Faculty & Staff Technology Guide

Getting Started

Connect to the MC Wireless Network & Register Your Device

In order to use the MC wireless network, you first need to register your device. Device registration lasts for one year, and you may register up to five devices. Instructions for registering a device are below.

1. On your personal device, select the **MCUsers** wireless network.
2. Open a web browser and try to open a web page. The ClearPass Guest log in page should appear. (If this page does not appear automatically, then go to https://cpg.monm.edu and continue with the instructions below.)
3. Log in to the ClearPass page using your MC user name and password.
4. Complete the registration form.
5. Select **Add Device**.

More information about device registration is available at monmouthcollege.edu/device-registration.

Set Up MC Email on Your Mobile Device

Instructions for setting up MC email on iOS and Android devices are available at monmouthcollege.edu/mobile-email.

Specify Your Password Reset Preferences

If you forget your MC password, then you can reset it yourself, but first you must specify your password reset preferences. (For example, you can have a reset link sent to you at a secondary email address or choose to receive a reset code in a text message.) **Please specify your password reset preferences now before you need to reset your password.**

To specify your password reset preferences on your personal device:

1. Go to the MC home page, click **MyMC**, and then click **Login**.
2. On the login page, select **I have forgotten my password or I want to setup my password reset options here**.

To specify your password reset preferences on a MC campus computer:

1. Go to the MC home page, click **MyMC**, and then click **Login**.
2. Under **Campus Links**, select **Faculty Resources** or **Staff Resources**.
3. Select **Common**.
4. Select **Password Recovery Setup**.

MC Password

Password Requirements

Your MC network password must be at least ten characters in length and contain characters from at least three of the following categories: uppercase letters, lowercase letters, numbers, and symbols.

Change Your Password

To change your MC password on your personal device:

1. Go to the MC home page, click **MyMC**, and then click **Login**.
2. On the login page, enter your MC user name and password.
3. Select **I want to change my password after logging on**.
4. Select **Log On**.

To change your MC password on a MC campus computer, press **Ctrl + Alt + Delete** and then select **Change a password**.

Reset Your Password

If you forget your MC password, then you can reset it yourself (if you've already specified your password reset preferences). Instructions for resetting your password are below.

1. On your personal device, go to the MC home page, click **MyMC**, and then click **Login**.
2. On the login page, select **I have forgotten my password or I want to setup my password reset options here**.

Password Security

To help keep your network account (and the entire MC network safe), it's important to create a strong password that can't be easily guessed or hacked. Also, it's against MC policy to share your password with anyone. **Keep your password secret, and never give your password to anyone who requests it.**

Tips for creating a strong password and keeping it secure are available at monmouthcollege.edu/password.

MyMC

MyMC provides you with access to MC email, Self-Service (WebAdvisor), Moodle, and other online resources.

IMPORTANT! When you log in to a MC campus computer, the MyMC page automatically populates with your information. Because of this, always log off of the computer when you're finished using it. (To log off, press **Ctrl + Alt + Delete** and then select **Sign out**.) Also, whenever you access MyMC from a

device that's not your own, always select the **public computer** option. (For security reasons, this option automatically logs you out after 15 minutes of inactivity.)

Office 365

Monmouth College uses Microsoft's Office 365 for email and calendaring. Your MC Office 365 account provides you with 50 GB of email space, 1 TB of personal file storage space in OneDrive, access to Office online apps, plus the ability to install Office on up to five personal devices for free. More information is available at monmouthcollege.edu/office365.

MC Email

Access MC Email

To access MC email using a web browser:

1. Go to the MC home page, click **MyMC**, and then click **Login**.
2. Under **Unread Messages**, select **Office 365**.
3. If prompted, log in with your MC email address and password.

To access MC email using Outlook on a MC campus computer, click **Start** and select **Outlook 2016** from the program list.

MC Email Lists

Email lists for MC departments, classes, and majors are available in Outlook's Global Address List. More information is available at monmouthcollege.edu/email-lists.

Signatures

In Outlook, you can create your own email signature or use one of the MC signature templates. More information is available at monmouthcollege.edu/signature.

Automatic Replies

When you're out of the office for an extended period of time, you can set Outlook to send automatic replies to people who send you messages while you're away. More information is available at monmouthcollege.edu/auto-replies.

Beware of Phishing Emails

Phishing emails are fraudulent emails that try to trick you into giving confidential information (e.g., your MC password, a bank account number, etc.) to cybercriminals. Phishing emails usually contain some type of urgent message (e.g., "Your account is about to expire!") and instruct you to click a link and log in to a fake web page using your account credentials.

IMPORTANT! No one from MC (including Information Services staff) will ever ask you for your MC password or other confidential information. **Never give your MC password to anyone who requests it!** Also, never click links in phishing emails because doing so may cause malware to download and install on your computer.

If you receive a phishing email in your MC email, then please forward it to phish.no.more@monmouthcollege.edu so that Information Services staff can examine it and attempt to remove it from other MC email accounts. If you receive a phishing email in your personal email, then just delete it.

More information about phishing emails (including ways to identify them) is available at monmouthcollege.edu/phishing.

Outlook Calendar

Share Your Calendar

In Outlook, you can grant other people read-only access to your calendar or grant them the ability to manage appointments on your calendar. More information is available at monmouthcollege.edu/calendar-sharing.

Schedule a Meeting

In Outlook, you can schedule a meeting and invite other people to it and/or schedule meetings on behalf of someone else. More information is available at monmouthcollege.edu/schedule-meeting.

File Storage

Each faculty and staff member has 10 GB of private, backed-up file storage space on the network's F: drive plus 1 TB of cloud-based file storage space in Microsoft OneDrive.

IMPORTANT! To be safe, you should always back up important files and keep at least two copies of those files in different locations for safekeeping. (For example, save files in your My Documents folder on the network's F: drive or in OneDrive and then keep backup copies on a USB drive, external hard drive, or in cloud storage.)

Remote Network Access

To access your F: drive files and network-installed programs from your personal device, you can use RemoteApp and/or Remote Desktop.

RemoteApp enables you to run certain programs (Word, Minitab, Mathematica, etc.) on your computer without having to fully install them. More information is available at monmouthcollege.edu/remote.

Remote Desktop provides you with access to your F: drive files and MC network-installed programs from a desktop that looks similar to the desktop that you see when you log in to a MC campus computer. More information is available at monmouthcollege.edu/remote.

Printing

Faculty and staff may print to any printer on campus.

IMPORTANT! When you log in to a lab or classroom computer, your default printer automatically changes to the printer in that room. When you return to your office, you'll need to remember to change your default printer back to your office printer. Instructions for how to do this are below.

Change Your Default Printer

1. On your office computer, click **Start** and select **Computer Assistant** from the program list.
2. On the **Printing** tab, under **Installed Network Printers**, select the desired printer.
3. Click **Make Default**.
4. Click **Done**.

Print from Your Personal Device

When you're on campus and connected to the MCUsers wireless network, you can print to any campus printer from your personal device using the web-based Everyone Print program. More information is available at monmouthcollege.edu/mobile-print.

Student Printing Policy

Each student may print up to 300 black and white pages each semester at no charge on MC printers. (One page equals one sheet of paper.) After that, they are charged $0.06 per page. More information is available at monmouthcollege.edu/print-policy.

Moodle

Moodle is the learning management system (LMS) used at Monmouth College. You can use Moodle to post files, create online assignments, administer online quizzes, keep track of grades, and more. More information is available at monmouthcollege.edu/moodle.

Zoom

Zoom is used by Monmouth College for online meetings and video calls. You can use Zoom for classes, office hours, guest speaker presentations, etc. More information is available at monmouthcollege.edu/zoom.

Self-Service (WebAdvisor)

Self-Service (WebAdvisor) is used by faculty to enter grades, register advisees, and more. Students use Self-Service (WebAdvisor) to register for classes, view financial aid information, view grades, etc. More information is available at monmouthcollege.edu/webadvisor.

Class Lists

You can print class lists (with or without pictures) and/or import them into Excel. Instructions are available at monmouthcollege.edu/class-lists.

Technology Training

Information Services provides technology training for faculty, staff, and students on all network-installed software. Hands-on workshops are offered each month, and one-on-one training tailored to your specific needs or for a class or a department is always available by request. More information is available at monmouthcollege.edu/tech-help.

Office Computers

Securing Your Office Computer

Whenever you step away from your office computer, please be sure to lock it so that no one can access your network account. (To lock the computer, press **Windows Key + L.)** Also, as an added security precaution, it's recommended that you set up a password-protected screen saver on your office computer. Instructions are available at monmouthcollege.edu/screen-saver.

Logging Off

To ensure that your files are backed up properly, it's recommended that you close all programs and log off of your office computer each night. You also should log off of your office computer before logging in to another MC campus computer. (To log off, press **Ctrl + Alt + Delete** and then click **Sign out**.)

Personal Computers

Install Microsoft Office

As part of your MC Office 365 subscription, you're eligible to install Microsoft Office on up to five devices for free. Instructions are available at monmouthcollege.edu/office365.

Protect Your PC

To help keep your personal computer protected from viruses and other Internet security threats, be sure to:

- Install and use up-to-date anti-virus software.

- Keep your operating system up-to-date.
- Use a personal firewall.

In addition:

- NEVER open unknown or unexpected email attachments or links.
- Don't click buttons or links in unknown or unexpected pop-up windows.
- Visit only reputable web sites.
- Educate yourself about a program before downloading it.

Help Desk

If you need to report a problem with your computer, printer, etc., then please submit a help ticket for it. (When you submit a help ticket, you'll receive email updates regarding its status.)

To submit a help ticket:

1. Go to the MC home page, click **MyMC**, and then click **Login**.
2. Under **Campus Links**, select **Faculty Resources** or **Staff Resources**.
3. Select **Common**.
4. Select **Information Services Help Desk**.

Have a Question? Need Help?

If you have any questions or would like help with something, then please call Information Services at (309) 457-2106 or stop by the Information Services office (Hewes Library lower level) during normal business hours.