

Computing and Technology Checklist

BEFORE YOU ARRIVE



1. Activate your RegisNet account

webadvisor.regis.edu

Your RegisNet account gives you access to most computing resources at Regis University, including the student information system (WebAdvisor), email, wired and wireless Internet and free software downloads.

You can setup your RegisNet account by accessing the WebAdvisor page (link noted above). Select Request a RegisNet Account.

2. Check Regis email regularly

today.regis.edu

Don't miss out on important information! The University only uses Regis addresses when sending official communications to students via email (e.g., ITS correspondence, enrollment updates, financial aid, policy announcements and academic information).

3. Pack your computer

If you are bringing your computer to campus, the ITS Department recommends that it meet these specifications:

- Processor – A current generation AMD or Intel processor (AMD: Athlon or Phenom) (Intel: Core 2, Quad Core, i3, i5 or i7)
- Memory – 2 GB minimum for 32 bit operating systems, 4 GB minimum for 64 bit operating systems
- Hard Drive – 250 GB hard drive is currently the best value
- Monitor – 20" LCD flat panel displays currently the best value
- Operating System – A currently supported version (Apple OSX Lion, Apple OSX Mountain Lion, Microsoft Windows 7 or Microsoft Windows 8)
- If you are buying a new computer, Regis University has a purchasing agreement with [Dell](#).
- Apple Computer has set up an [academic storefront](#) for Regis University as well.
- Confirm your notebook computer has a wireless adapter. Most laptops have one built-in. Confirm your desktop computer has an Ethernet card. Most modern desktop computers have one built-in.

4. Get free Microsoft Office Professional Plus

Take advantage of Microsoft's Student Advantage Program. Microsoft provides all actively enrolled

students in a class with Microsoft Office Professional Plus. This offering includes the complete, full-featured versions of Word, Excel, PowerPoint, Access, Publisher and OneNote. For a walkthrough with screenshots, view [full instructions online](#) or [download the PDF](#).

5. Secure your computer

If your computer is compromised, you may be disconnected from the campus network. Be sure to:

- Update your operating system with the latest security patches from Windows Update (Windows) or Software Update (Macintosh). Enable automatic updates to receive security patches as soon as they are released.
- Update your software, especially your Web browser and Adobe Reader to the latest versions.
- Install anti-virus software in order to use Regis' network resources. Computers that are running the Windows operating system can use the [free Microsoft Security Essentials](#).
- Apple Computers can use the [free Sophos Anti-virus for Mac home Use program](#).

6. Uninstall peer-to-peer (P2P) software

Downloading copyrighted materials puts you at risk for hefty fines, University sanctions, civil lawsuits, even criminal charges. Please remove P2P programs from your computer (e.g. Vuze, BearShare, BitTorrent) and use legal alternatives to obtain music, books, or movies. Try iTunes, Amazon, or Pandora.

7. Explore WebAdvisor

webadvisor.regis.edu

Log on to WebAdvisor and look around! You will use WebAdvisor to view your schedule and grades, buy books, manage your University finances, change your password and a lot more.

8. Set up your FERPA Privacy Waiver

Due to federally mandated Family Educational Rights and Privacy Act, FERPA, regulations, parents and spouses do not automatically have rights to view a student's records. A student must give those rights to the parents or spouse. Instructions can be found on the site noted above for granting parent or spouse rights to transcript and schedule information.

After the Semester Starts

1. Connect to the Internet

Before logging onto a network on a Regis University campus, you will be required to install and run the SafeConnect policy key. The policy key will report and enforce your compliance with Regis' network requirements. Automatic updates must be enabled and anti-virus software must be installed. To do so, open a web browser that will direct you to login. Use your RegisNet username and password. You will be instructed to download the SafeConnect client. If your system is compliant with the wireless requirements, you will be allowed to log onto the network by selecting the option labeled RegisNET-Internet-Access.

For a faster Internet speed, plug your computer into a network jack. You will need an Ethernet cable, available from the Regis Bookstore.

2. Locate a public computer

Choose from more than 180 general use computers dispersed among most buildings on campus loaded with all the software needed for most of your coursework. Two computer labs in Carroll Hall are available 24 hours a day, every day of the year, as are the labs in the residence halls. There are another 150 computers located in specialty labs on campus, which have particular equipment or software installed available to students in certain programs.

Although the majority of computers provided for student use are Dell computers running Windows 7, two labs are equipped with dual-boot (can run either Windows or MacOS) iMacs. If you have a preference or a need to work on a Mac, these computers are available in one of the 24/7 labs in Carroll Hall. All public computers are checked frequently to verify they are in great working order.

3. Safeguard your computer and your files

- Keep your anti-virus software up-to-date. Do a full scan of your computer monthly.
- Keep your computer's operating system up-to-date. Enable automatic updates.
- Back up your files. Use the file space (H:\), Regis' secure online storage system, CDs, USB drives and other portable storage devices. Always have more than one copy of any file that is important to you. Lots Of Copies Keeps Stuff Safe (LOCKSS).

4. Printing

Regis partner, the Copy, Print and Mail Center, manages all printing. A Cost Preview screen will display each time you print notifying you of the number of pages and cost. Students are allotted a fixed amount of free

printing or copying every semester. They are able to use any computer lab to take advantage of this printing allowance.

5. Protect your privacy

Don't post your address, birth date, class schedule or other personal information on Facebook or elsewhere on the Web. This information could be used to steal your identity and put your physical safety at risk. Never send sensitive information via email even if the message requesting it appears official.

Regis University will never ask for your RegisNet username or password or other sensitive information via email.

6. Sign up for Regis RU Alert

regis.edu/rualert

Subscribe to Regis University's RU Alert Emergency Notification system. RU Alert is a free service that provides emergency notifications about a campus emergency or closure. Alerts will be delivered directly to your mobile phone via a text message and/or to your email address. Note: The ability to receive text messages and emails depends on your service plan.

7. Explore Regis Today

today.regis.edu

Regis Today is our Regis University portal available to all students, faculty and staff. University announcements are posted via stories or updates.

8. Explore Regis Learns

training.regis.edu

Regis Learns is our online learning platform for all of Regis University's training needs. The University community can access a variety of presentations, tutorial videos and tips for optimizing the use of tools, technology and job aids. Use your RegisNet credentials to explore all the training opportunities available.

9. Ranger Tech Services - Student Help Center

Ranger Tech Services (RTS) offers technical support by students for students. RTS is an arm of the Information Technology Services Help Center. Ranger Techs provide full service desktop support. They can fix most problems from viruses and Internet connectivity to slow run speeds. RTS also offers guidance with operating systems and troubleshooting system issues.

Ranger Tech Services is located in Carroll Hall Room 1 in close proximity to the ITS Help Center in Room 9. We welcome walk-ins as well as scheduled appointments via the ITS Help Center at 303.458.4050. **This is a free service!**