



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.

Box File Sharing

Available from the MyFurman portal, Box file sharing service provides every student, faculty, and staff with 100Gb of file storage, and advanced sharing capabilities. Files stored in Box may be accessed from campus labs as well as personal machines, eliminating the need for flash drives and other portable storage devices for easy access to current files.

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.



Need a laptop? Rent one from the IT Service Center today!

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

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, 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

IT Services 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, and
- Saturday morning from 6am to 10am.

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.