

## Technology Information for New Faculty and Staff

Welcome to the University of Wisconsin - Stevens Point. As a new faculty or staff member there is a wide array of technology services and resources available to you. To help you get started we've outlined some important information below. To learn more about the services available to you please take some time and visit:

- New Faculty/Staff Information Page: <http://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx>
- IT Website: <http://www.uwsp.edu/infotech/Pages/default.aspx>

### **Technology Support Services**

You may contact your College Support Team member or the Help Desk at any time for assistance. The College Support Team (CST) consists of Information Technology employees who support the Colleges specific teaching and learning environment.

Instructional Technologists provide resources and support for faculty interested in using technology in teaching and learning. You will find this new resource center located on the 2<sup>nd</sup> floor of the LRC in room 206. To learn more about these faculty services visit, <http://www.uwsp.edu/infotech/Pages/FacultyServices/default.aspx>.

### **Haven't used your UWSP account yet?**

You must activate your account before you can begin using UWSP network services. If you have not done this yet, visit <http://www4.uwsp.edu/it/ulam/FDactivate.htm> and follow the steps to activate your account. During the activation process your network logonID will be displayed. You will use the logonID and password you create from this process to access UWSP network services.

### **Employee Self Reporting System (ESRS)**

The Employee Self-Reporting System stores basic data about UWSP faculty and staff. This information is the official electronic campus record and is the data source for publications such as the Campus Phone Directory and UWSP Catalog. The ESRS lets you control the accuracy of your personal data. It is not be sold or given to non-University parities.

Please take the time to update your information in the ESRS. To access this application, please visit <http://mypoint.uwsp.edu> and click on the Administrative tab. Locate the box titled "Personnel & Payroll" and click "Employee Self Reporting System (ESRS).

### **Email**

You have two email addresses, FirstName.LastName@uwsp.edu and logonID@uwsp.edu. Both addresses deliver mail into the same account. Your logonID is the first letter of your first name followed by the first 7 letters of your last name. For example, if your name is Jane Smith your email addresses would be Jane.Smith@uwsp.edu and jsmith@uwsp.edu.

Our primary email client on campus is Microsoft Outlook, but email can be accessed anywhere using Outlook Web Access <https://email.uwsp.edu> OR from [mypoint.uwsp.edu](http://mypoint.uwsp.edu) click on "Web Email". Log on using your UWSP logon ID and password.

Please feel free to contact us for additional information or assistance.

University of Wisconsin – Stevens Point  
Information Technology Help Desk  
715-346-4357  
1-877-832-8977  
<http://www.uwsp.edu/infotech/Pages/HelpDesk/default.aspx>