

What to Bring with You:

- Computer, monitor, and all cables
- Ethernet Cable
- All restore media that came with your computer
- All software installed on the computer

What NOT to Bring with You:

- Wireless Printers (USB is Allowed)
- Wi-Fi Routers, Repeaters, Access Points, Hubs, and Switches
- Wi-Fi-Only Smart TVs
- Wi-Fi-Only Internet Connected TV Devices (Chromecast, Amazon TV Stick, Roku Stick)
- Non-QAM Tuner TVs (Please visit semo.edu/it/telecomm/studentservices.html for more information)

Find the complete list of supported and non-supported devices at <http://semo.edu/it/getting-started.html>.

Portal

Login with your activated SE Key to use the following Portal Features:

- Course Registration
- Course Schedule
- Account Summary
- & Much More

Passwords

Requirements for passwords include:

1. At least 12 characters
2. Must contain one character from three of the following groups:
 - Uppercase Letters (A-Z)
 - Lowercase Letters (a-z)
 - Numbers (0-9)
 - Special Characters
~ ` ! # \$ % * () _ + - = { } [] : ' ; ? , . /
3. Spaces are allowed, but not at the beginning or end of the password

DIY Password Reset

You can reset your SE Key password by visiting: reset.semo.edu

1. Enter your SE Key (rredhawk1s).
2. Enter your Southeast ID (S01234567).
3. Enter your PIN (your two digit **DAY** and two digit **YEAR** of your birth).
4. Click Submit.
5. Select the phone number or email address to receive a code to change your password.
6. Enter the code and click submit.
7. Enter your new password.

Student Employment

Enjoy working with technology? Need an on-campus job that will provide you with experience? Apply for a position in the Information Technology department! We have openings in the labs, help desk, and website management!

Visit <http://semo.edu/it/employee/student-employment.html> to apply!

Information Technology Help Desk



DoIT

Southeast Missouri State University

Technology Checklist

Prior to Campus Arrival

- Purchase and install an anti-virus software. Follow with a complete scan for viruses on your computer. Microsoft Security Essentials is available for download on Windows 7 devices and Windows Defender is already installed on Windows 8 devices and newer. These free programs are available from Microsoft's website and recommended by IT.
- Remove malware by downloading and running malware removal software. Malwarebytes is recommended by IT.
- Check for any computer updates and turn on automatic updates.
- Remove all file sharing (torrenting or P2P) software prior to campus arrival.

Account Information

To access a variety of on-campus services, students need a few pieces of information:

SE Key: rredhawk1s

SE ID: S09999999



Recommended Minimum New Computer Requirements

Hardware Recommendations	
Processor	Intel Core i3 or equivalent
Memory	8 GB RAM
Hard Drive	250+ GB
Network Cards	10/100BaseT Ethernet and/or 802.11a/b/g/n wireless adapter
Software Recommendations	
Operating System	Windows 8 or newer or Mac OS
Other	Adobe Acrobat Reader, Anti-virus & Anti-malware software with current subscription

Questions?

IT Help Desk, Memorial Hall Room 107

Phone: 573-651-4357 (HELP)

Fax: 573-651-2727

Email: helpdesk@semo.edu

www.semo.edu/it

Office 365



- Free access to Office 2016 Word, Excel, PowerPoint, OneNote, Access, OneDrive and many more!
 - Certain applications can run in browser on any computer with internet connection!
 - Document sharing and real-time editing with OneDrive!
- Visit <http://semo.edu/it/guides/office365/index.html> for more information!

IT Help Desk Hours



Memorial Hall 107

Monday - Friday 8 AM - 5 PM



Towers Complex 108

Monday - Thursday 5 PM - 12 AM



Remote Support

Monday - Friday 12 AM - 8 AM

Friday 5PM - 7PM

Saturday 1PM - 7PM

Sunday 2PM - 12AM

