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
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
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
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
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
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
- 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

• 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!