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What is MediaSpace?

MediaSpace is KSU’s solution for uploading and streaming media content, including videos and audio. MediaSpace uses the Kaltura platform.

With MediaSpace you can:

- Upload and publish content
- Access and contribute to members-only channels
- Create playlists (a set of multiple videos)
- Create channels
- Share media via a link or embed code

Accessing MediaSpace

Access KSU’s MediaSpace at [https://mediaspace.kennesaw.edu](https://mediaspace.kennesaw.edu).

The recommended browser is Firefox, which was the browser used to create this documentation. You will also need the free tools [Adobe Flash Player](https://get.adobe.com/flashplayer) and [Java](https://www.oracle.com/java/index.html).

Logging In

1. In your browser, go to [https://mediaspace.kennesaw.edu](https://mediaspace.kennesaw.edu).
2. Click the **Guest** button in the top right corner (See Figure 1).

![Figure 1 - MediaSpace Login](https://example.com/image.png)

3. Click **Login**.
4. Enter your **KSU NetID** and **password** (See Figure 2).

![KSU MediaSpace Sign In](image)

Figure 2 - Sign In window

5. Click the **Sign In** button.

**Note**: You will also be prompted to log in when you access any restricted area in MediaSpace, such as **My Media**, **My Channels**, or **Add New**.

**MediaSpace Menu Overview**

See the screenshot below for an overview of the top menu in MediaSpace (See Figure 3).

![MediaSpace top menu](image)

Figure 3 - MediaSpace top menu

1. **MediaSpace Home**: Main page of MediaSpace.
2. **My Media**: A repository of all the media items you have uploaded, including private (unshared) items.
3. **My Channels**: A list of all channels you have access to, including those you have created and those that have been shared to you.
4. **Resources**: Links to MediaSpace how-to documentation
5. **Search all media**: A search bar to search all media you have access to view
6. **Add New**: A dropdown menu where you can choose to upload media, including Media Upload, Webcam Recording, or Screen Recording.
7. **Current User**: Your username is displayed here. Click your name to access the **Logout** link.
Uploading Content

3 options are available for uploading content to MediaSpace:

1. Media Upload
2. Webcam Recording
3. Screen Recording

Media Upload

Media Upload allows you to upload a media file from your computer, such as a video or audio file. The file size limit is 2 GB. MediaSpace supports most major audio and video file types.

1. Click the Add New button at the top-right of MediaSpace (See Figure 4).

![Figure 4 – MediaSpace - Media Upload](image)

2. Click Media Upload.
3. If you have not already logged into MediaSpace, you will be prompted to log in with your KSU NetID and password.
4. You will be prompted to agree to the KSU MediaSpace End-User License Agreement (See Figure 5).
   4.1. Scroll down read the full agreement.
   4.2. Check the box next to (Required) I agree to the above terms and conditions.

![Figure 5 - End-User License Agreement](image)
5. The Upload Media area will appear (See Figure 6).

![Figure 6 - MediaSpace - Choose a file to upload](image)

6. Click the **Choose a file to upload** button.
7. Your browser’s **File Upload** screen will appear (See Figure 7).

![Figure 7 - File Upload Screen](image)

8. Browse to the media file on your computer and select it.

**Note:** The maximum file size is 2 GB.

9. Click **Open**.
10. Your media item will begin to upload (See Figure 8).

![Figure 8 - Uploading Media](image)

11. While the media is uploading, enter a **Name** (Required), **Description** (optional), and **Tags** (optional).

12. After the upload is complete, your progress bar will turn green and you will receive a message that the upload completes (See Figure 9).

![Figure 9 - Upload Complete](image)

13. Scroll down below the description and tags to the publishing options (See Figure 10).

![Figure 10 - Publishing options](image)

14. Choose one of the available publishing options:

14.1. **Private**: This item is visible only to you.

14.2. **Unlisted**: This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).
14.3. **Published**: This item will be published to a channel of your choosing, and visible only to those who have access to that channel.

15. Click the **Save** button (See Figure 11).

![Figure 11 - Save button](image)

16. Click the **Go to Media** link to view your media upload.

Keep a copy of the media you are uploading if you need to submit it for captioning through DocSoft. Follow the link below to learn more about captioning at KSU. [http://www.kennesaw.edu/dlc/facultyresources/docsoft.php](http://www.kennesaw.edu/dlc/facultyresources/docsoft.php)

**Webcam Recording**

Webcam recording allows you to use your webcam to quickly record a video and save it to MediaSpace.

1. Click the **Add New** button at the top-right of MediaSpace (See Figure 12).

![Figure 12 - Add New Webcam Recording](image)

2. Click **Webcam Recording**.

3. If you have not already logged into MediaSpace, you will be prompted to log in with your KSU NetID and password.

4. You will be prompted to agree to the **KSU MediaSpace End-User License Agreement** (See Figure 13).

![Figure 13 - Agree to License Agreement](image)

4.1. Scroll down read the full agreement.

4.2. Check the box next to **(Required) I agree to the above terms and conditions.**
5. The Record from Webcam area will appear (See Figure 14).

![Record from Webcam](image1)

**Figure 14 - Allow Flash**

6. At the Adobe Flash prompt, click **Allow**.

7. Your webcam may take 1-2 minutes to load. Once a webcam preview appears, click on the webcam preview to begin recording (See Figure 15).

![Record from Webcam](image2)

**Figure 15 - Click to begin recording**

**Note:** if you receive audio feedback while trying to record, try muting your speakers or using a headset with microphone while recording.
8. When you are done recording, click on the webcam preview to stop recording (See Figure 16).

9. Your recording will play back for you to review. Choose to either **Save** or **Record** (See Figure 17):

   9.1. Click **Save** to save your recording.
   9.2. Click the red **Record** button to re-record. You will be prompted, “Record again without saving?” Click **Yes** to discard your recording and record again.

10. Beneath the recording, enter a **Name** (Required).
11. Enter a **Description** (optional) and **Tags** (optional).
12. Scroll down below the description and tags to the publishing options (See Figure 18).

13. Choose one of the available publishing options:

Revised 8/10/2015
13.1. **Private**: This item is visible only to you.
13.2. **Unlisted**: This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).*
13.3. **Published**: This item will be published to a channel of your choosing, and visible only to those who have access to that channel.**

*See the section in this guide on sharing a media item for more information.
**See the section in this guide on channels for more information.

14. Click the **Save** button (See Figure 19).

![Figure 19 - Save](image)

15. Click the **Go to Media** link to view your webcam recording.

![Screen Recording](image)

Screen recording allows you to record your computer screen, audio via your microphone, and optionally your webcam, and save it to MediaSpace.

1. Click the **Add New** button at the top-right of MediaSpace (see Figure 20).

2. Click **Screen Recording**.
3. If you have not already logged into MediaSpace, you will be prompted to log in with your KSU NetID and password.
4. You will be prompted to agree to the **KSU MediaSpace End-User License Agreement** (see Figure 21).
4.1. Scroll down to read the full agreement.
4.2. Check the box next to **(Required) I agree to the above terms and conditions**.

5. The **Screen Recording** area will appear.

6. At the Java prompt, check the box for **Always trust content from this publisher** and click **Run** (see Figure 22).

7. Click **+ Launch the Screen Recorder** (see Figure 23).

8. You may receive more prompts related to Java, depending on your browser and settings. Make sure to **Accept** or **Allow** at each prompt.
9. The screen recorder may take 1-2 minutes to load, during which time the following loading screen will appear (see Figure 24):

![Figure 24 - Loading screen recorder](image)

10. A dashed box will appear on your screen when the screen recorder application loads (see Figure 25).

![Figure 25 - Screen recorder options](image)

11. Adjust the following screen recorder options as needed (referenced in Figure 25):

11.1. **Dashed outline**: Drag and resize the dashed outline to the area you wish to capture.
11.2. **Information screen**: The maximum screen recording time is 2 hours.
11.3. **Record button**: Begin recording
11.4. **Microphone selector**: Choose the microphone to use for audio.
11.5. **Size selector**: Choose a standard size for your recording area (recommended).
11.6. **Webcam selector**: Optionally, choose a webcam to record video along with your screen recording. In the final output, the webcam will be placed picture-in-picture on top of your screen recording.
11.7. **Cancel button**: Cancel without starting a recording.

12. Click the **Record** button (item 3 in Figure 25 above) to begin.
13. After a countdown of 3-2-1, the recording will begin. The area being recorded is outlined in red.
14. Use the following buttons to control your recording (see Figure 26 below):
   14.1. **Pause button**: Pause your recording, with the option to continue recording.
   14.2. **Time elapsed**
   14.3. **Restart button**: Discard your current recording and begin again.
   14.4. **Done button**: Complete your recording.

![Figure 26 - Options during recording](image)

15. After you have completed your recording, click the **Done** button (item 4 in Figure 26).

16. A new window will appear where you can review and upload your screen recording (see Figure 27):

![Figure 27 - Review and save screen recording](image)

   16.1. **Play button**: Review your recording.
   16.2. **Webcam recording**: Resize or reposition your webcam recording, if needed.
   16.3. **Upload button**: Upload your recording to MediaSpace. Your recording is not saved until you click the **Upload** button.

17. After you click **Upload**, the screen recording will be encoded and uploaded to MediaSpace.
18. When you receive the *Upload Complete* confirmation message, click **Close** to close the screen recording application (see Figure 28).

![Upload Complete](image)

**Figure 28 - Upload complete**

19. Return to your web browser (e.g., Firefox) to finish saving and publishing your screen recording.

20. Enter a **Name** for your recording (required).

21. Enter a **Description** (optional) and **Tags** (optional).

22. Choose one of the available publishing options:

   22.1. **Private**: This item is visible only to you.
   
   22.2. **Unlisted**: This item is visible to anyone who receives the link to the video (similar to the Unlisted option in YouTube).*
   
   22.3. **Published**: This item will be published to a channel of your choosing, and visible only to those who have access to that channel.**

   *See the section in this guide on sharing a media item for more information.
   **See the section in this guide on channels for more information.

23. Click the **Save** button (see Figure 29).

![Save](image)

**Figure 29 - Save**

24. Click the **Go to Media** link to view your screen recording.

If you need to download a copy of this screen recording to submit for captioning, see the section of this document titled **Download Your Media**. Follow the link below to learn more about captioning at KSU.

http://www.kennesaw.edu/dlc/facultyresources/docsoft.php

### Sharing from MediaSpace with Embed Code

1. Click **My Media** (see Figure 30).
2. All of your media will appear. Select the name of a video to open it (see Figure 31).

![Figure 31 - Select video](image1)

3. Underneath the preview of the video, click the **Share** button (see Figure 32).

![Figure 32 - Share button](image2)

4. Click the **Embed** option, then copy the embed code that appears in the window (see Figure 33).

![Figure 33 - Embed button](image3)

Once you have copied the embed code, you can use this code online, for instance in Desire2Learn or on a website.
Editing an Item in My Media

Add Captions

1. Click My Media.

2. All of your media will appear. Click the Edit button (see Figure 34).

3. Select the Captions tab (see Figure 35).

4. Click the Upload captions file button (see Figure 36).
5. Click the **Browse** button to locate the captions file (see Figure 37).

![Figure 37 - Browse for captions file](image)

**Note**: Captions should be formatted in a captioning format, such as SRT. Follow the link below to learn more about captioning at KSU.


6. Select a **Language** (see Figure 38).

![Figure 38 - Select Language](image)

7. Enter a **Label**. A label is the text that will appear in the caption selector. Note: The caption selector displays caption options in the media player (see Figure 39).

![Figure 39 - Enter a Label](image)
8. Click **Save** to upload the file. The file will be added to the *Captions* tab (see Figure 40).

![Figure 40 - Save button](image)

**Disable Comments**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 41).

![Figure 41 - Edit button](image)

3. Click the **Options** tab (see Figure 42).

![Figure 42 - Options Tab](image)

4. Click the checkbox next to *Disable comments for this media* (see Figure 43).
Trim Video

1. Click My Media.

2. All of your media will appear. Click the Edit button (see Figure 44).

3. Select the Trim Video tab (see Figure 45).

4. Using the trimming timeline, click and drag the start time slider to the right to where you would like the video to start (see Figure 46).
5. Using the trimming timeline, click and drag the end time slider to the left to where you would like the video to end (see Figure 47).

6. Click the Preview button to view the changes (see Figure 48).

7. Click **Set Starting Point** to set the starting point of the video (see Figure 49).
8. Click **Set Ending Point** to set the ending point of the video (see Figure 50).

![Figure 50 - Set Ending Point](image)

9. Click **Trim Video**. The trimmed video appears in *My Media* (see Figure 51).

![Figure 51 - Trim Video button](image)

**Note**: You can also enter the exact start and end times using the Start Time field and End Time field (see Figure 52).

![Figure 52 - Start Time and End Time fields](image)

**Add Attachments**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 53).
3. Select the **Attachments** tab (see Figure 54).

4. Click the **Upload File** button (see Figure 55).

5. In the Upload File window, click **+Select File** (see Figure 56).

6. Browse to the file you would like to upload, and click **OK**.
7. Once the file has uploaded, you may change the title of the file, and add a description. Both of these fields are optional, so once you’re finished click **Save** (see Figure 57).

![Figure 57 - Save](image)

8. The file is available to viewers when clicking **Attachments** underneath your media (see Figure 58).

![Figure 58 - Attachments](image)

**Download Media**

Download media allows you to give your students the option to download the media file in a variety of formats for offline viewing. This feature does not appear to the students unless you select which versions of the media are available for download.

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 59).

![Figure 59 - Edit](image)
3. Click the **Downloads** tab (see Figure 60).

4. Select which formats of the media you would like to make available, then click **Save** (see Figure 61).

**Figure 60 - Downloads**

**Figure 61 – Select Available Formats**

**Thumbnails**

There are three ways to change the thumbnail for your media: Uploading an Image, Capturing an image from the video itself, or having MediaSpace Auto-Generate thumbnails for you to select your favorite.

**Uploading an Image**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 62).

3. Click the **Thumbnails** tab (see Figure 63).
4. Click **Upload Thumbnail** (see Figure 64).

5. Navigate to an image* on your computer and click **OK** or **Open**.

*The image can be any of the following file types: .jpg, .jpeg, .bmp, .gif, .tif, .tiff, .png

**Capturing an Image**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 65).

3. Click the **Thumbnails** tab (see Figure 66).
4. Scroll through the timeline of your video in the mini-player until you find a frame you like, then click **Capture** (see Figure 67).

![Figure 67 - Capture](image)

**Auto-Generate Thumbnails**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 68).

![Figure 68 – Edit](image)

3. Click the **Thumbnails** tab (see Figure 69).

![Figure 69 - Thumbnails](image)

4. Click **Auto-Generate** (see Figure 70)
5. MediaSpace will automatically select 10 images from your video. **Select a Thumbnail** you like by clicking it (see Figure 71).

6. If you don’t like any of the auto generated thumbnails, click Cancel, and then click auto-generate again until you find an image you like.

**Adding Chapters**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 72).
3. Select the **Timeline** tab (see Figure 73).

![Figure 73 - Timeline](image)

4. Click along the timeline (highlighted in green) to the point where you would like to set a new chapter, then click the **Create a New Chapter** button (see Figure 74).

![Figure 74 - Create a New Chapter](image)

5. Once a new chapter is created, more options appear below the timeline allowing you to
   a) Select a Thumbnail for the chapter. You can either use the image from the video at the point your chapter begins, or upload your own image.
   b) Change the point in the timeline where the chapter begins, and add any tags for the chapter.
   c) Enter a Title and Description for the chapter.

Once you’re finished with this information, click the **Save** button (see Figure 75).

![Figure 75 - Chapters information](image)
6. When chapters are available, the **Chapters Icon** will appear in the upper-left corner of the video player (see Figure 76).

![Figure 76 - Chapters icon](image)

7. Once this icon is clicked, you can search for chapters by tag or title, or simply scroll through and click the Chapter you would like to skip to (see Figure 77).

![Figure 77 - Selecting a Chapter](image)

**Adding Slides**

1. Click **My Media**.

2. All of your media will appear. Click the **Edit** button (see Figure 78).

![Figure 78 – Edit](image)
3. Select the **Timeline** tab (see Figure 79).

![Figure 79 - Timeline](image)

4. Click along the timeline (highlighted in green) to the point where you would like to add a new slide, then click the **Create a New Slide** button (see Figure 80).

![Figure 80 – New Slide](image)

5. Once a new slide is added, more options appear below the timeline allowing you to
   a) Select a Slide. Please note that this MUST be an image file. If you plan to use a slide from a PowerPoint Presentation, export your slide as an image file, preferably a .jpg.
   b) Change the point in the timeline where the slide begins, and add any tags for the slide.
   c) Enter a Title and Description for the slide.
   d) Once you’re finished with this information, click the **Save** button (see Figure 81).

![Figure 81 - New Slide Settings](image)

6. When slides are available, icons will appear in the top-right corner of the player (see Figure 82).
   a) Picture in Picture – Either the video presentation or the slide is full sized within the player,
and the other is viewed as a thumbnail in the bottom-right corner of the player. Can be switched using the toggle button.
b) Side-by-Side – Both the video presentation and the slide are viewed side-by-side.
c) Single View – Either the video presentation or slide is viewed. Can be switched using the toggle button.
d) Toggle Button
e) Thumbnail window for Picture in Picture mode.

![Figure 82 - Slide ViewingOptions](image)

**Replace Video**

This tool can be used to replace or update a video. This is extremely helpful for users who have embedded presentations from MediaSpace onto other sites such as D2L BrightSpace, since the video can be replaced without having to update the embed code.

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** button (see Figure 83).
3. Click the **Replace Video** tab (see Figure 84).
4. Click **Choose File to Upload** (see Figure 85).

5. Navigate to your new video, then click OK or Done.

6. Once the new file has uploaded, you can choose to accept the replacement by clicking **Approve Replacement**, otherwise click Cancel Replacement (see Figure 86).

---

**Delete an Item from My Media**

1. Click **My Media**.

2. Locate the item you would like to delete.

3. Click the red **Delete** button (see Figure 87).
4. You will receive a message confirming that you would like to delete the item. Click **Delete** (see Figure 88).

![Delete Confirmation](image)

**Figure 88 - Delete Confirmation**

### Channels

#### Creating a Channel

1. Click **My Channels**.

2. On the Channels page, click **Create Channel**. The *Create a New Channel* page will appear (see Figure 89).

![Create Channel button](image)

**Figure 89 - Create Channel button**

3. Enter values for:
   a. **Name (Required)** – Enter the channel name to display on the Channels page (see Figure 90).
   
   ![Create a New Channel](image)

   **Figure 90 - Create a New Channel**

   b. **Description (Optional)** – Enter a description of the channels content to be displayed on the My Channels page (see Figure 90).

   c. **Tags (Optional)** – Enter a tag that describes the channel, to use in searches (see Figure 90).
4. Choose a Privacy setting for the channel:
   a. Private - Membership is by invitation only and only members can view content and participate (see Figure 91).
   b. Shared Repository - Membership is by invitation only. Members can publish content from this channel to any other channel according to their entitlements (see Figure 91).

   **Note**: Shared Repositories allow any member to browse the media that is published within the channel, and use the media to publish to other channels.

   ![Figure 91 - Privacy settings](image)

5. Choose the Options settings for the channel (see Figure 92).
   a. Moderate Content (Media will not appear in channel until approved by a channel manager)
   b. Enable comments in channels

   **Note**: When media is accessed through a channel, comments are only visible if comments are enabled for the media item, and the Enable comments in channels checkbox is selected.

   ![Figure 92 - Options settings](image)

6. Click Save.

**Adding Members to a Channel**

After creating the channel you can now add members to the channel.

1. On the Edit channel page, click the Members tab (see Figure 93).

   ![Figure 93 – Members](image)

2. Click Add Member (see Figure 94).
3. In the Add Member window, enter the **user name** for the person you would like to add (see Figure 95).

4. Select the correct name from the list.

5. Under **Set permission**, select the member’s permission level for the channel (see Figure 96).

The table below describes each permission level.

<table>
<thead>
<tr>
<th>Permission</th>
<th>Allows users to</th>
</tr>
</thead>
<tbody>
<tr>
<td>Member</td>
<td>View channel content only.</td>
</tr>
<tr>
<td>Contributor</td>
<td>View channel content and add media to the channel.</td>
</tr>
<tr>
<td>Moderator</td>
<td>View channel content, add media to the channel, and moderate channel content.</td>
</tr>
<tr>
<td>Manager</td>
<td>View channel content, add media to the channel, and moderate channel content, and manage the channel.</td>
</tr>
</tbody>
</table>

6. Click **Add**. The user will be added to the channel with the specified permissions (see Figure 97).
7. The member is now added to the channel (see Figure 98).

![Add member](image)

**Figure 97 - Add button**

### Playlists

Playlists allow you to grab embed code for displaying a player and a collection of media. You can add media to one or more playlists.

**Creating Playlists**

1. Click **My Media**.
2. Click the **checkbox** next to the media you would like to add to the playlist (see Figure 99).

![My Media](image)

**Figure 99 - Select media**

3. Click the **Actions** button (see Figure 100).
4. Select **Add to Playlist** (see Figure 101).

5. Enter a name for the playlist (see Figure 102).

6. Click the **Create** button (see Figure 103).

7. Click **Save** (see Figure 104).

8. Click **Go To My Playlists** (see Figure 105).
9. Click the Playlist that you would like to view (see Figure 106).

Delete a Playlist

1. Click My Playlists.
2. Select the playlist that you would like to delete (see Figure 107).
3. Click the Delete Playlist button (see Figure 108).
4. In the Delete Playlist window, click the Delete button (see Figure 109).

![Delete Playlist](image)

*Figure 109 - Delete playlist confirmation*

**Sharing a Playlist using Embed Code**

1. Click My Playlists.
2. Select the playlist you would like to share (see Figure 110).

![My Playlists](image)

*Figure 110 - Select playlist*

3. Click the Embed button (see Figure 111).

![My Playlists](image)

*Figure 111 - Embed button*

4. Choose the Playlist Layout (see Figure 112).

![Playlist Layout](image)

*Figure 112 - Playlist Layout*
5. Choose a **Playlist Color** (see Figure 113).

![Figure 113 - Playlist Color](image1)

6. Click **Save Changes** (see Figure 114).

![Figure 114 - Save Changes button](image2)

7. Copy the embed code. Once you have copied the embed code, you can use this code online, for instance in Desire2Learn or on a website (see Figure 115).

![Figure 115 - Copy embed code](image3)

**Note**: Embed code overrides any privacy settings you have set, and is public.

### Download Your Media

You can download a copy of any piece of media in your My Media area. These instructions apply to the content owner; if you would like to release download permissions to all the viewers of a piece of media, see the section **Download Media** under *Editing an Item in My Media*.

1. Click **My Media**.
2. All of your media will appear. Click the **Edit** button (see Figure 116).

![Figure 116 - Edit My Media](image4)
3. Click the **Download** icon in the bottom bar of the player (see Figure 117).

![Figure 117 - Download button](image)

4. Choose **Save File** and click **OK** (see Figure 118).

![Figure 118 - Save File](image)

An MP4 video file will be saved to your computer.

**Additional Help**

If you need additional assistance, contact the KSU Service Desk at:

- **Faculty and Staff Service Desk**
- **Phone**: 470-578-6999
- **Email**: service@kennesaw.edu