

Accounts and System Access

The following page identifies some of the access and use considerations for network accounts on the Montana Western network. If you have any questions about your account or features please contact the Help Desk at x7777.

Faculty/Staff User Accounts

All faculty and staff are provided an account on the UMW network. This account enables faculty to utilize a number of network services including email, data storage, software downloads, virus protection and connectivity to the Internet. These services are supported by the ITS staff and are included in the connection charges each department is assessed.

Student User Accounts

ITS wants to ensure that all currently enrolled students have access to campus resources. Student accounts are automatically generated each semester from the database of enrolled students. This account enables students to utilize the University's suite of Microsoft Office 365 products and free Office software downloads.

Email

The supported clients for accessing the email server are Microsoft Outlook and the Outlook Web Access (OWA) interface at <http://mail.umwestern.edu>. These interfaces provide standard Microsoft email services. The OWA interface is available both on and off campus. Unwanted messages should always be deleted and the trash should be emptied on a regular basis.

Faculty/Staff Voice Mail

All faculty and staff telephones are equipped with voice mail capabilities for recording incoming calls when you are not able to answer that call. The software for this feature utilizes commands that you can perform from a touch tone phone. The commands enable you to do such things as check for phone messages, record greetings, retrieve messages, change password, and delete messages. Be sure to personalize your voice mail to include your greetings and to modify greetings when you will be away from campus for an extended period of time. Storage space for messages is limited to about 5 minutes per user, so delete messages regularly, or as you

listen to them. Voice mail accounts may be accessed by dialing x7077 on campus or (406) 683-7077 from any off-campus location.

Virus Protection

Antivirus (AV) software is mandatory for all machines connecting to the campus network. The currently supported Kaspersky AV software is installed on campus machines as a part of the normal connection charge. This software is updated frequently via the campus network connection. Should a virus manifest itself, the AV software will remove it from the system and notify an ITS staff member about the attack.

Data Storage

Each campus account includes data storage via Microsoft Office 365 OneDrive. This allows up to 1 TB of free storage space. This feature is accessed through the Outlook Web Access (OWA) interface at <http://mail.umwestern.edu>.

Faculty/Staff Listserv

All faculty are automatically subscribed to the faculty listserv (UMWfaculty@umwestern.edu). All staff are automatically subscribed to the staff listserv (UMWstaff@umwestern.edu). These lists enable distribution of email to all faculty and/or staff members. Lists for classes are provided within the Moodle learning management system.

Student/Faculty Banner Self-Service (Dawgs)

The Dawgs system is a web based application designed to provide access to the Student Registration and Information System. Through this interface, students can register, add or drop classes, update personal information, review grades, financial aid, and account information. Faculty members have access to class rosters and advisee schedules. Faculty can also input grades for their classes via this interface.

Dawgs can be accessed by going to <http://dawgs.umwestern.edu>.