

Alverno College Student Technology Ready Reference

Resource	What is it?	Where do I find it?	Username?	Password?
Alverno Campus Network	On-campus access to Alverno's computer network resources. Use campus computers to save to your home directory (H:) , print , or use course-specific software .	Log onto any computer on campus	<i>Your network user name</i>	<i>Your network password</i>
Alverno College website	Your entrance to all Alverno web-based resources – Click on Current Students link at the top of the page.	http://www.alverno.edu	<i>None required</i>	<i>None required</i>
Alverno Connects	Off-campus jobs, internships, and volunteer opportunities for Alverno students are posted on this site. Registration required. On-campus jobs are listed on the Financial Aid website under Jobs on Campus .	http://www.alverno.edu/career/	Choose your own Username/Password	Click Forgot your Password to receive a temporary password.
Alverno Library	Search for articles, books, videos and course reserves. E-mail a librarian for help; order, view, and renew library resources.	http://depts.alverno.edu/library	Off campus: Use your 14 digit library barcode from your Alverno ID card and PIN number to access a library database	PIN (You will assign your own four-digit PIN the first time you use this resource.)
Google Apps for Education	Google Apps for Education is a web based core suite of productivity applications that Google offers to schools and educational institutions. Alverno students, faculty, and staff can create and share documents, spreadsheets, and presentations online.	google.alverno.edu	Enter your username followed by @alverno.edu	<i>Your network password</i>
IOL – Interactive Online	Online access to your information in the college's administrative database . Use IOL to Search/Register for classes; view your Academic Evaluation, Class Schedule, Course History, Faculty Information, Progress Report, or Validation Report; Communications; Financial Aid; or to update your personal info.	https://iol.alverno.edu	<i>Your network user name</i>	<i>Your network password</i>
LiveText	LiveText is Alverno's ePortfolio tool. Students upload files and videos to LiveText assignments and faculty provide feedback on student work through LiveText. Students can use LiveText to create portfolios for career and professional purposes.	https://livetext.com/ ; links from Moodle	<i>Your LiveText username/password is not synchronized with your Alverno username and password. Access LiveText from Moodle without logging in to LiveText</i>	Forget your password? Contact support@livetext.com
Moodle	Alverno's online learning management system that you'll use to view and print the syllabi for your courses. Your instructors may also use Moodle to provide access to course materials and online activities .	http://moodle.alverno.edu (we recommend using the Mozilla Firefox browser when accessing Moodle)	<i>Your network user name</i>	<i>Your network password</i>
Office 365 (includes Alverno student email)	Each student has an Office 365 account hosted by Microsoft that includes a mailbox, calendar, OneDrive for Business cloud storage space, and other tools. Check your Alverno email regularly. It's the official way the College uses to communicate with students.	https://student.alverno.edu	Your entire email address , e.g., anthonsb@alverno.edu	<i>Your network password</i>
Wireless	Wireless access to Alverno/STU is available in most places on campus. Go to http://mydevices.alverno.edu to register up to 5 personal devices. For more information go to http://www.alverno.edu/techserv/studenttechlinks/wirelessaccessoncampus/	Most of campus	<i>Your network user name</i>	<i>Your network password</i>

Top Technology Tips for Students


Technology Use Policies

You are responsible for reading and following the Alverno College Technology Use Policies which can be found in the Student Handbook available online at <http://www.alverno.edu/bulletins/>

User Names


Your user name is the same for the campus network, IOL and Moodle. The protocol is the first six letters of your last name, your first and middle initial. Example: the user name for Susan B. Anthony would be **anthonsb**
NOTE: Your username for Office 365 is your entire email address, e.g., username@alverno.edu. Your LiveText username is the one you created when you setup your account.

Office 365 Features

- Student email (50 GB)
- Personal calendar/contacts
- OneDrive for Business (1 TB of cloud storage)
- Collaboration tools (share/edit files)
- Office Online to create Word, Excel, PowerPoint files (even without Office installed)
- Manage multiple email accounts and check email on your smartphone and/or tablet
- Click the App Launcher icon  to access all the features.

Office 365 Student Email basics

To look up an instructor's email address:

1. Click  **New** ; click **To: or +**
2. Enter a name in the search bar (Search People) and press Enter
3. Click the + after the name to put it in the To section and click OK

To delete email messages:

Right-mouse click on the message and click **Delete**.

Passwords

Your Alverno network password must:

- ✓ Must be between 8-200 characters long
 - ✓ Contain a combination of upper and lowercase letters;
 - ✓ Include numbers and/or other special characters;
 - ✓ Not be the same as any of your last five (5) passwords
- Also, please remember that passwords are cAsE- sensitive.
 - Passwords must be changed every 180 days.
 - Changing your **network** password **WILL change your Office 365, IOL, and Moodle** passwords. **Your LiveText password is not synchronized with your network password.**

Saving files & making backup copies

Make a backup copy of **ALL** your important work and **save it to more than one location**. Options for saving your files include:

- Your 2GB H: drive (accessible from on campus only)
- Your OneDrive for Business 1TB cloud storage space through your Office 365 account.
- Your own removable USB flash drive(s) – available for purchase in Alverno's A-Store
- Other personal cloud storage accounts (Dropbox, Google Drive, etc.).

NOTE: Do NOT save files to the hard drives on Alverno computers. The files will be erased by our security software when the computer is shut down or restarted.

Printing

- You will receive a 400-page printing balance at the beginning of each semester (Fall, Spring, and Summer)
- Additional pages may be purchased in the Computer Center, Library, or Media Hub at 10¢ (b/w) or \$1 (color) per page with a \$5.00 minimum purchase

Computers for Student Use

Open access computer labs are available for students in:

- The Computer Center in the Read Center (RC109B) and on the third floor of Christopher Hall (CH302)
Hours posted at: <http://www.alverno.edu/techserv/>
- The Media Hub in the Read Center (RC114)
Hours posted at: <http://www.alverno.edu/technology/mediahub/>
- The Library in Founders Hall (FO247)
Hours posted at: <http://depts.alverno.edu/library/>

The Media Hub and the Library have a limited number of laptops available for checkout by Alverno students. The Media Hub also has iPads available for checkout.

Getting Help

- You can register through IOL for Computer Literacy (CL) Workshops offered each semester
- Online help is available in IOL, Moodle, LiveText, and Office 365 (including student email)
- For detailed directions for using any of Alverno's technology resources, look on the Technology Services web page at <http://www.alverno.edu/techserv/>
- For Research help, Ask A Librarian at <http://www.alverno.edu/library/>
- Email helpdesk@alverno.edu
- Submit an incident at <https://servicedesk.emp.alverno.edu/CherwellPortal>
- Call the Computer Center at (414) 382-6336