

**TECHNOLOGY & CAMPUS
INFORMATION MANUAL
Spring 2012**

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TITAN SERVICES

TITAN WEB

[Titan Web](#) is the online registration and student account system used by UW Oshkosh. Students use Titan Web to manage their class enrollment, personal contact information, financial aid awards, tuition bills, STAR reports and obtain an unofficial transcript.



Log In - [Login and Change Password - \(pdf\)](#)

Setting Your Password Hint for Titan Web

Setting up a password hint is not required, but highly recommended for easy retrieval of lost or forgotten password. To set up a Password Hint, you must be logged into your Titan Web account.

1. Click on [Setup Password Hint](#) under the [Set Up SACR](#) on the left side of the page.
2. Select [Change or set up a forgotten password hint](#) from under the [Password](#) heading.
3. Select the security you would like to answer from the [Question](#) menu.
4. Type in the answer you would like to have in the [Response](#) box. Click [OK](#).

Once this is finished, if you lose or forget your password, select [Forgot Your Password?](#) from the homepage and follow the directions.

Titan Web Student Tutorials

- [General Navigating of Your Student Center](#)

Change Your Personal Information

- [Change my Address - \(pdf\)](#)
- [Change my Phone - \(pdf\)](#)
- [Check for Holds - \(pdf\)](#)

Financial Aid

- [Granting Access to Others](#)
- [View Financial Aid To Do list -\(pdf\)](#)
- [View Financial Aid - \(pdf\)](#)
- [View Student Employment Earnings Statement \(doc\)](#)

Enrollment/Registration/Add & Drop Classes

- [Registering for Classes - \(pdf\)](#)
- [Find my Enroll Appointment - \(pdf\)](#)
- [Search for & Add Classes - \(pdf\)](#)
- [Drop a Class](#) or [Drop Classes - \(pdf\)](#)
- [View My Class Schedule - \(pdf\)](#)
- [Understanding My Enrollment Shopping Cart - \(pdf\)](#)
- [Classes with Labs & Lectures - \(pdf\)](#) or [Add a Lecture Only Class](#)
- [What do the Error Messages Mean?\(xls\)](#)

Viewing Your STAR, Transcripts, Verifications and Grades

- [Get STAR Online - \(pdf\)](#) and [More STAR Help](#)
- [Access Your Unofficial Transcript - \(pdf\)](#)
- [Order Your Official Transcript - \(pdf\)](#)
- [Enrollment Verification - \(pdf\)](#)
- [View Grades \(tutorial\)](#) or [View My Grades - \(pdf\)](#)
- [FAQ](#)

TITAN MAIL

[Titan Mail](#) is the email system used on campus and is the standard form of communication at UW Oshkosh. Students should check their Titan Mail on a regular basis, especially while classes are in session. Email from instructors and campus announcements will be sent to you via your student email account. Students should also remember to frequently check their Titan Mail during breaks and Summer Session even when not enrolled in classes.

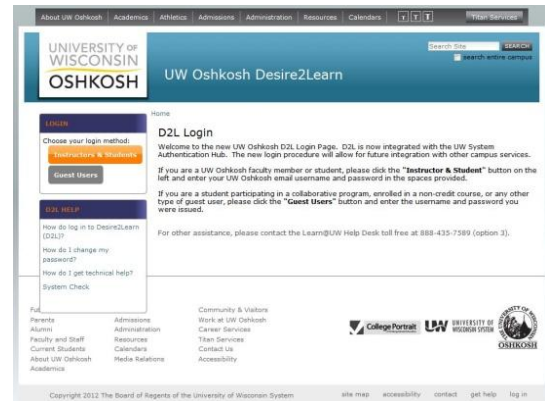


- [Titan Mail](#) - Problems concerning Titan Mail.
- [Titan Calendar](#) (pdf) – Maximizing using the calendar connected with Titan Mail.

DESIRE TO LEARN (D2L)

[Desire 2 Learn](#) is the web-based software tool used by the University for teaching online. All online and hybrid classes use D2L. The use of D2L is optional for other classes. Usernames and passwords are the same as those used for Titan Mail.

- [Logging Into D2L](#)
- [Discussion Posting and Responding](#)
- [Printing documents from D2L content](#)
- [Using the Drop Box](#)
- [FAQ](#)



TITAN FILES

[Titan Files](#) is a web-based file storage and collaboration system. You can save documents to a secure environment that can be accessed anywhere at any time via the web. To log in, use the same username and password that you use for Titan Mail.

With Titan Files you can:

- Set permissions to share specific files/folders with individuals or groups.
 - Share files with your instructors or classmates.
 - Share project space with a class group.
- [Titan Files Introduction](#) (pdf)
 - [Titan Files a Collaboration Tool](#) (pdf)
 - [Titan Files Wiki](#) (pdf)



POLK LIBRARY

- [Library Hours](#)
- [Find your 16-digit Titan ID](#)
- [Using citation generators](#)
- [Using Universal Borrowing](#)
- [Accessing eReserves](#) and [E-Reserves](#) (direct link)
- [Schedule help with a Research Librarian](#)
- [Group Finder](#) (Find or Create a Study Group in the Library)
- [Polk Library Mobile App](#)



CAMPUS COMPUTER INFORMATION

Academic Computing Help Desk

If you need assistance logging into your student computer accounts, please contact Academic Computing at (920) 424-3020 or go to their office located in Dempsey Hall 207. Their regular hours are Monday – Friday, 7:45 a.m. -4:30 p.m. *Note:* Academic Computing staff will **NEVER** ask you for your password over the phone or via email.

Logging onto Campus Computers

Campus computers use your Titan Mail username and a generic password for initial log in. To set up your Lab Log in:

1. Hit **Ctrl + Alt + Del** as instructed.
2. Select the **Other User** icon.
3. Type in your **Titan Mail** username in the appropriate box.
4. In the **Password** box type the password given to you by the **Help Desk**, or if this is your first time logging in your 7 digit **Campus ID** (located on your Titan ID card) will be the password.
5. Hit **enter** when "The user's password must be changed when logging on for the first time" is displayed on the screen.
6. The **Username** and **Old Password** boxes should be filled out for you. Fill in the **New Password** and **Confirm New Password** boxes to change your password.
7. Hit enter and proceed to the desktop.

Wi-Fi Access on Campus

1. Connect to **WOOSH** via Network settings on your laptop.
2. You will then need to open **Internet Explorer** (Windows OS) or **Safari** (Mac OS) to log in.
3. Wait for Wireless Splash page to load.
4. Enter your **Titan Mail** username (without the @uwosh.edu) and password and hit enter.
5. After you are logged into **WOOSH**, you may change the browser you are using once you are connected.

Laptop Checkout

Reeve Union (Titan Central) and Polk Library have several laptop computers available to use while in Reeve or Polk. A current Titan Card and driver's license is held as security while the laptops are checked out. Any files you save to the laptop are deleted when you shut down. It is important to remember to save your work to Titan Files or a flash drive before shutting down.

Hours of Campus Computer Labs - Spring Semester 2012 - January 30 - June 1

	Jan. 30 - Mar. 16	Mar. 17 - Mar. 24	Mar. 26 - May 11	May 14 - June 1
CLOW				
Monday - Thursday	7:45 am - 10 pm	CLOSED	7:45 am - 10 pm	7:45 am - 6 pm
Friday	7:45 am - 4 pm	CLOSED	7:45 am - 4 pm	8 am - 4 pm
Saturday	CLOSED	CLOSED	CLOSED	CLOSED
Sunday	CLOSED	CLOSED	CLOSED	CLOSED
HALSEY*Halsey is open 24/7. Card Access is necessary after listed hours.				
Monday - Thursday	*7 am - 10 pm	CLOSED	*7 am - 10 pm	*7 am - 10 pm
Friday	*7 am - 10 pm	CLOSED	*7 am - 10 pm	*7 am - 10 pm
Saturday	*7 am - 10 pm	CLOSED	*7 am - 10 pm	*7 am - 10 pm
Sunday	*7 am - 10 pm	CLOSED	*7 am - 10 pm	*7 am - 10 pm
POLK				
Monday - Thursday	7:45 am - 11:30 pm	8 am - 4 pm	7:45 am - 11:30 pm	CLOSED
Friday	7:45 - 5:30 pm	8 am - 4 pm	7:45 am - 5:30 pm	CLOSED
Saturday	CLOSED	CLOSED	CLOSED	CLOSED
Sunday	10:30 am - 11:30 pm	CLOSED	10:30 am - 11:30 pm	CLOSED
RADFORD				
Monday - Thursday	7:45 am - 6 pm	CLOSED	7:45 am - 6 pm	8 am - 6 pm
Friday	7:45 am - 4 pm	CLOSED	7:45 am - 4 pm	8 am - 4 pm
Saturday	CLOSED	CLOSED	CLOSED	CLOSED
Sunday	CLOSED	CLOSED	CLOSED	CLOSED
SAGE				
Monday - Thursday	7:30 am - 10 pm	CLOSED	7:30 am - 10 pm	8 am - 6 pm
Friday	7:30 am - 4 pm	CLOSED	7:30 am - 4 pm	8 am - 4 pm
Saturday	CLOSED	CLOSED	CLOSED	CLOSED
Sunday	CLOSED	CLOSED	CLOSED	CLOSED
SWART				
Monday - Thursday	7:45 am - 6 pm	CLOSED	7:45 am - 6 pm	8 am - 6 pm
Friday	7:45 am - 4 pm	CLOSED	7:45 am - 4 pm	8 am - 4 pm
Saturday	CLOSED	CLOSED	CLOSED	CLOSED
Sunday	CLOSED	CLOSED	CLOSED	CLOSED
SPRING BREAK HOURS:				
All Labs Closed: 3/17 - 3/24				
Halsey: Sunday, 3/25 1 pm - (resumes 24/7 schedule)				
Polk: Sunday, 3/25 4 pm - 11:30 pm				
NOTE: ALL Labs will be CLOSED May 12, 13, and 30.				

Location of Campus Computer Labs - Spring Semester 2012 - January 30 - June 1

A map of computer lab locations is available [online](#).

Building	Room	Phone Number	Windows Machines	Macintosh Machines	Printers
Clow	238	(920)424-0232	84	8	3
Halsey	101	(920)424-3040	98	7	4
Polk	118	(920)424-2297	36	3	2
Radford	Basement	(920)424-0920	123	10	3
Sage	1208	(920)424-????	79	9	3
Swart	229	(920)424-7440	35	37	2

UW Oshkosh Mobile App

Stay connected to campus with [UW Oshkosh's mobile app](#). Use the app to check your Titan Card balance, see how many computers are open at Polk Library, today's menu at Reeve, or search the campus directory. The UWO app is also available for use with an iPad.

Information and Recommendations for Purchasing a Computer or Software

For recommendations on where to purchase a computer and the minimum specifications your computer should meet, check the [Academic Computing Services website](#).

UW Oshkosh students may purchase popular software packages at substantial discounts through the [WISC Software](#) website. If you have questions concerning your eligibility to purchase on the WISC site or need minimal assistance with installing software purchased through WISC, contact the Academic Computing Help Desk at (920) 424-3020 or acshelp@uwosh.edu.



Enrolled UW Oshkosh students are allowed to download the **Norton Antivirus Corporate Edition** on their home computer at no additional cost. Use this link to [download](#).

Titan Alert

Through the [Titan Alert system](#), current UW Oshkosh students can sign up to receive emergency alerts and updates from the University via text messages to their cell phones.

Users will choose what notifications they would like to receive, including University closings, emergencies, weather alerts and parking. Emergency alerts are sent only in the event of an imminent or actual campus emergency. There is no fee for this service, other than any regular fees associated with your text messaging service. There is a link online to register for Titan Alert notifications.

PARKING & ALTERNATE TRANSPORTATION

Parking Permits & Lots

Parking permits are available to students in several formats. It is the operator's responsibility to properly display the permit on the driver's side of the vehicle so that it is clearly visible. Failure to do so will result in a fine.

For information about parking on campus visit them [online](#) or stop in their office located in the lower level of Blackhawk Commons. They are open Monday through Friday, 7:45 a.m – 4:30 p.m.

City of Oshkosh Bus Service & Titan Transit

Free Oshkosh city bus rides are available to all UW Oshkosh students when they present their Titan Card upon boarding. Bus service is provided 6:15 a.m.–6:10 p.m., Monday through Saturday. [Titan Transit](#) provides extended-hours of bus service.



There are no additional costs for UW Oshkosh students who present their Titan Card.

UW Oshkosh Zimride Rideshare Community



UW Oshkosh's Zimride community is the campus social network for ridesharing. Whether you want to be a driver or a passenger, UW Oshkosh's private carpool network helps match UW Oshkosh students, staff and faculty to share

transportation costs. Membership is free and easy. All UW Oshkosh students are eligible to join [Zimride](#).

Ride your Bike, Moped, or Motorcycle

Many bike racks are located throughout campus. Motorcycles and mopeds are welcome on campus with a valid Motorcycle/Moped permit. With a valid permit, motorcycle parking areas are available



in lots 7, 11, 13, 18, 19, 23, 25, South Gruenhagen area and the parking ramp. With a valid permit, a moped with a Wisconsin moped license plate may park at any bike rack on campus. Check this [online map](#) for specific locations.

ADDITIONAL TUTORIALS

Windows 7

- [Getting Started](#)

Microsoft Office 2007 Training Videos

- [Overview](#)
- [Microsoft Office 2007 Button](#)
- [Quick Access Toolbar](#)
- [The Ribbon](#)

Word 2007

- [Edit and Format Text](#) (pdf)
- [Formatting Paragraphs](#) (pdf)
- [Controlling Page Appearance](#) (pdf)
- [Tables and Charts](#) (pdf)
- [Mail Merge](#) (pdf)

Excel 2007

- [Creating an Electronic Spreadsheet](#) (pdf)
- [Formatting Cells and Modifying Worksheet Structure](#) (pdf)
- [Formatting and Printing Worksheets](#) (pdf)

The Adult Nontraditional Student Resource (ANSR) Office provides:

- Student Mentors.
- Answers to your questions.
- Ongoing assistance during your college career.
- Connections to support services and resources on campus or in the community.

Call, email or visit the ANSR Office today!

(920) 424-1401

ansr@uwosh.edu

Dempsey Hall 313 & 323

The ANSR Office is open year round.

Monday – Thursday

8 am – 6 pm*

Friday

8 am – 4:30 pm*

**Other times are available by appointment.*

The ANSR Office is a part of the Division of Lifelong Learning & Community Engagement.