# Computing Resources at the University of Pittsburgh





# Your University Computing Account is

automatically created when you are hired at the University. Your department administrator will give you a username and password that will provide access to University computing resources such as:

- 1. University email
- 2. PittNet
- 3. my.pitt.edu Web portal

Change your password immediately. *Do not share* your password with anyone.

# Manage Your Account by logging in to my.pitt.edu

- Select the **Profile** link on top right-hand side of window
- 2. Click on the **Manage Your Account** link, where you can Change account password, View account information, Forward your University email, etc.

#### Protect Your Password

- 1. Keep your password secret
- 2. Change your password periodically
- 3. Use a "strong" password
  - Eight to 14 characters
  - Combine letters, numbers, special characters
- 4. Do not use guessable words

If you forget your password, go to **my.pitt.edu** and click the **Forgot Password?** link

**Your University Email Account** is used by the University for all official electronic mail. Things to remember:

- 1. We strongly recommend you do not forward your University email to non-University addresses.
- 2. If you read your email at another address, you remain responsible for all messages sent to your University address.

You can adjust your spam and virus filtering email settings:

- 1. Log in to My Pitt (my.pitt.edu)
- 2. Click the Spam/Virus Message Center link
- 3. Click **My Settings**

## **New Faculty and Staff Web page**

Visit **technology.pitt.edu/newstaff** to get started with computing at Pitt.

## Pick up or Download Software

Pick up software at 204 Bellefield Hall or at the Technology Services Desk at the University store on Fifth.

Many software programs can be downloaded from My Pitt. Just click **Software Download Service** in the right-hand column.

#### **Network Access**

- *Wireless PittNet* is available at locations across the Pittsburgh campus.
- Secure Remote Access (sremote.pitt.edu)
  provides secure access to restricted online
  services while off campus.
- eduroam enables you to use your Pitt email address and password to obtain wireless Internet access at participating institutions around the world.

### **Services**

*My Pitt* provides one-stop access to key University resources. View email, manage retirement benefits, download software, and more at my.pitt.edu.

*Emergency Notification Service* is used to communicate through email, voice, and text as deemed appropriate in the event of an emergency. Subscribe at My Pitt.

**Tech Training** provides more than 2,000 online technical and business training videos at **lynda.pitt.edu**.

The *Secure Your Data* resource guides you through process of securing your computer. Visit My Pitt, click **My Resources**, and click **Secure Your Data**.

**Read Green** allows you to receive many University paper-based mailing electronically.

**Box** (pitt.box.com) allows you to store 50 GB of files in the cloud and access them from anywhere.

*Lync* makes it easy to meet and collaborate with colleagues online. Visit **technology.pitt.edu/lync** for details.