

News from IT,
December 10, 2004

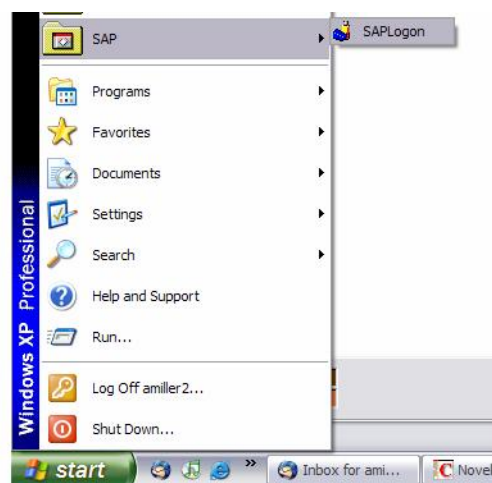


Professor Evaluations require new form – This year changes were made to the Professor Evaluation Form cover sheet. The updated form provides corrected instructions for delivery to IT for processing. IT asks users to destroy any old forms they have on hand and print the new form, available on the IT web page here:

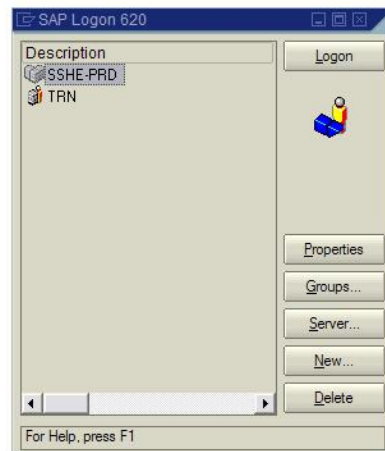
<http://it.mnsfld.edu/policies/coverheeteval.pdf>

Note that the new form shows a “last revised” date of 2004. Use of the new form insures we are compliant with the APSCUF collective bargaining agreement and prevents forms from being delayed in delivery or processing. Thanks!

SAP changes necessitate upgrade: SAP users who have not yet updated their desktop SAP implementation need to do so before January 3rd, according to PASSHE. To update your SAP client to reflect the new database changes, you need to launch it from the Start\SAP\SAP logon menu as shown below.



You will see a very brief update. After the client launches, you will notice that only two database choices are now available. They will be the SSHE-PRD (Production) and TRN (Training) databases.



Novell Upgrade Scheduled: Our primary Novell server, RYE, will be upgraded on Wednesday, January 5th 2005 beginning at 4:15 PM. All services to network printers, desktop applications (office, sap, datatel, etc..) and networked shares (m:\drive) will be unavailable until Thursday, January 6th at 7:00 AM.

Wireless making inroads: IT is in the process of providing wireless access on campus. Currently it serves the first floor of Manser Hall and provides access to a portion of the South Hall Mall. IT is finalizing plans to provide wireless support to AHUB and to North Hall, with implementation expected during the spring semester.

Wireless access is secured, with availability limited to faculty, staff, and currently-registered students. Up-to-date information on IT's wireless networking projects and how to register with the service is found here: <http://wireless.mansfield.edu> .

A holiday reminder: We would like to remind our users to update their voicemail and Email if they plan to be off campus for an extended period between semesters. By creating an Email "Vacation Message", and updating your voicemail greeting, you

ensure that persons calling you are less frustrated by the long wait for a reply. If you don't know how to make these changes, refer to the December, 2003 issue of *News from IT*, located in the IT archives:

http://it.mnsfld.edu/policies/itnews_archive/newsdec03.pdf

Refer to the article: **Preparing for the holiday break**

Also: We suggest a high-tech method for remembering to change it back: A Post-It note on your phone is a great way to remind yourself that your greeting and vacation message need to be updated upon your return.

That's it for now. All of us in IT wish you a safe, healthy and happy holiday season. See you in January!