

Information Services Department

General

The Information Services Department (ISD) provides telephone, video, data networking, printing and administrative computing services to the New Mexico Tech campus. These services are provided according to the various applicable state and federal laws in addition to university policies. ISD offices are located on the northeast side of the campus behind Weir Hall. 505-835-5700; fax 505-835-6329.

Telephone Services

The telephone system is operated primarily for the benefit of the students and business functions of the New Mexico Tech staff. Students and staff who use the system for personal calls are required to make private billing arrangements to cover the costs of toll calls. These arrangements include obtaining a Tech Authorization Code (TAC number), using a credit card or billing to a third party. Personal calls may not be charged to the university except in emergency situations. In this event, the department head must be notified of the calls and arrangements made to immediately reimburse New Mexico Tech.

Video Services

Video services are available to all departments, students, staff and other associated outside entities on a fee basis. Payment arrangements must be made prior to the use of the system. Outside entities must complete credit arrangements with the Business Office Accounts Receivable section and obtain a New Mexico Tech customer number.

Data Network Services

The campus data network is provided for the educational, research and business use of the students and staff of New Mexico Tech. Use of the network for private business is not allowed without prior arrangement with ISD to pay the commercial use fee. It is the user's responsibility to ensure that use of the system complies with all state and federal laws.

Printing Services

Printing services are available to all departments, students, staff and other associated outside entities on a fee basis. Payment arrangements must be made prior to the use of the service. Outside entities must complete credit arrangements with the Business Office Accounts Receivable section and obtain a New Mexico Tech customer number.

Administrative Computing Services

The administrative computers and network servers are intended solely for the official use of New Mexico Tech. All the data and programs that reside on these systems are the property of New Mexico Tech and may not be copied, deleted or modified without the agreement of the Director of Information Services.

Personal Computers and Software

Departments that purchase their own personal computers and software are required to comply with the applicable state and federal laws applying to the copying of software and the preservation of data. Questions should be referred to the Information Services Department.