

## Information Technology Services:

### ITV/Lecture Capture Training:

All NOC faculty and staff who are teaching ITV courses, are required to attend training on ITV & Lecture Capture equipment.

To set up training, call ext. 6398

### Printer/Copier Help Request:

For printer & copier support, please fill out and submit the *Printer Services Request* form found on the Information Technology website.

[www.noc.edu/printer-services-request](http://www.noc.edu/printer-services-request)

### Track-It:

For IT-related issues, use the Track-It system available on the Information Technology website, found on the NOC homepage, or call the IT Help Desk at x6291.

### Loaner Laptops/Projector:

Laptops and projectors are available for temporary use through the IT Department. For check out on the Tonkawa & Stillwater campuses, contact the Help Desk at x6291. For Enid check-out, call x2252.

### Event Requests:

To set up an event needing IT support, complete and submit the *Event Request Form* from the Information Technology website on the NOC Homepage. This will generate a request for your event with any IT needs. Please submit your Event Request as soon as possible. If unsure whether you need IT support, please go ahead and submit the form.

[www.noc.edu/event-request-form](http://www.noc.edu/event-request-form)

### NOC Employee IT Policy:

The employee IT Policy can be found on the Information Technology website on the NOC Homepage.

[www.noc.edu/planning-policies](http://www.noc.edu/planning-policies)



## Contact Information

ITV & Lecture Capture .....	580.628.6398
Central Control .....	580.628.6801
Campus Connect .....	580.628.6344
Blackboard .....	580.628.6339
myNOC .....	580.628.6344
Document Mgt/Imaging.....	580.628.6348
Email .....	580.628.6337
Wireless .....	580.628.6337
IT Help Desk .....	580.628.6291
After Hours Support .....	580.628.6267



**NORTHERN**  
Oklahoma College

**IT Resources Brochure**  
**Faculty/Staff**

[www.noc.edu/it](http://www.noc.edu/it)



# IT Mission Statement

Information and Instructional Technology at Northern Oklahoma College covers many areas such as computing, media, interactive television, wireless, classroom instruction, and telephone services for each of our three campuses. It's a complex and rapidly changing environment that demands constant review and innovation. Our goal is to continually enhance the resources and expertise of the college community in support of its role in maintaining an exceptional learning environment for Northern Oklahoma College students.



“Any sufficiently advanced technology is indistinguishable from magic.”

-Arthur C. Clark

## COURIER SERVICES

When sending an item, please make sure to fill out the courier envelope completely with name of recipient (instructor, facilitator, etc.), course number/title, day & time of class and any other pertinent notes.

### TONKAWA – 580.628.6291

The courier box for outgoing mail is located in the IT Department, Wilkin Hall 208. Designated boxes are marked for both Enid and Ponca City's University Center. There is also a U.C. mailbox in the Administration mail room. Pick-up is fifteen minutes after opening office hours. Delivery time back to campus is approximately 2:00 p.m., with incoming mail distributed to the Administration mail room.

### ENID – 580.242.2252

In Enid, the courier box is located in the facilitator mail room, Zollars 400B. Items are taken to the Administration Building mailroom for 9:00 a.m. pick-up. Outgoing mail should be placed in the Zollars box by 7:45 a.m. for same day pick-up and delivery. Incoming courier mail is distributed around 10:00 a.m.

### STILLWATER – 405.744.2209

Stillwater's courier box is located in the Registrar's workroom at Cowboy Mall. Courier pick-up and delivery time is approximately 12:00 p.m.

## Recovering Password

To recover or reset a password:

1. Go to myNOC (portal.noc.edu)
2. Select the “Help” tab
3. Select “Forgot my password”
4. Enter username (firstname.lastname)
5. Enter alternate email address (Not your NOC email) OR
6. Answer Hint Questions, allowing you to reset your password.

If you haven't set up your hint questions, you will be redirected to another page to do so. You will also enter an alternate Email address. You can then choose to answer your hint questions or have a link sent to your alternate Email, instructing you how to reset your password.



## EMAIL

- Outlook can be used to access your NOC Email when off campus.
- If Outlook is unavailable, you can access your Email from noc.edu by selecting Staff/Faculty Email under the “College Resources” heading.
- When sending an Email to a group list, you *must* utilize the BCC option (Blind Carbon Copy).