

***Students, Faculty, Visitors: Welcome to CERIAS!
The Who, What, Where, Why, When Answers***

We have put together the following information in the hope that it will help you acclimate to our environment. If you find that there is further information you think would be helpful for us to incorporate, contact Marlene Walls at 49- 47805 / walls@cerias.purdue.edu.

The CERIAS webpage is full of helpful information. The web page lists CERIAS people/faculty, staff, students, visitors, and information for new students and visitors, the weekly seminars and speakers, etc.

CERIAS is housed in Recitation Hall (REC). See the map on the CERIAS web page for clarification.

All Purdue telephone numbers begin with the prefix 49- . If you are calling a Purdue number from a campus phone, you need to dial only the last five digits. If you are calling outside Purdue from a campus phone, dial 7, then the complete number. For making long distance calls, consult the Purdue telephone directory.

For students, you will find a plethora of information at the following **web sites**.

CERIAS:

<http://www.cerias.purdue.edu/>

CERIAS People photos or Who was I just speaking to?

<http://www.cerias.purdue.edu/about/people/gallery/>

To look up information regarding Purdue faculty, staff and/or students:

<http://www.itap.purdue.edu/directory/>

Configuring CERIAS printers on your laptop

https://www.cerias.purdue.edu/site/cerias_wiki/Printer_Info/

Concur (CERIAS on line travel request and expense reporting)

<http://www.purdue.edu/employeeportal/>

Purdue Home page:

<http://www.purdue.edu>

Maps

http://www.purdue.edu/campus_map

Student Services

<http://www.purdue.edu/help>

Purdue's online library system

<http://www.lib.purdue.edu>

Registrar system

<http://www.purdue.edu/Registrar/>

Security Seminar

http://www.cerias.purdue.edu/news_and_events/events/security_seminar/

Security Classes (if you learn of additions to this list, email walls@cerias.purdue.edu)

http://www.cerias.purdue.edu/site/education/information_security_courses/

Academic Calendar/Registrar Page:

<http://www.purdue.edu/registrar/Calendars/>

Schedule of Classes/Rooms/Times

https://esa-oas-prod.itap.purdue.edu:9011/prod/bwckschd.p_disp_dyn_sched?

ITaP (Information Technology at Purdue)

<http://www.itap.purdue.edu>

Parking Guide

<http://www.purdue.edu/parking/>

Listed below are the **faculty and staff** of CERIAS:

Eugene Spafford, CERIAS Executive Director.

REC 216C / 47805 / spaf@cerias.purdue.edu

Elisa Bertino, Director of Research

LWSN 2142G / 62399 / bertino@cerias.purdue.edu

Mikhail Atallah, Associate Director for Administration

LWSN 2116D / 46017 / mja@cerias.purdue.edu

Professor Victor Raskin, Associate Director for Graduate Education

HEAV / 43782, 47841 / vraskin@purdue.edu

Professor Melissa Dark, Associate Director for Educational Programs

KNOY 467A / 47661 / dark@purdue.edu

Randy Bond, Managing Director.

REC 216B / 42248 / bond@cerias.purdue.edu

Joel Rasmus, Director of Strategic Relations.

REC 216A / 47806 / jrasmus@purdue.edu

Lori Floyd, Administrative Assistant and building deputy

REC 217 / 47841 / laf@cerias.purdue.edu

Lori can direct you to the people you need to see and she can refund money that is lost in the vending machines. She will issue you the proper keys; designate your office or locker, and handles mail as well as the Lost and Found. Report any problems with your office, the restrooms or the building to Lori. See Lori about speaking at Security seminar.

Mike Focosi, Web and Security Archive Administrator

REC 207W / 66762 / mfocosi@purdue.edu

Susan Deno, Account Clerk
LWSN 3130 / 66758 / sdeno@purdue.edu

See Susan for business office and travel related issues. Susan can help you or point you in the right direction.

Address changes should be entered in the Employee Self Service portal through One Purdue <https://www.purdue.edu/onepurdue/> as well as sending Marlene changes in status for the CERIAS database and email aliases. Monthly Payroll is handled by Tammy Muthig tsmuthig@purdue.edu in Susan's office. Biweekly payroll is handled by Jennifer Deno deno3@purdue.edu also in the same office.

Adam Hammer, Senior Systems Administrator
REC 206W / 66248 hammer@cerias.purdue.edu

See Adam for computer accounts, issues or problems.

Marlene Walls, Assistant to Executive Director
REC 216 / 47805 / walls@cerias.purdue.edu

Executive Assistant to Gene Spafford. See Marlene for appointments with Spaf, Spaf's signature, Library, Interdisciplinary Infosecurity Program and Scholarship for Service programs, CERIAS Database management, ISS liaison, registration forms, mailboxes, phone lists, assignment of tasks for student workers.

Computer Account with CERIAS (for people with offices in REC): See Adam Hammer for computer accounts. If you have internet access, please fill out the Account Application Form, which can be located at https://www.cerias.purdue.edu/site/cerias_wiki/Business_Forms/

Computer Account with CS: email Ron Castongia <rtc@cs.purdue.edu> to arrange for a CS computer account if you are a CS student/faculty.

Purdue Computer Account - For New Staff and Students

For more information visit: <http://www.itap.purdue.edu/login/index.cfm?location>

(1) You need a Purdue ID card (plastic card with a magnetic strip) to activate your career account. If you have had a PUID number assigned (from your business office), you can get one at the BoilerExpress/ID Office in the Purdue Memorial Union, Room 130 (see information below). Once you have a card you can go to any ITaP computer lab and swipe the card in a keyboard to begin the career account activation process.

(2) About Purdue Career Accounts -- You need one of these to use the Purdue computer labs, Blackboard, wireless access and many other Purdue resources that require an ID and password. You can use up to 500 MB of disk space for web pages and files!!!

Students will need their PUID and their initial account setup PIN to activate their career account. They will obtain their PUID in their on-line admission letter and they will receive their initial setup PIN in a separate email. Students can access the new

activation page at <https://www.purdue.edu/apps/account/AccountSetup>.

(3) Purdue Mailhome Email Account – see <http://www.itap.purdue.edu/email> for instructions.

(4) For International students, staff and faculty, the Office of International Students and Scholars is located in Schleman Hall, near Hovde Hall. You can acquire your SEVIS forms and other necessary INS materials here. Marlene is our liaison for ISS and will update you with new information as it becomes available. You need to go to ISS before steps 1-3.

Purdue ID and Photograph: All faculty, staff and students should acquire Purdue Identification as soon as possible. Go to Room 130, Purdue Memorial Union. You will need proof of the fact that you are a student or faculty/staff and a separate picture ID such as your driver's license. **CERIAS photo:** See Marlene to take your photograph or send her a url or jpg.

Parking: Staff may purchase a parking permit from the Visitor's Information Center. You will need a signed form 19 which you can acquire from the account clerk. Parking permits are available as A (\$250/yr) or B (\$100/yr) permits. Payment can be deducted directly from your paycheck over the course of the year if you so choose. A permits allow you park in the garages; B permits are all surface lot parking which is available across campus. More info at <http://www.purdue.edu/parking/>.

Students who live at least 1.5 miles from campus are allowed to purchase a "C" lot permit for \$100 per year. This sticker allows you to park in C surface areas, but no garages. Shuttles and city buses pick up riders from the lot at Stadium and the lot at South intramural and Nimitz streets.

Buses: All students and staff may ride the Greater Lafayette Public Transportation Corporation buses at no cost; however, you need to show your Purdue ID. <http://www.qocitybus.com/>

Paperwork regarding hiring, travel, reimbursements: Susan Deno: grant proposals, address change (F13). Sheila Light: payroll dates, timesheets, Form 17 travel form, reimbursement requests, etc.

CERIAS Room Reservations: Lori Floyd oversees the reservation of the Library and Conference Room. Please check with her if you want to reserve one of the rooms. The schedule is printed each week and tacked up over the printer in the reception area. Please check the schedule and make a reservation before using either room.

Keys, Building Problems, Lost and Found, Mail: Lori Floyd.

INSC Program - Registering for Class – see web page.

CERIAS Library: Marlene Walls or student worker in REC 217.

Library Check out Procedures:

We are operating the CERIAS library, REC 218 on the honor system. If you would like to check out books or materials, please see Marlene in REC 216 or a student worker in REC 217. Photocopy the title page, sign and date it. Hand this to Marlene or a Student worker to record the checkout in the online database. Checked materials may not be taken out of Recitation Building. If you do not have a REC office or locker, please use the materials in the library or commons only.

To see an online listing of books available from the CERIAS library or Spaf's library, go to the library web page at:
<http://intranet.cerias.purdue.edu/library/>. Periodical Holdings are also listed.

The [Reports and Papers Archive](#) lists and links Technical Papers, CERIAS Tech Reports, Journal articles and Conference Proceedings. Please remember to submit your tech reports, Masters and PhD theses and publications to this archive.

The Papers Cabinet in the Terminal Room (REC 212A) was created for students and consists of papers that others found useful and have contributed for others to share. It is searchable using [Reports and Papers Archive](#). These are documents not found on-line. See Marlene if you want to make a personal copy of one of these papers or if you wish to contribute to this collection.

CERIAS Recitation Phone list is updated each semester and sometimes more often. This will be emailed to you (if you have a REC office) or will appear early each semester in paper format in your mailbox in REC 217. Let Marlene know of any changes as soon as possible.

Moving: If you have any change of address, expected graduation date, etc. email Marlene for data entry in the CERIAS database if relevant and enter appropriate changes in Employee Self-Service on *One Purdue*. Students should also remember to make their contact changes (address, phone, email and emergency) in the Banner Self-Service - Personal Information folder of My Purdue (www.mypurdue.purdue.edu) if appropriate.

Changes in Family status should go to Tammy Muthig tsmuthig@purdue.edu.