IT Introduction
Graduate Student Orientation

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Discussion Topics

- IT Structure at Iowa State
- Common Questions
- Getting Help
- Software and Hardware
- Computing Resources
- File Storage and Management
- Checkout Equipment
- Security and Travel
- Conference Rooms
- Questions
IT Resources at Iowa State

ITS
- Manages core IT services for entire campus
- Networking, phones, e-mail, classroom equipment, computer repair, data center, security

Biology IT
- A collaborative effort of the College of Agriculture and Life Sciences (CALS) and the College of Liberal Arts and Sciences (LAS)
- We support faculty, staff, and grad students in the biological sciences in admin offices, teaching, and research labs
  - BBMB Biochemistry, Biophysics and Molecular Biology
  - EEOB Ecology and Evolutionary Biology
  - ENT Entomology
  - GDCB Genetics, Development, and Cell Biology
  - NREM Natural Resource Ecology and Management
  - PLP & MICRO Plant Pathology and Microbiology
  - Interdepartmental Microbiology Program
Biology IT Offices

- 1139 Molecular Biology Building (BBMB)
- 537 Science II (ENT, GDCB, MICRO, NREM, PLP)
- 4301 ATRB (ENT, GDCB, PLP)
- 217 Bessey (EEOB)
What’s my Net-ID?

- Your Net-ID is the part before @iastate.edu
- My email is jdjohnso@iastate.edu My Net-ID is jdjohnso
- Your Net-ID gives you access to services like Email, PaperCut, Canvas, computer labs, servers, etc.
- Integrated with Okta for multi-factor account account security

Use ASW to manage your Net-ID account

- Change your password, set a text number to do a password reset
- Edit your email delivery options (forwarding)
- Change your default command shell

Access+ Almost Everything else

- U-Bill, tax and student loan information, payroll, degree audits, transcripts and class registration
Common Questions

Network and Internet
• Must register any device to use the network on campus - NetReg
• IASTATE or ISU Cardinal: Unsecured, public network
• Eduroam Secured and encrypted network, supported at most other universities

Printing
• Most public labs on campus and Library use PaperCut for printer management
• Black and White is set to 5 cents per page. Color printing costs varies by lab
• A credit balance is set each semester. Once exceeded any charges will go to your U-Bill

Other FAQs
• https://www.biology-it.iastate.edu/faq
How to Get Help

**ITS Solution Center** – 192 Parks Library

- [Online Form](mailto:solution@iastate.edu) or [solution@iastate.edu](mailto:solution@iastate.edu) or (515) 294-4000
- **Examples of issues Solution Center can assist:**
  - Resetting your Net-ID password
  - Help registering your personal iPhone on ISU network
  - Problem with a projector in a teaching classroom
  - Your personal laptop screen is broken

**Biology IT** – various

- [biologyit-tech@iastate.edu](mailto:biologyit-tech@iastate.edu) or (515) 294-4048
- Standard ISU Hours: Monday – Friday 8:00am – 5:00pm
- **Examples of issues Biology IT can assist:**
  - A computer in a Bessey teaching lab won’t turn on
  - Help with computer attached to an instrument in a research lab
  - Requesting access to your PI’s LSS file share or CyBox folder
  - A laptop in your PI’s lab won’t let you logon
Hardware

Where to Buy

- Dell, Microsoft, and Apple have academic discounts
- ISU Bookstore TechCyte
  - Memorial Union – ISU Bookstore
  - Apple Academic discount - $50 - $200 off retail pricing
  - Purchases from ISU Bookstore are exempt from Iowa 7% sales tax
- ITS Computer Services
  - 74 Durham - Apple and Dell authorized repair center
  - Nearest Apple store is 50 min drive to West Des Moines

What computer should I buy?

- Ask your PI if they are planning on providing a computer for you to use
- Minimum: Processor: Intel i5, Storage: 256 GB Solid State Drive (SSD), RAM: 8 GB
- Recommended: Processor: Intel i7, Storage: 512 GB Solid State Drive (SSD), RAM: 16 GB
Software

• Licensed Software - ISU Bookstore Software List and ISU IT Software Database
• Free - Microsoft Windows 10
• Free - Microsoft Office 2016 for OS X and Windows
• Free - **VPN** – to access Iowa State’s network from off campus
• Free – Anti-Virus – **Sophos** (Mac), **Microsoft Security Essentials** (Win 7) or Defender (Win 8.1/10)
• Free - Bibliography Management – Mendeley or **EndNote Web**
• $19.99/month - Adobe Creative Suite – Acrobat, Photoshop, Illustrator, etc.
• Various Costs - SnapGene, SAS, JMP, ChemBioDraw, SPSS, Matlab
Computing Resources

• iMac Lab – 1340 Molecular Biology
  • Public computer lab
  • Open from 7:30am to 5:00pm Monday through Friday except holidays and breaks

• Reading Room – 4014 Molecular Biology

• 2 iMacs – 503 Science 2

• iMacs – Bessey 1st floor lobby area

• Other Public Computer Labs
  • Several buildings across campus

• High Performance Computing
  • Contact Research IT – researchit@iastate.edu

• Checkout devices
  • Laptops, iPads, GoPro cameras, projectors, cables and adapters
**Windows Virtual Desktop**

**Virtual Desktop Infrastructure (VDI)**

- Access Windows desktop within web browser or **Horizon Client**
- Must be on ISU network on campus or use VPN if off campus
- Includes most ISU licensed Windows software
  - Adobe Creative Cloud Suite, MS Office 2016, MATLAB, JMP, SAS, PuTTY FIJI/ImageJ, R, R Studio, PyMOL, SnapGene, ChemDraw, Chromas, ZEN, SigmaPlot, Box Drive
  - Software can be added – email **gdcbit@iastate.edu** with requests
- **Biology Windows 10**
  - Windows 10 64 bit - 2.3 GHz with 2 vCPU cores, 4 GB RAM
  - Free to use for all biological sciences students
  - Non-persistent - settings and data NOT saved on logout
File Storage

**CyBox**
- Free and unlimited cloud-based storage
- Store, sync, and share files and folders with collaborators
- HIPAA/FERPA compliant for sensitive date storage
- Some research labs use CyBox. Talk to your PI about access

**Google Drive**
- Store and share files with other students
- Available through ISU’s agreement with Google and your CyMail account
- NOTE – Most ISU faculty and staff do not use Google accounts

**LSS**
- Storage for researchers
- If you are working in a research lab your PI may use LSS
- Your PI should email researchit@iastate.edu to request access for you
File Storage Best Practices

Make sure your data is backed up somewhere

- Time Machine (Apple)
- External hard drive
- Cloud Backup (Mozy, CrashPlan, BackBlaze, etc.)
- Cloud Storage (Google Drive, CyBox, OneDrive, etc.)

ISU data or research data produced lab should be put on LSS or CyBox

Student personal and educational data is protected

- Don’t put a grade spreadsheet on an external flash drive

Use version control (git) for your work

- Software, projects, code, even your thesis!
Checkout Devices

Preloaded with standard ISU software
Wiped and reinstalled with fresh OS when returned

**BCB GSO Checkout Laptop** – 537 Science II
- BCB Grad Student Org students only
- Checkout up to 3 months, can be renewed if no one is waiting
- 4 MacBook Pro 13” – macOS 10.12

**Biology IT Checkout** – 537 Science II
- Short term loaning – 2-4 weeks max depending on device
- iPads, MacBooks, Dell laptops, Surface Pro
- Projectors, cables, adapters, and GoPro cameras and accessories

**ISU Equipment and Laptop Checkout** – 102 and 192 Parks Library
- Equipment can be checked out up to 5 business days
- Mac and Dell laptops
- Cameras, camcorders, projectors, screens, tripods, PA systems, mics
Security Best Practices

Set your computer or device to automatically update itself

Be aware of email, phone, and phishing scams

- Don’t click on links in emails to login to a website. Forward suspicious email to abuse@iastate.edu
- Graduate students have been targeted: “tutor help for my child” or “I’m stranded in a foreign country” or “Pay up or I’ll send the police!”

Use the ISU VPN when connecting to campus while off-campus

Accounts and Password Management

- ISU or ITS will never request you change or manage Net-ID password via email
- Utilize Okta for multi-factor with your Net-ID
- Use a password manager (LastPass, KeePass) to store your passwords
- Don’t reuse passwords or use the same password on multiple accounts
- Enable 2-factor authentication on your personal accounts
Travel Securely

• If on ISU business while traveling, borrow a checkout laptop
• Don’t use shared computers at hotels/conferences with your ISU net-id or other secure sites
• Don’t use USB flash drives that are not yours, like those given out at conferences
• Leave unneeded devices at home and don’t leave your devices unattended at any time
• Contact ISU Office of Responsible Research (ORI) for more advice on international travel
Conference Room Calendars

Molecular Biology Conference Rooms
•  http://mbbreservations.bb.iastate.edu

Science II Conference Rooms
•  541 Science II
•  Other Rooms – Contact NREM admin office in 339 Science II

ATRB Conference Rooms
•  https://www.biology-it.iastate.edu/atrb/

Bessey Conference Rooms
•  Contact an EEOB administrative staff in Bessey 251

Carver Co-Lab Rooms
•  Contact Carver Co-Lab reception desk at 294-5252
Questions

Additional Resources

- Biology IT
- LAS IT
- ITS
- ISU IT Acceptable Use Policy

Contact Biology IT Support

- biologyit-tech@iastate.edu
- (515) 294-4048
- 537 Science II, 1139 Mol Bio, 4301 ATRB, 217 Bessey