

MISSION STATEMENT

The Computer Center is an all-purpose facility designed to meet the requirements the academic and administrative users of the University. The Center provides and supports a wide variety of academic, instructional, research-related, and administrative services. Consistent with the regional role of the University, the Center also provides technical support and services to the community.

CONTACT

OIT / Computer Center
303 University Drive
UOG Station
Mangilao Guam, 96923

Phone: (671) 735-2640
Fax: (671) 734-9422
E-mail: operations@triton.uog.edu



**OFFICE OF INFORMATION TECHNOLOGY
COMPUTER CENTER**

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**FACULTY & STAFF
SERVICES
INFORMATION**

Ina, Diskubre, Setbe
To Enlighten, to Discover, to Serve

FACULTY SERVICES

Wired Internet & Network Access:

- Submit A Helpdesk Request with the Approval from your respective administrator (Dean, Director, VP, etc.) to computer center.
- Make sure necessary wiring connection is in place (Admin & PM)
- Work-station with necessary operating system, software and network access (you may check with Department IT Administrator/Coordinator).

Triton ID account to access Web-based online services (such as Email, Web advisor, Portal, faculty Evals, etc....):

- Have an authorized department staff submit a helpdesk request for your account. Please provide faculty/staff ID#

Wireless Internet Access:

- Laptop or device must be brought to Computer Center for setup and activation.

Research and Statistical Analysis Packages:

- SPSS is available for PC and MAC at Computer center.
- SAS in the central server is available for access.

Academic Software:

- Anti-virus software is available free for UOG Employees
- Microsoft windows 7 & 8 and Microsoft Office are available for academic pricing (Departmental transfer of funds)
- Submit helpdesk request for installation.

Offering x90 courses with the Faculty for student internship, practicum, etc.

- A variety of IT Related areas- such as office automation, micro computer maintenance service, Networking, email/Internet support and student information support- can be developed and offered with the faculty.

Grant Application

- Provide IT related specs, cost, etc.
- If applicable, serve as co-applicant

Training / Orientation

- How to use Helpdesk and/or office 365 email: contact computer center at 735-2640 or email at operations@triton.uog.edu
- To inquire about trainings/orientations with other IT services please contact Operations staff at operations@triton.uog.edu or call us at (671) 735-2640.

FACULTY SERVICES

OFFICE 365

- 1. How do I get my credentials for Office 365?**
 - Submit a helpdesk request with Full name and university ID Number.
- 2. How do I log into office 365**
 - Open a web browser and enter "mail.office365.com"
 - Enter username and password and click submit.
- 3. How to Change password**
 - Click on the gear icon on the top right corner of the screen and select "office 365"
 - Select "Security and privacy" and click on "password"
 - Type in desired password and click save when complete.
- 4. How to Setup email signature**
 - Click on the gear icon on the top right corner of the screen and select "mail"
 - Under layout select "email signature" and type in desired email signature
 - Click save when complete.

For further procedures on Office 365 please visit our website and navigate to Office 365. Please see link below: www.uog.edu/student-services/computer-center/how-tos
You may also contact us at (671) 735-2640 for further inquiries.