Chapter 1 : Enterprise Systems Access Request Instructions | Webster University

Information access instruction. [Zorana Ercegovac] -- "An integrated, comprehensive, and flexible tool for bibliographic instruction. Developed specifically for instructional librarians in college, research, and public libraries.

The System Volume Information folder is a hidden system folder that the System Restore tool uses to store its information and restore points. There is a System Volume Information folder on every partition on your computer. You might need to gain access to this folder for troubleshooting purposes. More Information To gain access to the System Volume Information folder, use the steps in the appropriate section. On the Tools menu, click Folder Options. On the View tab, click Show hidden files and folders. Clear the Hide protected operating system files Recommended check box. Click Yes when you are prompted to confirm the change. Double-click the System Volume Information folder in the root folder to open it. Right-click the System Volume Information folder in the root folder, and then click Sharing and Security. Click the Security tab. Click Add, and then type the name of the user to whom you want to give access to the folder. Choose the account location if appropriate either local or from the domain. Typically, this is the account with which you are logged on. Click OK, and then click OK again. Clear the Use simple file sharing Recommended check box. Right-click the System Volume Information folder in the root folder, and then click Properties. For more information about the Cacls tool, including usage and switches, search the Help and Support Center for "cacls. Make sure that you are in the root folder of the partition for which you want to gain access to the System Volume Information folder. For example, to gain access the C: F Make sure to type the quotation marks as indicated. This command adds the specified user to the folder with Full Control permissions. If you need to remove the permissions after troubleshooting, type the following line at a command prompt: The following steps also work if you restart the computer to Safe mode because simple file sharing is automatically turned off when you run the computer in Safe mode. Double-click the System Volume Information folder to open it.

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Chapter 2 : Access Cover | Instructions And User Manuals

Information access is the ability to identify, retrieve, and use information effectively. Access to information is vital to social, political, and economic advancement. Traditionally, information has been disseminated in a variety of formats that have been widely accessible, often through public libraries.

Each required field will be outlined in red. Fill out each item as completely as possible. If you indicate that this is a Replacement position, you will be prompted to enter the name of the person the new employee is replacing. Enter any part of their name and click the person icon at the end of the box to search the database. A list of possible matches will appear. Click on the appropriate person and click OK. Fill in the new employee data. Hiring managers will need to ensure that the new employee has completed the HR process before submitting a form for them. If you choose any other campus or role, this field will not show up. Clicking the calendar icon in the Effective Date field will bring up a date selector. Proceed to fill out the Systems Access and Equipment Required sections. Some fields only show when specific options are chosen. If you choose Yes for CX Printing or Department Budget, you will be asked to provide additional relevant information for that request. Only choose Yes for this question if this employee should be that responsible person. Near the end of the form you have a place to enter any comments that might help Information Technology in processing the form. Finally, there is the Supervisor Acknowledgement statement which must be checked, as well as the Employee Acknowledgement section. For the Employee Acknowledgement statement, the email address entered should be one to which the employee has immediate access to. Please do not put your own email address in this box. The new employee will receive an email to the email address you provide which will ask them to Agree or Disagree to the IT privacy and policy statement. IT cannot begin any work until this approval goes through. Please make sure the new employee is expecting to receive this email and agrees to it as soon as possible. An example of the email is shown below and it will come from support webster. When all fields have been completed, click Submit. Your name will be listed in the first paragraph letting the new employee know who has requested access for them. The To and Subject lines will already be filled out for them. You will be asked if the employee will be holding the same position. A list of possible matches will appear in a new window. Select the appropriate person, and click OK. Fill in the Employee Data section. Please do not type your own email address into this box. However, if you choose Yes, you will see other questions related to CX appear: If this is a case where the employee is moving to a new department or campus, you may not know which menus the employee had access to previously. This question is not required so leave blank if you are unsure. Near the end of the form, you have a place to enter any comments that might help Information Technology in processing the form. Finally, there is the Supervisor Acknowledgement statement which must be checked as well as completing the Employee Acknowledgement section. Please make sure you did not put your own email address in this box. The employee will receive an email to that email address which will ask them to Agree or Disagree to the IT privacy and policy statement. Information Technology cannot begin any work until this approval comes through. Please make sure the employee is expecting to receive this email and agrees to it as soon as possible. An example of the email is below and it will come from support webster. Proceed to fill out the Systems Access and Equipment to Return sections.

Chapter 3 : Access Quick Start Guide - Access

INSTRUCTIONS. We know you're excited to install your ACCESS Â® Cover, however, it's essential to first read and understand your owner's manual. Pay special attention to the safety instructions.

Information Access Information Access Information access is the ability to identify, retrieve, and use information effectively. Access to information is vital to social, political, and economic advancement. Traditionally, information has been disseminated in a variety of formats that have been widely accessible, often through public libraries. Many individuals also relied on other people and the media for information. However, advances in computer technology have revolutionized information access, making vast stores of business, education, health, government, and entertainment information accessible on the World Wide Web. The Digital Divide The gap between those who have technological access, and those who do not, is known as the "digital divide. The disparity between the digital information "haves" and "have-nots" is reflected in access, content, literacy, and training, and remains a persistent international problem. Resolution of inequitable access is particularly important for developing nations because they cannot build and maintain economic independence without adequate information. Toward Digital Inclusion," reported increases overall in Internet access and use. However, the digital divide continues in some sectors of the American population, particularly among blacks, Hispanics, and Native Americans , individuals with disabilities, people fifty years of age or older, and single-parent households. For many, the cost of computer ownership and Internet Service Provider ISP connections creates significant barriers and high-speed, broadband connections via cable, digital subscriber line DSL , or satellite remain beyond reach. Geography is also a difficult constraint with many rural areas still not wired for Internet access. In some rural communities, the only access method is through large ISPs that do not have local access telephone numbers, making the cost of using the Internet prohibitive. Effective use of information content requires a complex set of competencies. With the uneven quality of web resources, as well as the absence of a consistent organizational structure, locating relevant and reliable information can be difficult and time-consuming. Search and meta-search engines as well as hierarchical subject indexes and portals were developed to improve access to specific information. Virtual reference desks, some with access to experts through AskA services, were opened. However, search precision remains problematic because, even when used in combination, search engines neither examine the entire web nor return all types of files equally. Most information on the Internet is in English and its use requires basic reading proficiency. This narrow orientation limits the accessibility of web resources for many in a multilingual world as well as for the illiterate and readers with limited skills. Optimal use of the Internet also requires competency in navigation and searching; without appropriate instruction, these skills can be difficult to master. Adequate training is crucial because even the most poorly constructed search will generally produce some results. The challenge then is not only connecting to the Internet or retrieving information, but also effectively evaluating the results. Modes of Access Most people connect to the Internet from home, work, or public access sites like libraries, schools, and community centers using personal computers, e-mail stations, interactive digital televisions, game stations, or web kiosks. However, even more flexible options are beginning to emerge, including web-enabled cellular telephones and handheld personal digital assistants PDAs. Because cost is a barrier to access for many, the increasing affordability and wider distribution of cell phones and PDAs may help bridge the digital divide. Applications The need for improved access has led to the development and refinement of applications. Web browsers, like Netscape and Microsoft Explorer, use graphical interfaces with embedded hyperlinks for navigation, making the underlying commands transparent to the user. With these applications, the Internet became more accessible and it emerged as a global information source. Scholarly, scientific, and everyday research was transformed by access to full-text documents as well as by the digitization of primary sources. Text translation applications minimized language barriers and text-to-speech technology improved access for the visually impaired. Educational opportunities were extended to new audiences and business access to management information and market intelligence was improved. Asynchronous applications, like e-mail, bulletin boards, and listservs as well as real-time or

synchronous applications, like instant messaging, chat rooms, and video conferencing, altered communication patterns and changed the flow of information substantially. The gap between limited local information and highly specialized but distant resources was dramatically narrowed, particularly in agriculture and healthcare. With geographical information systems GIS , maps could be individualized and produced on demand. Combining XML applications with Global Positioning Systems GPS led to the development of virtual advisors with a voice interface that provides drivers with personalized traffic and news reports, e-mail, stock market, and sports news. Intelligent agents and push technology mine and filter user-specified data from the web and push it out directly to desktops. Driven by these still-evolving applications, the web has become crucial to the flow of information. Impact on Society Digital information access has affected virtually every aspect of modern life by opening new communication pathways and fostering greater individual participation in society. Technological access has changed everyday activities like banking, shopping, and travel as well as business, education, and the economy. The Internet has not only eased traditional boundaries and opened access to global resources, it has also generated new questions as society struggles to adapt to rapid and often autonomous information access. Copynright laws developed for earlier publication mediums have been difficult to adapt to electronic publishing and intellectual property rights have been jeopardized by the cut and paste functions of word processors. As different constituencies try to balance First Amendment rights with the desire to protect children from inappropriate material, legal questions related to filtering and censorship have emerged. Although technology has opened exciting new avenues of "information access," the full benefits of these advances will remain elusive until the digital divide is closed. Until that is accomplished, many individuals and communities will be barred from participation in an increasingly technological world. As United Nations Secretary-General Kofi Annan noted in his World Telecommunications Day remarks on May 17, , addressing access to technological information resources is a worldwide problem that will require international commitment and efforts to resolve. The Social Life of Information. Harvard Business School Press, Adaptive Technology for the Internet: Making Electronic Resources Accessible to All. American Library Association , Haves and Have-Nots in the Information Age. New Brunswick , NJ: Rutgers University Press, Internet Resources Annan, Kofi. World Communications Day May 17, Message.

Chapter 4 : Basic tasks for an Access desktop database - Access

District Staff Information - Access Instructions Use these simplified instructions to gain access to the DSI within Google Drive: From your District Gmail account, click on the link to '.

Next steps Choose a template Access templates have built-in tables, queries, forms, and reports that are ready to use. Select a desktop database template and enter a name for your database under File Name. You can either use the default location that Access shows below the File Name box or click the folder icon to pick one. Depending on the template, you might need to do any of the following to get started: If Access displays a Login dialog box with an empty list of users: Fill in the User Details form. Select the user name you just entered, and then click Login. If Access displays a Security Warning message in the message bar, and you trust the source of the template, click Enable Content. If the database requires a login, log in again. Create a database from scratch If none of the templates fit your needs, you might start with a blank desktop database. Type a name for your database in the File Name box. Add a table In a database, your information is stored in multiple related tables. To create a table: You can either start entering data in the empty field cell or paste data from another source like an Excel workbook. To rename a column field , double-click the column heading, and then type the new name. Meaningful names help you know what each field contains without seeing its contents. To add more fields, type in the Click to Add column. To move a column, select it by clicking its column heading, and then drag it to where you want it. You can also select contiguous columns and drag them all to a new location. For more, see Introduction to tables. Copy and paste data You can copy and paste data from another program like Excel or Word into an Access table. This works best if the data is separated into columns. If the data is in a word processing program, such as Word, either use tags to separate the columns or convert into a table format before copying. If the data needs editing, such as separating full names into first and last names, do that first in the source program. Double-click each column heading and type a meaningful name. Access sets the data type of each field based on the information you paste into the first row of each column, so make sure that the information in the following rows match the first row. Import or link to data You can either import data from other sources , or you can link to the data from Access without moving the information from where it is stored. Linking can be a good option if you have multiple users updating the data and you want to make sure that you are seeing the latest version or if you want to save storage space. You can choose whether you want to link to or import data for most formats. See Import or link to data in another Access database for more information. The process differs slightly depending on the data source, but these instructions will get you started: Follow the instructions in the Get External Data dialog box. When you link, some formats are available as read-only. Here are the external sources that you can import data or link from:

Chapter 5 : Information Access | calendrierdelascience.com

Access desktop databases can help you store and track just about any kind of information, such as inventory, contacts, or business processes. Let's take a walk through the paths you can take to create an Access desktop database, add data to it, and then learn about next steps towards customizing.

Chapter 6 : Library Instruction at Mayo Clinic | Liblog: Newsletter of the Mayo Clinic Libraries

This article describes how to gain access to the System Volume Information folder. The System Volume Information folder is a hidden system folder that the System Restore tool uses to store its information and restore points.

Chapter 7 : Access to Information

Access helps manage, protect and govern your information throughout its life cycle, bridging the gap between physical and digital, so you can unleash the value of your information and transform your business.

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Chapter 8 : Directives Division

This Instruction applies throughout DHS regarding the collection, use, maintenance, disclosure, deletion, and destruction of Personally Identifiable Information (PII) and regarding any other activity that impacts the privacy of individuals as determined by the.

Chapter 9 : MDS Individual Access | QIES Technical Support Office

Department of Defense INSTRUCTION NUMBER February 6, DoD SAPCO SUBJECT: Management, Administration, and Oversight of DoD Special Access Programs.