**GEORGIA STATE UNIVERSITY | COLLEGE OF THE ARTS
TECHNOLOGY GUIDELINES FOR FACULTY/STAFF**

I. **OVERVIEW**

The COTA technology support team (COTA Tech) provides technical assistance with audio-visual systems, computers, mobile devices, printers, and software in COTA offices and private classrooms, labs, and studios (see p. 5 for a complete list of spaces supported by COTA Tech). In addition, COTA Tech offers consultations to faculty and staff regarding software and hardware purchases, design and installation of audio-visual systems for classrooms or studios, preparation of budgets for technology fee grant proposals, and project management for classroom installations.

Please note that COTA Tech support does not support personal devices — this includes troubleshooting and installation of hardware or software.

Please contact COTA Tech at cotatech@gsu.edu or 404-413-6701.

COTA technology support team
Matt Rowles, College Technology Manager mrowles1@gsu.edu | 404-413-3192
Phillip Webb, Educational Technical Specialist Lead pwebb@gsu.edu | 404-413-5279
Chris Kazmarek, PC Systems Specialist Lead ckazmarek@gsu.edu | 404-413-5917

Instructional Innovation and Technology (IIT) supports classrooms that are in general inventory on all Georgia State campuses. For help with technology in general inventory classrooms, password resets, telephones, or voicemail, please contact the Georgia State Technology Service Desk at 404-413-HELP (404-413-4357) or help@gsu.edu.

II. **CAMPUS EMAIL, PHONE, AND VOICEMAIL SUPPORT**

For all issues related to email password resets, telephones, or voicemail, please contact the Georgia State Technology Service Desk (IIT). If you do not receive help from IIT or have additional concerns, please contact the COTA Tech (cotatech@gsu.edu or 404-413-6701).

Your **CampusID** is the account name you use to sign in to the majority of technology systems at Georgia State University, including campus email.

Activating your CampusID password
All new students, faculty, and staff receive a CampusID. You must activate your CampusID before you are able to log in to university technology systems. To activate your CampusID, sign in to the CampusID password management system (http://campusid.gsu.edu/), and set up your security questions and answers and initial password.

After you obtain your CampusID*, COTA Tech will be happy to help set up your account and email on your computer.

Central Human Resources/IIT must create your CampusID before you can log in to university computers or email. Your CampusID cannot be created until all HR paperwork has been submitted and processed.

Forgot your CampusID password?

To reset your password, visit the CampusID password management site (http://campusid.gsu.edu/), or contact the Georgia State Technology Service Desk.

III. GSU FACULTY AND STAFF OFFICE COMPUTERS

COTA computer configuration
Please see Section 600 of the GSU Faculty Handbook for Computer Usage Policies
http://bit.ly/ComputerUsagePolicy. Devices purchased by Georgia State belong to the university.

COTA computers will include management software to assist with operating system patches, virus protection, and software updates necessary to maintain university cybersecurity compliance.

Computers will come with standard university office software installed, such as the Microsoft Office Suite. Assistance from COTA Tech will be needed to install most software.

Examples of available software:

Software for Mac OS:

- Adobe Creative Suite
  Adobe Acrobat DC
  Adobe Audition
  Adobe After Effects
  Adobe Animate
  Adobe Bridge
  Adobe Character Animator
  Adobe Dreamweaver
  Adobe Fireworks
  Adobe Flash Builder
  Adobe Premium
  Adobe Flash Player
  Adobe Fuse
  Adobe Illustrator
  Adobe InCopy
  Adobe InDesign
  Adobe Lightroom
  Adobe Media Encoder
  Adobe Muse
  Adobe Photoshop
  Adobe Prelude
  Adobe Premiere Pro
  Adobe SpeedGrade

- GarageBand
- Keynote
- Numbers
- Pages
- iMovie
- Audacity
- AutoDesk
  AutoCad
- Blender
- Cisco AnyConnect
- Cisco Webex Teams
- Crestron AirMedia
- Endnote
- Google Chrome
- IBM SPSS
- Ink2Go
- Maplesoft Maple
- MathWorks MATLAB
- Microsoft Office
- Microsoft OneDrive
- Microsoft Remote Desktop
- Microsoft Skype for Business
- Microsoft Teams

- MirrorOp Sender
- Mozilla Firefox
- Oracle VirtualBox
- Panopto Recorder
- Perkin Elmer ChemDraw Pro
- QSR Nvivo
- R Statistics
- Rstudio
- Tableau Public
- Tableau Reader
- VLC
- WebEx
- Wolfram Mathematica
- Zotero Standalone

Software for Windows:

- Adobe Creative Suite:
  - *Acrobat DC*
  - *Audition*
  - *After Effects*
  - *Animate*
  - *Bridge*
  - *Character Animator*
  - *Dreamweaver*
  - *Fuse*
  - *Illustrator*
  - *InCopy*
  - *InDesign*
  - *Lightroom*
  - *Media Encoder*
  - *Muse*
  - *Photoshop*
  - *Prelude*
  - *Premiere Pro*

- Audacity
- **AutoDesk:**
  - *3D Studio Max*
  - *Autocad*
  - *Architecture*
  - *Inventor*
  - *Fusion*
  - *Maya*
  - *Revit*

  - Awind MirrorOp
  - Blender
  - ChemDraw
  - Captura
  - Caseware IDEA
  - Cisco AnyConnect
  - Cisco WebEX
  - Crestron AirMedia
  - Handbrake
  - Endnote
  - Google Chrome
  - IBM SPSS

- Maplesoft Maple
- MathWorks MATLAB
- Microsoft Office
- Microsoft OneDrive
- Microsoft Remote Desktop
- Microsoft Skype for Business
- Microsoft Teams
- Tableau
- VLC
- Wolfram Mathematica

Additional software for office, class or lab

Each school has a limited number of licenses for certain specialized software (e.g. Logic Pro, Finale, Final Cut Pro, Rhino, etc.) that are managed by COTA Tech.

Before requesting additional software, please contact COTA Tech to ensure compatibility, prevent duplication, leverage bulk ordering, and utilize existing software licensing that may be available.

In accordance with university policy, all software purchased by the university requires an End User License Agreement (EULA), which must be reviewed by the Office of Legal Affairs. The Office of Legal Affairs will negotiate terms and conditions directly with the software vendor. University employees are not allowed to agree to EULA terms on their own.

Please be aware that the university Purchasing Department and Office of Legal Affairs must review software requests/purchases and require a minimum of four weeks to complete such reviews. However, the Purchasing Department and Office of Legal Affairs may deny purchases or take longer than four weeks to process, so please accordingly. Please contact COTA Tech for assistance with planning purchases of new software, obtaining pricing information, and initiating EULA reviews.

Software for home or personal Use

Discounts are available to university employees who want to purchase software for personal use. For more information, visit https://technology.gsu.edu/technology-services/it-services/software-computer-purchase/computer-purchases/ or contact USG SRS (http://www.srs.usg.edu/).

GSU offsite equipment

University-owned devices (desktop computers, monitors, laptops, printers, or iPads, etc.) that will be removed from campus require an OffCampusEquipmentUse Form, which must be completed and approved annually. Please contact COTA Tech for instructions for completing the form.

COTA private spaces supported by COTA Tech

<u>**School of Film, Media & Theatre**</u>

One Park Place Suite 160 including:
- Green Screen Studio
- equipment checkout
- Audience Response Theater
- Audio Suite

25 Park Place -10th floor conference room
25 Park Place -1005 graduate lab
Dahlberg Hall Theatre
Arts & Humanities 406

<u>**School of Art & Design**</u>

Arts & Humanities 211
Arts & Humanities 225
Arts & Humanities 257
Arts & Humanities 265-A and 265-B
Arts & Humanities 268
Arts & Humanities 269
Arts & Humanities 339
Arts & Humanities 354
Arts & Humanities 355
Arts & Humanities 365
Arts & Humanities 367
Arts & Humanities 460 (CMC)
Arts & Humanities 468
Arts & Humanities 505
Arts & Humanities 515
Arts & Humanities 520 (VRC)
Arts & Humanities 568
Arts & Humanities 667
Sculpture Building (Edgewood)

<u>**School of Music**</u>

All classrooms in Standard Building
All classrooms in Haas-Howell Building
Aderhold 405
Rialto basement classrooms
Kopleff Recital Hall