https://it.tulane.edu/resources-faculty>
- Canvas: <http://Tulane.instructure.com>
- Gibson: <https://Gibson.tulane.edu/tulane>
- Rudolph Matas Library: <http://medlib.tulane.edu>
- SPHTM Website: <http://www.sph.tulane.edu>
- SPHTM-IT: <http://sph.tulane.edu/it>

Questions?



Email: sphhelp@tulane.edu
Visit us on the 18th floor of the
Tidewater building Suite 1800

Thank you!

Tulane