Student Computing Guide

Information Technology

Published: Nov 30, 2023

This document can be accessed on the internet at:
http://www.buf.edu/IT/media/Student_Computing_Guide.pdf

Contents

Introduction

Welcome to The Baptist University of Florida!

The Information Technology (IT) Department has developed this guide to provide new and returning students with the information needed to successfully utilize the University's Information Systems.

The Baptist University of Florida provides Information Systems to meet academic, operational and financial needs. These resources are valuable, and their abuse can have a far-reaching negative impact. IT is responsible for balancing the need for security with practical application.

The mission statement for the Information Technology (IT) department includes the charge to facilitate computing services that allow BUF to accomplish its mission of educating and training ministers and other religious workers**.** As such, it may not be appropriate to support all the technology services that are available in a home use environment on the Graceville campus. Resources including the wireless service on the Graceville campus are maintained for the purpose of fulfilling this mission; any other uses are not supported and may be restricted and/or disabled at any time.

Feedback

Questions, comments, and recommendations can be submitted to ithelp@buf.edu.

Support

IT Department provides and supports the data systems and network resources that make up the University's Information Systems. IT supports faculty, staff, students, prospects and alumni as they use university-provided resources.

Support for Personally Owned Equipment

IT does not provide support for systems owned by individuals. The Baptist University of Florida's Computer and Information Systems Policy does not allow IT to support student owned computers or computer related equipment.

Computer & Information Systems Policy

The BUF Computer and Information Systems Policy (CISP) governs all of the University's computers and information systems. At the direction of Administration, IT conducts random audits to ensure compliance with the Computer and Information Systems Policy. This policy can be found in the student handbook and is accessible online at https://assets.speakcdn.com/assets/2746/cisp.pdf.

Copyrights, Trademarks and Intellectual Property

Do not violate the copyright, trade secret, patent or other intellectual property rights of any person or company. Do not install or distribute software products that are not appropriately licensed. Do not make unauthorized copies of copyrighted material. For more information see: http://www.educause.edu/library/digital-millennium-copyright-act-dmca

Computer Security and Safety

Students are responsible for maintaining their computers and computing devices in order to complete course work on time. This includes keeping your computer secure, free of malware, and fully functional. It is recommended to run security software on every machine. It is highly recommended to use a UPS or a surge protector to protect against power faults.

Virus Protection and Firewall

You should run firewall software on any computer connecting to any wireless network. Microsoft Windows and Mac iOS both have built-in firewalls. Computers must be running virus protection with a virus pattern that is no more than 30 days old to be reasonably protected from malware. It is best to update the virus pattern or virus definitions every day.

Several anti-malware and general computer security resources are listed below for your convenience. The Baptist University of Florida makes no guarantee as to the quality or effectiveness of these products.

No-charge examples: (For Windows & Mac OS)
Microsoft
http://www.microsoft.com/security_essentials/ (Free for home users.)
Sophos
http://www.sophos.com/en-us/products/free-tools.aspx (Free for home users.)
OpenDNS – a web content filtering and security solution http://www.opendns.com
(There is a free version.)

FOR ANDROID AND iOS Sophos
Mobile Security
http://www.sophos.com/en-us/products/free-tools/sophos-mobile-security-free-edition.aspx
Norton Mobile Security
http://us.norton.com/norton-mobile-security/

Subscription-based examples:
Sophos
https://www.sophos.com/en-us/products/endpoint-antivirus.aspx
Norton/Symantec http://www.symantec.com/norton/index.jsp

System Updates

Regularly install security patches on your computer operating system.
Windows Update Information:
http://www.microsoft.com/windows/downloads/windowsupdate/automaticupdate.mspx

Security Updates for Mac OS X: http://www.apple.com/support/

It is highly recommended to use a battery back-up or a UPS for power.

Online Safety and Privacy

Please take the time to educate yourself about computer online safety. There are many excellent resources available to you concerning this topic. Following is a link to online safety and privacy information on Microsoft's site:
http://www.microsoft.com/security/default.aspx.

Microsoft Security help and support is available for the home user to help you obtain support for security-related issues such as viruses and security updates.
http://support.microsoft.com/contactus/cu_sc_virsec_master?ws=support

Student Login

In accordance with the BUF Computer and Information Systems Policy, each student is issued a login, to be used only in accordance with its intended and authorized purposes. You are responsible for safeguarding your own login information, especially the ID number and password. All students are **solely responsible** for all activity on, and/or associated with, their account.

After each appropriate account has been created, you may use your account for the respective purposes:

- Logging in to Baptist University of Florida's online campus, myBUF
- Baptist University email for academic and personal non-commercial purposes. This email account will be created at the beginning of the semester for which you are admitted or re-admitted.*see note below
- Your Baptist University Office 365 account, which provides unlimited cloud storage, as well as the full version of Microsoft Office, while you are a current student. This account will be created at the beginning of the semester for which you are admitted or re-admitted.*see note below

For the Graceville Campus

- Wireless network use- for academic, personal, non-commercial purposes. This account will be created at the beginning of the semester for which you are admitted or re-admitted. *see note below, +see note below
- Computer Lab and Library computer use, for academic purposes. This account will be created at the beginning of the semester for which you are admitted or re-admitted. *see note below
- Limited printing in the Computer Lab, Music Labs & Library for academic purposes. This account will be created at the beginning of the semester for which you are admitted or re-admitted. *see note below

***Please note:** Baptist University email, local network logon, and Office 365 accounts will be created **at the beginning of the semester for which you are admitted or re-admitted**.

- These logins will remain active as long as you remain a current BUF student, and **not** subject to the BUF readmissions policy.
- Alumni will **not** retain their Baptist University email account or Office 365 account, but will retain their account for the Graceville campus wireless service.

+Please note: Students may connect a notebook, desktop, handheld computer or smart phone to the wireless network after the local network logon account has been created.

- No other type of connection or device is permitted.
- Students may not connect or allow the connection of any other devices to any BUF Information System.
- The primary purpose of the wireless network service is to support academic work and progress here at BUF.
- Any other types of use or purposes of use may be restricted or blocked at any time.

Your password

Your student ID number and password is the login for myBUF.
Your student ID number and password is sent to you by the IT department during your admission process, before you are admitted. This allows you to check your admissions status and progress using myBUF's admissions pages.

Your username for all other services will be your Baptist University email address.
These services include:

- Baptist University email,
- BUF's Office 365,
- the Graceville campus wireless network,*see note below
- and Graceville campus student-access computers and printers.*see note below Your password is the same for all of the services, including myBUF.

***Please note:** All network activity is logged by user name where applicable; any activity shown as associated with a particular user name is the responsibility of that user, regardless of who is actually using the account. **Do not** allow others to use your account and, when possible, do not save your password.

Keep your password secure to ensure all activity is logged to the correct user, and to protect your information.
General guidelines for keeping your password secure are:

1. If you believe someone else may know your password notify IT immediately by calling (850)2639020 or email ithelp@buf.edu, and a new password will be issued.
2. Do not save your password in your internet browser, or in any other software, on a public computer
3. Do not ask anyone else for his or her password. Do not share your password with anyone.
4. No password should be spoken, written, e-mailed, hinted at, shared, or in any way made known to anyone else.
5. No password should be displayed or concealed on or near your computer workspace.

The BUF IT department will NEVER request your password over the telephone or through any email message. DO NOT give out this information to anyone, regardless of who they claim to be. The BUF IT department will also never send you an email asking you to reset your password by following a web link. This is a common way for internet criminals to steal your information.

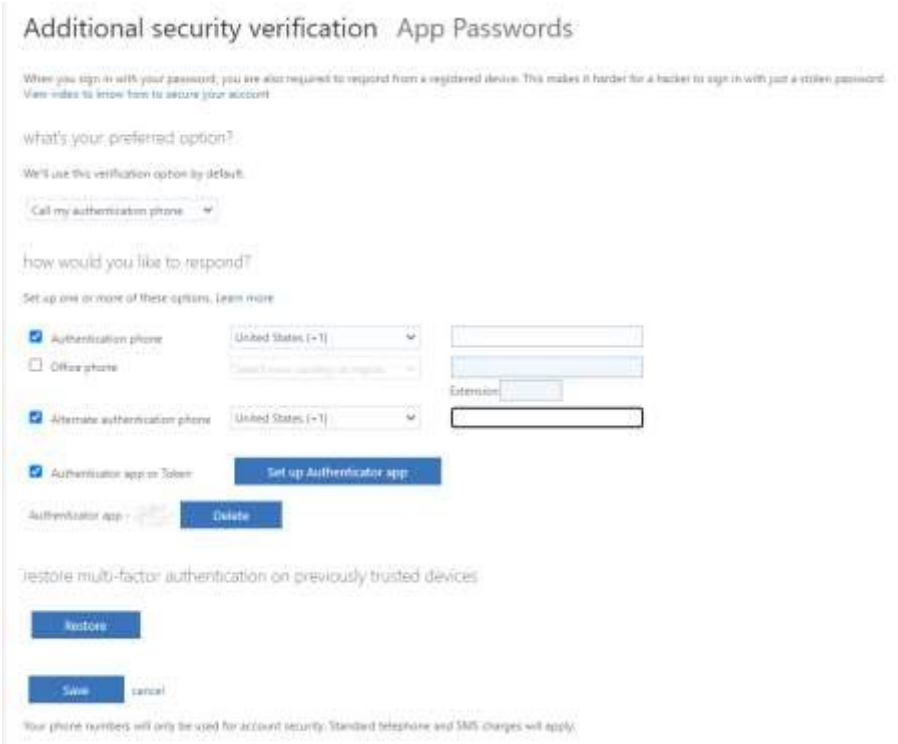
Multifactor Authentication

Passwords and complex passphrases alone no longer provide adequate protection. Per industry best-practices, we now enable "MFA" (multi-factor authentication, also called 2-factor authentication) for all BUF Office 365 accounts. This protects your school email as well as your OneDrive. There may be other resources that use your school Microsoft account to authenticate; these are protected also.

When first setting up your BUF Office 365 (including email) account, you will be required to provide information needed for multifactor authentication (sometimes referred to as 2-factor authentication). Typically, this will be a cell phone number to which Microsoft's system will either text a 6-digit code or will call for verification, or an authenticator app (Microsoft Authenticator, available for free in the App Store and Play Store) to which it can send a notification or you can use to obtain a six-digit code for verification.

It is highly recommended that you also set up a secondary means of verification after your initial setup. Additionally, it is a good practice to periodically review your verification settings to ensure that the settings are still current and correct. Please visit https://myprofile.microsoft.com and log in with your BUF school account. After logging in to Office 365's "My Account" portal, look for "Security Info" as a card or in the side menu, and then click on the link for "Additional Security Verification".

On the "Additional security verification" page, ensure that you have at least two methods marked with a checkmark in order to have a backup method for verification. You may also use this page to update your settings, such as changing a phone number or creating or deleting an entry for an authenticator app. You may set up multiple entries for authenticator apps in order to use the app with multiple phones, so that you are able to have a backup method in case your primary phone is lost, stolen or malfunctioning.



Basic Computer Equipment Needed

The current university catalog contains a description of the basic computer equipment needed by all BUF students. For convenience, that description is reprinted here. If there is any discrepancy between this reprint and the content of the current university catalog, the current catalog (including any addendums) will be considered the correct version.

Current Catalog Reprint:

For successful work, The Baptist University of Florida student must have up-to-date computer hardware and software. All courses, both online and classroom, contain some online components using eLearning, Jenzabar's LMS (Learning Management System). Students are expected to receive email messages, find information, complete and submit assignments, etc., and will need certain equipment, or access to it, in order to be successful. Having the needed computer hardware and software, or access to it, is the student's responsibility. *see note below Needed items are described below:

- Fast, low-latency, reliable internet connection-a "broadband" internet connection is strongly advised. This can generally be obtained through a good quality DSL or cable internet connection. BUF provides Wi-Fi coverage for most of the Graceville campus.
- Computer hardware requirements*see note below
  - Computer capable of running a full version of Microsoft Windows or Mac OS (devices running Windows RT, Mac iOS, Google's Chrome OS, Linux, etc., will not be able to complete all required coursework.)
  - A minimum video resolution of 1024 x 768
- Computer software requirements*see note below
  - Microsoft Windows or Mac OS compatible with current versions of Microsoft Office
  - Microsoft Office (The entire Microsoft Office is free for students at BUF's Office365.)
  - Current version of one or more of the major internet browsers:
    - ✓ (Internet Explorer, Firefox, Chrome, or Safari)
  - Adobe Reader
  - JavaScript enabled
  - Cookies enabled

Some online music courses will also need a web cam and/or outboard video recording device; a MIDI keyboard (weighted keys preferable); Finale 2010 or later software.

The campus IT Lab and Library have computers with the necessary software for most courses, with the exception of some music courses. Headsets, microphones, and video cameras of any type are not provided. These are the student's responsibility if a course requires them. Though the university cannot guarantee workstation access at all times, computers are available during operational hours except when certain classes or workshops are being taught in the IT Lab.

BUF's IT Department does not provide support or repair for student-owned computers or those owned by other individuals. Course-related support is provided by University-employed LMS (Learning Management System) Assistants for each academic division.

***NOTE:** These notes are not all-inclusive or final in any way. There will be additional requirements for specific classes, as well as general requirements that may be added at any time.

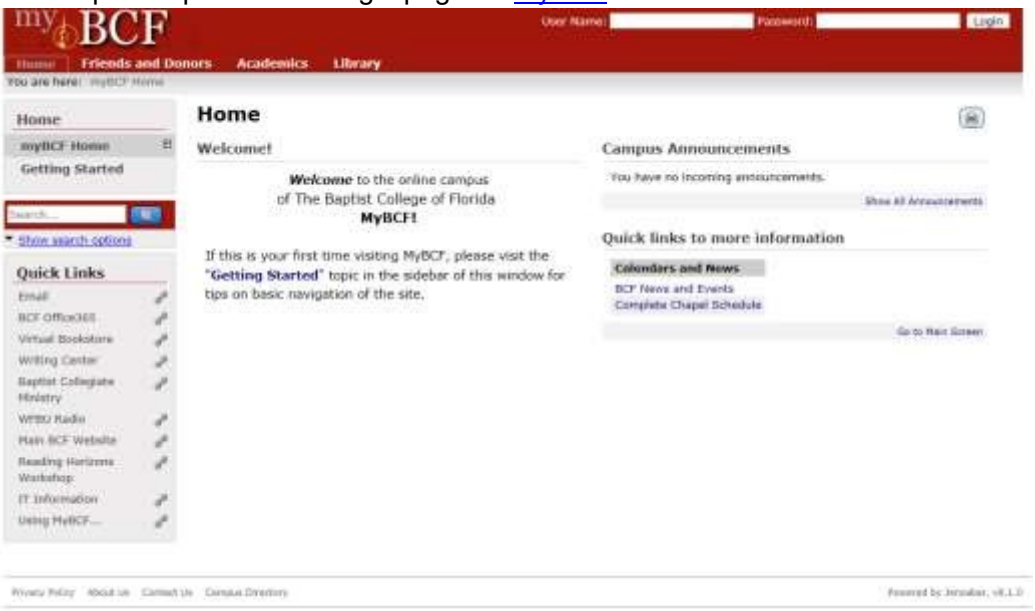
MyBUF

myBUF is our online campus. myBUF allows you to register for classes, check your grades, view campus groups, edit personal University information, and access online portions of courses. The website is https://mybuf.baptistUniversity.edu.

Browser Compatibility
Most major browsers are supported.
Note: Popups **must** be allowed for myBUF.

Using MyBUF
Your “User Name” for myBUF is your ID number; the password is sent to you from the IT department during the admissions process.
Please read the "Getting Started", "Student Navigation", and “Forms and Guides” topics on the left sidebar for tips about using myBUF.

The following is an example snapshot of the login page for myBUF:



Computer System Requirements for myBUF
The description of what is required is found in the previous section: “Basic Computer Equipment Needed”.

***NOTE:** These notes are not all-inclusive or final in any way. There will be additional requirements for specific classes, as well as general requirements that may be added at any time.

Email Guide

Students will be assigned an “@buf.edu” email address at the beginning of the first semester for which you are admitted or readmitted. This email address will be used for all official university correspondence. To be successful as a student, you should regularly check your student email account for new messages. It will remain active as long as you remain a current BUF student not subject to the BUF readmissions policy. After your email address is created, the address will be displayed in the top banner of myBUF, when you are logged on. Alumni will not retain an “@buf.edu” email address after the point at which they would be required to readmit.

Accessing Email

There are several methods to check your email. The simplest method is to use one of the major web browsers to access https://outlook.office.com/mail/inbox. You may also set up an email client such as

Outlook, or a smartphone using the “Exchange” or “Office 365” option. If prompted for a server name during setup, an incorrect account type has been chosen.

Further instruction and more detail can be found in Connecting to BUF Email, a help document hosted on myBUF under “Forms and Guides”. (You must log in to myBUF to access it.)

Unsolicited Commercial Email – SPAM and Suspicious Email

The University employs several levels of protection and prevention including Microsoft Intelligent Message Filter, real-time block lists, reverse DNS lookups, and many more.

If you receive spam in your mailbox, you may “Block” the sender in Outlook Web Application or your email client (right-click and choose “Block”), or you may “Mark as Junk” in the same way; then delete the spam message.

Periodically, check your junk email folder for messages that may have been marked incorrectly. If any are found that should not have been marked as junk, right-click and choose “Mark as not junk”. You may then click “Report” to help improve filtering.

Office 365 and OneDrive

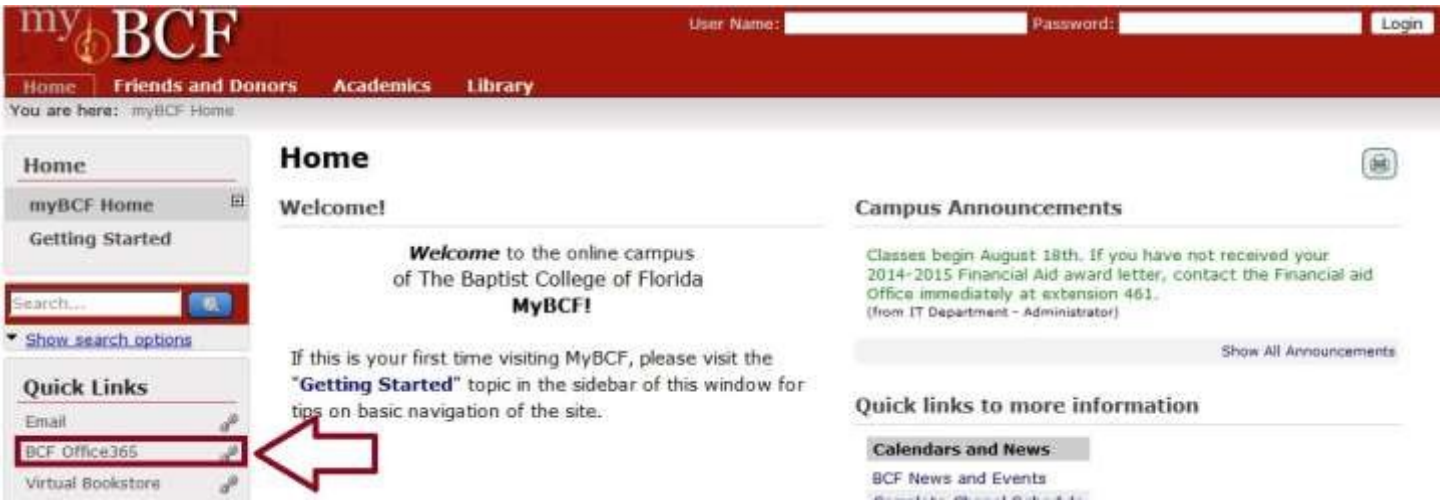
All BUF Students have Office 365 accounts pre-created for them. This includes OneDrive, which provides unlimited cloud storage that can be accessed from anywhere with internet access. Sign into these services with your BUF email address, and your password. *IF prompted, choose “OneDrive for Business”, or “Sign in with your work or school account”.*

Please refer to Microsoft for detailed system requirements for Office 365 and OneDrive. It is each student’s responsibility to meet these requirements; BUF does not support student-owned equipment.
Office 365 System Requirements: http://technet.microsoft.com/library/office-365-system-requirements.aspx
Microsoft Office System Requirements:
http://technet.microsoft.com/en-us/library/ee624351%28v=office.15%29.aspx
Skype for Business® Web App System Requirements:
http://technet.microsoft.com/en-us/library/gg425820.aspx

Note to Returning Students: OneDrive storage will be replacing network drives (also referred to as your U: drive.) You are encouraged to begin moving files from your existing network drive to your OneDrive account. New Students will not have a network drive (the U: drive) created, only OneDrive cloud storage.

Connecting to Office 365 and OneDrive

You can access this service and storage by clicking on the “BUF Office365” link in the sidebar on myBUF, as shown below. A link is also provided in several places on each course, inside the LMS.



If needed, the page https://onedrive.live.com/about/en-us/support/ provides some help for using your OneDrive storage. Additional help for Office 365 is provided online by Microsoft.

Office 365 and Student Advantage

Through The Baptist University's Office 365 for students, current students may use a full version of Microsoft Office at no cost, available at https://portal.office.com/OLS/MySoftware.aspx.
(Login with your student email address and your password, after your student email address has been created.)

- Please refer to Microsoft for system requirements for Microsoft Office.
- It is the student's responsibility to meet these requirements.
- BUF does not support student-owned equipment.

BUF Student Access Computer Locations (Graceville Campus)

Computers are available for students to use in the Computer Lab and in the Library on the Graceville campus. Use your student email address as your username.

- **You must use your student account to use the student access computers on the Graceville campus.**
- **This login will be created at the beginning of the first semester for which you are admitted or re-admitted**.
- It will remain active while you are a current BUF student (not required to readmit).
- The Computer Lab and the Library may have additional rules governing the use of these computers.
- Music students are also permitted to use the computers in the Music Lab.
- Students are prohibited from using any other university-owned computers, including those in the classrooms and offices.

Printing & Making Copies

Student printing is available only in the computer labs and library.

- The only copier designated for student use is in the Ida J. McMillan Library in Carlton Hall.

- Students may print **one copy** of a document. Additional copies should then be made using the publicly accessible copier/printer located in the Library. Students may **not** use copier function without paying for the copies.
- The copiers/printers located in the Computer Lab, Music Lab and the Library are for academic purposes only.
- *These printers may **not** be used for personal, ministerial, or commercial purposes.*
- Students are prohibited from using any other university-owned printers/copiers.
- Arrangements should be made with the professor if a student needs a class set of a document.

BUF Wireless (Graceville Campus)

The Baptist University of Florida operates a wireless internet access service, available in most areas of the Graceville Campus. The wireless service is available for use by current students, faculty, staff, and alumni. ***see note below**

***Please Note: Your network logon account will be created at the beginning of the first semester for which you are admitted or re-admitted**. It will remain active as long as you remain a current BUF student not subject to the BUF readmissions policy.

The Graceville campus has two wireless networks, "BUF WiFi" and "BUF Streaming". You will find information below regarding both of these networks.

BUF WiFi

This network requires your username and password in order to connect.
Please note that when you use the "BUF WiFi" network that your user name (student email address) and password will be saved on the device. Any use of the device where your user information is stored will be logged against your account - regardless of who is using the device.

If you receive a security certificate warning, you must select to "proceed anyway".

The next page is a brief guide for connecting to "BUF WiFi".

Security of wireless networking - *Wireless networking is inherently insecure.*
Any traffic on a wireless network can be intercepted and easily read if it is unencrypted. For this reason, it is very important to use Secure Socket Layer (SSL) when connecting to sites or service that request or contain private or confidential information. For your own security, make sure you are using https:// sites for banking, sites that store personal data, or any site that requires a login.

Guide for connecting to "BUF WiFi" (Graceville Campus)

Windows

- ➢ Select the "BUF WiFi" network.
- ➢ For Windows® operating systems: Go to "System Settings" server & networks"
- ➢ Turn on Wi-Fi if not already on
- ➢ Change the "Specify authentication mode" option to "**User** Authentication".
- ➢ Choose "PEAP", "MSCHAPv2", Not Validate" for CA certificate.
- ➢ When you connect to this network, enter your password here
- ➢ In the field "Identity" enter you your username here user name and password as you
- ➢ Leave "Anonymous Identity" browser connect. (There will be no blank page login.)
- ➢ If you are still having trouble at this point, please contact the IT department.
- ➢ Go to "save"
- ➢ All other settings should remain unchanged
- ➢ Test the internet with your browser
- ➢ If you are still having trouble at this point, please contact the IT department.

Android

- ➢ Click or touch soft button for the "Menu"
- ➢ Turn **off** the option to "Validate
- ➢ Go to "System Settings" server
- ➢ Turn **on** the "Enable Fast Reconnect" ➢ Go to "Wireless
- ➢ Turn on Wi-Fi if not already on option.
- ➢ Change the "Specify authentication ➢ Select "BUF WiFi"
- ➢ Choose "PEAP", "MSCHAPv2", Not Validate" for CA certificate.
- ➢ When you connect to this network, will be prompted to enter your
- ➢ In the field "Identity" enter you your username here user name and password as you
- ➢ Leave "Anonymous Identity" browser connect. (There will be no blank page login.)
- ➢ If you are still having trouble at this point, please contact the IT enter your password here ➢ In the field "Password" department.
- ➢ Go to "save"
- ➢ All other settings should remain unchanged
- ➢ Test the internet with your browser
- ➢ If you are still having trouble at this point, please contact the IT department.

Apple / Mac

- ➢ Turn on Wi-Fi if not already on
- ➢ Select "BUF WiFi"
- ➢ Enter your username
- ➢ Enter your password
- ➢ When prompted, choose to "Trust" the certificate for wireless.buf.edu ➢ Navigate back to "Wi-Fi Networks" to verify that the network is connected
- ➢ If not connected, please go to the Wi-Fi settings page, select blue arrow next to network name, and select "Renew Lease", then reboot and test again.
- ➢ If you are still having trouble at this point, please contact the IT department

University Policy concerning 2.4 GHz Devices and personal networking on the Graceville Campus

Personally owned wireless access points, wireless routers, “Base Stations”, and/or peer-to-peer (or ad-hoc) networks should **NOT** be operated anywhere on the Graceville campus. This interferes with other students who need to use the wireless service that is operated by the university.

Those who violate this policy will be referred to Student Services. If you know of someone who is violating this policy by operating a wireless service on campus, please report this immediately to the director of Student Services.

The wireless networks operated by Baptist University of Florida on the Graceville campus rely on the 2.4GHz and 5.8GHz bands. Many devices can cause interference. These devices include cordless phones, wireless video monitors, and any other devices that operate on 2.4 GHz. These devices should **not** be operated on the Graceville campus, due to the interference they cause.

FAQs

- Q: What is my username and password for the wireless network?
  - ➢ If you are a current student, please login with student email address as your username. The password is the same that you use for myBUF.
  - ➢ NOTE: If you are a new student, or a newly re-admitted student, then you will be not be able to use the wireless network until the beginning of your first semester for which you are admitted or re-admitted.
- Q: Can I register for a static IP/hostname?
  - ➢ No. Only dynamically assigned IP addresses are supported.
- Q: My reception seems poor and sometimes drops off.
  - ➢ If you have problems with reception, try moving the computer or wireless device. An external antenna has been shown to improve reception in some areas of the Graceville campus.
- Q: Can I use a VPN connection through the BUF wireless network?
  - ➢ No. Our security hardware blocks this type of service.
- Q: Who do I call for support?
  - ➢ ➢ Notify the IT department of wireless network problems by calling 850.263.9058 or 850.263.9020
  - ➢ ***Please Note:*** The Baptist University of Florida and the IT Department will not support computer equipment or software that is not owned by the university. IT does not provide technical support for student owned equipment. It will be the sole responsibility of the student to install and configure his or her personally owned devices and software.
  - ➢ Send questions or comments regarding the wireless service to ithelp@buf.edu.

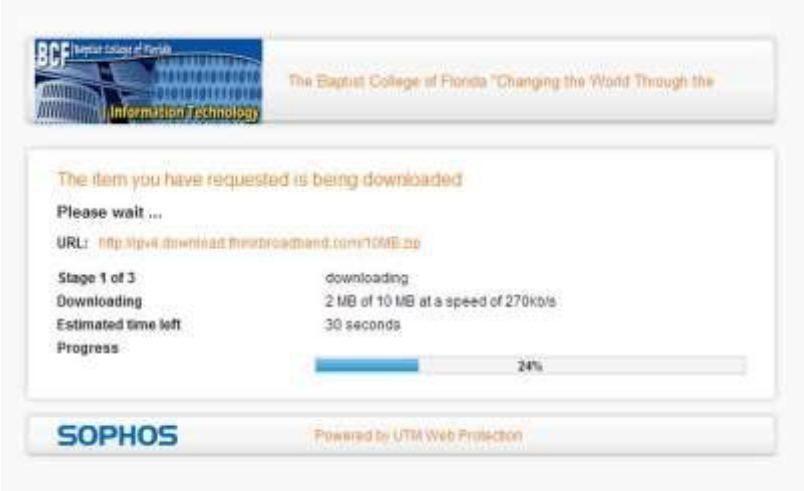
Internet content filter (Graceville Campus)

Most web sites are categorized, and websites that meet certain criteria will be blocked and logged. For example, all websites categorized as pornography will be blocked. If you visit a website that matches these criteria, you will see a screen such as this.

If you feel that a website is incorrectly categorized, please **e-mail the website's URL** to the IT Department (ithelp@buf.edu), and we will investigate.

Internet file downloads (Graceville Campus)

For your protection and the protection of the university's network, all web-based content will be scanned for viruses and spyware. When you download a file, you will see a screen like this.



After the firewall downloads the content, the firewall will then scan the content for viruses. If the file is clean, a screen will be presented that will prompt you to download the file to your computer. However, if the file is infected you will be presented with a screen that gives you information on the virus it detected, and you will not be able to download the file to your computer.

The mission statement for the Information Technology (IT) department includes the charge to facilitate computing services that allow BUF to accomplish its mission of educating and training ministers and other religious workers**.**

Therefore, it is not appropriate for the Graceville campus to support all the technology services that would be available in a home environment.