



PennState

Smeal College of Business

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>
 - You will need to install the Windows version of Excel to use the Palisade software necessary in Mod 2.

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 Penn State 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.*