

# Preparation

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## Technology

The staff of the Technology Assistance Center (TAC) would like to welcome you to the University of Florida. The TAC is located in 122 Bryan Hall and provides technical support for MBA students at the Warrington College of Business Administration. We help students with Internet and network problems, resolving printer issues, wireless networking troubles, virus and spyware woes, and we also offer advice on computer and peripheral purchases, assistance in software installation, hardware configuration, and general notebook maintenance. Our primary goal is to provide technical support.

Please visit the TAC homepage at: <http://www.cba.ufl.edu/itsp/techservices/students.asp>. There you will find our phone number, operating hours, physical location, dates the TAC is closed, and other important technical information all MBA students need to be familiar with. If you have any miscellaneous technical questions before orientation please feel free to call or stop by the TAC.

While the University of Florida requires all students to own a computer, the Warrington College of Business Administration requires you to specifically own a notebook computer. A notebook computer ensures that computing capability is available to you at all times and in all locations. Notebook computer requirements for the College are located at: [http://www.cba.ufl.edu/itsp/docs/DMBTC\\_Computer\\_Requirements.pdf](http://www.cba.ufl.edu/itsp/docs/DMBTC_Computer_Requirements.pdf). We are also including the computer requirements in this welcome letter.

Again, we look forward to taking care of your computing needs during your studies here at the Warrington College of Business Administration. Please call us at 352-273-0248 or email [tac@cba.ufl.edu](mailto:tac@cba.ufl.edu).

Technology Assistance Center

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## Gatorlink Account.

- **What is it?**

Your Gatorlink account is the credential used for access to most campus information technology systems the University provides. Every current student must have a Gatorlink username and password.

*Please create your Gatorlink account before orientation!*

- **What systems does it provide access to?**

- The myUFL portal – A single web point entry for university information and is tailored to the individual. Web site: <http://my.ufl.edu>.
- UF's secure network – wired or wireless (ufw) via WIPA.
- Gatorlink email – Your official University of Florida email account.
- E-Learning – The University's course management system. Web site: <http://lss.at.ufl.edu/>.
- ISIS – Admission's secure student information system. Web site: <http://www.admissions.ufl.edu/> and click on the "Check Status" link.
- UF Library – Web site: <http://www.uflib.ufl.edu/>. Click the "Remote Logon" link on the top right corner when off campus.
- UF Business Library – Web site: <http://web.uflib.ufl.edu/cm/business/>. Click the "Remote Logon" link on the top right corner when off campus.
- Miscellaneous College Web applications – The College has some online applications which use your Gatorlink account for authentication (such as Teacher Evaluations and QuizPro).

- **To create your Gatorlink account:**

- Go to <http://my.ufl.edu>.
- Click the "Gatorlink Account Creation" link.
- Type the requested information into the text boxes and click "Next". You will need your UFID which will be located in the front pocket of your binder.
- Complete the rest of the creation wizard.

The following web site gives you detailed information on how to create a Gatorlink account:

<http://helpdesk.ufl.edu/knowledge.php?nav=acct2.html>.

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## Notebook Computer Requirement for Masters Students

*All Hough Graduate School of Business students are required to have a notebook computer while enrolled.*

### Minimum Required Hardware Specs:

- At least a 1.5 GHz processor.
- 40 gigabyte hard drive (or larger).
- 1 gigabyte of RAM for Windows XP **OR** 2 gigabytes of RAM for Windows Vista.
- DVD-ROM/CD-RW drive.
- 10/100 Base-T Ethernet LAN adapter (wired network card).
- Wireless (802.11b/g/n) LAN adapter (for wireless networking).
- 56Kbps V.90 Modem (for dial-up access).

**Please make sure to bring an Ethernet network patch cable to computer set up orientation.**

### REQUIRED Software Specs:

- **Microsoft Windows Vista or Windows XP Professional operating system with Service Pack 3 (SP3).**
  - Windows XP Home and Windows 2000/NT/ME/98/95 are not fully compatible with our network and therefore are not supported.
  - Our technicians cannot support foreign-language editions of Microsoft Windows.
- **Microsoft Office 2007 or 2003 with:**
  - Access (for database projects).
  - Excel (for spreadsheet projects).
  - Outlook (for configuring your official UF email).
  - PowerPoint (for presentation projects).
  - Word (for word processing projects).

*Our technicians cannot support foreign-language editions of Microsoft Office.*

- **Internet Explorer 7 (freely available at [www.microsoft.com](http://www.microsoft.com)).**
- **Sun Microsystems's Java (freely available at: [www.java.com](http://www.java.com)).**
- **Adobe's Flash Play (freely available at: [www.adobe.com](http://www.adobe.com))**
- **Antivirus software.**

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- Registered UF students may download a free copy of McAfee Antivirus from [www.software.ufl.edu](http://www.software.ufl.edu) using their current Gatorlink username and password.
- Only have one antivirus program installed on your notebook computer at a time!

Please visit the UF Bookstore or go to its web site ([www.bsd.ufl.edu/bookstore](http://www.bsd.ufl.edu/bookstore)) for academic pricing with notebook computers, Microsoft products, and other computer accessories.

## Instant Messaging

Using an instant messaging program to communicate with your fellow team members is highly recommended. Instant messaging (IM) has been proven to be a cost effective means of communication among our MBA students. The College does not offer instant messaging services but we can offer some suggestions of which systems to use.

- **Google Talk**

We chose Google Talk as the official IM client for the UF MBA Program. We require each student to create a Gmail account so that we can communicate via Google Talk as well as join our group on Google Groups.

- **Trillian.**

Trillian is a fully featured, stand-alone, chat client that supports connections to multiple IM accounts. Yes, you can configure **one** IM program to log into multiple accounts so you do not have a bunch of IM windows open. Understand that Trillian does not provide a network for instant messaging but simply gives you the ability to log into multiple accounts within one program using the host's network. Download Trillian at: <http://www.ceruleanstudios.com/>.

## McAfee Antivirus Software

The University has purchased a site license which allows all students to install McAfee antivirus software on their personal computers and to use it as long as they are a UF student. Students must remove UF-licensed McAfee software when they leave UF.

If your notebook computer already has an antivirus program installed (with a current subscription) there is no need to install the UF-licensed McAfee software (wait until your subscription expires with your current product). Also, you must uninstall any other antivirus programs before installing McAfee Antivirus. Do not attempt to use two different antivirus programs on a computer at the same time.

For more information about UF's McAfee antivirus program go to: <http://www.software.ufl.edu/mcafee>.

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## Helpful Computer Maintenance Tips

Owning a computer is not much different than owning a car – every so often some form of maintenance or repairs are expected. While we leave the major hardware repairs up to your computer’s manufacturer or the local computer shop, we are happy to help you keep your Windows operating system in tip-top shape. If you do not feel comfortable performing any of the steps below feel free to stop by the TAC to have one of our friendly technicians assist you. Here are a few tricks of the trade to keep your computer healthy...

- Install critical and recommended Windows updates in timely intervals. Simply open Internet Explorer, click on Tools from the top toolbar and click on Windows Updates from the drop down menu. Follow the directions provided by Microsoft to update your operating system. Note, while your computer may be set to download and install updates automatically, we suggest you perform this action once a week.
- If your computer has Windows XP (Professional or Home), update it to Service Pack 3 (SP3). This can be done by following step one. SP3 ensures all the latest enhancements to the operating system are installed. SP3 includes an Internet Explorer built-in popup blocker and an enhanced incoming traffic firewall. SP3 also has better support for automatically downloading critical updates.
- Make sure your computer is running some form of antivirus software (and remember McAfee is free for all UF students). Having antivirus software on a computer is nice, but it does your computer no good if you do not keep it up to date or if you never run a virus scan. All antivirus programs have some form of built-in “live update” or “update now” button and the button needs to be pressed at least once a week or more to ensure the software is fully updated and properly protecting your computer. And, make sure to actually run a virus scan at least once a week (more often is desired) or set up a schedule so the software will run a scan while you are away.
- Use some free tools available at <http://www.download.com> to combat spyware / adware / malware / dialers, etc. Perform a search for Spybot Search & Destroy and Ad Aware (two of our favorites). These are two of many freeware programs available to remove problematic programs, files, cookies and registry entries that sneak onto your computer. While more programs are out there that fight these problems Spybot and Ad Aware are two that we use and are most savvy with.
- Install Adobe Acrobat Reader – available at: <http://www.adobe.com>.

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## Financial Calculator

An important tool for you to purchase is a financial calculator that will be used in several of your course. Most can be purchased for \$30 to \$40 and any electronics store. Most faculty recommend the HP10BII from Hewlett-Packard as this calculator has all of the functions that will be required.