

**Department of Plant Pathology & Crop Physiology**  
**Graduate Student Association Resource Information Guide**

**Computer Resources**

**Graduate Student Computers** (AgCenter or LSU log on required)

Computers for graduate student use are located in the two graduate student offices, LSB A447 and LSB A425 and in 308A (Department library). Please check with Robert Carver if you need access to one of these rooms. You may log on to these computers or to any computer on campus using your AgCenter username and password or your LSU username and password.

If you use these computers, please remember to log off when you are finished so that others will be able to log on to them without any problems. **Also, if you use any portable storage devices, SCAN them with the antivirus and anti-malware scanning software before you access files on the device to ensure that you do not spread viruses and malware.**

**Network Printer** (A447)

A network printer is available in A447 for graduate student use. This printer is the default printer for all computers in the two graduate student offices (A447 and A425) and in 308A. Please make sure you obtain a key to A447 from Robert Carver so that you may access this printer.

To install the printer software for your computer, please use the following instructions:

**Installation Instructions:**

1. Download the printer software (Windows or Mac) from the W Shared Network drive to your desktop. You will find a folder called Student Printer Software.
2. Double-click the printer software. It will unzip a folder called "install" that will appear on your desktop. Delete this folder once you have finished your installation. Be sure to change the language to English (Eng) or whatever your preference.
3. When you are asked what type of installation for the printer, indicate "**Wired Network Connection (Ethernet)**" and "**Custom Install**".
4. Next, you will be asked about the type of network printer. Choose "**Brother Peer to Peer Network Printer**".
5. It will now ask if you want to change your firewall settings. Choose the first option that will make the necessary changes to your firewall.
6. Choose installation. Choose the default and click **Next**.

7. Chose the program folder. Chose the default and click **Next**.
8. Next, you will be asked to choose your features. Chose the default selection and click **Next**.
9. Here is the important setting. You will now be asked about specifying the IP address. There are three possible settings, choose the second (Specify your machine by address) and enter the IP address **10.20.14.34** in the four little boxes, and then click **Next**.
10. Once installation is completed, click next until you get to **Finish**.
11. If you want to receive updates to the printer software, you will have the option when the installation is completed. Also, the install program will open up a web browser to register the software. Just ignore it and close your browser.
12. You should be done. Be sure to run a quick test page to make sure that it works.

Paper will be supplied through the main office, but please remember that this paper is for all students to use. Please use the paper ONLY for this printer. Also, please remember that it is cheaper to make a single copy and run off additional copies on the copy machine in Room 302. So, if you need to make a bunch of copies, please use the copier and not the printer.

If you have any questions installing the printer software or being able to print, please contact Robert Carver.

### **MyLSU**

MyLSU is accessible from <https://mysu.apps.lsu.edu/group/mycampus/home> or from from the link at the top of the LSU homepage.

- **Class Registration & Payment of Fee Bill**  
Class registration and payment of fee bills is performed through MyLSU. To register for classes, access “Schedule Request” under the “Registration Services” section. Information needed for the classes you will register for in a particular semester may be found under “Registration Information” under the same section. Please pay close attention to course section numbers when registering to ensure that you are enrolled in the correct section. Once you have registered, your personal schedule can be viewed under “Personal Schedule” under “Registration Information”. Once you have registered for classes, you must pay your fee bill prior to the set deadline in order to prevent being dropped from those classes. You can also access your fee bill at “Fee Bill” under the “Registration Services” section.
- **TigerWare** (Information from: <https://software.grok.lsu.edu/>)  
LSU offers free and discounted software and hardware for download and purchase through TigerWare. This is a great place to go if you need to obtain a

new program for your computer, or if you just need to update one you already have. TigerWare has software for the following operating systems: Windows, Macintosh, and Linux.

To see what is available, go to [tigerware.lsu.edu](http://tigerware.lsu.edu).

It is highly advisable that you download an antivirus and anti-malware program and scan your computer and all removable storage devices each time you use them in a public computer and that you update your software regularly.

- **Moodle** (Information from: <http://moodle3.grok.lsu.edu>) Moodle is a course management system (CMS), a software package designed to help educators easily create quality online courses. Many professors use Moodle for distribution of course materials, assignments, and grades. Moodle can be accessed from <http://moodle.lsu.edu/> (LSU log on required) or if you are already logged in to your PAWS account, from the Moodle link under the "Student Services" section.

Additional Moodle information can be found at this site:  
<http://moodle.grok.lsu.edu/Article.aspx?articleid=5942>.

- **FilesToGeaux** (Information from: <https://filestogeaux.lsu.edu/public/help.php>) FilesToGeaux is a service which allows you to upload arbitrary files to our Web server. Once you have uploaded your file(s), the server will give you a URL which you can use to access the files. The URL can be sent via e-mail, messenger services, etc. to other people with whom you collaborate. All users enjoy a 3000 MB quota, although the maximum size for any individual file being uploaded is 1500 MB. Currently, FilesToGeaux will delete any uploads that are older than 90 days. FilesToGeaux is accessible through PAWS under "Computer Resources."

What does the optional encryption password do? Ordinarily files uploaded to FilesToGeaux are stored "as-is." That means if you upload a text file, it will exist as a text file on the FilesToGeaux server and it is possible, though unlikely, that someone could gain unauthorized access to FilesToGeaux and read that file. For this reason, FilesToGeaux allows you to enter an (optional) encryption password prior to file upload. The password you enter is used to encrypt your file on the FilesToGeaux server. This password must also be used when the file is downloaded in order to properly decrypt the password. Note that the FilesToGeaux server never stores your password. Your password is only used to encrypt and then to decrypt the data. If you forget your password or you mistype it during file upload then there is no way to recover the original data. In that case, you should delete the file from the FilesToGeaux server and re-upload it with the correct password. Note also that giving your uploaded files a password provides an additional level of security for the URL that is generated. Someone who learns

the url of a file that you've uploaded will still need to know your upload password in order to properly decrypt your file.

### **Email**

As a graduate student, you may have two email accounts: an AgCenter account and a LSU account. Your AgCenter email can be accessed at <https://outlook.office.com> (AgCenter log on required); all departmental and graduate student news is directed to this email account. Your LSU/PAWS email can also be accessed at <https://outlook.office.com>. Any official correspondence that is sent to you from LSU concerning registration, immigration issues, fee bills, etc, etc, will be sent to this account.

Most of our graduate students have their LSU email set to automatically forward to your AgCenter email account, so it will not be necessary to log into your LSU email account separately. If your LSU email is not set to forward to your AgCenter email account, you can set the forwarding in your LSU account to forward all email to your AgCenter account. This makes is easier than having to check two separate accounts. **All departmental announcements and information will be sent to your AgCenter email account.**

### **Network Drives**

As a graduate student, you have access to the Microsoft OneDrive storage that can be of great use to you. Although the old network drives remain available on a limited basis (P, W and Y Drives), the AgCenter is encouraging the use of the Microsoft OneDrive storage. This is included in your Microsoft Office 365 account, and gives you the ability to access items stored there from anywhere.

### **Microsoft Office Outlook**

You can use Microsoft Outlook at whatever computer you are currently working on assuming, of course, that it has been installed. Outlook 2016 does not require you to set up your accounts and preferences on each computer you may be using. If you are logged into a computer that is on the AgCenter domain, when you start up Outlook, it will automatically go to your email account and allow you to send and receive.

Why should you use MS Outlook? MS Outlook will help you better manage your email boxes and keep within your storage quota. You should also consider backing up your email locally to a PST (Outlook Date File) file. This can be done as follows:

Once you have opened Outlook, click File and then New, and at the bottom of the menu, click Outlook Data File. When a new dialog box comes up, choose the type of data file (use the default please) and where you want to save it to. From here, you have two choices. You can save it to a USB thumb drive, or you can save it back to your Y drive. Be sure to select where you want to save it to, name the file something unique like "Robert-oldmail", and then click save. Another dialog box will come up so just type in the name you used before and click OK. You will see your new Outlook Data File under your list of folders on the left side of Outlook. You can then open this file, copy

email to it, etc, by dragging from your current Inbox and Sent folder (or other folders you might have) to the corresponding folder on your new Outlook Data File. BTW, any mail in your mail account folder counts toward your quota, including the Sent folder. So be sure to manage those folders as well.

When you go from one computer to another, if you used the Y drive to store your data file, it should open up automatically when you open Outlook. However, if it does not or you are using a thumb drive, you can still get to the email you have stored there. Just click File, Open, and then Outlook Data File. Navigate to where your Outlook data file is located, select it (click once) and then OK, and you will have opened that file.

If you have any questions regarding these matters or if you are still not clear with the above instruction, let Robert Carver know. He will be happy to give you some hands-on instruction to get you up and running.

### **Online Resource Calendars**

All departmental resources, included room reservations and vehicle check-out, are made using Microsoft Outlook's online calendars. In order to view these calendars, you must first add them to your Outlook. You will be able to view the calendars for the two departmental vehicles (Caravan and Durango) and the calendars for the Conference Room (LSB A465), the Teaching Lab (LSB 308), and the small library/conference room (LSB 308A); however, you will NOT be able to make your own reservations. Vehicle and room reservations must be made by PPCP office staff.

In order to add these calendars to your Outlook, please follow the below directions carefully:

### **Conference Rooms:**

1. Open Outlook and in the upper right hand corner, click **File**.
2. Click **Open**.
3. Then click **Other User's Folder**.
4. In the box that pops up, change Inbox to **Calendar** in the drop down menu.
5. Leave the text field to the right of Name blank and click the **Name button**. This will open the Address Book.
6. You should be in the Global Address Book, and in the drop down menu (on the right side of the Address Book window), Click and select **All Rooms**.
7. You will see a group of items that all begin with RES, three of which are for LSB A465, 308, and 308A.
8. Click to **select the Room you want to add**, and then click **OK**.
9. If you now go to your Outlook Calendar, you will see it is now showing there. If not, look over on the left side, and you should see a list of available calendars. Put a checkmark in the box to the left of the calendar, and it will now show.

### **Vehicles (just a little different from the above directions):**

1. Open Outlook and in the upper right hand corner, click **File**.
2. Click **Open**.
3. Then click **Other User's Folder**.
4. In the box that pops up, change Inbox to **Calendar** in the drop down menu.
5. Leave the text field to the right of Name blank and click the **Name button**. This will open the Address Book.
6. You should be in the Global Address Book, and in the drop down menu (on the right side of the Address Book window), Click and select **All Users**.
7. Scroll down until you see entries beginning with **RES**.
8. You will see two entries, one for Life Science Dodge Durango and the other for Life Sciences Dodge Caravan.
9. Click to **select the Room you want to add**, and then click **OK**.
10. If you now go to your Outlook Calendar, you will see it is now showing there. If not, look over on the left side, and you should see a list of available calendars. Put a checkmark in the box to the left of the calendar, and it will now show.

These calendars cannot be accessed through the AgCenter's Outlook Web Access (that is getting your email by using your web browser and going to lsuagcenter.net). Therefore, for you to be able to view these calendars you need to use MS Office Outlook.

### **Helpful websites**

PPCP Department website: <http://www.lsu.edu/ppcp/>

LSU AgCenter website: <http://www.lsuagcenter.com>

LSU AgCenter Intranet: <http://www.lsuagcenter.net> (AgCenter log on required)

**The information provided in this resource guide was obtained from the LSU website and from Robert Carver. Please consult these sources for additional information.**

### **Other Information**

#### **Driving Authorization**

If you plan on driving a state vehicle, you are required to take the AgCenter's annual defensive driving training and submit a Driver Authorization Form. This is an annual requirement and for purposes of making sure that everyone is up to date and that the department remains in compliance with State regulations, the year for authorization within the department runs from January 1<sup>st</sup> to December 31<sup>st</sup>.

To get authorization:

1. Complete the Driver Authorization Form. This form can be found on the W drive as follows: PPCP GSA > Forms > Driver Authorization Form.

2. Complete the defensive driving course: :  
[https://www.doa.la.gov/orm/Online\\_Courses/Defensive\\_Driving\\_2019/presentation\\_html5.html](https://www.doa.la.gov/orm/Online_Courses/Defensive_Driving_2019/presentation_html5.html)

Please make sure that your popup blocker is disabled should you have trouble accessing the online course/test. Once you have completed the course, print a copy of the certificate once you reach the end and successfully complete the course.

3. Make a copy of your current Louisiana Driver's license or valid license from another state. If you have a sticker on the back with new expiration date, please make a copy of that side as well.
4. Bring Robert the completed form, certificate from the defensive driving course, and the copy of your driver's license.

Once Robert receives the items above, he will request a copy of your driving record, and if no problems are found, the department head will sign the authorization form. If you have a valid driver's license from another State, you will be responsible for obtaining a copy of your official driving record before you will be authorized to drive a state vehicle. Please note that you will be required to obtain a copy of your driving record annually in order to recertify your driving authorization.

### **Travel Authorization**

#### **In-state Travel**

If you will be traveling in a university vehicle or on university business within the state of Louisiana, you should fill out a travel authorization form for in-state travel each fiscal year (July 1 – June 30).

#### **Out-of-State Travel**

If you will be traveling out-of-state for university business, you need to fill out a travel authorization form for your travel AT LEAST 10 days before your departure for the trip.

The same form is used for both in-state and out-of-state travel and can be found on the W drive as follows: PPCP GSA > Forms > Advance Travel Authorization Form.

If you have questions, please ask your advisor. Extension and research personnel require different authorization.

### **Funding Opportunities**

#### **Travel Awards**

- PPCP GSA Scholarship
- Graduate School Travel Awards  
<https://www.lsu.edu/graduateschool/funding/awards.php>
- APS Travel Awards for Regional and National meetings

See the APS website, [www.apsnet.org](http://www.apsnet.org), or the SD-APS newsletter, <https://www.apsnet.org/members/community/divisions/south/Pages/Awards.aspx>

## **Miscellaneous Information**

### **Concentration Form**

If you are choosing a concentration for your upcoming degree, you have two choices, Plant Pathology or Crop Physiology. The form is located on the W drive as follows: PPCP GSA > Forms > Concentration Form.

The concentration codes are:

For the master's degree: plant pathology is **PLPYM** and crop physiology is **CPPHM**.

For the Ph.D. degree: plant pathology is **PLPYP**, and crop physiology is **CPPHP**.

### **Used Computer Equipment**

The Capital Area Corporate Recycling Council is a non-profit organization that recycles computer equipment from corporations in the region and resells them at a reduced price. Students (with a student ID) receive a reduced price. Please visit their website ([www.cacrc.com](http://www.cacrc.com)) for more information.