



Yeshiva University

Information Technology Services

Student Orientation

Summer 2023



Agenda

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Visit the below link for more information about **Student Resources**
<https://yuad.sharepoint.com/sites/ITSPortal/SitePages/Student-Resources.aspx>



Information Security

- Never share your passwords with anyone.
- Keep your personal computer and smartphone operating system and applications updated.
- Inquiries for Yeshiva University's Information Security handbook.
 - ❖ Email infosec@yu.edu
 - ❖ Visit <http://www.yu.edu/itsportal> and click on "YOUR accountability and Information Security"

Cybersecurity Tips



Identity thieves are constantly trying new ways to compromise your devices and to steal your personal information. Phishing schemes have increased significantly and are getting more sophisticated. Users need to be extra vigilant when checking email or going online.

The steps below can also help you stay more secure:

- Make sure you have the latest patches and antivirus updates on your computer and other mobile devices, including smartphones, tablets, and laptops.
- Never give anyone your username, password, or any other personal information. You are responsible for any actions or consequences that involves your AD account.
- Do not open emails, attachments, or links from unknown sources.
- Do not visit untrusted websites; this will reduce any chances of your computer or device getting infected with malware.
- Physical security of your devices is also important; make sure you enable password PINs on your **devices, in case they are ever lost or stolen.**





How To Find Your Default Credentials (continued...)

To Find your YU username name, instructions to reset your YU password, Gmail address and Banner id go to <http://yu.edu/findid>.

- Enter your last name, Banner ID or Social Security Number (SSN).
- Once you enter this information you will receive further instructions on how to login to University systems and set a strong password.

FIND YOUR ACTIVE DIRECTORY ACCOUNT NAME AND EMAIL ADDRESS

ENTER YOUR LAST NAME AND BANNER ID OR SOCIAL SECURITY NUMBER

LAST NAME:

BANNER ID:

or SOCIAL SECURITY NUMBER: (No dashes)

How To Find Your Default Credentials



- Your Active Directory Account is used in all systems except for Gmail.
- Most systems use your email address.
- Some systems (Onecard and Student Printing) use your Active Directory ID.
- Your Active Directory ID may also be called your YUAD account.
- **YUAD** stands for **Yeshiva University Active Directory.**
- First-Time User Login requires user to set their own password
- <https://passwordreset.microsoftonline.com>
- The minimum password requirements are as follows:
 - Passwords must be at least eight characters long.
 - Passwords can have a maximum of 16 characters.
 - Passwords can't contain the user's account name or parts of the user's full name that exceed two consecutive characters.
 - Passwords must contain characters from three of the following four categories:
 - Uppercase letters (A through Z)
 - Lowercase letters (a through z)
 - Numbers (0 through 9)
 - The following non-alphabetic characters: ` ~ ! @ # \$ % ^ & * () _ + - = { } | [] \ : " ; ' < > ? , . /



Two Different Accounts

Your Active Directory account and password (YUAD) is used to logon to all systems except for GMAIL. However, your sign-in/username ID will be different based on which system you are using. The next slide indicates which systems use what sign-in id. You will either use YU e-mail address or Active Directory ID.

Gmail account

- Gmail password is ONLY used to access your YU Gmail

Recommendation:

Set your Active Directory and Gmail Password to the same password to avoid confusion.

Most systems use the Microsoft Authentication logon box below, use your YU email address and YUAD password.

A screenshot of a Microsoft authentication logon box. The browser address bar shows 'login.microsoftonline.com/common/oauth2/v2.0/authorize?client_id=4765'. The page content includes the Microsoft logo, the text 'Microsoft', and two email address options: 'username@mail.yu.edu or' and 'username@law.cardozo.yu.edu'. Below this is the heading 'Enter password', a 'Password' input field, and a 'Forgot my password' link. A blue 'Sign in' button is located at the bottom right.



Recommended Steps

- Go to Office.com and sign-in with your YU-Gmail address and your “YUAD default password” gathered from “Find ID”

- Update verification information (add personal email and cell phone number). This will allow you to reset your password yourself if you forget your password

Change your password (set your Google and YUAD passwords to the same password!)

- If you connected to “YU wireless” Wi-Fi, forget the wireless and reconnect with your new credentials

- Download your “Free Microsoft Office365 License”

- Download the Mobile Apps from the Apple or Google Play store.

Changing your YUAD Password

- To change your password, sign-into <https://office.com> with your YU Gmail Address and YUAD Password

- Follow the instructions for secondary validation using cell phone and alternate email.

The alternate email should not be your YU email address.

- Click your initials or avatar photo in the top right corner.

- Click View Account.

- Click on the link that says Change Password.

- Type your old password.

- Type your new password, the minimum password requirements are as follows:

- Passwords must be at least eight characters long.

- Passwords can have a maximum of 16 characters.

- Passwords can't contain the user's account name or parts of the user's full name that exceed two consecutive characters.

- Passwords must contain characters from three of the following four categories:

- Uppercase letters (A through Z)

- Lowercase letters (a through z)

- Numbers (0 through 9)



YUAD Account Provides Access To:

- All Labs and Library PCs
- Printing
- YU Wireless (WiFi)
- YU Instructure Canvas
- InsideTrack

YUAD stands for **Yeshiva University Active Directory**

How To Setup Multifactor Authentication (MFA)



- In a web browser go to Office.com.
- Sign in with your YU email address (students use their **YU-Gmail** address) and YUAD password.
- Password for students: Do not use your YU-Gmail password. The password needs to be your YUAD password (same password used for InsideTrack & Canvas).
- Click **Sign in** and you'll be prompted for more information.
- **NOTE:** If you do not see the prompt, then verification is already setup.
- Click **Next** and you will be asked to add an **Authentication Phone** (MFA) and **Authentication Email** (email is only for Password Reset or account recovery).
- Next to **Authentication Phone**, click on **Set it up now**.
- Enter an authentication phone number. If you want the verification code texted to you, choose **text me**. Otherwise, choose **call me** and Microsoft will call you for verification.
- Once you receive the verification code, enter it in the verification box and click **verify**.
- Once done, your screen will have 2 green check marks next to **Authentication Phone** and **Authentication Email**.

Important Notes

- **NOTE:** your authentication email **cannot** be your YU email address. If you try using your YU email, you will get an error.
- **VERY IMPORTANT:** Authentication Email is ONLY for Password Resets or Account recovery (**not for MFA**).



MFA Registration

Registering using Phone or Alternate Phone

[Must be performed at a minimum]

1. Click on the <https://aka.ms/mfasetup> to begin registration
2. Sign-in with your YU email address and YUAD password
3. Select the appropriate option to verify your identity and provide the information.
4. If your phone number is **already present**, choose **Enable two-step verification**.
 1. Choose either **text** or **call me** and choose **Next**.
 1. If you chose *text*, enter the **code** from your mobile device that was provided and choose **Next**
 2. If you chose *call me*, Microsoft will now call you at the number provided, click the # key to verify yourself.
 2. At the *phone SMS verified screen*, click **Done**.
5. If your phone number is **not present**,
 1. At the *security info screen*, choose **Add sign-in method**.
 2. At the *Add a method screen*, use the down arrow and choose **Phone** (this should be your mobile where you can receive text messages or calls) or **Alternate Phone**
 3. Enter your phone number and choose **Next**
 4. Microsoft will now call you at the number provided, click the # key to verify yourself.
 5. At the *Call answered. Your phone was registered successfully screen*, click **Done**.
 6. If you have not done so already, it is recommended that you setup the Microsoft Authenticator application on your phone or another device (such as a tablet).

Registering using Microsoft Authenticator App

[Recommended and helpful if you are traveling internationally]

1. Download the **Microsoft Authenticator** application from the [Apple Store](#) or [Google Play store](#). Be sure to select **Microsoft Authenticator** since there are many different authenticator applications that may be shown.
2. Choose **Add work or school account**.
3. On the more information required screen, click **Next**
4. You will need to confirm your authentication
5. On the additional security verification, choose **send me a code by text message or call me**, click **Next**.
6. Click **Done** after you validate the information. This concludes the MFA setup on the app.
7. Please Register your phone number in the Security information using instructions provided in the next column.



Student Self Service Portal

- Go to insidetrack.yu.edu
- Log in using your YU email (xxxxxxx@mail.yu.edu) and your YUAD password.
- Click on “Student Self Service” on left menu.
- Optional: On left menu, click “Students” > Undergraduate/Graduate > Under. “Frequently used Links” > Click on “Student Dashboard.”

“Student” tab includes	“Financial Aid” tab includes
<ul style="list-style-type: none">▪ Student Accounts (statements, payments, etc)▪ Student Records (account holds, grades, unofficial transcripts)▪ Registration Status (including schedule and add/drop classes)▪ Final grades and Transcript	<ul style="list-style-type: none">▪ Financial aid status and holds▪ Award package and history▪ General financial aid information

Insidetrack Portal

<https://insidetrack.yu.edu>

Yeshiva University

Directory Helpdesk My Sites Sign Out

Home

Employee

Students

Sponsored Programs

ITS Portal

Click on the “Employee” or “Student” tab for the access point to all the systems you use, from Banner and Canvas, to Gmail, Zoom and all other helpful Documents

ANNOUNCEMENTS

Announcements

All

You currently have no announcements.

Show Hidden

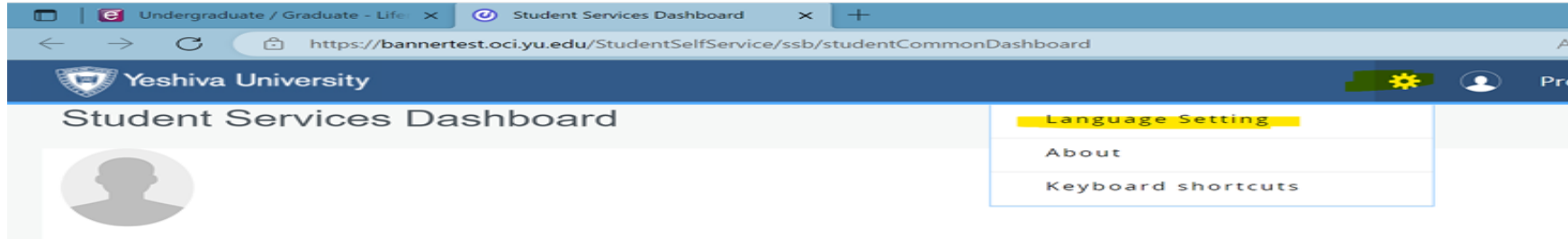
WELCOME TO INSIDETRACK

InsideTrack Language Settings

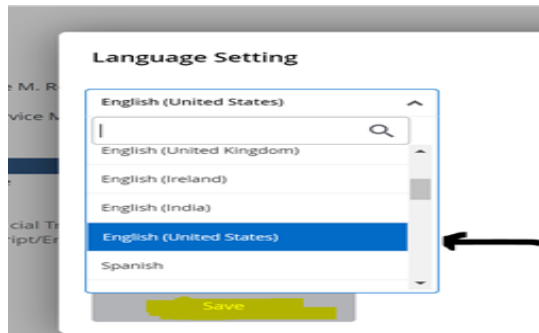


1. From the "Student Services Dashboard", Click on the "Gear" icon on the Yeshiva University logo bar.

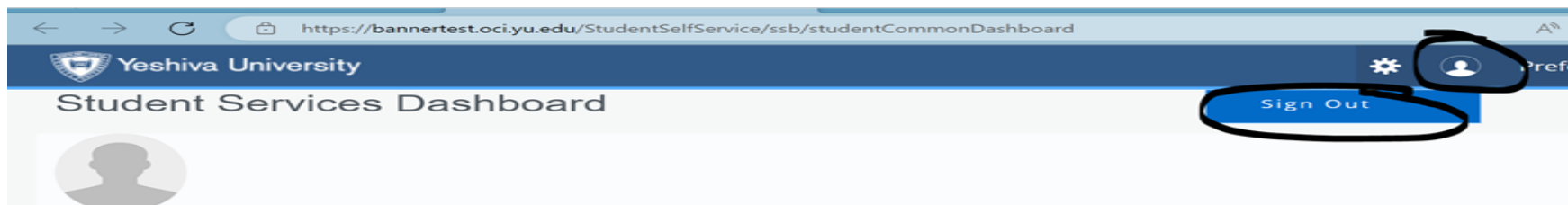
2. Select "Language Setting".



3. Select "English (United States)" then "Save".



4. Click on the "Person" icon next to the "Gear" icon, then "Sign Out" from the application.



5. Log out of InsideTrack, Close your browser (all tabs). Re-open the browser. Sign back in to InsideTrack and the Student Dashboard.



Google@YU

- Includes the following apps: Gmail, Drive, Calendar, Contacts.
- Initial temporary password is sent to your **personal** email address.
 - ❖ *Initial temporary password is also available at (yu.edu/findid)*
 - ❖ *Note: Google Account and YUAD password change independently.
If you change one, the other **WILL NOT CHANGE**.*
- Username: YUADusername@mail.yu.edu.
- Use: administration, faculty, and InsideTrack use YU Gmail address to send announcements, updates, and course information.
(Canvas updates and messages are also sent to YU Gmail address)
- Configure email app on your phone.

Google Storage Space



- **CURRENT STUDENTS**

Total storage for your YU Google account—including Gmail, Google Drive, Google Photos, and all other Google services—will be limited to 15 GB.

- If you are utilizing storage at or beyond 15 GB, as of July 15, 2023, you will be unable to send or receive emails, create/add new Google Drive files, or sync Google Photos until you reduce your storage use.

- **ALUMNI**

Will be restricted to 2 GB of storage and ONLY access to GMAIL.

- If you are utilizing Gmail storage at or beyond the 2 GB limit on July 15, 2023, you will be unable to send or receive emails until you reduce your storage use.
- Effective July 15, 2023, Alumni will NOT be able to access all other Google services on your YU account and all contents in your Google Drive, Google Photos, and all other Google services will be DELETED.



Microsoft Office 365

Active Students are provided with an Office 365 license which allows the use of Office products (Word, Excel, PowerPoint, etc.) on your computer, mobile, or on the web

Microsoft Office 365

- Active Students are provided with an Office365 license which allows the use of Office products (Word, Excel, PowerPoint, etc.) on your computer, mobile, or on the web.
- Download the mobile apps from Google Play or Apple Store.
- OneDrive cloud to store files and co-edit documents.
- Microsoft Teams to collaborate with other students
- Live edits with others, great for projects and peer review

- Go to Office.com, Click the “Sign in” button.
- Sign in using your YU Email address as a username (xxxxxxx@mail.yu.edu) and your YUAD password.
- Click on the "Install Office Apps" button to download Office365 apps – good for up to five devices [desktops, laptops, smartphones].
- Log into Office Mobile Apps and sync across everything.
- Live edits with others, great for projects and peer review.



Microsoft Office 365 Apps

The screenshot displays the Microsoft Office 365 dashboard for Yeshiva University. The top navigation bar includes the Yeshiva University logo, the text 'Office 365', and notification, settings, and help icons. The main content area features a greeting 'Good afternoon' and a search bar with the placeholder text 'Search apps, documents, people, and sites'. Below the search bar, there is a section titled 'Apps' with a grid of application icons. The icons are arranged in two rows: the first row contains Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, SharePoint, Teams, Class Notebook, Sway, and Forms; the second row contains Admin. A button labeled 'Install Office apps' with a dropdown arrow is circled in orange. At the bottom left, there is a link 'Explore all your apps' with a right-pointing arrow.



YU Instructure Canvas

All classes are taught through Canvas. Canvas is where you will upload assignments, see announcements, and access Zoom sessions.



Sign in

|Enter your email address

[Can't access your account?](#)

Next

Please logon with your **YU email address** and **YUAD password**. If you need assistance logging in, contact the **YU Helpdesk at 646-592-4357**. For non-urgent questions, e-mail helpdesk@yu.edu.

Visit <https://yu.instructure.com>

Sign in with your **YU email address** and hit **Next**. Enter your **YUAD** password and hit **Sign in**.

For support contact (866) 570-3034 or email info@canvaslms.com



Canvas Includes:

- Course Syllabus.
- Course Announcements and Grades.
- Course Materials and Assignments.
- Access to contact professor and other students.



Canvas Dashboard

The screenshot shows the Canvas Dashboard for a user at Yeshiva University. The browser address bar displays <https://yu.instructure.com>. The dashboard is titled "Dashboard" and features a left-hand navigation sidebar with icons for home, courses, notifications, calendar, messaging, and help. The main content area displays four course cards:

- Accounting Principles I** (ACC-1001-261, Spring 2019)
- Classical Jewish History** (JHI-1200-IB3, Fall 2018)
- Elementary Spanish I** (SPA-1101-331, Fall 2018)
- Elementary Spanish II** (SPA-1102-331, Spring 2019)

On the right side, there are sections for "To Do" (Nothing for now) and "Recent Feedback" (Nothing for now). A "View Grades" button is visible below the feedback section.

Callouts provide the following information:

- Courses, Notifications, and Announcements posted by professors**: Points to the top navigation icons.
- Messaging Inbox**
 - Student-to-Student
 - Student-to-Teacher
- Upcoming Assignments or Important Dates**: Points to the "To Do" section.
- View Posted Grades**: Points to the "View Grades" button.



Canvas Class (Student Perspective)

Course navigation column. This is where students can interact with all materials available to them within the course.

- Home
- Syllabus
- Announcements
- Zoom
- Modules**
- Assignments
- Quizzes
- Discussions
- Grades
- Panopto
- Library Resources and E-Reserves

▸ Welcome

▸ Week 1

▼ Week 2

Please Read the following

[Article Link](#)

Discussion 1

Chapter 2

Discussion 2

[Library Resources](#)

Chapter 2 Quiz
10 pts

Course Modules are a popular design element to split course materials into weeks or chapters for students to digest.



Canvas Helpful Tips

- Notifications
 - Have your notifications turned on so that you can receive the latest updates about your course material and any communications from your professor.
- Assignments
 - There are multiple ways to submit assignments as well as multiple files. Check with your professor regarding the types of files they accept. In Yeshiva University's Canvas instance, any file submissions for assignments (Audio/Video/Documents) must be less than 500Mb
- Quizzes/Exams
 - Make sure you have a reliable internet connection.
 - Your internet browser should be up to date.
 - Check carefully for quiz times as well as duration.
- Accessing Canvas/Help
 - If you are unable to access through InsideTrack Portal, you can also access via yu.instructure.com
 - Contact your faculty for help when it comes to course policies and course material related questions.
 - If you are experiencing a technical issue within Canvas, contact ITS Help Desk at helpdesk@yu.edu or call 646-592-4357.



Zoom for Students

- All YU live sessions are taught within Zoom.
- Please sign up for a free Zoom "basic" license at **Zoom.us**
- Use your YU email address and any password you choose
- Basic licenses only allow 40 minutes to host a meeting, but unlimited attendance.
- Faculty will post their Zoom links via Canvas LMS. Students can access this by clicking on the "Zoom" link within their course.

The screenshot shows the Zoom web interface. At the top, there is a navigation bar with the Zoom logo, a home icon, and a link to "Home". To the right, there is a link to "Appointments". Below the navigation bar, a message states: "Your current Time Zone and Language are (GMT-4:00) Eastern Time (US and Canada), English". There are three tabs: "Upcoming Meetings" (selected), "Previous Meetings", and "Cloud Recordings". Below the tabs is a table of upcoming meetings.

Start Time	Topic	Meeting ID	
Today (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	Join
Tomorrow (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	
Thu, May 11 (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	
Fri, May 12 (Recurring) 11:00 AM	Sample Meeting	969 5410 6232	



Computer Labs Locations and Hours

Building	Rooms	Number of Computers	Printers	Hours
Belfer Hall	1103	18 Windows PCs	1 B&W	Mon – Thurs: 9 AM – 8:00 PM Friday: 9 AM – 2:30 PM Sunday: 9 AM – 5:00 PM
	1105	20 Windows PCs	1 B&W	
Gottesman Library	Entire Library	30 Win, 5 Mac	2 B&W, 1 Color	Click here for Library Hours
Morgenstern	Basement Lounge	7 Windows PCs	1 B&W	24 Hours
Muss	262	1 PRS	1 B&W	
Rubin	207	1 PRS	1 B&W	



Accessing Computer Labs

- To login to lab computers use your YU email address and YUAD password
- **CRITICAL: DO NOT** save files on Lab computers
- Instead, save files on your OneDrive, Google Drive, or Flash Drive
- When you are finished using the computer, please log off
- **Unsaved work will be lost**



Activity

Refresh Upload Cancel

Type	Title	Print Preview	Pages	Pieces of Paper	Submitted Date	Cost
	SAMPLE.DOC		1	1	3 seconds ago	\$0.10

Add documents from Personal Computer

Uploaded Documents

Printing Job Cost

The print.yu.edu homepage

Current Balance

Add Printing Funds

My Funds: \$36.20
Tuition Fees: \$36.20

Payment method

Print options

Color: Color Black and white

Pages per sheet:

Size:

Copies:

Page range:



ITS Office Hours & Phone Number

Office:	Belfer Hall 1315 2495 Amsterdam Ave
Email:	helpdesk@yu.edu
Phone:	1. 646-592-4357 Teams 4357
FAQs and Web:	yu.edu/itsportal
HelpDesk	Contact YU Helpdesk for assistance 24/7



Summary of Services

What	Site	Username	Password	Service
Find ID	yu.edu/findID			YU Gmail and initial password, YUAD username, Banner ID, YUAD password reset link
InsideTrack	Insidetrack.yu.edu	YU Gmail address	YU password	Register/Schedule/Transcripts
Email	gmail.com	YU Gmail address	Gmail password	Gmail and G-Suite
Canvas	yu.instructure.com	YU Gmail address	YU password	Course management
Office 365	office.com	YU Gmail address	YU password	Word, Excel, PowerPoint, OneDrive
Printing	print.yu.edu	YU username	YU password	Printing
Computers		YU Gmail address	YU password	Internet
YUWireless		YU Gmail address	YU password	Wireless Internet On Campus
YUHousing		YU username	YU password	Wireless Internet at Dorms
IT Portal	yu.edu/itsportal	Gmail address	YU password	FAQs, IT Work Study, etc.