# SOM IT Service Catalog

Welcome to the School of Management IT Services Catalog

The SOM Service Catalog has information about our SOM services and offerings, as well as our knowledge articles. You can find information about service features, the intended audience, and how to access it as well as related SOM or University policies and procedures.

Explore the SOM Service Catalog by category

<table>
<thead>
<tr>
<th>Service Category</th>
<th>Description</th>
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<tbody>
<tr>
<td>Support and Computing</td>
<td>Support and Computing category includes the ITS Service Desk, and all the support you may need for desktops, laptops, mobile devices, printers, and software downloads. If this is what you are looking for, visit the Support and Computing page directly.</td>
</tr>
</tbody>
</table>

## Support and Computing

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>The Service Desk (Help)</td>
<td>The SOM IT Service Desk maintains a wide variety of knowledge articles and is the first place to start when you need assistance with any of the IT Services. Their offerings include a walk-in center, support via phone, email and you can also schedule assistance directly to your desk side if needed.</td>
</tr>
<tr>
<td>Desktops and Laptops Service</td>
<td>The Desktop and Laptops service helps you order, setup, configure, install software and back-up your devices. In addition, you can find the device loaner program here as well.</td>
</tr>
<tr>
<td>Mobile Devices and Desk Phones</td>
<td>The Mobile Device service will provide purchase support, setup and configuration assistance, and general help with your mobile device. You can also use this service if you are expecting to travel internationally and need your plan modified to support your communication needs.</td>
</tr>
<tr>
<td>Software Downloads</td>
<td>The ITS Software Library provides the Yale community with a simple way to download software that is already licensed for use. You can find the Yale Software Library here. In addition, SOM provides downloads for courses specific to incoming student classes. You will find links to those here</td>
</tr>
<tr>
<td>Printing</td>
<td>The Printing Service is designed to help you with all your printing needs. We provide assistance in ordering and setup of personal printers in addition to supporting the SOM shared printing service, and the University high volume print services.</td>
</tr>
<tr>
<td>Public Kiosks</td>
<td>There are computing stations available for use throughout Evans Hall for public use on a first come first served basis. Here you will find the information on their use and location.</td>
</tr>
</tbody>
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The Media services offerings cover the podium support for faculty and lectures, panel discussions, live conferences, webinars, as well as television network and radio broadcast.

If this is what you are looking for, visit the Media Services page directly.

<table>
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<tr>
<th>Media Services</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Lecture Capture</td>
<td>Many of the SOM auditoriums and classrooms are designed for capturing the lectures given by faculty. The standard static shot recording is available, or if you have a special presentation with complex media or multiple speakers, we can arrange a follow-shot recording with notice. <em>If you are requesting a lecture capture for a course that request must go through Faculty Support in order to be processed. Email: <a href="mailto:somfacultysupport@yale.edu">somfacultysupport@yale.edu</a></em></td>
</tr>
<tr>
<td>Classroom and Podium Support</td>
<td>Classroom podium supports the faculty and lecture teaching experience. Whether it’s a quick start to check equipment before the start of a class, a special setup for a panel discussion or a dedicated technician needed for complex media presentations, SOM IT Media Services can help.</td>
</tr>
<tr>
<td>Advanced Technical Video Support</td>
<td>SOM often hosts or participates in live conferences. Whether you have a need to broadcast out as a live stream, or accepting incoming comments via chat in a webinar, or need support for a full two-way conference, our live conference support team has the technology ready. These service offerings support our mission to engage globally.</td>
</tr>
<tr>
<td>Media Add-On Support</td>
<td>When one of your events call for Translation technology, or you expect an event to overflow, or simply need background music during an event opening, we have those additional supporting offerings here.</td>
</tr>
<tr>
<td>TV and Radio Broadcast Studio</td>
<td>The esteemed faculty of SOM are often called upon to participate in live network broadcasts. We have a live broadcast studio in addition to the ability to participate in live or recorded radio broadcasts. These service offerings support our ability to join the global discussion.</td>
</tr>
<tr>
<td>WarpWire</td>
<td>Warpwire makes video organizing, capturing, sharing, and analytics simple. It also integrates with Canvas our Learning Management System (LMS).</td>
</tr>
</tbody>
</table>
You will find all the things you need for getting started with your Yale NetID, password, and network access (both wired and wireless). We also have services for accessing the network from off campus through Virtual Private Network software (VPN) and using Multi-factor authentication (MFA). You will also find the University and SOM directories listings here.

If this is what you are looking for, visit the Accounts and Access page directly

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<tr>
<td><strong>Yale NetID, Passwords &amp; Multi-Factor Authentication</strong></td>
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<td><strong>Connecting to the Network on Campus</strong></td>
</tr>
<tr>
<td><strong>University and SOM Directories</strong></td>
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</table>
This suite of services includes eMail, messaging, file sharing, file transfer, room reservations, personal conferencing solutions and specialty tools for projects and teams.

If this is what you are looking for, visit the Communications and Collaboration service page directly.

<table>
<thead>
<tr>
<th>Communication and Collaboration</th>
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<tbody>
<tr>
<td><strong>eMail and Messaging</strong></td>
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<tr>
<td><strong>Room Reservations &amp; Event Registrations</strong></td>
</tr>
<tr>
<td><strong>Document Sharing and Storage</strong></td>
</tr>
<tr>
<td><strong>Personal Video Conferencing and Chat</strong></td>
</tr>
<tr>
<td><strong>Surveys with Qualtrics</strong></td>
</tr>
<tr>
<td><strong>SOM Digital Displays and Conference Room Displays</strong></td>
</tr>
</tbody>
</table>
SOM IT provides research computing needs for complex and computational analysis and statistics, including cluster computing.

If this is what you are looking for, visit the Research Computing Services page directly.

### Research Computing Services

<table>
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<tr>
<th>Service</th>
<th>Description</th>
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<tbody>
<tr>
<td>SOM Research Computing Cluster &amp; Statistics Support</td>
<td>You will find the SOM Research and Statistics support services here, including on-boarding information, general support and frequently asked questions.</td>
</tr>
<tr>
<td>The SOM Research Computing committee governs the purchase of data for the SOM Community so that the benefit is maximized to the entire school. You can also find the list of data sets SOM already has access to for research purposes.</td>
<td></td>
</tr>
<tr>
<td>Center for Science and Social Science Information (CSSSI)</td>
<td>A service outside of SOM at Yale is The Center for Science and Social Science Information (CSSSI). CSSSI is located in the Kline Biology Tower and provides Yale faculty, students, and staff with state-of-the-art information services in a technology-rich environment. It is designed to provide easily accessible support for science, social science and interdisciplinary researchers. This is part of the University Library System, they provide tutoring and workshops which may be useful to the SOM research community.</td>
</tr>
<tr>
<td>The Yale Center for Research Computing (YCRC)</td>
<td>Another resource available to the research community is The Yale Center for Research Computing (YCRC), a component of the Provost's Office, which supports an interdisciplinary approach to the development and application of advanced computing and data processing technology throughout the research community. It offers High Performance Computing as well for which you would need an additional account, and jobs are queued. Contact us for a discussion on whether your project would be suitable for this environment.</td>
</tr>
<tr>
<td>Survey with Qualtrics</td>
<td>Yale SOM has a subscription to Qualtrics, an online platform for creating, sending and managing surveys.</td>
</tr>
</tbody>
</table>

The SOM Information Technology provides access to a variety of teaching services and tools, available to members of the SOM teaching faculty. Including access to Canvas, Moblab, links to the Yale Center for Teaching and Learning as well technology for to take attendance. Learning services for students include Mango Languages, Bloomberg, Gartner, TurnItIn, Morningstar, financial subscription journals and more.

If this what you are looking for, visit the Teaching tools page directly.

### Teaching Services and Tools

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Canvas</td>
<td>Instructors have a variety of options for creating an online presence for their courses at Canvas@Yale, a cloud-based learning management system (LMS) designed to support teaching and learning. This is the standard for course management at Yale.</td>
</tr>
<tr>
<td><strong>Hosting Applications via Citrix</strong></td>
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<tr>
<td><strong>Citrix</strong> is the SOM application and desktop virtualization platform. If there is complex software that should be served to the SOM students and is challenging to install on desktops or laptops, it can be served to that community via Citrix virtual service. If a faculty member licenses a special set of software or applications for their course, you can request it being added to the Citrix virtual service platform by eMailing <a href="mailto:somit@yale.edu">somit@yale.edu</a>. Turnaround time to have the software installed on the Citrix platform is two weeks.</td>
<td></td>
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</tbody>
</table>

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<tr>
<th><strong>Warpwire</strong></th>
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<tbody>
<tr>
<td>Warpwire makes video organizing, capturing, sharing, and analytics simple. It also integrates with Canvas our Learning Management System (LMS).</td>
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<tr>
<th><strong>Media Library</strong></th>
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<tbody>
<tr>
<td>The Media Library tool is designed to enable instructors, TFS or project site maintainers to upload audio and video files that will be streamed to students and other participants in their Canvas course or project sites. The tool also enables these users to record lectures, create video assignments, and organize content in folders for individual or departmental use.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Attendance with Cards</strong></th>
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<tbody>
<tr>
<td>Attendance for an event can be taken with the swipe of a card, if the event is a Yale event and you expect all the attendees to have their Yale ID.</td>
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</table>

<table>
<thead>
<tr>
<th><strong>Yale Center for Teaching and Learning</strong></th>
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</thead>
<tbody>
<tr>
<td>The Yale Center for Teaching and Learning promotes equitable and engaged teaching throughout the University, and supports students across the curriculum as they take ownership of their learning.</td>
</tr>
<tr>
<td><strong>MobLab</strong></td>
</tr>
<tr>
<td><strong>Surveys with Qualtrics</strong></td>
</tr>
<tr>
<td><strong>Yale CoursePress</strong></td>
</tr>
<tr>
<td><strong>Classes*v2 (Legacy)</strong></td>
</tr>
<tr>
<td><strong>Attendance with Sign up Sheets</strong></td>
</tr>
<tr>
<td><strong>The Stock Market Game</strong></td>
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</tbody>
</table>
Z-Tree (Zurich Toolbox for Ready made Economic Experiments) was designed by Urs Fischbacher, it is an easy to learn programming language for experiments, and is used at SOM. In a computerized experiment, an experimenter and a number of subjects need to communicate with one another, Z-tree allows for this in a teaching environment.

If this is what you are looking for, visit the **Learning tools** page directly

<table>
<thead>
<tr>
<th>Learning Services and Tools</th>
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</thead>
<tbody>
<tr>
<td><strong>Student Information</strong></td>
</tr>
<tr>
<td>SOM IT has some advice for incoming students and those who have commenced. You can find the information here on Students Getting Started for those joining SOM, and information for Students Commencing for those who have completed their studies.</td>
</tr>
<tr>
<td><strong>Course Auction</strong></td>
</tr>
<tr>
<td>The Course Auction is an online bidding application that SOM Students use to select their electives.</td>
</tr>
<tr>
<td><strong>Non SOM Student Enrollment</strong></td>
</tr>
<tr>
<td>Feature of the Course Auction that allows Yale students to request shopper access to SOM Courses and feeds that information to Canvas.</td>
</tr>
<tr>
<td><strong>Student Voting</strong></td>
</tr>
<tr>
<td>The Yale SOM Student Government is the principal means by which students collectively shape their SOM experience and the experience of future classes and is the chief voice of the students to advise administration on student issues and develop thoughtful solutions.</td>
</tr>
<tr>
<td><strong>YPF S Case Studies</strong></td>
</tr>
<tr>
<td>The Yale Program on Financial Stability provides case studies as part of the Masters of Management (MAM) in Systemic Risk. Once registered for this service, you can access the directory of case studies.</td>
</tr>
<tr>
<td><strong>CASES</strong></td>
</tr>
<tr>
<td>The Case Research &amp; Development Team develops online and offline pedagogical materials for the school's integrated curriculum. All case studies are freely available to Yale faculty, students, and staff with a NetID.</td>
</tr>
<tr>
<td><strong>Lynda.com</strong></td>
</tr>
<tr>
<td>Lynda.com is an online subscription library that teaches the latest software tools and skills through high-quality instructional videos taught by recognized industry experts.</td>
</tr>
<tr>
<td><strong>TurningPoint</strong></td>
</tr>
<tr>
<td>TurningPoint is a student response system for polling and engaging students in the classroom.</td>
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<tr>
<td><strong>Turn it in (TurnItIn)</strong></td>
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<tr>
<td>TurnItIn is an anti-plagurism reporting system to help ensure your work is original.</td>
</tr>
<tr>
<td><strong>Mango Languages</strong></td>
</tr>
<tr>
<td>Learn to speak new languages and meet new cultures through Yale SOM's Mango Language platform.</td>
</tr>
<tr>
<td>Service</td>
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<tr>
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</tr>
<tr>
<td><strong>Surveys with Qualtrics</strong></td>
</tr>
<tr>
<td><strong>Gartner Group</strong></td>
</tr>
<tr>
<td><strong>Subscription Journals</strong></td>
</tr>
<tr>
<td><strong>Bloomberg Terminals</strong></td>
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<tr>
<td><strong>MobLab</strong></td>
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<tr>
<td><strong>Hypothes.is</strong></td>
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<tr>
<td><strong>FactSet</strong></td>
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<tr>
<td><strong>Analyst Reports</strong></td>
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<tr>
<td><strong>Other Program Specific Software</strong></td>
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</table>
If this is what you are looking for, visit the [Career Services](#) page directly

### Career Services

<table>
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<tr>
<th>Service</th>
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</tr>
</thead>
<tbody>
<tr>
<td>Yale Career Network Support</td>
<td>The YCN is a database of alumni who are interested in networking with fellow alums and current students. You can find information on this service here.</td>
</tr>
<tr>
<td>12Twenty</td>
<td>12Twenty is a career management system (CMS) used by the SOM community. You can read more about this offering here.</td>
</tr>
</tbody>
</table>

If this is what you are looking for, visit the [Data and Reporting](#) page directly

### Data and Reporting

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<thead>
<tr>
<th>Service</th>
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<tbody>
<tr>
<td>Data Management</td>
<td>SOM and the data generated throughout the University and SOM is one of its most valuable assets. SOM maintains data management policies, procedures, and processes to ensure it remains accurate, secure, accessible, and usable for a variety of SOM community services.</td>
</tr>
<tr>
<td>Reporting and Business Intelligence</td>
<td>Business Intelligence (BI) refers to the tools, technologies, applications and practices used to collect, integrate, analyze, and present an organization's raw data in order to create insightful and actionable business information. SOM IT provides support for this function</td>
</tr>
</tbody>
</table>

If this is what you are looking for, visit the [Applications and Web Services](#) page directly

### Application and Web Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Support</td>
<td>If you have a custom application need to support teaching and learning which requires integration with SOM data and services, look here to get started</td>
</tr>
<tr>
<td>Website Hosting and Support</td>
<td>Services are available for person web sites, club web sites, and alumni chapter web sites. You can request a site and get support for websites here.</td>
</tr>
</tbody>
</table>
Technical Services for Developers are the infrastructure services not commonly requested by the end user community, but by those setting up new services, managing a current service and its capacity, or assisting a faculty member of installing a custom developed solution.

If this is what you are looking for, visit the Technical Services for IT and Developers page directly

### Technical Services for IT and Developers

<table>
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<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Management</td>
<td>For consultation on sizing and setting up news servers, and managing server backups as well as support, see our Infrastructure server management services.</td>
</tr>
<tr>
<td>Storage Management</td>
<td>For consultation on storage sizing and storage capacity planning, you can review our Infrastructure storage management services.</td>
</tr>
<tr>
<td>Managing Services with Technology</td>
<td>SOM uses the Atlassian suite of products every day for improving software development, project management, collaboration, and code quality. It is the heart of the ticket system used by all SOM IT service teams, and a variety of departments who participate in projects.</td>
</tr>
<tr>
<td>Project Management Tools</td>
<td>The SOM Information Technology Department provides a variety of project collaboration tools available to members of the SOM community.</td>
</tr>
<tr>
<td>Web Service API's</td>
<td>Web Service Application Programming Interfaces describe collections of web accessible methods utilized by Developers to integrate systems. They are documented in this section of the service catalog.</td>
</tr>
<tr>
<td>Supplies, Contracts, and Licensing</td>
<td>SOM has processes and procedures for purchasing, vendor management, contracts, and licensing. All the information for these functions is available here.</td>
</tr>
<tr>
<td>Media Solutions Design</td>
<td>Guiding classroom designs and keeping the SOM media services state of the art and on the leading edge is a priority for SOM and its learning and conference spaces.</td>
</tr>
<tr>
<td>Enterprise Architecture</td>
<td>The SOM enterprise architecture links the business mission, strategy, and processes of an organization to its IT strategy, and documents this using multiple architectural models or views that show how the current and future needs of an organization will be met in an efficient, sustainable, agile, and adaptable manner.</td>
</tr>
</tbody>
</table>

### Top 5 Services & Offerings

**Faculty**
- Canvas and other Teaching Tools
- Lecture Capture

**Students**
- PaperCut Printing

**Staff**
- Desktop and Laptop Setup and Configuration
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    • SOM Research Cluster - applications and tools

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    • Mobile Device Purchase
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    • Public Kiosk Locations
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    • Software Downloads for Incoming SOM Students
    • Yale Software Library

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  • Support via Phone
  • Walk In Center

• Teaching, Learning and Career Services
• Career Services
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  • Yale Career Network Support
• Learning Services and Tools
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