

LIBRARY & TECHNOLOGY SERVICES

Tips for Staff

Check out www.wellesley.edu/lts/gettingstarted
(Wellesley home page > *Library & Technology* in the bottom blue bar > Getting Started in the left navigation)

Contact Us

Don't worry about finding the right person or phone number...call us and we'll get you to someone who can help you. The Computing Help Desk is a great place to start!

x3333 Computing Help Desk
x4848 Instructional Technology questions
x2056 Administrative questions
x2166 Clapp Library main desk

Email helpdesk@wellesley.edu
Visit the Help Desk on the main floor of Clapp Library

LIBRARY & TECHNOLOGY

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Things you should know about

MyWellesley

- Click Google icon in upper right-hand corner for Google apps (mail, calendar, etc.)
- Home tab: link to online directory with photos
- Employee Services tab: links to Banner Self-Service (timesheet) and Data Security Training
- Administrivia tab: links to many College processes; upload your photo
- Library tab: check due dates; find and renew materials

Software, Hardware, Getting Connected

- Borrow cameras, laptops, iPads, projectors, and more
- Purchase software for your home computer at significant savings
- Set up voicemail; use the voice recognition system

Policies and Security

- Community members are responsible for reviewing policies governing the use of LTS resources
- Learn how to keep College data safe
- Get virus and malware protection; run security updates on your computer
- Automatically back up your computer files

Training and Resources

- LTS home page: documentation on everything here including accessing Banner, NTM/Vault, how to use Gmail and calendars, etc.
- Request a computing/technology orientation
- Online training through lynda.com