The Information Systems Electronic Campus Support Center (ECSC) and Northwest Missouri State University are not responsible for supporting or backing up (copying) personal files on non-university or university-provided notebook computers.

The user is solely responsible for backing up (copying) personal files to an alternative storage device even when a university-provided notebook computer is involved. Personal files include, but are not limited to, spreadsheets, word processing documents, music files and pictures.

Alternative storage devices (other than the network storage folder provided by Information Systems) are not provided by Northwest or the Information Systems Electronic Campus Support Center.

The user is solely responsible for purchasing such devices with personal funds. Such devices include, but are not limited to, USB Flash/Jump drive and CD.

Since Northwest owns the university-provided notebook computer and its software, Information Systems reserves the right to format and reload the hard drive (with standardized university software) without the user's permission once it is returned for any reason to the Jon T. Rickman Electronic Campus Support Center (ECSC).

All users are encouraged by Information Systems to back-up their important personal files on a weekly basis to prevent loss of data in case of hardware or software failure.

If you need instructions on how to back-up (copy) personal files to an alternate storage device, check out the back-up how-to guides at:

http://www.nwmissouri.edu/compserv/ClientComputing/pccare/index.htm

If you have questions about university-provided notebook computers, please see the Campus Notebooks web page:

http://www.nwmissouri.edu/compserv/CampusNotebooks/index.htm

Or, you can contact the Client Computing—Information Systems Help Desk at 660-562-1634.