



## Technology Checklist for New Faculty

*This checklist is intended to assist you in your transition to Gabelli School of Business at Fordham University. It will help you get started with the technology resources that are available at the University and the Business School.*

### **AccessIT ID and Password**

AccessIT ID and password allows you to log in to university email and a variety of web applications and systems. To claim your ID, visit <https://claim.fordham.edu> and follow the onscreen instructions. For help, call IT Customer Care (ITCC) at 718-817-3999.

### **Multi-Factor Authentication (MFA)**

MFA provides an additional layer of security to your login credentials by adding a personal device of yours, such as your mobile phone, as the third authentication instrument. Please watch this video on [how to set up multi-factor authentication](#). The complete [MFA user guide](#) is available on the university web site. For additional information, visit [Fordham MFA web page](#).

### **Wi-Fi Connection**

From your computer or device, connect to **Connect-Fordham-WiFi** connection. Follow the on-screen instructions and provide your AccessIT ID and password to connect as a *faculty*. You may also choose to connect as a *guest* without providing your authentication credentials at the expense of access to your Fordham network drive.

In addition, a computer needs to have an anti-virus software installed in order to be allowed access to the network. For additional information or download a free copy of anti-virus software BitDefender, please visit <http://fordham.edu/it>

### **Work Computer**

As a full-time faculty, you may request a work computer. You may choose between a desktop and a laptop. For the available options and the estimated delivery time, please email your request to [gabelliit@fordham.edu](mailto:gabelliit@fordham.edu) or discuss it with one of our technology support staff on either Lincoln Center or Rose Hill campus.

**Fordham Email and Calendar**

Fordham Email uses Gmail in the backend. To access your email from a web browser, go to <https://gmail.fordham.edu>. Visit this web page for help on [syncing your account with your mobile devices](#). You may also find additional information on [setting up Gmail with Microsoft Outlook](#) and [Fordham IT's Email policy](#).

**Office Phone**

Fordham uses Cisco IP phones on its three campuses. Please watch this video on the [features of Cisco IP Phone and use instructions](#).

**WebEx Conference**

WebEx online meeting application is available to all Fordham faculty, staff, and students. To access, please visit <https://fordham.webex.com>. A [WebEx user guide for faculty](#) is also available online.

**Portal (my.fordham.edu)**

The portal, also commonly referred as my.fordham, is the web based platform for accessing a variety of information and services related to your compensation, tax forms, benefits, teaching schedules, class lists, final grades, etc. For help, call IT Customer Care (ITCC) at 718-817-3999.

**Blackboard**

Blackboard is the online learning management system (LMS) used by the university. The system is used by faculty to post course materials, collect assignments electronically, give online tests, etc. To access Blackboard, please visit <https://fordham.blackboard.com>. For help, please visit [Blackboard tutorials for faculty](#) for frequently used features or email [blackboard@fordham.edu](mailto:blackboard@fordham.edu).

**Other Useful Web Sites**

Fordham directory: <https://411.fordham.edu>

Fordham IT web site: <https://fordham.edu/it>

Fordham news: <https://news.fordham.edu>

Gabelli School news: <https://gabelliconnect.com>

**Business School IT Contact Information**

Lincoln Center: 140W Building 344, Phone: 646-868-4085

Rose Hill: Hughes Hall 104B, Phone: 718-817-2045

Faculty Technology  
Gabelli School of Business  
140 West 62nd Street 347  
Fordham University at Lincoln Center