



# STUDENT TECH CHECKLIST

HELP  
GUIDE

From Information Technology Services

GOTO:

<http://binghamton.edu/ITS>

## Need a new computer?

First check with your department, as they will have proper recommendations for you, and then go from there.

### TIP! First Visit:

[BINGHAMTON.EDU/ITS](http://binghamton.edu/ITS)

All of these items listed here on the checklist are active links which will take you to the right pages to give you the desired helpful information you need for the semester.



If you still need help, contact your ResCon or the Help Desk:

#### Web:

[HELPDESK.BINGHAMTON.EDU](http://HELPDESK.BINGHAMTON.EDU)

#### Phone:

607-777-6420

#### Email:

[helpdesk@binghamton.edu](mailto:helpdesk@binghamton.edu)

#### Location:

The Technology Hub

## ARE YOU Tech Ready for Classes?

## GET CONNECTED

- Welcome2Bing
- eduroam
- BMail

## ONLINE RESOURCES

- Portal: [my.binghamton.edu](http://my.binghamton.edu)
- ITS main site: [binghamton.edu/its](http://binghamton.edu/its)
- Policies & Guidelines
- Backup & Storage

## PUBLIC COMPUTING & PRINTING

- Info Commons
- PODs - Computing Labs
- Print Quota
- Virtual/Bingview
- Device Setup

## FREE SOFTWARE

- Office 365: PC/Mac
- Google Suite
- Anti-Virus & Malware

## VISIT THE TECHNOLOGY HUB

- Help Desk
- Emerging Technology Studio
- 3D Printing

## GET HELP HERE

- Help Desk
- ResCons
- Cyber Security/B-Aware
- Password Reset/Change
- Phishing Awareness



## GET SOCIAL

@BinghamtonITS



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# HOW to AVOID PHISHING

HELP  
GUIDE

From Information Technology Services

GOTO:

<http://binghamton.edu/ITS/phishing>

## TIP! First Visit:

<http://binghamton.edu/ITS/Phishing>

Plan ahead by protecting yourself. All info. regarding staying safe & secure with easy tips is here.

## THINK BEFORE YOU CLICK

and report any phishing or strange emails to **security@Binghamton.edu**.

Review this info. here and on <https://binghamton.edu/its> to stay safe and secure.



If you need help, contact your ResCon or **the Help Desk**.



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**Location:** The Technology Hub



# Don't take the BAIT!



## 11 WAYS TO AVOID PHISHING SCAMS

1. HOVER over and VERIFY links in emails, websites and documents before clicking on them.
2. Install an anti-phishing toolbar.
3. Verify a site's security. Make sure the URL begins with "https" and a lock icon.
4. Check your online accounts regularly.
5. Keep your browser up to date.
6. Use firewalls.
7. Be wary of pop-ups.
8. NEVER give out personal information.
9. Use antivirus software.
10. Utilize 2-step verification. Protect your accounts with both passwords & phone numbers.
11. Keep informed about phishing techniques by following us on Instagram & Twitter.

## HELP!

### WHAT DO I DO IF I'VE BEEN PHISHED?

1. Visit the ITS website.
2. Ask your RESCON.
3. Visit the Help Desk in the InfoCommons.
4. Visit the Help Desk in the Technology Hub.
5. Search the IT Self Help database in IT SELF SERVICE (at [binghamton.edu/its](http://binghamton.edu/its))
6. Report a problem via email to **security@Binghamton.edu**.

Keep up to date with everything IT.

@BinghamtonITS



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# STUDENT PRINTING

HELP  
GUIDE

From Information Technology Services

GO TO:

<http://binghamton.edu/ITS>

**TIP! First Visit:**  
<http://studentprinting.binghamton.edu>

All information regarding student printing is here, including ways **YOU CAN SAVE PAPER.**

Print quota, history & jobs are here:

<https://PRINT.BINGHAMTON.EDU:9191>

Students can use the Print@Binghamton printing system to print in b&w and color via printers located in the ITS Computer Labs around campus.



If you need help, contact your ResCon or **the Help Desk.**



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**Location:**  
The Technology Hub

**THINK  
before  
you  
PRINT  
& save  
paper.**



View quota balance, printing history, print jobs pending release, upload files to print.

**PRINT@  
BINGHAMTON**

[HTTPS://PRINT.BINGHAMTON.EDU:9191](https://PRINT.BINGHAMTON.EDU:9191)

## PRINTING FROM A LAB or CLASSROOM COMPUTER

ITS Lab and Classroom computers are configured to print directly to the Print@Binghamton printing system.

Go to:

[http://PRINT.BINGHAMTON.EDU:9191.](http://PRINT.BINGHAMTON.EDU:9191)

To release your print job, go to the most convenient student printer and wave your ID card over the black ID card reader. Any print jobs in your queue are released and then printed.

## PRINTING FROM YOUR OWN DEVICE

To print from your personal device, email or web, go to:

<http://studentprinting.binghamton.edu> for easy instructions on how to do this.

## PRINT QUOTA

All registered students receive a set quota at the start of the semester. Students must be registered, have no holds as listed in BU Brain and have a current University ID card. Students may use BUC\$ to pay for additional printing services if out of print quota. Quota and printing prices are listed at <http://studentprinting.binghamton.edu>.



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Keep up to date.  
**@BinghamtonITS**





# Wi-Fi - GET CONNECTED

HELP  
GUIDE

From Information Technology Services

GO TO:

<http://wireless.binghamton.edu>

## TIP! First Visit:

**WIRELESS.BINGHAMTON.EDU**

You'll find all the information that you need to connect your devices (including gaming) and instructions to connect a guest while they visit campus.



If you still need help,

**HD** contact your ResCon or the **Help Desk**:

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## WELCOME2BING:

# Getting Connected to Binghamton University Wireless (Wi-Fi) is EASY & SECURE!



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## WELCOME 2 BINGHAMTON!

Binghamton University students, faculty and staff - please follow instructions below to join eduroam Wi-Fi for the first time:

- Choose **welcome2bing** in the list of available wireless networks and connect.
- Choose "Click here to use JOIN NOW" Then follow the prompts.
- If a window does not automatically open, manually launch a browser and click on "Use JOIN NOW" to configure your device.

To manually configure your device, go to: **wireless.binghamton.edu**.

Guests should use **welcome2bing** for Wi-Fi access.

*PLEASE NOTE: The unencrypted wireless network mydevicesbing is available for gaming devices and other mobile devices that do not support WPA2 Enterprise or cannot otherwise access eduroam.*



**GET SOCIAL** - For ITS News and tips on security and information technology FOLLOW ITS @BinghamtonITS

