



# IT Matters

Elizabethtown College Information & Technology Services Student Newsletter – December 5, 2014

## Test Taking Tips for Finals



Finals is upon us but never fear, ITS is here to help reduce the stress of all those exams with test taking tips from some of your favorite sources. Whether you're more of an organized studier or a scattered thinker, we have the tips for you! If you like to reward yourself while studying or need to move around a lot, check out Exam Time's [20 Study Hacks to Improve Your Memory](#). If you need more quiet or organization, take a look at Top Universities' [Exam Preparation: Ten Study Tips](#). If you're a little bit of both (or neither!), head over to US News' [Top 15 Hot Tips for Finals](#).

## Getting Ready for the Break - Change Your Network Password

If you haven't changed your password since the beginning of the fall term, change it now to stay connected to email, JayWeb and Blackboard. You won't have to do it again until April. Just make sure to remember the new password. After you change your password, change it on all your devices. Use your new password before you leave campus.

- [Step by Step Directions & Video](#)
- [Log on to OWA](#) to test your new password.



### WiFi – Update Your Password

After you change your email password, if you connect to EC\_JAYNET\_LOGIN on campus you will need to change the wireless password for that connection. This is not necessary if you connect to EC\_OPEN\_WIFI.

[Android](#), [iPhone](#), [Mac Computer](#), [Windows](#)

### Email on Wireless Devices – Update Your Password

If you receive college email on any of your devices, such as an iPhone, update your mail settings to use the new password. Step by step instructions: [iPhones](#)

## Spotlight: Dani Mitchell

*Each issue of IT Matters will feature a different student worker as a way of highlighting the members of the department and thanking them for their contributions to the ITS team.*

This issue's featured student worker is Dani Mitchell, Technical Writer.

The English Professional Writing major is in her Senior year here at Etown and hails from Schweinfurt, Germany. When not cheering for the Seattle Seahawks, Dani spends her time cooking with her friends and writing her third book. She's also the

club photographer for the Ultimate Frisbee team, the Jelly Swatters, and enjoys making music video spoofs with her friends. It's her second semester working for ITS and Dani's favorite part of work is making ITS posters and commercials. After graduating from Etown, she plans to spend a few months at home with her family during which time she'll be completing in-processing examinations with the Federal Bureau of Investigation as a field agent.

To find out more about this talented ITS Staff member, watch her [Spotlight Video](#).

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## Getting Tech Help During Finals

The Help Desk team is available all week to fix those last minute problems to make sure you get that studying done! Get the help when you need it including evening hours at the High Library.



	Nicarry 108	High Library
<b>Saturday</b>	12:00pm - 5:00pm	
<b>Sunday</b>		6:30pm – 11:00pm
<b>Monday – Thursday*</b>	8:00am - 6:15pm	6:30pm – 11:00pm
<b>Friday</b>	8:00am - 5:00pm	

**\* Closed Wednesday 11:30-1:30**

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### Contact Us:

Phone: 717-361-3333  
Email: [helpdesk@etown.edu](mailto:helpdesk@etown.edu)  
Walk-in: Nicarry 108  
Online Tickets: [helpdesk.etown.edu](http://helpdesk.etown.edu)  
Website: [www.etown.edu/its](http://www.etown.edu/its)

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**Knowledgebase:** Helpsheets and videos for 24/7 tech support  
**Atomic Learning:** On-demand video tutorials on common technology topics