## IT Resource Information for Emmanuel College

Your Username/Email account will be created 24 hours after you register for classes. All Student Username/E-mail start with letter **s** and will be created the following format: If your Name is **J**ohn **D**oe **S**mith your Username/Email would be s.jdsmith@ec.edu Password will be last 4 of your SSN. If this does not happen or you have any questions about your Username and password contact support@ec.edu or stop by our office in Aaron Building Room 112.

MyEC Portal. https://myec.ec.edu
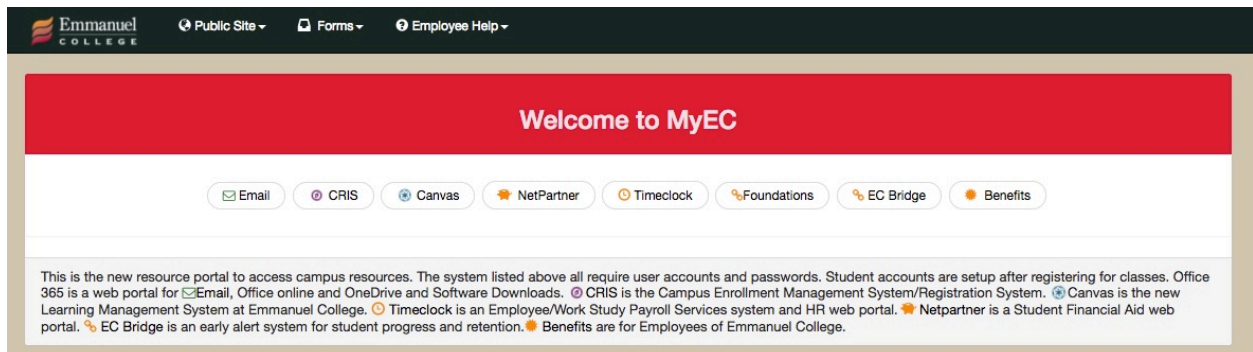
CRIS system is a place where you can view your checklist and see if you have any unfinished business to take care of before classes start. You can view your Financial Statement. You can view your Schedule with your textbooks and print your Visual Schedule. You will see your grades here when they are posted after each semester. You can view your Program of Study and plan your schedule for future classes you want to take. After each semester, you will be asked to evaluate your Instructor using SCALES. The e-mail system is also the place where you can change your password for your (CRIS, E-mail, Online System CANVAS and WEPA printing kiosk). Foundations is Freshman seminar course that is designed in separate system called Campus Toolkit (Username and Password will be given to you at the beginning of semester by your teacher)

E-mail Introduction
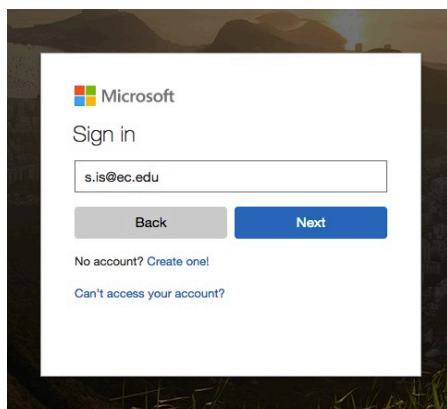
E-mail link will redirect you to Microsoft 365 Portal. Log in using your EC-Email and password.

After login in you can access various Apps including your E-mail. You can access all apps by clicking on Waffle Button in the left corner.
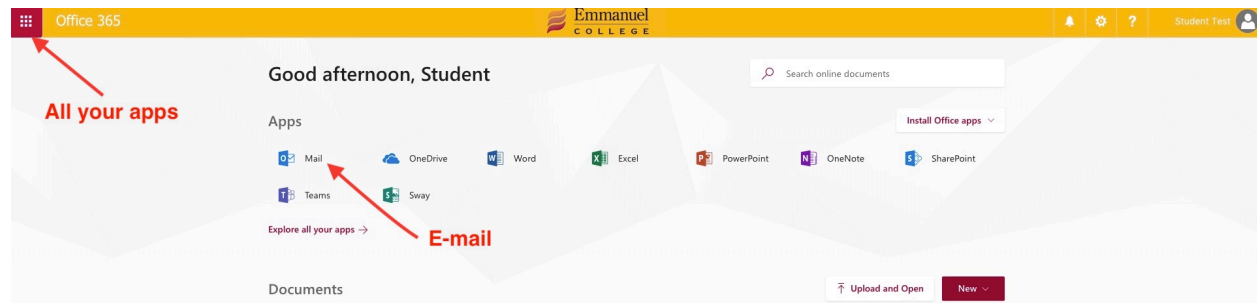
EMAIL OPTIONS and CHANGING PASSSWORD

you have a number of options if you click on the cog wheel at the top right, the menu has several items listed including options. Or you can search for words like "Password" or "Software" or "Forward". Keep in mind when you change your Password here you are changing Password for CANVAS and CRIS as well.

Options have the many setting under it including ways to forward your email, change your password, setup signature, send text messages to our phone. You can also download and install full Microsoft Office version to your personal laptop and 5 other devices.
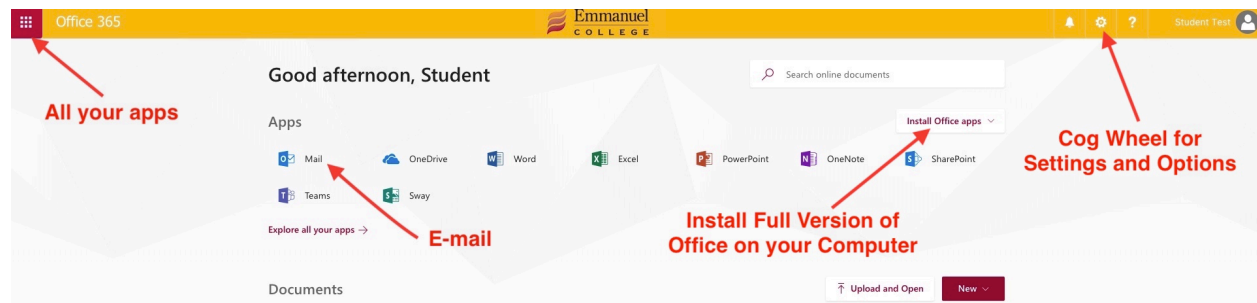
EMAIL JUNK AND SCAMS

Always scan through your junk email folder to make sure valid emails did not go into the junk folder. You can right-click on the messages and select "Not Junk" to allow the message to go into the Inbox. Also, you can tell messages in the Inbox to mark them as junk.

Be aware of email scams trying to capture personal information from you. Never click on a link from an email directing you to a website to put in personal information, particularly a password.   Only do this from emails you know are taking you to legitimate sites. IT Staff will always put our names on the signature line in the emails from us we will never sign our E-mail with general terms like "Your IT Helpdesk" or "Your IT Support Team". If you are unsure of any message, just forward it over to IT support@ec.edu to verify the message

OFFICE SOFTWARE FOR PERSONAL USE

Click on the Software link to see software available for download. Office 2016 and Office for Mac are available for personal download as long as you have an Emmanuel college account. You may install Office on up to 5 computers personally. Office 2016 can only be installed on Windows 7 or higher computers.

ONEDRIVE

OneDrive is a cloud-based storage for your documents. By putting your documents in the cloud, you will have access to them remotely and with multiple platforms including phones and tablets. There is also a desktop sync install or app found under software. The application is called OneDrive for Business sync app. This allows your documents to stay synchronized with your personal computer and the cloud.

You can also set up file sharing with faculty, staff or students.

The limit on the OneDrive is now 1 terabyte.

PASSWORDS

We recommend that everyone change their password on a regular basis. Please do not keep the last four digit of your SSN as your password. It is best to create a complex password with upper and lower case letters, numbers and special characters but not spaces. You can change your password from the Office 365 portal by login into your E-mail, click on upper right Cogwheel and search for word "Password". This will change the password for your E-mail, CRIS and our current Online system for classes CANVAS. Don't forget to change the password on your mobile devices also.

SETTING UP EMAIL ON MOBILE DEVICES

You want to Choose Exchange Account Setup. Use your EC E-mail and password. Everything should configure automatically. If you need more detailed manual settings keep reading below.

Email server name is outlook.office365.com

Use user@ec.edu and password as the account to access it. You may have to manually configure and use user@ec.edu in the box where it says domain/user. Also, you have to allow your phone to be managed by us in order to connect to it. We do not alter the configurations of the phones so don't worry about this question.   You may sync your calendar and contacts with this exchange server as long as you have an email account with us.

CANVAS (Online Class System)

Always direct questions about CANVAS (online classes system) to your 365/24/7 Help. Help is located on

the main navigation bar on the left hand-side, very last icon.

Wireless Access on Campus

It is strongly prohibited bringing your own Wireless Router to Emmanuel College campus, it can interfere with our infrastructure and cause more harm than good. Wireless access is available across campus if you have no coverage let us know at support@ec.edu and we will evaluate the location and expand

wireless coverage. Emmanuel Wireless SSID's are called: STAFF, STUDENT, and ECGuest. You want to join STUDENT network that is configured with most bandwidth. STAFF network is off limits to students, and ECGuest network is open access with limited bandwidth network for any of the guests coming on campus that needs quick temporary access to the Internet.

PRINTING ON CAMPUS

Two WEPA Kiosks are located on campus. One Kiosk is located in the Library and another one is located in Roberson Lobby (fishbowl lab). See WEPA flyer for printing instructions on campus. You can install WEPA app on your personal device and print from anywhere. Once you print, your printouts are waiting for you at any WEPA kiosk for pickup once you login and retrieve printouts.

You are given $20 at the beginning of each semester to print on WEPA kiosk. Depending what type of Printout option, you use balance will be reduced appropriately (Black and White Single Sided $0.10cents per page, Black and White Double-sided $0.19cent per page, Color Single Sided $0.50cents per page and Color Double Sided $.99cents per page). If you run out of your Emmanuel College issued Quota before the semester is over you can deposit money online at www.wepanow.com or using any Kiosk.

If you have a need for Large Copier that is a requirement from your Course Instructor to do a large volume of copies you can use that Department Copier with Security keys required for copiers given to you from Instructor. If you need to Scan paper documents to Digital PDF format you can use Scanners at the Library.