Clinical Year Student Pre-Arrival Instructions

Purdue Veterinary Medicine (PVM)
PVM-IT
Logistics

Monday – Friday
8:00am – 5:00pm

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PVM-IT Services

**IT Helpdesk/Programming**
- Computer/laptop/mobile device setup & support
- DVM student laptop program technical support
- Hardware and software purchasing
- Classroom AV systems technical support
- Administrate PVM & IUSM mailing lists
- Large format poster printing
- Special projects that involve IT support - research & teaching equipment, etc.
- Network storage management
- Check-out equipment including laptops, projectors, microphones, video camera, etc.
- Orientation sessions for new faculty/staff/students
- Application development and support

**Media and Instructional Support**
- Instructional Design/Technology services
- Blackboard - course setup/design, use of grade center, tools, assignments, tests, etc.
- Blackboard non-academic courses for internal training/professional development
- Examplify - Student Testing
- Surveys - Qualtrics
- Video
  - Teleconferencing
  - Recording and editing
  - Class recordings
- Training - Photoshop, Camtasia, Office
- Animations for case studies/teaching support
- HIS Training and permissions
Pre-Arrival Instructions

These steps should be followed before you come to campus
Log in

Go to purdue.edu/apps/account/Account

Login: Enter your username

Temporary Password: CYSvet6258
BoilerKey Enrollment

1. Deadline when BoilerKey setup must be completed

2. If you have your smart phone or tablet, create a Duo Mobile BoilerKey

3. If you do not have a smart phone or tablet available to set up Duo Mobile BoilerKey, you may temporarily Skip and continue to Accounts page
In **Account Information** section

1) Check your main campus drive space (typically 5GB available)
2) Network path to your main campus drive space
3) Password expiration details

**Links to the following websites:**

1. myPurdue
2. Purdue Exchange mailbox
3. ITaP printing quota/history and login to add money to your account
4. ITaP Directory
5. Instructions for setting up Cisco VPN
A Purdue Exchange mailbox has been set up for you. **DO NOT** change these settings. If you need to talk with IT@P, remember to let the tech agent know that you are a PROFESSIONAL VETERINARY STUDENT. Do not allow them to change your mailbox.
Find the **Your Account Tools** section

1. Click **BoilerKey**  
   (Following slide has general directions)
2. Click **Change Password**  
   (Use this Off Campus Only)
3. Update **Emergency Information**;  
   Return to the **Your Account Tools** section
4. Update **Notification Choices**  
   Enter an alternative email address for added account security  
   Return to the **Your Account Tools** section
5. Update **Password Challenge Questions**  
   Return to the **Your Account Tools** section
6. Update **Cellphone Information**  
   Return to the **Your Account Tools** section
BoilerKey In Your Account Tools section

Setup BoilerKey (if you skipped this earlier at entry)
- Click to start setup
- Have a smartphone ready
- Follow Instructions online

Set up Purdue BoilerKey

BoilerKey Two-Factor Authentication

Duo usage (mobile application and hardware tokens) is subject to export control regulations and cannot be used in embargoed countries identified by the U.S. Department of Commerce and Treasury. As of August 2018, the following nations are embargoed: Cuba, Syria, North Korea, Iran, and the Crimea region.

Click to set up BoilerKey on your smartphone

- Set up a new Duo Mobile boilerkey (start here, if you have a smartphone)
- Manage my Duo Mobile boilerkey
- Request a boilerkey token (if you cannot use the Duo Mobile app on your phone)
- Manage my boilerkey token(s) (fix a token, return a token, etc)
- Enable Boilerkey Self-Recovery via text messaging
In Your Account Tools section

Activate **Office 365 Status** (if available or pending activation)
- Office 365 Status may or may not be in your list - this may not display until you arrive on campus
- Activate
- Verify Password
Access Your Exchange Mailbox web portal

Use any browser to access the mailbox website portal

- Webpage
  - owa.purdue.edu OR exchange.purdue.edu
  - Initial access may require selecting a time zone setting
  - Choose **Eastern Time (US & Canada)**
Access Your Exchange Mailbox

Setup your Exchange Mailbox account

- Microsoft Outlook
- Smartphones, laptops, other devices
- Exchange or Corporate email
- Additional information provided at the following link:

http://support.purdue.edu/goldanswers/186130
Accessing DVMConnect

- Navigate to:
  http://vet.purdue.edu/dvmconnect/

- Login with your Purdue username & password
  - **Note:** You may need to use “onepurdue\” before your username when off-campus

- Use this page to find schedules, calendars, forms, information & resources
Additional Links

- Campus wide Exchange Email FAQ
  http://support.purdue.edu/goldanswers/186130

- Blackboard (Course Content Management System)
  - mycourses.purdue.edu

- PVM-IT Technology Support =
  - Purdue Veterinary Information Technology (PVM-IT)
  - http://vet.purdue.edu/pvmit/
An equal access/equal opportunity university

If you have trouble accessing these pages because of a disability, please contact PVM-Information Technology at pvmit@purdue.edu.