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Academic Specialist
Department of Chemistry
Michigan State University

This information is also available at:
help.chemistry.msu.edu

MICHIGAN STATE UNIVERSITY
Department of Chemistry
INTRODUCTION

- Acceptable Use Policies
- Rights and Info Management
- Access to Networked Info
- Accounts (MSU NetID, Chemistry Windows Domain, maybe others)
- Shared Resources
- Email Accounts
- Gradebook and CEMScores
- Data Protection Measures
Synopsis:

• Don’t do anything that’s illegal (i.e., copyright/patent/trademark infringement).

• Don’t harass anyone with email, social media, et al.

• Observe the privacy of others.

• By default: your files and email are private. You have freedom of speech rights for web pages. However, good taste will be encouraged.

• *Particular computer systems may have other, more restrictive, rules.*

**Complete AUP:**  
[www.msu.edu/aup](http://www.msu.edu/aup)
You should:

- Use anti-virus software with daily (or even hourly!) updates. Macs, too! **Microsoft offers Security Essentials for free, or has Defender built-in.**
- Install all Critical Updates/Security Patches for your operating system and other software **at least** once a month. (MS publishes on 2nd Tuesday).
- Install Windows XP Service Pack 3/Vista SP2/Win7 SP1/Win8.1; keep current with OS X security updates.
- Run Microsoft Defender (or other anti-spyware package).
- Use a software firewall; OS X and Windows have them built in.
• By default, your files belong to you, and are private to you. However, others at MSU and elsewhere may have rights to some of your information, such as **experimental data (spectra, manuscripts, etc.)** that you collaborate on. This is especially true for funded research.

• Talk with your advisor about sharing such information.

• These expectations vary from discipline to discipline, group to group. **TALK TO YOUR ADVISOR.**
PROTECTING SENSITIVE DATA

- **Student Information** – protected by Federal law (Family Educational Rights and Privacy Act - FERPA)

- **Personal Medical Information** – (HIPPA)

- **Credit Card Data** – (PCI_DSS)
Other types of sensitive information you may encounter:

- Unpublished research results
- Copyrighted and patent-protected information
- Student records and information
- There may be more...
From a Student’s Perspective:

http://www.reg.msu.edu/Read/FERPASTudents.pdf

- Student educational records (including computerized records) must be kept confidential and may **NOT** be disclosed without permission of the student, or as otherwise allowed by law.
  
  - Grades
  - Enrollment records
  - Class Schedules
  - Class Lists
  - MSU PID (Personal Identification Number)
  - Social Security number
  - Evaluations and other personal documents
FERPA identifies a category of information as “directory information,” which institutions **may** usually release without student permission.

**For example:**
- student’s name, addresses, and telephone numbers
- current enrollment status or dates of attendance
- program level, class level, major
- candidacy for degree and/or teacher certification
- employment status as a graduate teaching or research assistant, office address and office phone number
- MSU awards, degrees, and honors achievements
- weight and height of athletic team members
From an Instructional Staff Perspective:

http://www.reg.msu.edu/Read/FERPA101.pdf

- As an instructional staff member, you have access to information only for legitimate use in the completion of your responsibilities as a university employee. **Need-to-know** is the basic principle.
- Student educational records are confidential and may generally **NOT** be released without written consent of the student.
- You have a responsibility to protect educational records in your possession.
- Student information should only be kept as long as it is valid and useful – otherwise destroy responsibly.
- **DO NOT** keep student records on your personal computer; it may be lost/stolen/infected! Keep your records on paper and/or on departmental servers (in **Gradebook**, for example).
ACCESS CONSTRAINTS

• A **hardware firewall** exists between the Chemistry building wired network and the campus network. Most types of activity are not allowed to be initiated from outside the building, unless you use...

• The **Chemistry VPN** facility is available to allow traffic through the firewall to the Chemistry Building from locations in the outside world (wireless in the building is OUTSIDE the firewall).

• An **Intrusion Protection System (IPS)** operates at the campus-to-internet boundary.
ACCOUNTS

• **MSU NetID** [for MSU email, personal laptop use on campus network, Webenroll, STUINFO, public microlab access, many library operations, on-line databases and journals, HR info... ]

• **Chemistry account** [MS Windows, web, file sharing, printing, Chem email, calendar, GRADEBOOK, many research facilities, ... ]

• **Hydra** [Linux cluster for computational chemistry use]

• **NMR UNIX Cluster**
  • Accounts on specific research group machines
ACCOUNTS YOU WILL NEED IMMEDIATELY

• MSU NetID
  ▪ Provided and managed by Information Technology Services (ITS, i.e. the University).
  ▪ You must **activate** this account (you will need your PID and PAN)
  ▪ You can manage the password, once setup

• Chemistry account
  ▪ Your account has **already been setup**; your username is the same as your MSU NetID; your password is your PID with a trailing period, like this: “**A12345678**.”
  ▪ You should **change this password right away** at: [www.chemistry.msu.edu/password](http://www.chemistry.msu.edu/password); it will need to be changed every **6 months**
SITE-LICENSED SOFTWARE

- MathType 6
- Origin 9.0 (Windows only)
- ChemBioDraw Ultra 15 (“ChemDraw”)

See the Chemistry Help web page for more information.

Other software is available to MSU students through the Computer Store (cstore.msu.edu), and someday (I think!) from MSU On The Hub msu.onthehub.com e.g.:

- Microsoft Office 365 (Win/Mac), $80
- Acrobat Professional XI, $79
- Symantec Antivirus ($15)
36”-wide inkjet poster printer
(this is for Department-business posters and signs only; not for personal printing use)

For class-related things, have a secretary print them

There are NO OTHER public printing facilities in the Department; your advisor should provide printing facilities for his/her group.
CHEMISTRY DOMAIN SHARES

- **Z-Drive:** Everyone will have a share on POOHBHAH that will be automatically attached to your desktop when you log onto any Chemistry Domain machine.
  
  Example: `\poohbaha.chemistry.msu.edu\chemistry_username$`

- **Others:** Many shares on many systems
  
  Example: `\nodename.chemistry.msu.edu\sharename` (browsable)
  `\nodename.chemistry.msu.edu\sharename$` (hidden)

Mac:

Go | Connect to Server | `smb://nodename.chemistry.msu.edu/sharename`
MSUNet provides wireless in many campus locations ([tech.msu.edu/wireless/](https://tech.msu.edu/wireless/)).

Chemistry Building has MSUNet Wireless 2.0 everywhere.

Other *ad hoc* wireless access points are **discouraged** because of operational conflicts and security issues.
• Chemistry (Microsoft Exchange Server 2013)
  o Address: ChemistryUserid@chemistry.msu.edu
  o Clients (see http://help.chemistry.msu.edu/how-to-resources/email-setup/):
    ▪ “Exchange” server type in Outlook, Mac Mail, Android phones and iPhones and tablets.
    ▪ IMAP (Thunderbird, etc.)
    ▪ WEB interface (mail.chemistry.msu.edu)
  o NO POP3 – ONLY IMAP OR EXCHANGE
• MSU NetID (mail.msu.edu)
  ▪ Your address: **MSU NetID**@msu.edu
  ▪ Clients:
    o POP (Thunderbird, Eudora, Outlook, Mac Mail...)
    o IMAP (Thunderbird, Eudora, Outlook, Mac Mail...)
    o WEB ([mail.msu.edu](http://mail.msu.edu))
  ▪ Server: [mail.msu.edu](http://mail.msu.edu)
  ▪ Help on accessing your MSUNet mail: [http://help.msu.edu/mail](http://help.msu.edu/mail)
From: MSU | Michigan State University WebMail Help Desk [mailto:itsupport@mail.h-net.msu.edu]
Sent: Saturday, July 26, 2014 5:43 PM
Subject: URGENT: Validate your Mailbox

Attention MSU user,

This is an automatic message from our servers; If you are receiving this message it means that your email address has been queued for deactivation. Due to the recent attack of the Trojan.Flame.A. virus on our web servers, we are about to carry out maintenance on our web-mail services / account. To avoid permanent deactivation of your email account and to allow increased storage capacity and features of your mailbox, you are required to reply to this email and enter the required information in the space provided within the next 72 hours.

Full Name
E-mail:
MSU NetID:
Password:
Confirm Password:
Department:

Failure to solve this problem within the specified period of time will lead to your e-mail account being permanently disabled. However, your account will remain valid after you have successfully confirmed your account information. We apologize for any inconvenience and thank you for your understanding.

Thank you for using MSU Mail services.

Sincerely, ©2014 MSU | Michigan State University WebMail Help Desk
From: StateMail Admin <statemail-admin@msu.edu>
Sent: Wednesday, July 30, 2014 10:30 AM
To: Some User
Subject: Suspension Notification

Dear MSU Candidate,

Your email address (user@chemistry.msu.edu) has been selected for an emergency security update.

[Click Here] and login to complete this account update. This is mandatory and failure to update your account would lead to suspension.

Sincerely,
MSU Admin
From: reedp@chemistry.msu.edu  
Sent: Thursday, August 14, 2014 9:54 AM  
To: Some User  
Subject: Your CHEMISTRY password will expire soon

This message is being sent to you by a computer program that runs automatically.

Your CHEMISTRY domain password will expire in 2 days. To change it, go to the MSU Chemistry home page and click on "Help" down near the bottom. On the help page, click on:

Change Password

This procedure will continue to work even after your old password has expired. Passwords expire every 180 days.

Paul Reed
GRADEBOOK AND CEMSCORES
Facility for gathering scores from TAs.

Not all courses use GRADEBOOK; most are lower-level courses.

Access is limited to current staff of participating courses.

Use your **CHEMISTRY ACCOUNT** to log in.

**URL:** [http://www.chemistry.msu.edu/gradebook](http://www.chemistry.msu.edu/gradebook)

**MUST** use **Chemistry VPN** if outside the building **or if using Wireless 2.0/3.0, even inside the building.**

See Chris Pfeffer if you have trouble 😊
Gradebook is not intended to be the permanent storage for grades. Instructors/TAs should keep a record for themselves.

Previous semester grades are purged from the system at the beginning of each semester.
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*** Scores will be highlighted in green when updated. ***
A system that allows your students to track their Chemistry course scores during the semester.

Only SOME of the Chemistry courses are available on CEMSCORES during any term.

Only for students (not TAs) in the participating courses.

URL: cemscores.msu.edu

Students need to use their MSU NetID to log on
Login

In order to sign-on you need to enter your MSU NetID and password in the boxes below. Your MSU NetID is all the characters before the "@" of your MSU e-mail address.

NOTE: In order to use this application your browser must accept cookies.

Login

NetID: [ ]
Password: [ ]
Authenticator: MSU NetID

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Done
Michigan State University :: Department of Chemistry

Semester   Course   Section
US09       255       201
Last Updated: 9:10 AM on Aug 10, 2009

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Need Adobe Reader?
• **Backed up daily:** mail.msu.edu, mail.chemistry.msu.edu, www.chemistry.msu.edu, poohbah.chemistry.msu.edu *(this is where your “Z-Drive” share is located)*, the high-performance computing facility, the NMR Cluster.

• Other machines may also be backed up in a meaningful way, but maybe NOT! You need to FIND OUT!

• You should ALSO do your own backups and archiving.

• Keep at least 2 copies that are geographically separated.

• Pushing material to your Z-Drive share on POOHBAH is one way to provide protection.

• Keep multiple versions of files to recover from document corruption.