



Southern University at Shreveport
Division of Information Technology

Get Started with Campus Technology:

Student Technology Resources



susla.edu/page/technology



The Division of Information Technology (DoIT) provides technology-related services to support academic, administrative, and operational functions of Southern University at Shreveport.

Welcome to Southern University Shreveport (SUSLA)

SUSLA Division of Information Technology (DoIT) is dedicated to making your transition into the university program as seamless and easy as possible. This brochure is designed to introduce students to some of the technology tools and services at SUSLA. Additionally, the brochure acts as a quick start guide, providing step-by-step instructions for setting up and accessing technology tools and services. Students are encouraged to become familiar with the technology tools and attend workshops as needed to use available services. DoIT implements variety of technologies and related services to support academic, administrative, and operational functions of the university.

“Teaching and Learning with Technology”

Consistent with Southern University at Shreveport (SUSLA) mission to provide leadership and promote university excellence through superior services, the Division of Information Technology (DoIT) promotes an environment that integrates technology into the fabric of the institution and provides all of the University constituents with the information, tools, and services they need, when and where they need them, to accomplish their goals. The unit goals provide services to support the University mission through excellence in design, development and implementation of information technology resources; provide leadership and guidance in the use of information technology; enable members of the University community to undertake instructional, research, administrative, and managerial tasks in an efficient and cost-effective manner; and provide up-to-date technology, timely and reliable services, in a fiscally responsible manner.

SUSLA user accounts for students

A user account (username) is required to access all SUSLA campus services and resources such as email, secure wireless network and computer access in offices, labs, etc. The username for students are automatically generated upon the completion of the initial registration and retained as long as they are enrolled at SUSLA. First-time users of campus computers must follow an initial log-in procedure which requires a username and password. The student username is their first initial, the first nine characters of your last name without special characters (\ , - “) , and the last four digits of your Banner ID (U#) located on your student schedule, your fee sheet and on the back of your Student ID card. (Example: Jack Washington with an ID of U00009999, the username is jwashington9999 and the initial password is your 6-digit date of birth (MMDDYY). All students are to create a new password that must be 8 characters long. The same username and password can be used for SUSLA Email, Wi-Fi, Library and Computer labs.

SUSLA user accounts for faculty and staff

Employee Username and password is created upon receipt of the signed Informed Consent agreement and User Request form. To access SUSLA campus resources, all users must use their assigned username and password to authenticate through Active Directory Management system. After three (3) attempts to log into any system unsuccessfully, the user account will be locked.

MySU Account

MySU Account (firstname.lastname@sus.edu) is a single Sign-On (SSO) login that is required to access a variety of system-wide enterprise applications such as Banner Applications, Banner Self Service, Moodle,

Dynamic Forms, MicroSoft Teams, MySU Mobile and MySU Mail. The initial password for your MySU account is the first 4 characters of your last name and the last 4 digits of your Banner ID (U#). The MySU account for students is automatically generated when the application for admission is complete and a decision code applied. Faculty and Staff MySU account is automatically generated once the application for employment is complete and applied.

BANNER USER ID

All Banner users have a unique Banner ID (U#) that is generated when their personal data is entered into the Banner System. Your access to Banner applications depends solely on your role in Banner (Student, Faculty, Employee, etc). The Banner ID provides students access to Banner Web Services enabling them to apply for admissions, register for classes, pay fees online, view account balances, check grades, print unofficial transcripts, etc.

MOODLE Learning Management System

Moodle is a web-based Academic learning platform. It provides online learning content, engages learners, and measures their performances. It features activity modules that are used to build richly collaborative communities of learning around subject matters, deliver content to students assess learning, and offers a robust set of tools, functions, and features for learning.

WIRELESS NETWORK

SUSLA offers secured wireless network to access campus resources and the internet. Students can setup their personal laptop/notebook computers or tablets to connect to the SUSLA wireless network. The wireless network requires a valid campus user account and password to connect.

COMPUTER LABS, NETWORK STORAGE, AND PRINT QUOTAS

Students have access to over 400 computers in more than 17 Computer Labs at the Martin Luther King Dr. location, Metro Center, and Aerospace Technology Center. The SUSLA user account and passwords are required to log on to campus computers. Rules regarding SUSLA computer lab usage can be found on the website and in the labs.

Network Storage Quota: Students are assigned a 500MB of secured virtual disk storage capacity, to use for their work. Students can access their individual storage space and retrieve files from any campus computer. The storage contents are retained for a duration of one semester.

Print Quota: Students are assigned a 250-paper printing capacity per semester. A pop-up balloon on the computer screen alert users to keep track of their balance. Students who exceed the print quota may purchase additional sheets of paper for a nominal fee at the cashier's window.

Deep-Freeze Enterprise: "Deep Freeze" management software is implemented in all computer labs to protect workstations and lab users against virus and malicious software downloads and installations.

LOCKSMITH SELF-SERVICE

Forget your password? The LockSmith is a secure, simple-to-use, web-based self-service account login and password management system. The tool enables users to reset their own passwords, unlock their accounts, and update their personal details (e.g. telephone numbers, etc) seamless without the need to rely on IT staff.

Helpful Password Guidelines:

- Use strong passwords and change them regularly.
- Never share any of your passwords with anyone.
- Do NOT write down your password, others could find it and compromise your user account.

EMERGENCY COMMUNICATION NETWORK SYSTEM

Emergency Communication Network (ECN) is an emergency mass notification system used to send text, voice and e-mail messages to notify students, faculty and staff during a crisis on campus. The ECN system also allows for text-to-voice features that can send messages to landlines to complement On-Campus Axis-TV Digital Messaging Display and the SUSLA website. The ECN project is a statewide initiative funded by the Louisiana Board of Regents and supported by the Southern University System as part of the campus emergency preparedness plan. All students, faculty and staff should register for ECN services using their SUSLA-issued email accounts at <https://public.coderedweb.com/CGE/A4753DD84298>

Contact Division of Information Technology (DoIT)

If you need assistance with SUSLA technology resources, visit the Information Technology webpage Or call the DoIT helpline at 318.670.9905. DoIT is located in room A-44 across from Admissions in the L.C. Barnes Administration Building.