

# INFORMATION TECHNOLOGIES

The Office of Information Technology (<https://www.ncf.edu/departments/information-technology/>) (IT) exists to provide excellent customer service to New College of Florida. This includes, but is not limited to: campus data and voice networks, whether wired or wireless; local and hosted applications, whether on campus or off-campus; Internet and intranet; classroom, administrative, and dormitory technology; and media and multimedia services. Our constituents include staff, faculty, students, and alumni. Different services are offered to each group and we strive to provide each with timely, complete solutions. The office provides strategic direction, vision, and leadership for all Information Technology affecting New College of Florida. IT provides free Internet access and email accounts to all on-campus students. Each residence hall room has campus network access. IT also provides training to the campus community. Our software services range from word processing, spreadsheet and database applications to full Internet access.

## Services Offered by Information Technologies

### Assistance

If you need assistance with a computer, you can enter your request on our Help Desk system or you can send an email to helpdesk ([helpdesk@ncf.edu](mailto:helpdesk@ncf.edu))@ncf.edu ([itsupport@ncf.edu](mailto:itsupport@ncf.edu)). Responses will be sent directly to your email account. The Help Desk office is located in Palmer A.

### Computer Access

The IT Open Use Computer Laboratory is located on the first floor of the Jane Bancroft Cook Library in the Academic Resource Center (ARC). It is available for all currently enrolled students, staff, and faculty. Open daily (except for official College holidays), it contains ten computers and networked "pay for print" laser printers. Microsoft Office, Windows, Internet browsers, and other application software are also available on the lab's computers.

### Email Accounts

Email accounts are available for all faculty, staff, and currently enrolled students. New faculty and staff accounts can be requested through your department or division office manager.

Students are provided an NCF email account and can apply for it online through NewCLEIS. These accounts will be used by faculty and staff to communicate with students. Students may also use their account as their regular email account. The accounts are managed by Information Technology and will remain active throughout the time a student remains at New College (including during off-campus study and approved Leaves of Absence). Students are responsible for monitoring these accounts for official announcements, communications from faculty and staff, and other important campus information.

### MyNCF

The New College of Florida Campus Portal, MyNCF, provides convenient access to online services, including email, course registration through NewCLEIS, a calendar system, New College announcements, Banner, and Canvas, among others.

## Personal Web Pages

Faculty, staff, and currently enrolled students can have their own personal website on our server. For students, all the information needed to obtain and maintain a personal student website is available on the student web server page. Please remember that you are responsible for any information published on your web page.

## Application Support and Development (Banner Group)

The IT Application Support and Development Group provides a full suite of administrative applications for staff, students, and faculty. These application tools provide business office functions for general accounting, purchasing, accounts payable, budgeting, accounts receivable, parking, HR, and payroll, as well as student administrative needs for admissions, housing, financial aid, registration, scheduling, billing, and evaluation. A number of automated interfaces have also been developed and implemented to enable New College to leverage the most effective and efficient means to transmit and receive information critical to processing campus-wide transactions and reporting.

## Additional Computing Facilities

All residence hall rooms have access to the campus network and the Internet through a 100MB Ethernet network.

In addition to the Open Use Computer Laboratory described above, New College's student government provides a Macintosh-equipped lab located in HCL 6, staffed by a Teaching Assistant. Sophisticated applications software, printing, desktop publishing, and advanced digital video equipment are available in the lab. This lab is operated by students for students, in response to student-expressed needs and preferences.