

Cornell University Cooperative Extension Resources

- **Business Systems Launch Pad** - <https://apps.cce.cornell.edu/>
The Business Systems Launch Pad (BSLP) is our portal to over 25 online applications maintained by CCE Admin Business Systems. Applications included: Event Registration for Programs, Program Data & Success Stories, Program Participant, Volunteer & Mailing Lists, My Extension Profile and VIVO, Organizational Report, Staff ID Card Request, Volunteer Enrollment.
http://staff.cce.cornell.edu/Information_Technology/Pages/BusinessSystems.aspx
- **CCE Staff Site** - <http://staff.cce.cornell.edu>
 - **Shared Business Network**
Information: http://staff.cce.cornell.edu/Association_Operations/Pages/SharedBusinessNetwork.aspx
 - **Webinars & Trainings:** <http://spstaff2.cce.cornell.edu/Pages/webinars.aspx>
- **myCornell** - <https://my.cornell.edu>
myCornell is a personalized gateway for students, faculty and staff, to Cornell services, information, and communications designed specifically for them.
- **Survey Tool: Qualtrics** - <http://surveys.cornell.edu/>
With Qualtrics, you can build simple surveys from scratch or use a template to get started. There is no limit to the number of surveys/responses that we can get for no charge, and it is very intuitive and easy to use.
- **The Cornell Store** - <https://store.cornell.edu> - <https://licensing.store.cornell.edu>
Software licensing products for faculty, students, staff and students of Cornell University.
- **WSBN IT Resources: Blog** - <http://bit.ly/wsbnitblog> **"X Files" (Network Drive)** - [X:\](#)

Communications

- **Cornell Brand Book** - <https://cornellbrand.cornell.edu/>
Establishing and communicating a clear and compelling brand helps people associate the Cornell name with credibility and quality. Learn what the basic guidelines are for the use of the Cornell logo and name. You can also download the Cornell fonts (Palatino and Frutiger), logos, letterhead, business card templates and more from this site.
- **Cornell Cooperative Extension Logos** - <http://staff.cce.cornell.edu/communications/Pages/logos.aspx>
- **Copyright**
<http://www.cit.cornell.edu/policy/copyright> - read more information about fair use of copyright materials.
<http://www.copyright.cornell.edu> - helpful handout that you can use to help you determine whether or not you can make and distribute copies of material protected by copyright. If you do need to request permission to use someone else's material, there is a permission form on this site that you can use.

Human Resources (HR)

- **NetID**
<http://www.cit.cornell.edu/services/netid/about/faq.cfm> - Frequently Asked Questions page that will explain what a NetID is, who can receive one and what services it gives you access to. It also explains why you need to have a strong password and why you should never give out your NetID password.
<https://netid.cornell.edu> - This is where you manage your NetID. A new employee will need to go here to activate their NetID. All employees can come here to change their passwords or set up their security questions. The security questions are used in case an employee forgets their password and needs to have it reset.
- **WorkDay** - <http://workday.cornell.edu>
Workday is an easy-to-use, all-inclusive Human Resource Information System that allows staff to manage their personal information such as viewing and updating addresses, viewing paychecks and handling benefits.

- **Who I Am** - <http://whoiam.cornell.edu>
Cornell website to update your Cornell electronic directory information and to set how e-mail is handled. You can also go here to request a Cornell alias.

Information Technology (IT)

- **Cornell E-Lists (Lyris)** - http://spstaff2.cce.cornell.edu/Information_Technology/Pages/CCEMailingLists.aspx
An electronic mailing list (e-list) is a special usage of email that allows for widespread distribution of information to many users. Some e-lists an employee is automatically added to, based on job position, some you need to request access to. Any member of the Cornell community may establish an e-list: <http://www.cit.cornell.edu/computer/elist/lyris> More Information: <X:\IT\IT Resources\E-Lists.pdf>
- **Cornell University – Wireless Access on Campus** - <http://www.it.cornell.edu/services/redrover/about/compare.cfm>
Eduroam (recommended) and RedRover are Cornell's Wi-Fi services on campus in Ithaca.

Policies

Please visit <http://www.cit.cornell.edu/security/> to view Cornell's security policies and procedures.

Important Things To Remember:

- **Never share your Cornell e-mail password with anyone.** This password is used not only for your e-mail account, but to access all of your employee information that Cornell has for you (including health insurance, paycheck info, etc.) Do NOT use your Cornell password for anything else.
- **Symantec Anti-virus** is installed on every computer in the building. As a Cornell employee, you have the right to install it on your home computer for free (to prevent viruses from spreading from your home pc to your work pc). If you would like to do this, please let your local IT contact know and he/she will give you the cd or you can download it yourself from: <http://my.cornell.edu>
- Do not store credit card numbers or social security numbers on any computer.
- Do not install any software on your computer without prior approval.
- Do not open an attachment, or click on a link, unless you are sure that the person sending it to you actually sent it. (Ask yourself if the file name and the person sending it make sense.)
- **Responsible Use** - <http://www.cit.cornell.edu/policy/responsible-use>
CIT explains here the policies that Cornell University has for responsible use of our computers and networks. CIT lists violations such as sharing NetIDs and passwords or forwarding chain e-mails and hoaxes. They also list non-violations and what is illegal under local, state and federal laws.
- **Sensitive Data Cleanup** - <http://www.cit.cornell.edu/datacleanup/>
According to Cornell policy 5.10, "Security of Electronic Information", all computers at the university must be scanned twice per year for confidential information. This information includes credit card, social security, and bank account numbers. It is each individual's responsibility to carry out scanning their computer(s) and cleaning the data. Identity Finder is the software program provided to us for free to scan for this sensitive data.

E-mail

Email and calendar services for faculty, staff, and retirees are provided through Office 365. Office 365 is a service from Microsoft that manages email, calendars, task lists, and address books.

http://www.it.cornell.edu/services/guides/facstaff_email/

- **Outlook 2010 Set-Up and Learn to Use**
Outlook 2010 is an email and calendar application used by Cornell faculty, staff, and graduate and professional students. It is for Windows computers and comes with Microsoft Office 2010.
<http://www.it.cornell.edu/services/outlook2010/index.cfm>
- **Outlook on the Web** - <http://outlook.cornell.edu>
Using this link, you can access your e-mail from any computer with Internet capabilities.

- **Cornell Alias**

You can choose a Cornell email address based on your name. For example, the fictional Ezra Erwin could select the Cornell email alias "ezra.erwin@cornell.edu" and could then send and receive email using either that address or "ewe1@cornell.edu". If you would like a Cornell email alias, go to Who I Am <<http://whoiam.cornell.edu>> and click the Electronic Mail tab. To learn more about Cornell email aliases, visit <http://www.cit.cornell.edu/email/alias/>

- **Exchange Group Account**

<http://www.cit.cornell.edu/services/guides/email/ega/index.cfm>
<https://services.mail.cornell.edu/exchangeGroupAccountManagement/default.aspx>

An Exchange Group Account (EGA) is a specialized Exchange account set up specifically for a Cornell group to handle email or calendars related to its mission or business. EGAs are useful for situations where more than one person handles the incoming messages and/or when messages are intended for a particular purpose rather than a particular person. We use them to handle class registrations and to send out e-mail blasts to our enrollees.

Purchasing

More information: <X:\IT\IT Resources\Purchasing>

- **Dell Premier** - <http://premier.dell.com>

Regional IT Coordinator orders workstations, laptops and servers from Dell. There is a list of standard configurations set up for Cornell at this site to choose from. Send a completed Dell quote pdf form from the X drive to the Regional IT Coordinator to make a purchase.

Software

- **Identity Finder** - <http://www.cals.cornell.edu/cals/cals-it/faculty-staff/idf.cfm>

Identity Finder scans your hard drive, web site, or other collection of files to identify confidential data, such as social security, credit card, or bank account numbers. When the scan is complete, Identity Finder produces a list of files that may potentially contain confidential data. You can then use Identity Finder to securely erase (shred) files and move files to a quarantine folder. Per Policy, this software should be used at least twice per year.

- **Symantec** - <http://www2.cit.cornell.edu/security/symantec>

This website provides the link to where you can download the software for Symantec Endpoint Protection and the instructions on how to install the software. This should be installed and running on every computer in your association. This software can be downloaded and installed on any home computer owned by an employee.

- **VPN – Cisco AnyConnect** - <http://www.cit.cornell.edu/services/vpn>

Install: <http://www.cit.cornell.edu/services/vpn/howto/index.cfm>

VPN stands for Virtual Private Network. The Cornell VPN allows you to access campus networks and resources using your netid and password, such as the CCE staff site, when you are away from the office.

- **EZ Backup** - <http://ezbackup.cornell.edu>

EZ Backup is a fee based, automated, remote backup service provided by Cornell to backup your server files. EZ Backup incrementally backs up our files each night. If you accidentally delete or change a file, you can request to retrieve a backup of that file from me at anytime.

Collaboration Tools

See also: <X:\IT\IT Resources\Online Storage and Sharing.pdf>

- **Confluence** - <https://confluence.cornell.edu/dashboard.action>

Confluence is a simple, powerful wiki that allows us to create and share webpages and documents. It is available for free for us to use in the associations.

- **Dropbox** - <http://www.registrar.sas.cornell.edu/Faculty/dropbox.html>

The Cornell Dropbox is a website where you can securely share files with other people, whether they are on the Cornell system or not. It is also useful when you need to share a large file with a person or group of people.

- **Moodle** – Online Courses - <http://moodle2.cce.cornell.edu/>
Modular Object-Oriented Dynamic Learning Environment is a [free and open-source e-learning software](#) platform. Any staff person can create an online course and open it up to any willing participant or only allow participants who know the enrollment key to enroll in your online course. Features of Moodle include: forums, quizzes, surveys, grading and uploading resources (such as powerpoint presentations, audio and video files, web links and more). E-mail cce-dlsupport@cornell.edu for more information.
- **SharePoint**
Request Site: <http://ccesharepoint.wufoo.com/forms/cce-team-site-request-form/>
Help: <http://teams.cce.cornell.edu/help/default.aspx> -- X:\IT\IT Resources\SharePoint.pdf
SharePoint is a web-based collaboration tool that enables teams to manage and use shared information such as documents, images, calendars, task lists, and team discussions.
- **Skype** - <http://www.skype.com/allfeatures/skypetoskypecall/>
Skype is a program that can be used for instant messaging, video calls and to make free conference calls (up to 25 people).
- **Video Collaboration Services** - <http://www2.cit.cornell.edu/services/av/services.html>
Video Collaboration Services is a fee-based service which provides complete AV support for campus. This includes point to point or multipoint videoconferencing, desktop videoconferencing and webconferencing. You can utilize VCS to bridge a multipoint video conference of up to 12 to 16 sites for \$50.
- **WebEx Web Conferencing** - <https://cornell.webex.com>
Cornell's free web conferencing service, WebEx, provides on-demand, real-time, collaborative web meetings and conferencing. As part of Cornell's campuswide license, faculty and staff can schedule meetings that anyone can participate or present in. More info: <http://www.it.cornell.edu/services/webconferencing/>
- **WordPress** - <http://blogs.cornell.edu/>
WordPress is web software provided to us for free through Cornell that you can use to create a website or blog.

Cornell Employee IT Benefits

- **Cell Phone Service Discount – Verizon Wireless and AT&T**
<http://www.dfa.cornell.edu/dfa/supply/supplierlist/telecom/verizon.cfm>
<http://www.dfa.cornell.edu/supply/supplierlist/telecom/att.cfm>
A benefit of being a Cornell employee is that we receive a 20% discount off of Verizon or AT&T phone plans and also discounts on phone accessories.
Please Note: If you have a family plan, the plan needs to be in the employee's name in order to receive the discount. Also, the discounts for Verizon and AT&T are not just for new phone contracts. The discount can be applied to your existing contract.
- **Lynda.com** - <http://www.lynda.com/>
Lynda.com offers 2,500 detailed courses with over 80,000 high-quality instructional videos on the latest software, creative, and business skills for people at all experience levels.
- **Skillsoft** - <http://www.cit.cornell.edu/training/skillsoft.cfm>
Skillsoft is a free, web-based program available to all employees. Skillsoft offers courses concerning technology, administrative support, marketing, personal development, just to name a few.
Books 24x7 - an online book resource from SkillSoft, offers complete unabridged contents of thousands of the latest and best business and technology books. <https://www.hr.cornell.edu/life/career/books.html>
- **Microsoft Home-Use Program** http://www.it.cornell.edu/services/software_licensing/available/ms_office.cfm#ms_hup
Cornell employees can purchase a Home Use license for \$9.95. The Home Use Program (HUP) currently allows purchase of one license of the current release of Office Professional Plus for Windows or Office Standard for Macintosh. Office suites purchased under the Home Use Program can be used for non-work-related use and also by other members of the employee's household.