

# Information Technology Services (ITS)

Student/Parent Orientation

# Presentation Topics

- Introductions
- What is expected of an IMSA student
- Passwords and IT Security Awareness
- Resources available to you
- Support provided to students
- Required computer for your IMSA career
- Taking care of your computer

# Introductions

- Terry Jones
  - Director, Information Technology Services
- Ralph Flickinger
  - Sr. IT Support Engineer, ITS Special Projects Manager
- Leslie Mersman
  - Administrative Assistant, Information Technology Services

# Introductions

- IT Engineering Team
  - Steve Dutcher – Windows System Administrator
  - Fred Yankowski – Application Developer
- IT HelpDesk Team
  - Kajal Jalan – Support Engineer Lvl II
  - Estera Mezera – Support Engineer Lvl I

# What is expected of an IMSA student

**When an IMSA student enters the classroom, they are expected to:**

These are key abilities that all IMSA students will use at sometime during their IMSA careers, many during their Sophomore year.

- Ability to access all IMSA resources available to them (Requires their computer be registered with ITS and connect to the airIMSA wireless network)
- Ability to connect/disconnect peripherals (USB, USB-C or Bluetooth) to/from their personal computer
- Ability to copy or move files to/from various storage mediums (hard drive, USB/Flash drive, network servers, Google Drive, etc...)

# What is expected of an IMSA student (continued)

- Ability to open and read Adobe PDF files
- Ability to open, read and write Microsoft Excel, OneNote, PowerPoint, and Word files
- Ability to upload/download documents to/from web based resources or web sites
- Ability to install, launch, and uninstall applications/software on their personal computer

# What is expected of an IMSA student (continued)

The remainder of this presentation will cover key resources or tasks that you, student, will need to complete or pay attention to.

Resources/Tasks:

- The IMSA (Student) Account (#1)
- The IMSA Required Computer (#2)
- IMSA Technology Resources available to you

# The IMSA (Student) Account

## Setup the IMSA (student) account

The IMSA account grants students access to an IMSA email address, IMSA servers and web applications that the students will be using during their educational career at IMSA. It is important that you set up your IMSA account as soon as you receive the email notification to do so.

**IMPORTANT:** The setup account email will be sent to the email address you provided on our registration forms. If this was your parent's email address, or your old school's email address you will need to update email address to an account that only you have access to.



# The IMSA (Student) Account

## Setup your IMSA account

- You should receive the first email sometime the last two weeks of June. You may have already received it. Reminders will be sent.
- Once you receive the email, follow the instructions in the email to setup your IMSA account. The email will contain your first and last name, your IMSA account username, external email we have on file.
- If you have not received this email by August 1, 2021, contact IMSA IT HelpDesk via email ([helpdesk@imsa.edu](mailto:helpdesk@imsa.edu)).
  - Include your (student) full name and class year

# The IMSA (Student) Account

- IMSA student username and e-mail address are not the same at IMSA.
- Your “username” is made up of your first and last name; first initial, full last name
  - ie: Ralph Flickinger = rflickinger
  - ie: Jane Doe = jdoe
  - ie: Terry Jones = tjones
- The email address is your username followed by @imsa.edu
  - rflickinger@imsa.edu
  - jdoe@imsa.edu
  - tjones@imsa.edu
- For IMSA owned/operated computers, servers and web sites you will use your username to login, NOT your email address

# The IMSA (Student) Account

- If selected for the EXCEL Program: Setup your IMSA account BEFORE July 5<sup>th</sup>.
- Setup your IMSA account BEFORE August 8<sup>th</sup>.

# The IMSA (Student) Account

## Password Requirements:

- Must be changed every six (6) months
  - Will receive reminder notices at: 30, 14, 7, 3, 2, 1 days
- At least 8 characters in length
- Minimum one each of the following
  - Lower case letter
  - Upper case letter
  - Number
  - Special character (!@#\$%^&\*()~\_+`[]{};<>, etc...)

# The IMSA (Student) Account

## Password Requirements (continued):

- No full words
- No words appearing in any dictionary, in any language
- Passphrases are allowed - Recommended
  - i.e. mydogatemyhomework
  - i.e. ilovetofishallnightlong
  - i.e. quickbrownfoxjumpedoverthefence

# The IMSA (Student) Account

## Password Requirements (continued):

- You will be required to change your password every six (6) months.
- **DO NOT SHARE YOUR PASSWORD WITH ANYONE! Including your parents!**
- If you used your parents e-mail account on your registration forms you will need to get your own external (gmail, yahoo, etc...) e-mail account. You **CAN NOT** share your parent's e-mail account.

# The IMSA (Student) Account

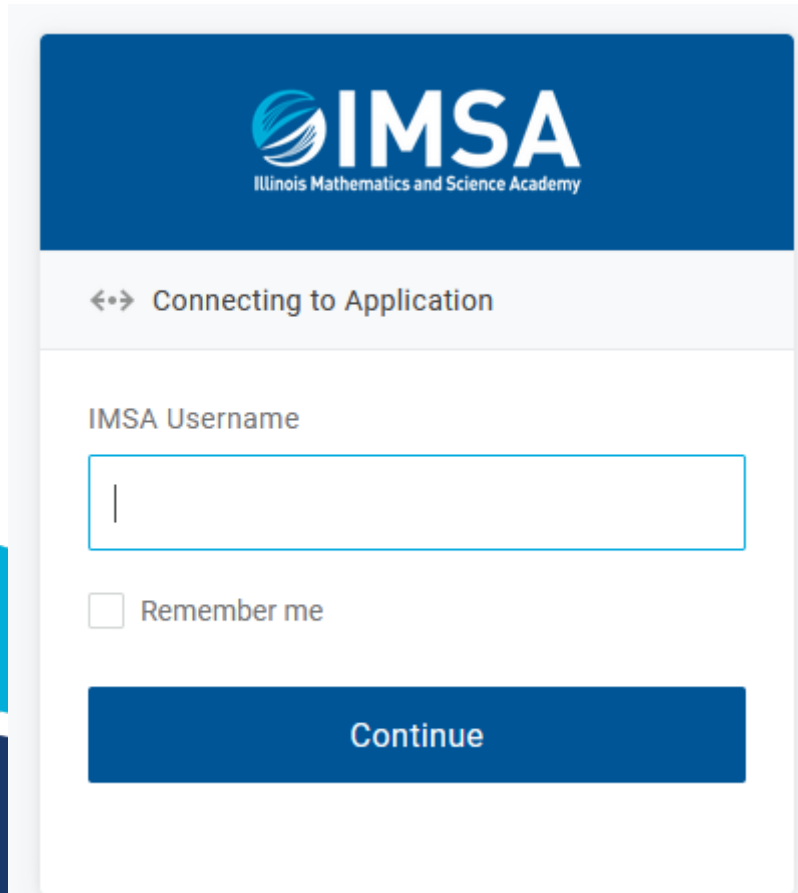
Once you have set your password you will have access to IMSA technology resources

- IMSA Student E-Mail Account: Google G Suite
  - Primary form of communication at IMSA
  - Includes Google Drive, Google Docs, etc...
- IMSA Student Server storage space: 5.5GB
- Your PowerSchool Account (class schedule, etc...). Parents will be provided separate logins to PowerSchool to monitor student progress.
- Access to multiple web base systems used for your classwork (ex: Canvas)
- Login to IMSA computers through out campus

# The IMSA (Student) Account

IMSA Student Email Access:

- Basic Web Based E-Mail Access (gmail.imsa.edu)



The screenshot shows the IMSA login interface. At the top, there is a blue header with the IMSA logo and the text "Illinois Mathematics and Science Academy". Below the header, a status bar indicates "Connecting to Application". The main form area contains a label "IMSA Username" above a text input field. Below the input field is a checkbox labeled "Remember me". At the bottom of the form is a blue button labeled "Continue".



# The IMSA (Student) Account

## Google G Suite for Education:

- Email – [gmail.imsa.edu](mailto:gmail.imsa.edu)
- Calendar – [gcalendar.imsa.edu](https://calendar.google.com/calendar/ical/imsa.edu)
- Drive – [gdrive.imsa.edu](https://drive.google.com/drive/ics/imsa.edu)
  - Recommended location for storing all your files related to your IMSA experience

# The IMSA (Student) Account

## File Servers (Only accessible on-site)

- Student Server (\\students.imsa.edu)
  - Used for storing and sharing files with teachers. Being replaced by Google Drive, Google Classroom, Canvas

## PowerSchool

- <http://sis.imsa.edu>
  - Student's Grades, Schedule and other information

# The IMSA (Student) Account

## IMSA Student Computing Resources Web Site

- <http://imsa.edu/scs/>
  - Information concerning the **IMSA Required Computer**
  - Information concerning connecting your laptop and other devices to IMSA wired and wireless networks.
  - Articles and technical support documents cover the use of student computers and IMSA information technology resources

# The IMSA Required Computer

Each IMSA student is required to have a computer that meets certain minimum requirements. IMSA has posted these minimum requirements to an IMSA web site:

- <http://imsa.edu/scs/>
- Direct questions via email to: [imsaitquestions@imsa.edu](mailto:imsaitquestions@imsa.edu)

**IMPORTANT: Chromebooks are NOT supported**

# The IMSA Required Computer

**Important specifications:**

See: [Required Laptop Computer for IMSA Student \(PDF\)](#): for more details.

This link can also be found on the IMSA Student Computing Resources (<http://imsa.edu/scs/>) web page in the section titled **“Preparing Yourself for Life in the IMSA Technology Environment”**

# The IMSA Required Computer

## Important specifications:

- Windows 10 or 11 Operating System
  - Macintosh OS and Linux OS are not recommended
  - **Chromebooks are NOT supported**
- Intel (or AMD) i5 8<sup>th</sup> Generation Processor minimum
- 8GB Main Memory minimum
- 128GB SSD Hard Drive minimum
- Webcam
- Bluetooth v4.0 minimum

# The IMSA Required Computer

## Registering your computer with Information Technology Services (ITS)

Once you have the computer you will be using at IMSA, you will want to register it with ITS so you have access to all of the resources available to you.

### Registration Instructions:

- Available via the IMSA Student Computing Resources (<http://imsa.edu/scs/>) web site under the section titled “Prepare your computer for life at IMSA”.
- Many of the steps can be completed before Registration (Move-In) Week.
- Failure to register your computer could affect your abilities to participate in classroom activities

# The IMSA Required Computer

**Families with financial difficulty can request a “scholarship” loaner for the entire student’s IMSA career.**

- Email [imsaitquestions@imsa.edu](mailto:imsaitquestions@imsa.edu) to request scholarship loaner
- Information is also available on the IMSA Student Computing Resources (<http://imsa.edu/scs/>) web site under the section titled “Student Scholarship Computer Loan Program”

**Student’s whose personal computer fails or is broken can request a “repair” loaner for a period of 30 days while their personal computer is repaired**

- Email [helpdesk@imsa.edu](mailto:helpdesk@imsa.edu) to request repair loaner
- Stop by the IT HelpDesk Office, B-205 above the “TV Pit”



# The IMSA Required Computer

## Recommended/Required Software

- Information is available on the IMSA Student Computing Resources (<http://imsa.edu/scs/>) web site under the section titled “Recommended/Required Software Installs”

## Required

- Adobe Creative Cloud or Reader (Free to IMSA students, see web site)
- Microsoft Office Suite (Free to students, see web site)
- Symantec Endpoint Protection Suite (Free to IMSA students, see web site)

# The IMSA Required Computer

## Recommended/Required Software

- Information is available on the IMSA Student Computing Resources (<http://imsa.edu/scs/>) web site under the section titled “Recommended/Required Software Installs”

## Recommended

- See list in the section of the web site mentioned above

# The IMSA Required Computer

## Take care of your computer

- Backup, Backup, Backup: Make sure you back all of your important files to another location like Google Drive. Technology can fail or be damaged at any time and most likely at the worst time. Protect your files by backing them up.
- Keep your computer “up-to-date”. Make sure your computer can install operating system and software updates.
- Protect your self from computer viruses and malware, make sure you have installed an Antivirus software and it is automatically updated.
  - IMSA provides its students with Symantec End Point Protection

# The IMSA Required Computer

## Take Care of your computer

- A computer is vital to an IMSA Student. Almost everything you do at IMSA will make use of some sort of technology.
- **TAKE CARE OF YOUR COMPUTER**

# IMSA Technology Resources available to you

## Computer Lab Resources

- Information Resource Center (IRC) Computer Labs
  - One (1) Macintosh Resource Lab
  - One (1) Windows Resource Lab
  - Log in with IMSA username and password

## Printing Resources

- Res Halls: One (1) Black/White Copier/Printer in each RC Office
- IRC: One (1) Color Copier/Printer
- Writing Center – A109: One (1) Black/White Copier/Printer
- **NOTE: You will be required to have your IMSA student ID with you at ALL times to get your print outs**

# Recap: What is expected

**When an IMSA student enters the classroom they are expected to:**

These are key abilities that all IMSA students will use at sometime during their IMSA careers, many during their Sophomore year.

- Ability to access all IMSA resources available to them (Requires their computer be registered with ITS and connect to the airIMSA wireless network)
- Ability to connect/disconnect peripherals (USB, USB-C or Bluetooth) to/from their personal computer
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# Remember

1. Make sure you know your IMSA expectations
2. Setup and change the password on the IMSA (Student) Account
3. Make sure your IMSA Computer meets the requirements
4. Make sure you register your computer with ITS
5. Make sure you obtain and install any Recommend/Required Software, includes the Symantec Endpoint Protection Suite provided by IMSA
6. Keep your computer up-to-date



# Welcome to IMSA Class of 2025

## Questions?

Web Site: <http://imsa.edu/scs/>  
Email: [imsaitquestions@imsa.edu](mailto:imsaitquestions@imsa.edu)

