

# Welcome to NCK Tech Information Technology

## New Employees Technology Guide

*Hands-On Skills. High-Tech Careers.*



# Personal Information Sheet

- All new employees that require college computer and network access, will receive an NCK Tech Information Technology *(Personal Information Sheet)*
- This document will provide you with your individual computer and network access account information as well as additional information about our public website - <https://www.ncktc.edu>, private Intranet - <http://home.ncktc.edu> *(only accessible while on campus)*, and email links for your NCK Tech's Gmail account <https://www.gmail.com> or <https://mail.google.com/a/ncktc.edu>

**Please keep this information confidential**

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# Information Systems Use Policy

- The use of Information Systems, personal or college (*computers, laptops, networking equipment, network resources, servers, smart phones, tablets, telephones, etc.*) on either the college's private or public networks requires the acceptance of the North Central Kansas Technical College's Information Systems Use Policy. End users (*you*) are independently and solely responsible for complying with all applicable laws and policies in all of your actions related to your use of personal or college information systems on any college networks, regardless of the purpose of the use.

[Information Systems Use Policy](#)

# College Networks

- **Wired Networks** – private networks that supports all college computers, telephones and building climate control.
- **Wireless Networks** – There are three main wireless networks at NCK Tech  
(*2 public networks and 1 private network*) throughout the college.
  - **NCKTech\_optout** – a private (*all college laptops*) wireless network
  - **Campus** – a public use network that requires a key\* to join and is available to any NCK Tech student, faculty, staff member or guest with a personal computer (*laptops, netbooks, tablets, smart phones, etc.*)
  - **Campus Guests** – An open, unsecured public wireless network available (*Monday – Friday; 8am to 5pm*).

\* **Campus** wireless network key is posted on our [Intranet](#)



# Dorm Networks

- For students living in the dorms (*Beloit campus only*); a secured 802.11a/n wireless Internet connection is available for desktops, laptops, and gaming consoles; (Xbox, Wii and Play Stations).

**In order for the Internet at the dorms to function properly and at it's best, the following rules MUST be followed:**

- Each resident is **allowed up to 3 devices** to connect to their Dorms wireless network.  
**Examples:** 1-Laptop, 1-Tablet, 1-Gaming Console, or a Smartphone.
- **No wireless routers** are allowed in the dorms.
- **No wireless access points or repeaters** are allowed in the dorms.
- **Smartphone Hotspots** are discouraged throughout the college in order to reduce unnecessary and potentially disruptive wireless signals and interference.
- All dorm residents are **encouraged NOT to share** their unique dorms wireless network key.
- All dorm residents are **required to read, understand and follow** NCK Tech's [Dorms Acceptable Use Policy](#).

# Website Content Filtering

- NCK Tech uses “**content filtering**” to make sure our employees, students and guests do not view sites that contain or display objectionable material. Filtering can only be accomplished at an “**all or nothing**” level. We cannot turn on a site for only one person and no one else. Please understand that these filtering protocols apply to everyone (*guests, students and employees’ alike*) using any of the college’s networks public or private to access the Internet.
  - Faculty and staff - if you are experiencing difficulty viewing certain websites, or have discovered an objectionable website and would like to see it blocked; please contact NCK Tech’s IT staff for assistance or use our online [website filtering request form](#)

# NCK Tech Gmail

- NCK Tech now uses Google Gmail for our employees and students
  - NCK Tech employees have email accounts that use their first initial lastname@ncktc.edu
  - Every on-campus NCK Tech student now also has a Gmail account. Their account is the same username as their CAMS account, camsusername@ncktc.edu
    - Email attachment size limitation (25MB)
    - Email white list and black listing options available
    - NCK Tech Email signature files available, contact NCK Tech IT staff
    - Maximum Mailbox size is 25GB

# Email SPAM Filtering

- NCK Tech uses Google Gmail with Anti-SPAM settings to reduce junk email to our end users
  - When a new college email user receives their first SPAM message, Google SPAM will automatically place that message in their SPAM Folder. So check your SPAM folder often.
  - For any messages that are not SPAM, the end user may mark that message as NOT SPAM and Google will remember the changes.



# NCK Tech Outlook Email Settings

NCK Tech recommends all of its email end users utilize webmail by using (*Internet Explorer, Firefox, etc.*), however Outlook may be used if necessary.

Please keep in mind if you use Outlook, Google states this creates a potential security risk for your Google email account.

- Within Google Webmail, login and go to settings, then enable POP in “Forwarding and POP/IMAP” and make sure to save your changes.
- Next, click on your login picture and then on My Account, then go to “Sign-In and Security” and then to “Connected apps and sites” and at the bottom of that page Turn “ON”, Allow less secure apps, you should see; **Allow less secure apps: ON**
- Gmail settings for Outlook
  - Incoming mail server: pop.gmail.com – port 995
    - SSL Encryption Required
  - Outgoing mail server: smtp.gmail.com – port 587
    - Sender Authentication is Required, with TSL encryption

# NCK Tech Email List Serv's

- NCK Tech provides 5 list serv's for our employees to use.
  - [administration@ncktc.edu](mailto:administration@ncktc.edu) (*emails all NCK Tech Administrators*)
  - [beloit@ncktc.edu](mailto:beloit@ncktc.edu) (*emails all faculty and staff on the Beloit campus*)
  - [hays@ncktc.edu](mailto:hays@ncktc.edu) (*emails all faculty and staff on the Hays campus*)
  - [faculty@ncktc.edu](mailto:faculty@ncktc.edu) (*emails all NCK Tech faculty*)
  - [staff@ncktc.edu](mailto:staff@ncktc.edu) (*emails all faculty and staff at NCK Tech*)

**\*Note:** There are no list serv's available for NCK Tech students

# Data File Storage

- NCK Tech provides on-campus data replication file storage to our full-time faculty and staff
  - File servers are available to any full-time faculty or staff who wish to securely replicate their college data for disaster recovery
- NCK Tech Domain controllers are for on-campus student logins and on-campus student file storage
  - NCK Tech Domain controllers provide on-campus student logins and file storage for all currently enrolled students

Please contact NCK Tech IT staff for TeraStation file replication assistance

\*Cloud storage like Google Drive or One Drive are to be used at your own risk, NCK Tech cannot support servers we have no control over.

# Document Center

- NCK Tech provides a college Intranet Document Center for our employees and students convenience
  - All student documents are available to any user
  - Faculty documents can be accessed by providing your NCK Tech's personal username and password when prompted
    - Right click and select "Save As" to download the document to your PC
    - Faculty Handbook
    - Student Handbook
    - Professional Development Plan
    - Online Course Development Procedures
    - Employee and Student Timesheets
    - Payroll Documents
    - Travel Reimbursement Documents, etc.



# NCK Tech Telephones

- NCK Tech's – Cisco IP Telephones
  - All telephones and telephone services (*voicemail, analog lines, fax machines, phone numbers and extensions*) are managed by the college's Telecommunications Director, Tom Magnett
  - New employees may learn more about our phones and how to operate them from our Intranet's Telephone pages <http://home.ncktc.edu/telephones.htm>
  - If you need assistance with your telephone, please fill out the online [telephone request form](#) from our Intranet

Contact Tom Magnett, Director of Telecommunications at (038) for assistance

# CAMS Portals

- NCK Tech uses CAMS for our student records software. CAMS provides a web portal for faculty and students to access their classes, grades, billing and other information.
  - From the CAMS portal, students may enroll in classes, check their final grades and see their financial information
    - *(Awards and outstanding college bills)*
      - [Student Portal](#)
  - Faculty may use the CAMS portal to keep attendance, keep daily student activities / grades, and submit final grades to the college registrar.
    - [Faculty Portal](#)

# NCK Tech Online Courses

- Moodle rooms - Learning Management System
  - Build and teach online content for NCK Tech
  - Can be used to supplement on-campus classes
  - The NCK Tech Moodle rooms LMS is web hosted but managed by Janet Moeller.
  - Technical Support available through Janet for instructors and AELearn for students
  - Moodle rooms LMS website – [mrooms.ncktc.edu](http://mrooms.ncktc.edu)

Contact Janet Moeller at (013) for assistance

# WIDS

- Worldwide Instructional Design System
  - A web-based Curriculum Design and Management Solution used by NCK Tech
  - NCK Tech Faculty (*Department Chairs*) utilize WIDS for curriculum development, course objectives and outcomes as well as student assessment
  - NCK Tech WIDS website – <https://ncktc.wids.org>

Contact Jennifer Brown at (085) for WIDS assistance



# Rave Alerts

- NCK Tech's Emergency Notification System
  - Rave Alerts sends text messages, emails and telephone calls to notify our employees and students of weather related closings or any other emergency's
    - By default all employees and students are automatically signed up for Rave Alerts for the college
    - If you wish, you may opt out of these alerts by logging on to <https://www.getrave.com/login/ncktc>

# NCK Tech Student Accounts

- Faculty Department Chairs

- Once a year, right before classes begin, please enter you current semesters students names into your programs Student Accounts Registration Form

<http://forms.ncktc.edu/wordpress/index.php/information-technology/active-directory-accounts/> to assign them an NCK Tech username for college computer access.

- The forms are Department/Program specific.
- Once you have entered your students names into the form, they will be sent to our General Education Instructors. They in turn will forward you a copy to keep for your records as a reference for those students that forget their usernames.

\*The first time your students login to a college computer, they will be required to change their password.

# Information Technology Assistance

- NCK Tech computer support is available Monday through Friday from 7:00am to 4:00pm
  - Computer and Network Support – *(wired and wireless)*
  - Data Replication and Recovery Support – *(backups)*
  - Dorms Network – *(connection support only)*
  - Firewall and Web Filter Support
  - Gmail Support
  - Microsoft Desktop Campus – *(Work At Home Rights)*
  - Server Support – *(Active Directory, Email, File storage, FTP, Web, etc.)*
  - Website Maintenance – *(college public and Intranet websites)*

Contact Ian Draemel at (031) for assistance