Reed offers several resources to assist teaching:

**mLab**
The mLab is a space with resources and services in support of the use of technology in teaching and scholarship. These complement existing CIS offerings through in-depth help, hands-on support and cutting-edge gear. They are supplemented by Instructional Technology Services.

Visit: tsg.reed.edu/mlab
Find out more information by emailing its@reed.edu

**Moodle**
Moodle is Reed’s learning management system. It provides easy-to-use tools that help you build interactive course websites where your students can download documents, access course materials, participate in discussions, work collaboratively, submit assignments and much more!

Reach Team Moodle at moodle@reed.edu

**AV Services**
Audio-Visual Services is a part of CUS. They provide sound and video equipment as well as classroom projection training and support. Find out more at: tsg.reed.edu/av
To schedule a projection classroom for a course, contact Sarah Sharp at x7294, sharps@reed.edu. For one-time use of a projection classroom, contact CEP at x7522

**Other Resources**
Reed subscribes to Lynda.com which offers software training: tsg.reed.edu/lynda

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**Google @ Reed**
Reed offers Google Apps for Education such as mail, calendar, and unlimited storage with drive.
Go to: tsg.reed.edu/google
To access your e-mail: mail.reed.edu
To setup automatic class mailing lists: tsg.reed.edu/autolist
To review your email address: iris.reed.edu/email_prefs
To create groups for sharing: tsg.reed.edu/googlegroups

**Data Security**
Phishers attempt to steal your personal information by tricking you with official looking e-mails and replica websites. CIS will never ask for your password and you should never share it, in an e-mail or otherwise.
Learn how to spot a phish and what to do when you encounter one: tsg.reed.edu/phish
If you work with confidential data, you are required to take steps to keep it secure. FileVault encryption is enabled on your Reed Mac to protect your data.
Find out more: tsg.reed.edu/securedata tsg.reed.edu/filevault

**Storage and Software**
Your Reed Google account gets you unlimited space in Google Drive drive.reed.edu
For a list of software available to Reedies, visit downloads.reed.edu

If you need specialized hardware or software, CUS is happy to help!
Find out more: tsg.reed.edu/allocations
CUS cares about your data and uses CrashPlan to automatically back up your important documents. Up to 5 computers per user can be backed up.
Find out more: tsg.reed.edu/crashplan

For software maintenance, CUS uses Managed Software Center on all allocated Macs. Updates contain important security patches and should be installed regularly.
Find out more: tsg.reed.edu/msc

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Reed's Computing Policies

Faculty and staff are expected to respect copyright laws such as the DMCA, to take reasonable steps to protect Reed-owned computing equipment and to ensure that the sensitive data they deal with is secure.

Review our policies with the links below:
Our theft policy: tsg.reed.edu/policy-theft
Our data policy: tsg.reed.edu/policy-data
Our user agreement: tsg.reed.edu/policy
Copyright information: tsg.reed.edu/copyright

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Bad Password: p4$$w0rd!
Better Passphrase: cowpoke-mimosa-chapbook-thyme
Questions? Comments? Concerns?
Computer User Services
is here to help!

CUS Help Desk
x7525 (503-777-7525)
Mon-Fri: 8:30 am to 5pm and
Student Workers from Sun-Thu: 5pm to 12am
cus@reed.edu reed.edu/cis/help

Audio-Visual Services
x7711 (503-777-7711)
av-services@reed.edu
Mon-Fri: 8:30am to 4:30pm
Available Sat and Sun by request
For In Class Projection Emergencies: x4646

Computer Hardware Shop - ETC 114
x7277 (503-777-7277)
chs@reed.edu
Mon-Fri: 8:30 am to 5pm
tsg.reed.edu/hardwareshop

Computer Store - ETC 116
x7253 (503-777-7253)
Mon-Fri: 8:30 am to 5pm
mac-purchase@reed.edu

What’s New?
The library is now using EZProxy to enable community members to access library e-resources from off-campus. EZProxy works through a special prefix to the URL and requires no browser configuration. Resources on the Library catalog and database webpages are set up already to use this new URL. We recommend updating your bookmarks to the new setup as soon as possible.

Special Request/Service Concerns:
Tony Palomino
Director of CUS
palomint@reed.edu
x6622 (503-788-6622)

If all else fails:
Marty Ringle
Chief Information Officer
ringle@reed.edu
x7254 (503-777-7254)

This year’s Technology Survival Guide is brought to you by Trevor Soucy, Trey Carpenter, the minions at the CUS Help Desk, and all of Computing & Information Services.