Welcome to PLU as a new employee! This document is provided to acquaint you with using computers and computer resources on the PLU campus.

Computer account information:

Shortly after you have completed your required paperwork in Human Resources and the data has been entered into the employee database you will be eligible to activate your account. The ePass account is a pre-requisite for all other computer accounts and provides you with the following:

1. A PLU email address and access to your online calendar
2. Space to create your personal web page
3. Access to online services and library databases available only to members of the PLU community
4. Parking pass information
5. Access to the online driving test for those required to drive a University-owned vehicle
6. A Windows account, which allows you access to log into University –owned computers

To activate your account, please go to: epass.plu.edu

A staff member in Human Resources can give you an estimate of when they will have entered your records into the employee database and will suggest a time to begin activation of your ePass account. You can activate your ePass from a public computer located in Mortvedt Library on campus, from your personal computer at home, or by asking for assistance from your supervisor. If you need assistance, please contact the I&TS Help Desk at (253)535-7525 and they will help you along in the process.

Other types of accounts can be requested if needed. Please check with your supervisor to see if you need any of the following:

Account:	Description:	How to request
Netstor Personal Folder	Secure network storage location for work files. Anything stored in this location is regularly backed up and can usually be recovered quickly and easily.	Submit a request at helpdesk.plu.edu or call the I&TS Help Desk at (253)535-7525.
Internet Native Banner	For those that require access to the student and employee database or accessing University Financial Records	Talk with you supervisor to see if you need access to INB. If so, your supervisor will need to fill out the request form (available online) or can submit a request at helpdesk.plu.edu.

Computer Training:

Information & Technology Services (I&TS) is here to help you gain the skills and knowledge you can build on for the rest of your life. And we're committed to providing you with the help you need for using technology at PLU. There are a number of ways to learn the technology you need for your work at PLU…

Online Tutorials and Quick-Starts - Are you the do-it-yourself type? Consult the quick-start guides and online flash tutorials on a variety of topics.

I&TS Workshops - A number of formal workshops on a variety of topics are offered throughout the semester. Please visit sites.google.com/a/plu.edu/its-instruction for a list of workshops, their descriptions, a calendar of offerings for the semester, and a link to register for the workshops.

Individualized Assistance - Need individualized assistance with learning technology and applying it to a specific project? Please enter a request at helpdesk.plu.edu to request assistance and we will be in contact with you to determine your specific needs and find ways that we can help.