

UWGB Information Technology

STAFF Guide



Connect to Wi-Fi

Eduroam: All staff can connect devices to eduroam, the secure campus wireless network. To connect, enter your UWGB email address and password.

UWGB Guest: Available campus-wide for guests only. Guests should connect to UWGB Guest using their email address.



Print Copy Scan

Each department has one or more printers/copiers. Networked printers and copiers are labeled with a queue name. Unlike HP printers, Ricoh printers require a user code to authenticate use. Learn more at <https://uknowit.uwgb.edu/78473> and <https://uknowit.uwgb.edu/22590>. For scanning, contact your department ADA for access.



** – Secure Your Account

Reset your UWGB password every 180 days.

Reset your password on any UWGB laptop or desktop by following these instructions: <https://uknowit.uwgb.edu/22632>.

DUO is the required second factor authentication method to access your high-risk data. Time-based tokens are also available.

Report Phishing emails to abuse@uwgb.edu.



Telecommuting

Working Remotely page includes useful resources for VPN, Meetings, Phones, Voicemail, and a list of FREE Software: <https://www.uwgb.edu/remote/working-remotely/>.

Refer to the **UW-Green Bay Telecommuting Policy** for use of University-Provided Equipment when working remotely.



Need Help?

Contact the IT Help Desk, IS 1150

Phone: (920) 465-2309

Email: helpdesk@uwgb.edu

Mondays-Thursdays 8:00am-6:30pm

Fridays 8:00am-4:30pm



Office 365

<https://www.office.com/>

Click on Sign in to access the web version of **Microsoft Office 365** (aka Office 2019) for your email and document processing needs.

Microsoft Office 2019 apps are available on all UWGB issued devices. These are Outlook, Word, Excel, PowerPoint, Teams, and OneNote. You can also access OneDrive by logging in with your UWGB email address and password.

Your UW-Green Bay account allows you to also install Office 365 apps for FREE on up to five devices.

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