



Introduction for Faculty and Staff

A NOTE FROM THE TECHNOLOGY INFORMATION CENTER (TIC)

Need help getting connected? Have questions about the classrooms? Wondering how to purchase new technology? Need telephone assistance? Then contact the Technology Information Center. We're here to help you with any technology problem or questions you have while you're associated with Amarillo College. We can help you connect to our wireless environment, assist an ailing computer, check your system for viruses, load Microsoft Office on your home computer, fix your telephone, and just about anything else.

The Technology Information Center hours vary throughout the year, but during Fall and Spring semesters they are typically open 7 am to 6 pm, Monday through Thursday, and 7 am through 5 pm on Fridays. You may contact them at:

Technology Information Center (Washington Street Campus)

Phone: (806) 371-5100

Email: TIC@actx.edu

Visit us at Russell Hall, room 121

Technology Information Center (West Campus)

Phone: (806) 354-6001

Email: TIC@actx.edu

Visit us at Building A, room 102

Online Resources

ACNetID (user name) and Password

Your ACNetID is the username you use to log on to all Amarillo College online resources (excluding Datatel). It will stay the same so long as you are affiliated with the College. Your ACNetID is composed of the first letter of your first name (in lower-case) and a seven digit unique ID number. Employees associated with Amarillo College in any capacity before June 2011 may have a different legacy ACNetID format consisting of their first initial, middle initial, last name, and followed maybe by a number. This legacy format has been grandfathered so existing employees are not affected by the recent ACNetID format change. However, we

For the first time, a section on Campus Technology has been added to the Student Planner to increase our student's chances for success. Please ensure your students visit ***myACcount.actx.edu***



understand there are many of our female employees that do not want to use their legacy ACNetIDs. If you are a female Amarillo College faculty or staff member (or anyone else) and you would like to have your legacy ACNetID changed, please contact the TIC and we will process this change as quickly as possible.

To establish a password for use with your ACNetID, go to myACcount login page (<https://myaccount.actx.edu>) and enter your ACNetID and this temporary default password: *PassMMDD* (where MM is two digits for the month you were born and DD is two digits for the day you were born). Follow all directions to establish your account. Keep in mind your ACNetID and password are case sensitive.

Login pages for all your online resource are available from the Amarillo College main page. Just go to www.actx.edu and click on myACcount label on the left-hand side of the screen.



The first thing all faculty, staff, and students should do is to login to myACcount.actx.edu at the beginning of each semester. The myACcount system is where you go to setup and maintain your technology accounts (e.g. change passwords, change information about you in Amarillo College records, create or change an email alias, etc. To log on to myACcount, go to <https://myaccount.actx.edu> (or click on myACcount link from the main Amarillo College main page) and log on with your ACNetID and password.



This web site allows you to add grades, look at class schedules and other essential information. To access Web Advisor log on with your ACNetID and password.



AC Online is what we call access to Amarillo College's online learning management system (LMS) Angel. Instructors use Angel to distribute information to students, accept assignments online and even give tests and evaluations online. To access AC Online (Angel) go to <https://actx.angellearning.com> (or select the AC Online link from your myAccount main page) and log on with your ACNetID and password.



This system allows you to monitor how Amarillo College may contact you in the case of emergencies and school closures. All employees and students are automatically entered into the AC Alert system; however participants may always opt out at their discretion. You may desire to change some of the information such as requesting text notifications, change email addresses, and add/remove telephone numbers and email addresses, or exempt yourself from any notifications. Check out AC Alerts at <http://www.actx.edu/acalert> or select the AC Alerts link from your myACcount main page.



Amarillo College provides students with an easy-to-use set of communication and collaboration tools from Google known as Google Apps. Gmail is one of those applications, and it

provides extensive email services; and this email account is for life. Campus constituents should recognize that email is the official mode of communication with our students.



As faculty and staff, you have been provided with a Google Apps account for your professional development. Its use is not required by the College, but many of you have requested access to this service. You have a generous storage quota of over 7GB; which means you may never have to delete email during your time at Amarillo College. Google Apps is accessible 24x7 via the web. Please remember this is provided as an optional service for your professional development and there is no need to use Google Apps if you choose not to.

Email Alias

Your default email address is your ACNetID@actx.edu and will remain so while you are affiliated with Amarillo College. However, you may create an email alias, a second email address that delivers mail to the same inbox, via the myACcount system. We highly encourage you to create an email alias. If you choose to use the optional Google Apps systems, the creation of an email alias is also encouraged.

Internet, Cable TV, ATMs, and Public Telephones

Internet access is available College-wide on all campuses. Amarillo College currently provides a 45MB of bandwidth to the commercial Internet; however within the next 45 days that bandwidth will be increased to 90MB to improve your online experience and to allow you greater access to College resources from home and other transit facilities. Cable TV is available in the College Union Building 1st floor dining room and in the Fireplace Lounge 2nd floor of the College Union Building, and Carter Hall fitness center on the Washington Street Campus; Building B, room 101 on West Campus, and in the Student Activity Center fitness center on the East Campus. ATMs are available on the Washington Street Campus College Union Building entry way, Building D South Entrance on West Campus, and the Student Activity Center on East Campus. Public telephones are generally are not available throughout the College. Employees are encouraged to use their own personal cell and smart phones. Cell phone and Internet access stipends are no longer authorized at Amarillo College.

Wireless Internet

Amarillo College provides a high-speed wireless network for faculty, staff and students. You must have at least Mac OS 10.3 on a Mac, or at least Windows XP Service Pack 3, and a card or built-in wireless compatible with 802.11 a/b/g/n to connect to wireless. Many portable devices (e.g. iPhones, Droids, etc.) can also connect to wireless, although this is not guaranteed.

Amarillo College's wireless for employees and students is a secure WPA2 Enterprise network. Your ACNetID and password are used to connect to the wireless SSID: AC-Wireless, and the SSID password is "AmarilloCollege" (spelled as one word with a capital "A" and "C"). For

guests, Amarillo College offers an unsecure and open wireless network SSID: AC-GUEST, and no password is required.

Mobile App

To find the Amarillo College app, search for “MOX.” When you enter the MOX site, you will be able to select Amarillo College from the list.



Classrooms and AV keys

Amarillo College provides over 100 classrooms and related teaching and meeting spaces with smart audio visual technology capabilities. An “AV” key is required to access these smart systems, and the Technology Information Center will be happy to furnish faculty with keys at their request. One AV key fits every smart room across the College. All of these smart rooms are available for use subject to their availability. To schedule a room (all rooms must be scheduled), please contact the Classroom Scheduler in the Registrar’s Office by email at ClassroomScheduler@actx.edu or call (806) 371-5087.

Telephones

All designated faculty offices should have a telephone, and every telephone has a designated number. Local dialing services are freely available, and long distance dialing services require a long distance code that can be made available with the approval of your supervisor. To dial a phone number on your campus, simply dial the last four digits of the number (applies to the Washington Street Campus, Polk Street Campus, East Campus, and West Campus), however, if that does not work then dial the full 7-digit phone number (applies to Moore County Campus, Hereford Campus, and Community Link). To place calls off campus simply dial “9” to get an outside line followed by the 7-digit phone number. All College campuses are within the 806 area code so generally you do not need to dial the area code when calling someone. To check your voice mail from your office dial 5377 (or 300 on the Moore County Campus, Hereford Campus, and Community Link) and follow the directions. To check your voicemail from an off campus telephone (or from a cell phone), dial (806) 371-5377 (only applies to Washington Street Campus, Polk Street Campus, East Campus, and West Campus). When the automated attendant answers, enter “9” plus your 4-digit extension, followed by your security code when prompted. If you have other telephone challenges and anomalies, please contact the Technology Information Center (TIC).

Discount Purchasing Programs

Discount purchasing programs are available for all faculty, staff and active students. Please refer to the ITS web page at www.actx.edu/its for more details from Dell, Apple, JourneyEd, Microsoft, Techhead.Org, Verizon, AT&T, and many others. These discount programs are subject to change without notice.

Please remember, if you need assistance contact the TIC at (806) 371-5100.