

Technology and Communications Guide 2025

Slide 1: Tech at Fuqua

Your guide to technology and communications at Fuqua. Read on to understand the most commonly used web platforms, mobile apps, and communications or emails at Fuqua.

Need help with Duke email, WiFi, ePrint, or computer software?

Visit the [Technical Support Center \(TSC\) website](#), email help@fuqua.duke.edu or visit [their office](#) in Keller Center West.

Slide 2: Duke Licensed Software Title Slide

Adobe Creative Cloud

Creative apps - Photoshop, Acrobat, Illustrator, Express and more.

Students are granted access to Creative Cloud automatically upon enrollment for free. There is no need to order the software. For access and download instructions click on [Adobe Creative Cloud](#).

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x

Not compatible with Linux

Adobe Acrobat Pro DC

Adobe Acrobat Pro Document Cloud is a complete portfolio of secure digital document solutions.

Download this if you do not want the entire Adobe Creative Cloud.

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x

Not compatible with Linux

Windows Defender Antivirus

Anti-Virus Software for Personal Computers

The cost is free for Fuqua Students.

Available for download using Windows.

Not compatible with Mac OS x or Linux.

Sophos Home

Anti-Virus Software for Personal Computers

The cost is free for Fuqua Students.

Available for download using Mac OS x.

Not compatible with Windows or Linux.

CrossOver

Codeweavers' flagship Windows-to-Macintosh compatibility tool ORCodeweavers' flagship Windows-to-Linux desktop productivity tool.

Available for download using Mac OS x or Linux.

Not compatible with Windows.

CrowdStrike Falcon®

Falcon Prevent for Home Use is designed to work alongside your existing antivirus solution (such as Windows Defender Antivirus, etc.).

Available for download using Windows or Linux.

Not compatible with Mac OS x.

Window Microsoft Office

It includes popular products such as Word, Excel, and PowerPoint. **Current students:** Should use Office 365 and then access the graduation copy shortly before graduating.

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x

Not compatible with Linux

Microsoft Windows

Microsoft's flagship graphical operating system for personal computers. Select: "Microsoft Windows - Student License"

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x

Not compatible with Linux

R

R is a language and environment for statistical computing and graphics. R is available as Free Software under the terms of the Free Software Foundation's GNU General Public License in source code form.

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x, and Linux.

SAS

SAS provides a scalable, integrated software environment specially designed for data access, transformation and reporting.

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x, and Linux.

VPN Client

Duke's VPN allows you to connect to Duke's network as if you were on campus, making access to restricted services possible.

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x, and Linux.

ePrint Client

The ePrint client will configure a special Duke-configured printer on your computer. Once you send a job to this printer, your document will be held in a centralized print queue. You can then go to any ePrint release station or supported printer and swipe your DukeCard to view your available print jobs.

The cost is free for Fuqua Students.

Available for download using Windows, Mac OS x

Not compatible with Linux

LinkedIn Learning

Access the entire LinkedIn Learning online training library anytime, anywhere. Follow [the instructions to gain free access to the entire LinkedIn Learning library](#). The cost is free for Fuqua Students.

Slide 4: Key Web Platforms Title Slide

Slide 5: Most Common Fuqua Platforms: A Snapshot

Fuquaworld

A central hub for the Fuqua community: Get connected to other Fuqua and Duke platforms and access Fuqua-specific resources.

Canvas

Course platform: Access syllabi, readings, assignments, due dates, etc. for your Fuqua classes.

Dukehub

Student Information platform: Register for classes, view academic record, request transcripts, view bursar info and financial aid.

Fuqua411

Info Aggregator: Policies, resources, and guides for getting stuff done at Fuqua (events, reimbursements, travel, etc.).

CareerBridge

Career platform: Manage your career search.

FuquaConnect

Clubs platform: Join clubs, RSVP to events, and view a calendar of extracurricular events and programming. [Download the CORQ app](#) to keep up with events on your smartphone.

Slide 6: Most Common Fuqua Platforms: Details

FuquaWorld (Administrative)

What is it?

Central hub of information for all of Fuqua

What do I use it for?

Our secured intranet, FuquaWorld gets you connected to other Duke or Fuqua platforms (DukeHub, FuquaConnect, Canvas, CareerBridge, etc.), access various Fuqua resources (name tent template, Fox center menu, course evaluations, concentration info, academic calendar, etc.), and search the student/faculty/staff directory.

Do I login in NetID?

Yes.

How often should I login?

As needed. If you're not sure where to look for something, search FuquaWorld first.

[DukeHub](#) (Administrative)

What is it?

Duke-wide Student Information System

What do I use it for?

Contains official academic record information. You can register for courses, view your academic history/record, check most up-to-date course schedule, monitor bursar account activity, request an official transcript, and make address or personal information updates.

Do I login in NetID?

Yes.

How often should I login?

As needed, but check bursar info monthly to make sure your account is current and all bills are paid. You will receive an email alert when you have a bursar bill.

[Canvas](#) (Academic)

What is it?

Learning Management System (LMS).

What do I use it for?

Each of your courses will have a dedicated Canvas site where you can view Fuqua course syllabi, readings, assignments, due dates, etc. Professors will also use Canvas to send announcements about class.

Note: Canvas also hosts your Incoming Student Website (ISW)!

Do I login in NetID?

Yes.

How often should I login?

Daily. You will be notified via email when professors post a Canvas announcement.

[Fuqua CareerBridge](#) (Career)

What is it?

Recruiting and career search platform

What do I use it for?

CareerBridge supports the career search by facilitating connections between students and prospective employers. You can schedule career coaching appointments, sign up for employer presentations, view and apply to job postings, and manage campus interview schedules.

Do I login in NetID?

Yes.

How often should I login?

Daily. Access to CareerBridge for incoming students will be granted during Summer Term.

[FuquaConnect](#) (Student Life)

What is it?

Club and extracurricular management and events platform

What do I use it for?

View and join clubs and organizations (plus select Fuqua Administrative offices like OSL!), view a calendar of extracurricular events and programming, sign up to receive club newsletters, and RSVP for events.

Do I login in NetID?

Yes.

How often should I login?

Daily. FuquaConnect should be your first stop to learn about student clubs/organizations and upcoming events.

Slack (Student Life)

What is it?

“Virtual” Fox Center: Student communication platform

What do I use it for?

Slack is Fuqua’s student-run workspace and communication platform. A space for both FYs and SYs to connect and build community, Slack supplements the student or club-related communications sent via email or through FuquaConnect. Join Slack to connect with classmates, communicate with clubs, and view class-wide communications.

Do I login in NetID?

No (Duke email)

How often should I login?

Daily. Members of the Class of 2024 will be invited to join Fuqua’s official Slack in the weeks leading up to Orientation.

Fuqua411 (Miscellaneous Help and Info)

What is it?

Aggregator of resources and answers to common student questions

What do I use it for?

Learn how to get stuff done at Fuqua. The Fuqua411 contains everything from key academic policies, to how to order Fuqua-branded swag for your club or student organization, to how to plan a big or small student event, to wellness resources. The Fuqua411 is useful for all students, but particularly helpful for club leaders or students planning events.

Do I login in NetID?

No.

How often should I login?

As needed. If you have a question about a Fuqua policy or best practice, check the Fuqua411 first.

Slide 7: Duke and Fuqua Mobile Apps Title Slide

Slide 8: Duke and Fuqua Mobile Apps

Application: Canvas

Why download?

Review your ISW (including Orientation information!) and Fuqua course materials anywhere!

To download:

Search “Canvas” in the app store (full app name is “Canvas Student”). Once you open the app, search “Fuqua”* when prompted to enter your institution, login with your Duke NetID and password, and click “Authorize” to allow the Canvas app to access your Fuqua courses.

*if Fuqua doesn’t appear when you search only “Fuqua”, try searching “Fuqua.Instructure.Com”.

Application: CORQ

Why download?

View FuquaConnect clubs and organizations, browse the extracurricular calendar, RSVP to events, and add event details directly to your calendar.

To download:

Search “CORQ” in the app store. Once you download the app, you will need to select “FuquaConnect” as your campus when prompted and login with your Duke NetID and password.

Application: DukeMobile

Why download?

The DukeMobile app is your connection point to many Duke University resources and information, like news, the Duke campus map, DukeCard office, and Duke Athletics.

To download:

Search “DukeMobile” in the app store.

Application: Duo Mobile

Why download?

The Duo Mobile is Duke’s system for multi-factor authentication (MFA). MFA is required to login to most Duke services that use your NetID and password.

To download:

Search “Duo Mobile” in the app store. *Additional instructions available [through Duke OIT](#).*

Application: Libby, by OverDrive

Why download?

Duke University Libraries and the Ford Library at Fuqua have partnered with OverDrive to offer downloadable eBooks and audiobooks that you can enjoy on all major devices.

To download:

Search “Libby, by OverDrive” in the app store. You don’t need to create an account; when you first download the app, you can simply click “Continue” and then select the Duke University library system.

Application: LiveSafe

Why download?

The LiveSafe app helps the Duke University Police Department (DUPD) maintain a safe campus community. The app facilitates real-time, two-way communication between members of the Duke Community and DUPD, allowing users to receive emergency alert notifications and share anonymous tips with campus police.

To download:

Search “LiveSafe” in the app store. Create your profile and select Duke University.

Application: Mersive Solstice

Why download?

The Solstice App allows you to connect via AirPlay your Apple device to the monitors in Fuqua’s team rooms and team room space on the 2nd floor (near the library).

To download:

Search “Mersive Solstice” in the app store and download “Mersive Solstice App”. Follow prompts on monitors in team rooms to connect device.

Slide 7: Duke and Fuqua Mobile Apps Continued

Application: Microsoft Outlook

Why download?

The Microsoft Outlook app is the Duke's Office of Information Technology (OIT) recommended platform for accessing your Duke Email account on your mobile device. You can also use the built-in mail app on your iPhone or Android device, but the OWA app is not supported for use with Duke email.

To download:

Search "Microsoft Outlook" in the app store. Enter your NetID@duke.edu email address and click "Open Authenticator". Enter NetID@duke.edu as your username, your NetID password, and authenticate via Multi-factor authentication. *Additional instructions available [on the Duke OIT website](#).*

Application: Mobile Ordering

Why download?

Beat the lunch rush and order a set menu of options from the Fox Center café.

To download:

Search "Transact Mobile Ordering" and select "Fuqua School of Business" as your campus. Login with your NetID and password. *Note: you will need to add a credit card under payment methods in order to take advantage of mobile ordering.*

Application: PayByPhone

Why download?

Allows users to pay for parking in 12 hourly or daily university campus visitor lots with their phone.

Quick tip: There are two spots available for PayByPhone near the Fuqua Circle.

To download:

Search "PayByPhone" in the app store.

Application: Slack

Why download?

Stay connected with the Fuqua community across channels and direct messages, all while on the go.

To download:

Search "Slack" in the app store. Once you open the app, hit "Sign In" and then "Email me with a magic link". Enter your Duke email address and follow the instructions.

Application: Transact

Why download?

To view your mobile DukeCard's account balance, add money, track recent transactions and add your DukeCard to your digital wallet.

To download:

Search "Transact eAccounts" in the app store. Once you open the app, hit "Get Started". Select "Duke University" on the institutions list and click "eAccounts Portal". Enter your Duke email address and follow the instructions.

Application: TransLoc

Why download?

If you plan on using the Duke Transportation System to get around campus, TransLoc is your resource for up-to-date bus route information and timing.

To download:

Search “TransLoc Rider”. Under “Settings” (the gear icon in the top right), select the Duke University transit system.

Slide 10: Communications and Emails Title Slide

Slide 11: Communications: Overview of Email Communications

Sunday

- Section Newsletters: Sent by section leaders on Sundays or Mondays.
- Club Newsletters: Sent by club leaders on Sundays or Mondays. Highlights club updates, programming, or important announcements.
- Fuqua Insights: Sent every other month by Fuqua PR. Highlights Fuqua news, press clippings, and faculty research and thought pieces.

Monday

- FTW: Sent by the MBAA VP of External Affairs cabinet. Highlights student-led programming and events and shares important updates or announcements relevant to Daytime students.
- GPSG News: Sent by the Graduate and Professional School Student Government. Contains updates and announcements relevant to all Duke professional and graduate school students.

Wednesday

- MBA Digest: Sent by the Daytime MBA Program Team. Highlights administrative programming and events and shares important updates or announcements relevant to Daytime students.

Thursday

- Team Fuqua Flash: Sent monthly by Fuqua Alumni Relations. Primarily developed for alumni, Team Fuqua Flash highlights news, events, engagement opportunities, and thought leadership.

Every day

- Slack: Check regularly for informal and ad-hoc announcements from the MBAA, clubs, student organizations, and special interest groups.

Slide 12: Additional Tech Tools and Resources Title Slide

Slide 13: Additional Tech Tools and Resources

Other platforms or resources you have access to as a Fuqua student.

Platform/Resource: ePrint

Link:

<https://it.fuqua.duke.edu/printing.htm>

What can I do with it?

Print from your own computer to print stations distributed throughout Fuqua. Printing at Fuqua is not free, but Fuqua awards a \$55 quota per 6 month period directly on your FLEX account (e.g. on your DukeCard).

How do I login?

NetID

Platform/Resource: Ford Library Databases

Link:

<https://library.fuqua.duke.edu/databases/subjects.htm>

What can I do with it?

Access articles and journals on all of Ford Library's Business Databases, including Bloomberg Professional.

How do I login?

Not required on Fuqua's WiFi

Platform/Resource: Fuqua PowerPoint templates

Link:

Available on [FuquaWorld](#)

What can I do with it?

Access **Fuqua-branded PowerPoint templates** for professional class or extracurricular presentations.

Search "Marketing Materials" on FuquaWorld and click the first link in the search results. Microsoft PPT and Google Slides templates are available.

How do I login?

NetID

Platform/Resource: QR Code Generator

Link:

<https://go.fuqua.duke.edu/qrcode/>

What can I do with it?

Generate and customize QR Codes

How do I login?

Login is not required

Platform/Resource: Sites@Duke

Link:

<https://sites.duke.edu/>

What can I do with it?

Create Duke WordPress websites for personal, team, conference, club or other uses.

How do I login?

NetID

Platform/Resource: Zoom

Link:

<https://duke.zoom.us/>

What can I do with it?

Duke's preferred video conferencing and online meeting tool. All members of the Duke community have access to a pro Zoom account.

How do I login?

NetID

Check out all the applications and services Duke OIT offers by visiting the "What We Do" website.

Link: <https://oit.duke.edu/what-we-do>