



COLLEGE OF ALLIED HEALTH



2019-2020 COMPUTER REQUIREMENTS

Computer Requirements for Students Entering the College of Allied Health 2019-2020

Rationale for computer requirements

The privacy and security of the protected health information (PHI) governed by federal HIPAA law and monitored by the Office of Civil Rights (OCR), is of critical importance to the entire OU Health Sciences Center community. As a result, All laptop computers used for university related activities, including academic course work, testing, classroom notes, HSC email, and clinical or research activities **MUST** complete a device security clinic prior to their use with any HSC resources.

Optional peripheral devices to consider:

- Printer/scanner
- Surge protection power strip (UL 1449 rating, 330-400v suppression, Protection LED indicator)
- External USB drive (primarily for data backup)
 - Encryption will occur when used on encrypted laptop computer.
- External DVD burner (if the computer does not have one built in)

If you wish to have Internet access at home, check with Cox Communications (<http://cox.com>) or AT&T DSL (<http://www.att.com/dsl/>) or other internet provider.

Additional instructions, account usernames, and passwords will be distributed prior to Orientation.

Functional Software Expectations for Allied Health Students 2019-2020

Students come to the College of Allied Health with varying degrees of depth and breadth of computing knowledge, abilities, and experience. Given this, we ask that you as a new member of the College familiarize yourself with our functional software expectations and assure that you meet or exceed our minimal standards. Moreover, please recognize that technology in its various forms is a powerful tool that can both enhance and detract from your learning. As such, please consider the professional responsibility you have to your academic success by using technology in thoughtful and positive ways. Just as you will grow as a practitioner in your chosen profession, so should your use of computing technology reflect this maturation process.

To avoid a possible security breach and downloading of computer viruses or worms, **the OUHSC Exchange email system is the only supported email platform for the campus network** (use Outlook and/or the HSC webmail interface ONLY <http://www.ouhsc.edu/webmail/>). The Exchange email system provides necessary antivirus capabilities that may not be present through third party e-mails providers (yahoo, gmail, hotmail, etc). **Therefore, do not use third party email providers when you are using a computer on campus OR from your home computer when connected to the campus network. Auto-forwarding, forwarding, re-directing, or sending, receiving confidential or sensitive OUHSC information from OUHSC accounts to external, private email accounts is strictly prohibited. In addition, the auto-forwarding function will be disabled.**

Following is a checklist for student self-evaluation. All items in Part I should initially be completed before your first semester and then continue to be maintained. You should complete

Part II by the end of your first semester. If you need help learning to perform any of these tasks, we suggest you use resources in the following sequence:

1. Use program specific “Help”.
2. Search the Internet for assistance. We suggest using “function name + tutorial” in the search box.
3. Contact ouhsc.edu IT Service Desk at 405.271.2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free) Monday-Friday 8am-5pm.

Part I

- Verify installation & version number of all required software
- Verify proper configuration of wireless connectivity on-campus to HSCSTUDENT.
- Schedule & verify auto-updates of all required software. **Schedule for daily updates.**
- Activate “update now” feature in antivirus software
- Open & use all required software
- Save, rename & delete files
- Reinstall “Lockdown Browser” software prior to each semester & additionally as directed
- Verify proper operation of “Lockdown Browser” software prior to each online exam or quiz
- Access & use ouhsc.edu webmail, including the following:
 - Open, read, close & delete email messages
 - Open, read & save incoming email attachments
 - Attach & send outgoing email attachments (Light version works best for attachments)
 - Create & reply to an appointment or meeting request
 - Create a new contact & a distribution list
 - Add an appropriate and professional e-mail signature
 - Create, activate & deactivate an auto-reply in the “out-of-office” assistant option
- When using MS Word & MS PowerPoint
 - Insert symbols, images, graphics, shapes, arrows, text boxes, charts & video clips
 - Arrange, rotate, crop, resize & change attributes on text boxes, shapes & graphics
 - Insert pages or slides from a different file of the same type
 - Insert & remove website URLs
 - Verify / test inserted URLs and video clips
 - Demonstrate the ability to use the following commands & features
 - Copy, cut & paste text, using menu & keyboard shortcuts
 - Modify font theme, size, color, superscript & subscript
 - Modify page setup, margins, indents, tabs & bullets
 - Add, modify & delete page numbers, headers & footers
 - Use select all, find, replace, undo & redo
 - Turn ruler & gridlines on/off
 - Create, format, modify & delete tables
 - Use spell checker, grammar checker & thesaurus
 - Change document views, zoom in & out on document
 - Track, accept & decline changes (Track changes to document in MS Word)
 - Use navigation pane in MS Word, including copy, paste & move pages
 - In MS PowerPoint
 - Change slide design, background color & hide background graphics
 - Setup and activate Slide Show in MS PowerPoint
 - Use slide sorter in MS PowerPoint, including copy, paste & move slides
- When using browser
 - Successfully use basic internet search tools (Google, Bing, etc)
 - Clear history, cache and/or cookies
 - Differentiate between search engines, opinion websites, patient education websites & primary research-based websites and their content
 - Recognize features that contribute to website content credibility

- Accurately cut & paste website URLs
- Other
 - Zip, open & unzip files
 - Connect your computer, tablet or Smartphone to a wireless network
 - Access and use Proofpoint Secure File Transfer website for transferring large or multiple files
 - <http://it.ouhsc.edu/services/SecureFileTransfer.asp>

Part II You will be expected to develop the following competencies early in your program of study. Becoming familiar with these tools and resources prior to beginning your program or during your first semester will be beneficial and improve your efficiency when using these tools to complete course assignments:

- Successfully access and use Library search tools and e-resources
 - Access from both on-campus and off-campus computers (use “Proxy server page” when off-campus)
 - Identify, search, refine searches & retrieve citation references from OVID, EBSCO & public databases, including using Boolean logic (operators) in your search strategies
 - CINAHL
 - ERIC
 - MEDLINE
 - PUBMED
 - Google Scholar
 - Retrieve electronic versions or photocopies of full-text reference articles from
 - E-resources
 - Print references (shelved in libraries)
 - Document Delivery
 - Interlibrary loan
 - Create an ILLiad account so when you need it, you are ready “to go”
 - Identify & access evidence-based practice e-resources
 - EBM Review: Cochrane Database of Systematic Reviews
 - Dynamed
 - UpToDate
 - Natural Medicines
 - Identify & access online textbook & reference collections
 - AccessMedicine
 - Books@OVID
 - STAT!Ref
 - Merck Manual
 - Manage full-text references and citations
 - Select a tool available for free through the library
 - Ref Works, a web-based account, very user friendly
 - EndNote, more robust & appropriate for theses or dissertation tracks
 - Reference Manager, more robust & appropriate for theses or dissertation tracks

Laptop Hardware Requirements / Recommendations

Laptop Hardware Requirements / Recommendations		
Component	Minimum Requirements	COAH IT Recommend
Processor (CPU)	Intel i5/i7 or AMD Ryzen	Intel i5/i7 or AMD Ryzen
Memory (RAM)	8GB+	16GB
Internal Storage	Solid State Storage (SSD)	Solid State Storage (SSD)
Wireless Network	802.11ac	802.11ac
Operating System	Windows 10 Pro or Education (Education is available from OUHSC for free).	Windows 10 Pro or Education (Education is available from OUHSC for free).
External Storage	USB 3.1 Flash or External Disk Drive	USB 3.1 Flash or External Disk Drive

Mac Hardware Requirements / Recommendations

Mac Hardware Requirements / Recommendations		
Component	Minimum Requirements	COAH IT Recommended <i>MacBook Pro Speed Machine</i>
Date of Manufacturer (Use About this Mac)	Mac Book/Air/Pro, 2020**	MacBook Pro, 2020**
Processor (CPU)	Intel Core i5 Processor	Intel Core i7 Processor
Memory (RAM)	8GB+	16GB
Internal Storage	Solid State Storage (SSD)	Solid State Storage (SSD)
Wireless Network	802.11ac	802.11ac
Operating System	High Sierra (10.13) / Mojave (10.14)	Mojave (10.14)
External Storage	USB 3.1 Flash or External Disk Drive	USB 3.1 Flash or External Disk Drive

Required Software

Students entering the College will need certain software installed and functioning on their computers in order to satisfy requirements of their respective programs.

Some educational programs required additional specific software programs such as SAS (a statistical analysis program). SAS does not run on a Mac computer, but can be loaded if virtual-PC software is installed on a Mac. Regardless of your computer hardware, each student needs to realize that they may need to purchase and install additional software during their educational program. The IT Service Desk is available to assist with software installation and configuration, but is not staffed to provide “instant” service.

The following table lists required software for both Macintosh and PC computers:

<p style="text-align: center;">Mac (macOS 10.12 or higher)</p>	<p style="text-align: center;">PC (Windows 10 or higher)</p>
<p>Desire2Learn course management software: https://learn.ouhsc.edu Click on the “Test your Browser” (located right under the login). This test will check all required components and optional components for your computer. Visit this link for a direct testing of your browser https://learn.ouhsc.edu/d2l/systemCheck</p> <p>Recommended browser for D2L: Firefox: http://www.mozilla.org/en-US/firefox/new/ Chrome: https://www.google.com/chrome/browser/desktop/index.html Safari for Mac http://www.apple.com/safari/</p>	<p>Desire2Learn course management software: https://learn.ouhsc.edu Click on the “Test your Browser” (located right under the login). This test will check all required components and optional components for your computer. Visit this link for a direct testing of your browser https://learn.ouhsc.edu/d2l/systemCheck</p> <p>Recommended browser for D2L: Firefox: http://www.mozilla.org/en-US/firefox/new/ Chrome: https://www.google.com/chrome/browser/desktop/index.html</p>
<p>VLC Media Player http://www.videolan.org/vlc/</p>	<p>VLC Media Player http://www.videolan.org/vlc/</p>
<p>Apple uses the Preview app for its PDF reader/editor</p>	<p>Adobe PDF Reader Review PDF documents http://get.adobe.com/reader/ - latest version</p>
<p>Apple Computer supplies their own software updates Use the Software Update feature (available on the Apple menu) to check that you have the most up-to-date version of software.</p>	<p>Make sure you have installed all windows updates. This will ensure that your computer is running the necessary components needed for all required programs. http://update.microsoft.com/microsoftupdate/v6/default.aspx?ln=en-us</p>
<p>Device Security Clinic</p> <p>The risks of identity theft, compromised accounts, and data loss are real threats that require a particular focus for healthcare organizations such as the OU Health Sciences Center. The protection of our patient, student, and employee information is our primary concern. OUHSC recognizes this responsibility and is taking the initiative to provide you, our patients, and all OUHSC community members with a comprehensive approach to security practices and technologies.</p> <p>Therefore, in order to protect your devices and meet federal requirements for accessing any network which contains protected health information, all student devices used to connect to OUHSC resources (including Email or Web Mail) are required to complete the Device Security Clinic (DSC) and use the OUHSC Security Software Suite. This software is free for your use while you are a student here and will provide your personal devices with up-to-date data encryption, anti-virus capabilities, and other security tools needed to protect your devices and the data they may contain.</p> <p>Accessing HSC Resources Requires a Secure Device: What does this mean for me?</p> <p>This means that your device(s) will be protected (as much as possible) from threats and data loss. This will be done by using the OUHSC Security Software Suite. The patches and</p>	<p>Device Security Clinic</p> <p>The risks of identity theft, compromised accounts, and data loss are real threats that require a particular focus for healthcare organizations such as the OU Health Sciences Center. The protection of our patient, student, and employee information is our primary concern. OUHSC recognizes this responsibility and is taking the initiative to provide you, our patients, and all OUHSC community members with a comprehensive approach to security practices and technologies.</p> <p>Therefore, in order to protect your devices and meet federal requirements for accessing any network which contains protected health information, all student devices used to connect to OUHSC resources (including Email or Web Mail) are required to complete the Device Security Clinic (DSC) and use the OUHSC Security Software Suite. This software is free for your use while you are a student here and will provide your personal devices with up-to-date data encryption, anti-virus capabilities, and other security tools needed to protect your devices and the data they may contain.</p> <p>Accessing HSC Resources Requires a Secure Device: What does this mean for me?</p> <p>This means that your device(s) will be protected (as much as possible) from threats and data loss. This will be done by using the OUHSC Security Software Suite. The patches and</p>

<p>antivirus soft-ware will aid in preventing cyber-attacks, and the data encryption software will aid in preventing data loss and identity theft in the event your device is lost or stolen. This software is free to you.</p> <p>When instructed - Click here to schedule your Device Security Clinic Appointment at: (click Encryption Request link) https://it.ouhsc.edu/student-services/</p>	<p>antivirus soft-ware will aid in preventing cyber-attacks, and the data encryption software will aid in preventing data loss and identity theft in the event your device is lost or stolen. This software is free to you.</p> <p>When instructed - Click here to schedule your Device Security Clinic Appointment at: (click Encryption Request link) https://it.ouhsc.edu/student-services/</p>
<p>Anti-Virus software Your computer will have an Anti-Virus software installed as a part of the Device Security Clinic. For more Information on your Anti-Virus Software please see https://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp or contact the Service Desk for more information.</p>	<p>Anti-Virus software Your computer will have an Anti-Virus software installed as a part of the Device Security Clinic. For more Information on your Anti-Virus Software please see https://it.ouhsc.edu/services/desktopmgmnt/antivirussoftware.asp or contact the Service Desk for more information.</p>
<p>LockDown Browser for online exams – this must be checked prior to exams and reinstalled if necessary Click on the download link: http://www.respondus.com/lockdown/information.pl?ID=933136577</p> <p>Installing the software:</p> <ul style="list-style-type: none"> • Under the Terms & Conditions select “Install Now” • The browser will begin the download • Download should automatically start. If it doesn’t select the “click the link” to download manually. • Open the dialog box to run software • Select Run from the dialog box • Select install software <ul style="list-style-type: none"> ○ Accept License agreement • Software is now downloaded • Select Finish from Respondus window • Close browser window • You should now see the lockdown browser icon on your desktop • Open Respondus LockDown Browser and test your access to D2L courses. Take an example test again if one is available to you. • Trouble Shooting Suggestion: If Respondus LockDown Browser is not working properly with your D2L, completely uninstall the software, restart your computer, and try installing it again. <p>If you need more assistance, please contact the ISS Dept. (Office room number AHB 2053) Note: Please check Lockdown Browser before each exam to make sure software is working correctly.</p>	<p>LockDown Browser for online exams – this must be checked prior to exams and reinstalled if necessary Click on the download link: http://www.respondus.com/lockdown/information.pl?ID=933136577</p> <p>Installing the software:</p> <ul style="list-style-type: none"> • Under the Terms & Conditions select “Install Now” • The browser will begin the download • Download should automatically start. If it doesn’t select the “click the link” to download manually. • Open the dialog box to run software • Select Run from the dialog box • Select install software <ul style="list-style-type: none"> ○ Accept License agreement • Software is now downloaded • Select Finish from Respondus window • Close browser window • You should now see the lockdown browser icon on your desktop • Open Respondus LockDown Browser and test your access to D2L courses. Take an example test again if one is available to you. • Trouble Shooting Suggestion: If Respondus LockDown Browser is not working properly with your D2L, completely uninstall the software, restart your computer, and try installing it again. <p>If you need more assistance, please contact the ISS Dept. (Office room number AHB 2053) Note: Please check Lockdown Browser before each exam to make sure software is working correctly.</p>
<p>Office 2019 You can obtain a free version at: https://it.ouhsc.edu/msssoftware/ - for assistance visit the IT Service Desk located in Rm 105 of the Student Union, 405.271.2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free) Monday-Friday 8am-5pm.</p>	<p>Office 2019 You can obtain a free version at: https://it.ouhsc.edu/msssoftware/ - for assistance visit the IT Service Desk located in Rm 105 of the Student Union, 405.271.2203 (OKC), 918.660.3550 (Tulsa) or 888.435.7486 (toll-free) Monday-Friday 8am-5pm.</p>