School of Information Knowledge Base

> ✅ Welcome to the School of Information Knowledge Base at the University of Texas at Austin! This is an internal resource intended for iSchool Faculty, Staff, and students.

Browse by audience:

- Academic Technology Support — An overview of the Information Commons' Educational IT support offerings.
- Adding Shared Calendars in Outlook — *A collection of UT iSchool and other University of Texas at Austin digital assets available to download.*
- Amazon Business Prime
- Annual Report FAQ — *This is a place to find answers to your questions about the Faculty Annual Report (FAR) system.*
- Create a Wiki Page — How to create a new page in the School of Information space on UT Wikis.
- Departmental Computer Purchasing Policy and Lifecycle Information — *The iSchool departmental computer purchasing policy for faculty and staff.*
- Departmental Computers — *An overview of departmental computers distributed to the faculty and staff of the iSchool.*
- Email - Open a Shared Mailbox — *How to access role-based email addresses, e.g. it@ischool.utexas.edu, careers@ischool.utexas.edu, hr@ischool.utexas.edu*
- Email Compliance for Official University Business
- Emails, Newsletters, & Listservs — *This article lists departmental emails, email newsletters you may receive from the iSchool, and mailing lists iSchoolers can join.*
- Faculty Web Sites — *An overview of faculty Website options.*
- iSchool and Campus Digital Assets — *A collection of UT iSchool and other University of Texas at Austin digital assets available to download.*
- iSchool IT Needs — Instructions on hardware, software, cloud, or other IT consulting needs for iSchool funded research projects and proposals.
- iSchool Logos — Links to official iSchool logos, including EPS, PNG, and PDF versions.
- My Computer Is Not Printing, What Do I Do? — Troubleshooting steps for 5th floor printers
- Printers, Copiers, Scanners — *An overview of departmental printers, copiers, and scanners available at the iSchool.*
- Promote an iSchool Event — *This article explains how to promote an iSchool event through various communications channels.*
- Purchasing FAQ — General information on iSchool purchasing procedures.
- Request IT Help at the iSchool — *How to request IT help at the iSchool.*

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- How To Submit Your Directory Profile Information — This includes a link to the Directory Information Form and tips for submitting it.
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- Reserving iSchool Classrooms, Conference Rooms, and Meeting Rooms — *How to reserve iSchool classrooms, conference, meeting, specialty IT, and study rooms.*
- SSH Keys for iSchool Servers

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Recently Updated

- Research Study Participant Compensation Procedures — Research participant policy and forms.
- Reserving iSchool Classrooms, Conference Rooms, and Meeting Rooms — *How to reserve iSchool classrooms, conference, meeting, specialty IT, and study rooms.*
- Survey Tools
- Travel Policy
- Using iSchool Classrooms — Instructions on how to use the technology in iSchool classrooms.
- Using iSchool Conference and Study Rooms — Instructions on how to use the technology in iSchool conference and study rooms.

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- [Curricular Practical Training (CPT) at the Texas Information School](#) — Guide for CPT, or Curricular Practical Training, which gives international students authorization to gain employment training and to work in paid internships positions.
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- [New Student Employee Checklist](#)
- [PhD Student Office Assignments](#) — *Table of offices with their assigned students*
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