Essential Technology Guide
FOR CASE WESTERN RESERVE UNIVERSITY

UNIVERSITY TECHNOLOGY
Case Western Reserve University
Contents

Technology Help
Technology Account
Email + Google Services
Network Connections
Equipment + Software Options
Education + Research Opportunities
Grades + Paycheck Systems
Information Security
Now What?
Technology Help

What is [U]Tech?
University Technology, [U]Tech, offers many ways to get the technology help you need—right when you need it.

help.case.edu

[U]Tech Service Desk
Call 216.368.HELP (4357) or email help@case.edu for immediate technical assistance any time—day or night.

[U]Tech C.A.R.E. Center
Located in the lower level of the Kelvin Smith Library (KSL), the Customer Assistance Resources and Education (C.A.R.E.) Center is staffed by technicians who can answer your questions and service your devices—no appointment needed and at no additional cost. For current hours of operation, visit case.edu/utech/help/utech-care-center.
Technology Account

Your CWRU Network ID (e.g., abc123) and passphrase give you access to university resources such as email, library holdings, paychecks and grades.

Get Activated
To activate your Network ID, visit help.case.edu, select “Quick Links,” then click “Activate CWRU Network ID.” Once you create your passphrase, the system will display your Network ID and email address.

Know the Rules
You agree to abide by the Acceptable Use Policy (AUP) each time you log into a CWRU resource. Review this and all policies at case.edu/utech/policies.

Passphrase Changes
You are required to change your CWRU passphrase regularly. Email reminders will arrive prior to its expiration date and will direct you to the [U]Tech Service Desk website. From help.case.edu, select “Quick Links,” then click “Change Passphrase” to complete the change. NO legitimate [U]Tech correspondence will include a link taking you directly to the “Change Passphrase” page.
Email + Google Services

Email, schedule and collaborate with others using CWRU's G Suite for Education™.

Email

Your CWRU email address is firstname.lastname@case.edu. If you share a name with someone on campus, your email address will contain a middle initial and/or a number. Email may also be sent and received from your NetworkID@case.edu (e.g., abc123@case.edu) address.

Check your email at webmail.case.edu or use your favorite email program or app.

Have a question or issue with email? Review the email FAQ at case.edu/utech/google/cwru-gmail/faq.

G Suite for Education™

This suite of online tools and services include Gmail, Calendar, Drive and Groups—just to name a few. You have unlimited space for storing email and files. To explore the whole Suite, visit webmail.case.edu and click on the grid icon in the top right corner.

Spartan Answers

Accessed through Google Assistant, Spartan Answers provides information for CWRU-specific and related questions. This digital assistant can be used by the CWRU community on smartphones with the Android or iOS operating system. The Spartan Answers user interface works in a similar way to Siri, Alexa and Echo.

Learn how to access it by visiting case.edu/utech/resources/cwru-digital-assistant.
Network + Internet + Wireless

Regardless of the device you are using, [U]Tech has a network to support you.

**Wireless Network**
Sign into the wireless network named “CaseWireless” for a fast and secure connection anywhere on campus. Visit [wireless-setup.case.edu](http://wireless-setup.case.edu) to configure your device for CaseWireless automatically.

**Wired Network**
The high-speed, wired network allows you to upload, download and browse seamlessly. One-time registration of laptop and desktop computers must be completed at [setup.case.edu](http://setup.case.edu) before you can take advantage of the wired network. To register gaming consoles, Blu-ray players and more, visit [help.case.edu](http://help.case.edu), select “Quick Links,” then click “Student Device Self-Registration.”

**Off-Campus Virtual Private Network (VPN)**
Use the VPN when connected to a public network, such as a coffeehouse’s Wi-Fi, to secure and encrypt your communications. VPN is required when accessing certain university resources, such as library resources and databases from off-campus locations. Visit [vpnsetup.case.edu](http://vpnsetup.case.edu) to download the software.

**Duo Security: Two-Factor Authentication**
Two-factor authentication is incorporated into many of the university’s systems. It offers an additional security measure to verify your identity in addition to your Network ID and passphrase. Visit [securityaware.case.edu](http://securityaware.case.edu) to enroll.
Equipment + Software

CWRU partners with premier providers to offer technology at reduced pricing or at no additional cost.

Software
More than 55 software titles are available to download—either at no additional cost or reduced cost. Visit softwarecenter.case.edu for available programs.

MyApps
MyApps is a virtual desktop and application web portal that provides you access to run all of the software licensed to you based on your program of study, course enrollment or role at the university without the need to install it on your personal computer. You may open and save files on your personal device storage, USB drives, Box account and network drives. Visit myapps.case.edu to access this service.

Equipment
Looking for a new computer, smartphone or tablet? Visit case.edu/utech/estore to view deals from popular companies such as Apple®, Dell™, AT&T™, Sprint® and Verizon™.

Zoom Video Conferencing
Zoom is the next generation of online video conferencing available at CWRU. Experience cloud video conferencing, online meetings, group messaging and a virtual conference room solution in one. It works on an easy-to-use platform across Windows, Mac, Linux, Chrome OS, iOS, Android, Blackberry, Zoom Rooms and H.323/SIP room systems. Visit case.edu/utech/zoom to get started today.
Education + Research

Use technology to push teaching, learning and research beyond the possible.

**Canvas**

Canvas is the primary Learning Management System instructors use to host course content online. Explore the tools and resources available to assist with assessment, collaboration and communication by logging into Canvas at canvas.case.edu. Larger courses may be video recorded through Echo360, which is accessible through Canvas. Visit case.edu/utech/canvas for more information.

**Technology Enhanced Classrooms (TECs)**

TECs enable instructors, as well as students, to gain access to tools and resources available beyond the four walls of the traditional classroom. Outfitted with top-of-the-line audio-visual and multimedia equipment, they are located in more than 200 spaces across campus. Learn more at case.edu/utech/tec.

**Active Learning Spaces**

Active Learning Spaces use modern arrangements and technology to promote an educational shift toward active learning, collaboration, information access, assessment and instruction. Learn about this and more initiatives at case.edu/utech/tlt/initiatives.

**Research Computing**

[U]Tech supports high-performance computing for research at CWRU. Services include data visualization, graphics processing, data storage, a high-speed network and funding-agency application consultation. Visit case.edu/utech/research-computing to explore all available research services.
Grades + Paychecks
At CWRU your student and employee-related data is just a click away.

Student Information System (SIS)
Students use SIS to register for classes, view grades, access billing information, plan future semesters and check progress toward fulfilling degree requirements. Faculty members use SIS to view their class rosters and information about their advisees, as well as grant students access to restricted classes. Visit case.edu/sis to access curriculum information, course schedules and student records.

Human Capital Management (HCM)
HCM is the online human resources system at CWRU. University and student employees visit case.edu/hcm to view paychecks, manage direct deposit information and indicate hours worked, as well as time off.
Information Security

Protect yourself and the university by following simple guidelines and best practices for information security. Remember, your passphrase protects your grades and/or financial information—not just your email.

Email Scams
Cybercriminals use “phishing” scams in the guise of official communications, urgent gift card requests, faked invoices, too-good-to-be-true job opportunities and the like to smuggle malicious software (“malware”) onto your device or convince you to give out your personal information.

Never click on a link in a suspicious email. Report messages indicating that your email account reached its “Quota” or there is a need to “Update” or “Verify” your account by forwarding them to help@case.edu. This will help the [U]Tech staff to stop the spread across campus.

Learn more about these scams at securityaware.case.edu.

Software for Security
Visit softwarecenter.case.edu to download a premier antivirus protection program at no additional cost from the Software Center.

Ensure all of your devices (tablets, phones, laptops, desktops) are secure with operating system updates, as well as program and app updates. Use a strong passphrase or PIN to lock your devices and keep them private. For more security recommendations, visit securityaware.case.edu.

LastPass
Passphrases keep essential information locked away, but many people treat them much too casually. They make their passphrases too easy to guess, and will use the same one for multiple sites to avoid coming up with or remembering different ones. LastPass password management software, now available for all CWRU users, does all the remembering for you!

Get started with LastPass at securityaware.case.edu.
Now What?

As the title implies, this guide covers only the essential technology resources at CWRU. However, there is even more to explore. Visit case.edu/utech/new for an up-to-date list of technology services, as well as more information about the resources outlined in this guide.

Additional Services
These services are not managed by [U]Tech, but are important resources. We encourage you to learn more about them.

Wēpa - Cloud based printing network for students. Visit my.case.edu/my/services/wepa for more information.

Rave Alert - A text, email and voice messaging alert system that is used in the event of imminent danger, serious threats to the campus community or campus closings due to severe weather. The university uses Rave alerts only when an emergency affects a large portion of campus. For more information, visit case.edu/publicsafety/emergency-preparedness/rave-alerts.

Rave Guardian App - A free smartphone application that helps CWRU police respond to emergency situations quickly and with more accuracy than ever before. Instructions for downloading the app are at case.edu/publicsafety/safety-campus/rave-guardian-app.

Safe Ride - Safe Ride carries students, faculty and staff around campus and parts of University Circle after-hours. Learn more at case.edu/publicsafety/safety-on-campus/safe-ride.
Quick Guide

**Technology Help** - help@case.edu, help.case.edu, 216.368.HELP (4357), C.A.R.E. Center - Kelvin Smith Library - Lower Level

**Email** - webmail.case.edu

**Spartan Answers** - case.edu/utech/resources/cwru-digital-assistant

**Wireless Network Setup** - wireless-setup.case.edu

**Wired Network Setup** - setup.case.edu

**Virtual Private Network (VPN)** - vpnsetup.case.edu

**Duo Two-Factor Authentication** - securityaware.case.edu

**Equipment** - case.edu/utech/estore

**Software** - softwarecenter.case.edu

**Zoom** - case.edu/utech/zoom

**MyApps** - myapps.case.edu

**Canvas** - canvas.case.edu

**Research Computing** - case.edu/utech/research-computing

**Student Information System (SIS)** - case.edu/sis

**Human Capital Management (HCM)** - case.edu/hcm