

# Welcome Back to Furman



## Furman Password Facts You Need To Know

- Your Furman NetID and password give you access to almost all Furman information services.
- You can change your password within my.Furman.edu by clicking the "Change My Password" link. That link takes you to the "Furman Password Station".
- The password station lets you change your password, and also setup challenge questions in case you forget your password.

## iPad Rentals



ITS will have a limited number of iPad minis and Dell laptops available to rent from the IT Service Center. The Service Center will rent these devices on a semester, monthly or weekly basis. More information can be found on the [ITS Self Help site](#).

## Microsoft Office Facts



- Everyone on campus can get to the web version of Office 365 directly from the MyFurman portal – no additional login required.
- All Furman students, faculty, and staff can download Office Professional and Microsoft iPad apps at no cost.



## Have You Tried the Email-To-Print Feature?

Try the email-to-print feature today! Send an email from your laptop or mobile device with an Office or PDF attachment to [stuprint@furman.edu](mailto:stuprint@furman.edu), swipe your ID card and print your document.

Printers with this feature can be found at the following locations:

- Library Research Commons,
- Multimedia Commons – lower level of Library,
- 24-hour Lab,
- Furman Hall – 117,
- Hipp Hall – 206,
- Johns Hall – 203,
- North Village – J, and
- SGA Suite – Trone Student Center.

## Weekly Maintenance Windows

ITS strives to schedule upgrades at times that are least disruptive to the campus community. Times that we use for upgrades are:

- Wednesday morning from midnight to 7am
- Saturday morning from 6am to 10am

## IT Service Center Hours

- Monday – Thursday from 8 am to 11 pm
- Friday from 8 am to 5 pm
- Saturday from Noon to 5 pm
- Sunday from Noon to 11 pm

## ITS Self Help Site

The ITS Self Help Site, <http://www.furman.edu/itshelp>, provides detailed "how to" instructions and answers to frequently asked questions. If you are unable to find the information you are looking for, please contact the [IT Service Center](#) at x3277 or [service.center@furman.edu](mailto:service.center@furman.edu).