Welcome to Asbury University – New Faculty & Staff

Introduction
On behalf of Asbury’s Information Technology Services Department, we’d like to welcome you to our campus community. We exist to provide solutions to support and advance the mission of Asbury University through professional service, strategic leadership, and the use of appropriate technology.

The Basics

Your Network Account Username and Password
Please use this Network Account when logging into all campus computer labs and services, including your Asbury Email Account, Discovery, Online Services, and the Network Access Control.

• Your Network Account Username: firstname.lastname@asbury.edu
• Default Password: first 4 letters of your last name + last four digits of your Employee ID Number.
• To obtain your ID number, contact Human Resources. Help Desk cannot tell you this number.

Email
• All faculty & staff members are assigned an Asbury University email address that is identical to your Network Account login (firstname.lastname@asbury.edu).
• This email account is accessible on and off campus using webmail.asbury.edu from any web browser. You must use your full email address when logging in. Email is the official means of communication at Asbury.

Passwords
• Passwords must be 8 characters or more in length and have three of the following categories: Numbers, Capital Letters, Lowercase Letters, & Symbols. Because of this requirement, Bible verses make good passwords (ex. Romans16:19!).
• Passwords also have an age limit. You must change your password every 6 months.
• If you enter a wrong password 3 times, your account will be automatically locked. To unlock your account, call Help Desk or wait 1 hour for your account to unlock automatically.
• A new tool is now available to unlock your account or reset your password. In your address bar, type password.asbury.edu, register your Asbury email account, by signing in and choosing three security questions and answers. You must register beforehand in order to use this tool.

Purchasing a New Computer?
• If you are considering purchasing a new computer, Asbury’s I.T. Services may be able to help! Asbury faculty, staff & students are eligible for an educational discount on select models. For more information, please contact Help Desk or stop by our website (http://www.asbury.edu/helpdesk).

Software Available to Faculty & Staff
• Free antivirus software is available at sophos.asbury.edu or through the Help Desk.
• Microsoft Office for Windows and Mac available in the Bookstore for $15 with student ID.
• At this time, Asbury University does not offer any other software.

Training & Support
Asbury Information Technology Services provides training for Discovery & Online Services, and provides other limited support on various other pieces of software. To inquire about a particular piece of software is covered by our training, or to request an appointment for Discovery or Online Services training, please contact Help Desk (x2177), and we’ll be glad to meet with you at your earliest convenience.
Asbury Faculty & Staff Resources

Discovery Course Site
Discovery is the Learning Management System at Asbury. Faculty may use Discovery to distribute course materials, assignments and quizzes online.

To log in to Discovery:
1. Open a browser (Firefox is the preferred browser for accessing Discovery).
2. On the address line enter discovery.asbury.edu
3. Enter your full email address (firstname.lastname@asbury.edu) for the user name.
4. Enter your network account password.
   Remember: when you change your password for the network/email, it will automatically change your password for Discovery.

Online Services Portal (Registration and Class Schedules)
Online Services is the place where faculty are able to manage classes, view current and past class schedules, review/enter midterm/final course grades, and update emergency contact information.
1. Open a browser.
2. On the address line, enter online.asbury.edu
3. Enter your full email address (firstname.lastname@asbury.edu) for the username.
4. Enter your network password.

Adobe Connect Site (Synchronous Class Sessions)
Adobe Connect is the Synchronous Class System at Asbury. Faculty may use Adobe Connect to host online meetings of classes. Faculty should post the link to the class in Discovery or provide it through email.

Contact Help Desk for more information on Adobe Connect

Asbury University Website
Asbury University’s Website (www.asbury.edu) is the primary web home for the institution. In order to be listed on the Asbury University Website under faculty/staff, please log in (using your Asbury email address and network password) to the website using the link in the upper right-hand corner underneath the search bar titled MY ASBURY LOGIN. Once logged in, please fill in the appropriate information for your profile.

On-Campus Information

Network Access Control (NAC)
• In order to connect to the Internet, Asbury requires that all users sign in to the Network Access Control. You will be prompted to login once per day or upon re-connecting to the network.

Websense (Content Filter)
• Asbury University uses a web content filtering system called Websense.
• This system is intended for the protection of our students, faculty, and staff from internet content inconsistent with Asbury’s cultural standards and is monitored on a regular basis.
• Questions regarding blocked content should be directed to the Help Desk.

Personal Network Storage Space – U: Drive
• Each faculty/staff member has private space on the Asbury computer network to save files.
• This drive space is accessible from any networked computer on campus by accessing \eli.asbury.edu\firstname.lastname] or on a Mac with smb://eli.asbury.edu/firstname.lastname
• For detailed instructions on how to connect to your user space, contact Help Desk.

Computer Lab & Print Accounts
• Computers for student use are located throughout the main floor of Kinlaw Library.
• Every student is given a $40 print balance at the beginning of each semester to use in the Computer Labs. This is not real money, but an allotment from the institution (no refunds).