



# SUNY Geneseo Adjunct Orientation

## my.geneseo.edu

myGeneseo is your campus connection to email, balances, Knightweb, campus news and events, and more. Through the myGeneseo portal, you can access myCourses and Knightweb with a single sign-on.

## myCourses.geneseo.edu

myCourses provides faculty an ability to easily post course materials, use class communication tools and more. Students do not have access until the first day of classes.

Resources can be found online at the main website.

## Knightweb

KnightWeb is the secure, self-service web interface to college administrative data. Faculty can enter grades, view their schedules and class lists and access academic advisement information such as unofficial transcripts.

KnightWeb accounts are automatically created for all faculty and advisors. Problems accessing KnightWeb should be directed to the Records Office at 245-5566.

## Getting Help

The CIT HelpDesk offers computer assistance for Geneseo students, faculty, and staff. You may stop by the office in South Hall 225, call 245-5588, or email [rt@geneseo.edu](mailto:rt@geneseo.edu).

Hours: Mon-Thurs (8 am–9 pm)  
Friday (8 am – 4 pm), Closed Sat-Sun.

## nyalert.geneseo.edu

Sign up for NY-ALERT to receive Geneseo related emergency notifications through email, phone, and text messaging.

## software.geneseo.edu

All Geneseo employees and students can download virus protection and MS Office (Word, Excel, PowerPoint, Access and Publisher) for FREE.

## myPhone

If so have any telephone questions, send an email to [myphone@geneseo.edu](mailto:myphone@geneseo.edu).

## Using your Personal Computer on our network

Faculty can use their personally owned computer on the Geneseo network. Check with your TSP for licensing restrictions.

## boxes.geneseo.edu

Some course materials can be placed here. Login with your Geneseo username and password. Folders are separated by department.



myCourses  
[mycourses.geneseo.edu](http://mycourses.geneseo.edu)

Knightweb

[Knightweb.geneseo.edu](http://Knightweb.geneseo.edu)

**Shawn Austin**

[austinsm@geneseo.edu](mailto:austinsm@geneseo.edu)

Departments: Center for Community, Central Duplicating, College Union & Activities, Credit Union, English, Foreign Languages, Philosophy, Political Science & International Relations, School of Education, Student Association

**Sam Bean**

[bean@geneseo.edu](mailto:bean@geneseo.edu)

Departments: Accounting, Administration & Finance, Enrollment Services, Geography, Human Resources, Institutional Research, Office of the President, Office of the Provost, Property Control, Purchasing, Research Accounting, School of Business, Small Business Development Center, Sponsored Research, Student & Campus Life, University Police

**Nik Varrone**

[varrone@geneseo.edu](mailto:varrone@geneseo.edu)

Departments: Admissions, Alumni & Parent Relations, Annual Giving, Campus Scheduling & Events, College Advancement, Computer Science, Computing & Information Technology, Financial Aid, Graduate Studies & Study Abroad, Mathematics, MEAP, Office of the Dean of the College, Records & Scheduling, School of the Arts, Student Accounts

**Tamara Phillips**

[phillips@geneseo.edu](mailto:phillips@geneseo.edu)

Departments: Anthropology, Athletics & Recreation, Communications & Publications, Communicative Disorders & Sciences, Health & Counseling, History, Psychology, Residence Life, Sociology

**Andy Camidge**

[camidge@geneseo.edu](mailto:camidge@geneseo.edu)

Departments: Access Opportunity Programs, Biology, Career Services, Chemistry, Communication, Environmental Health & Safety, Facilities Services, Geological Sciences, International Student Services, Physics

**Jim Denk**

[denk@geneseo.edu](mailto:denk@geneseo.edu)

Departments: Classroom and student access computers

## **TSP Responsibilities**

### ***What TSPs Will Support***

TSPs will...

- ...support functionality of core applications
  - Windows XP (SP 2) & above
  - Macintosh OS X 10.4 & above
  - Adobe Acrobat Reader
  - Symantec Antivirus
  - Microsoft Office (versions 2003 & above)
  - Internet Explorer / Firefox
  - Eudora / Thunderbird
  - SSH clients
  - CRT / Better Telnet
  - WS FTP / Fetch
  - Oracle calendar software
- ...set up new machines and transfer work-related files
- ...set up peripherals purchased by the College
- ...set up network printers
- ...perform repair triage
- ...install software with applicable license
- ...install Symantec AntiVirus on campus machines
- ...maintain and install computing labs on campus
- ...install software in campus computing labs with 2 weeks notice and applicable license
- ...notify departments when lab software changes
- ...assist with technology request preparation
- ...initiate the process for additional network drops
- ...keep <http://software.geneseo.edu> updated
- ...provide training on core applications
- ...provide telephone support to the campus from the CIT HelpDesk during College business hours
- ...supervise student assistants for 10 hours per week
- ...backup each other in the event of absences
- ...work Monday - Friday 8:00 am - 4:15 pm and take 45 minutes for lunch