



### Welcome to the Penn State Smeal MBA Program.

Please ensure that you have administrative rights to your computer. Administrative rights will allow you to install and configure software and settings on your laptop. The laptop orientation schedule will be provided to you on the first day of Orientation. Please adhere to the time you were assigned when attending your IT consultation. Please note, if you run into any issues, we will be able to assist you during the session.

Please complete the below steps **prior to your IT orientation time**.

*Note: some of the steps below will require your PSU access account and password to obtain the software.*

### Software Updates and Patches

- All Windows/Mac software updates, Windows updates and patches should be in place prior to accessing the PSU network.
- If you are currently using an anti-virus software, the virus definitions should be up to date.

### Office Windows / Office for MAC

- Please obtain and install the Microsoft Office software from this link:  
<http://software.psu.edu/news/microsoft-no-cost-software>

### Symantec Endpoint Protection (Anti-Virus)

- *Most new laptop purchases come with a trial version of an anti-virus product. These trial versions usually have free updates for 1 month or 3 months, etc. after which time they stop updating unless you purchase continued support or the product. Penn State has a site license for the Symantec product and is a cost-free virus protection solution for students to protect their computers.*
- *Note: if you already have an anti-virus software installed, we strongly recommend removing it before installing Symantec AV.*
- To download the PSU Symantec Anti-Virus software, please proceed to <https://downloads.its.psu.edu/> and the Symantec Antivirus software can be found under the section titled **Virus Protection/Spyware Tools**.
  - You may choose Windows or MAC versions
  - You must have your psu userid/pwd in order to access the download
  - If you choose Windows, please ensure you download the appropriate version for your laptop (32 bit or 64 bit).
  - *During orientation, you will be shown how to configure Symantec for realtime scanning.*

## Anti - Spyware Software

- The following software is available to students free of charge (we recommend using both):
  - Ad-Aware (spyware removal software)
  - Spybot - Search and Destroy (S&D)
- If you wish to download and install this software:
- Navigate to ITS Software Downloads at <https://downloads.its.psu.edu/>
- Select Virus Detections/Spyware Tools Category and select desired software to begin download.
- Save downloaded software to a folder you will remember.
- Run software to install on your laptop. Steps to install Spybot and Adaware are also available in the video tutorials found on the MBA Student Exchange website.
- *Note: most slowness/lockup problems that we see with MBA laptops are related to spyware/adware/malware and viruses on the machine. We recommend running a scan using Spybot Search and Destroy or Adaware at least once a week.*

## Palisade Software (requires Windows and MS Office) for MOD 2

- Palisade Academic Software (can be purchased here):  
[http://www.palisade.com/cart/products\\_EN.asp?cat=51&panel=0](http://www.palisade.com/cart/products_EN.asp?cat=51&panel=0)
- Palisades is used in BA 512, Risk & Decisions