

UNIVERSITY OF THE PACIFIC

FACULTY AND STAFF ORIENTATION

PacificNet ID

Your PacificNetID is your unique eight-character username used to access computer services throughout Pacific.

Locksmith

Create profile for PacificNet account maintenance at locksmith.pacific.edu.

Pacific Portal

InsidePacific is your portal to various academic and administrative functions. Connect at inside.pacific.edu.

Pacific E-mail

Outlook Client

Connect to the Exchange server internally through Outlook.

Outlook Web Access

Enter through inside.pacific.edu or email.pacific.edu.

Accellion

If you need to send files with large attachments (over 15 Mb), go to pacshare.pacific.edu, log on and follow the instructions.

Symantec E-vault

E-mail is auto-archived to the E-vault after 90 days but a link to archived e-mail remains in your mailbox for a year.

Access your e-vault at: vault.pacific.edu.

Spam Management

The spam firewall protects from known spam and phishing attacks by quarantining those e-mail. Please report all suspected phishing email.

You may release any messages from quarantine and customize your whitelists and blacklists by visiting quarantine.pacific.edu.

Student Address Book

To use the Pacific Google student address book on your Outlook client, ask the helpdesk or your technical support provider (TSP) for assistance.

Wireless Network Access

Connect to the PacificNet using your PacificNetID.

Guests use the Guest Wifi network, Pacific Guest. See home page of InsidePacific for current username and password.

ServiceNow

Create support tickets for technical requests, report an incident, or browse technical knowledge base at servicenow.pacific.edu.

Sharepoint

Team collaboration software: Pacific URL: share.pacific.edu.
University Policies: webshare.pacific.edu/sites/policies.

Phones/Voicemail/Long Distance Codes

Technical support will provide you with a phone and process the paperwork for your voice mail and long-distance code.

Inter-Campus Dialing

Use 5-digit dialing to dial employees from the Sacramento, San Francisco or Stockton campuses. All Sacramento 5-digit numbers start with a "4". All San Francisco 5-digit numbers start with a "5". For Stockton numbers, use the last 5 digits of the number either starting with a "2" or a "6". See example below:

City	Number	1-Digit Prefix	5-Digit Number
Sacramento	916-737-1111	4	41111
San Francisco	415-929-1111	5	51111
Stockton	209-932-1111	2	21111
Stockton	209-946-1111	6	61111

Phone, E-mail, Picture Directories

Campus Directory:

pacific.edu/Faculty-and-Staff-Directory.html

Phone directory available via button on your office phone.

Picture directories of students in individual classes can be requested.

Printing and Copying

Choosing PacificPrintB&W or PacificPrintColor will allow you to release print jobs at your designated printers or the copy machine.

Any non-PacificPrint printers to which you are assigned will automatically install whenever you log into a University computer using your PacificNetID.

For computers, not on the university's domain, use print.pacific.edu

University File Server

The University's file server is a secure file storage server. Files are accessible from off-campus at webfolders.pacific.edu.

When logging into a Pacific computer using your PacificNetID, a drive mapping (U:) will appear that points to your 4 Gb personal storage space. Additional departmental drives may map as well.

Calendars

University events calendar can be found at calendar.pacific.edu.

The academic calendar can be found at: pacific.edu/About-Pacific/AdministrationOffices/Office-of-the-Registrar/Calendars/Academic-Calendar.html.

Room Scheduling

Visit EMS to view the university facility schedule at ems.pacific.edu.

Web Collaboration

Access WebEx at pacific.webex.com.

URL for WebEx personal room: pacific.webex.com/meet/PacificNetID
i.e. pacific.webex.com/meet/jdoe.

Teaching

Canvas

Connect to Pacific's Learning Management System through InsidePacific or canvas.pacific.edu.

Mediasite

Use Mediasite for lecture capture in classrooms equipped with a Mediasite recorder. Contact the Center for Teaching and Learning (CTL) for training, and visit lectures.pacific.edu to register.

Additionally, you can use Mediasite's desktop software to record videos from your personal computer. Visit lectures.pacific.edu to register and download the desktop recorder software.

Advising

InsidePacific Academic/Faculty Tab

View your or your colleague's class schedules. See student information. Enter grades. Explore course catalog.

DegreeWorks

Access degree audit and student advising tool by going to InsidePacific and clicking the *Admin* tab, then *Admin Services*, then *Faculty*, then *Advisor*, and then *DegreeWorks*.

OnBase

Images of student records can be found at onbase.pacific.edu.

Software

Office 365

Available for a current employees and students. Use on up to five computers and up to five mobile devices. Use your Pacific login at office.com/getoffice365.

SPSS

The statistical software package SPSS is available for university-owned computers. Contact your TSP for information.

Institutional Research

Access to institutional data and reports: pacific.edu/About-Pacific/AdministrationOffices/Institutional-Research.html

Learning + Development/Training

The Learning + Development office offers both compliance training and elective professional development courses via Bridge software. Bridge allows users to track their own learning experience while managers can track both their own learning as well as the learning of their direct reports.

Access it at bridge.pacific.edu or via InsidePacific on the *Administrative* tab.

PacificCONNECT

Register for Pacific's emergency notification system through Inside Pacific, *Administrative* tab, *PacificCONNECT*.

QUESTIONS? Contact Your Campus Helpdesk

209.946.7400 STOCKTON

916.739.7325 SACRAMENTO

415.929.6514 SAN FRANCISCO



VPN

You can access the University network from off-campus through VPN (virtual private network) software. For additional help see your TSP.

University Discounts

Academic pricing is available through the university for cell phones and personal computers.

Customer Support

The Stockton Help Desk is available for technical support. Call ext. 67400 or visit their website at go.pacific.edu/PacTech.

Support for teaching and advising-related software is available through the Center for Teaching and Learning:

Visit Main Library, 2nd Floor or call ext. 67685

Email: ctl@pacific.edu

Library Resources

Pacific Search

A discovery service that will allow search of both multiple databases and the library's catalog simultaneously. Available via the library website at library.pacific.edu

Scholarly Commons

Collect and disseminate the university's research, scholarship and create works in a centralized location: scholarlycommons.pacific.edu

AskPacific

Online chat available 24/7! Ask brief research and library policy questions through a real-time chat service. Available via library.pacific.edu.

Security Awareness Training

All faculty, staff, student workers and third-parties with access to Pacific data are required to take 30 minutes of online training annually, or every two years depending on the level of access.

Those with access to sensitive or regulated data will be required to complete a minimum of 30 minutes of training annually.

Those without this access will be expected to complete a minimum of 30 minutes of training every two years.

The training can be accessed from Pacific's Learning + Development site: pacific.bridgeapp.com/learner/courses/4ffsnow3274d64/enroll.

Service Catalog

The Service Catalog provides a set of useful services for faculty, staff and students. Access it at <http://go.pacific.edu/pactech>