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 work, **print**, or use **course-specific software**.	Log onto any computer on campus	Your Alverno network username	Your Alverno network password
Alverno College Website	Your entrance to all Alverno **web-based resources** – Click on **Current Students** link at the top of the page.	https://www.alverno.edu	None required	None required
Alverno Handshake	Jobs, internships, and volunteer opportunities for Alverno students are posted on this site. **Registration required**. On-campus jobs are listed in under the jobs tab.	Sign In | Handshake (joinhandshake.com)	Create an account with your Alverno email address.	Your Handshake password
Alverno Library	Search for articles, books, videos and course reserves. E-mail a librarian for help; order, view, and renew library resources.	https://www.alverno.edu/library/	Off campus: Use your Alverno network username	Alverno network password
Google Workspace	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. No email or calendar functionality.	google.alverno.edu	Your entire email address, e.g., anthonsb@alverno.edu	Your Alverno network password
IOL – Interactive Online/Self-Service	Online access to your information in **the college's administrative database**. Use Self-Service 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 https://selfservice.alverno.edu:8313/Student/Account/Login?ReturnUrl=%2fStudent%2f	Your Alverno network username	Your Alverno network password
LiveText	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)	Your LiveText username/password is not synchronized with your Alverno account. Access LiveText from Moodle without logging in to LiveText	Forget your password? Contact https://www.livetext.com/ltforms/support
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**.	moodle.alverno.edu (We recommend using the Mozilla Firefox browser when accessing Moodle)	Your Alverno network username	Your Alverno network password
Office 365 (Includes Alverno Student Email)	Each student has an **Office 365 account** hosted by Microsoft that includes a mailbox, calendar, cloud storage space, Teams, MS Office application, and other tools. **Check your Alverno email regularly. It's the official way the College uses to communicate with students.**	https://student.alverno.edu or https://myapps.microsoft.com	Your entire email address, e.g., anthonsb@alverno.edu	Your Alverno network password
Wireless	**Wireless access to Alverno/STU** is available in most places on campus. Go to https://mydevices.alverno.edu to register up to 5 personal devices. For more information go to https://www.alverno.edu/Tech-Services-Wireless	Most of campus	Your Alverno network username	Your Alverno network password

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 https://catalog.alverno.edu/collegepolicies/

Usernames

Your username 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. Some may have a number if the username already exists. Example: the username for Susan B. Anthony would be **anthonsb**
NOTE: Your username for Office 365 is your entire email address, e.g., anthonsb@alverno.edu. Your LiveText username is the one you created when you setup your account.

Office 365 Features

- Student email with personal calendar/contacts
- Teams video conferencing and
- OneDrive (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.

Microsoft 365 Student Email Basics

To look up an instructor's email address:

1. Click ⊕ New message; click **To button**
2. Click Default Global Address List (on left)
3. Enter a name in the search bar (Search Contacts) and press Enter
4. 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 **Wi-Fi**, **Office 365, Self-Service, 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 OneDrive cloud storage space through your Microsoft 365 account.
- Your Google Drive storage location
- Your own removable USB flash drive(s)
- 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, Summer)
- Color prints use more print pages per page than non-color printing.
- Install Mobility Print on a personal device which allows you to print to Alverno printers from anywhere.
- 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)
- The Media Hub in the Read Center (RC114)
- The Library in Founders Hall (FO247)
  The Media Hub has a limited number of laptops available for checkout by Alverno students.

Getting Help

- Call 24/7 off-site support at 414.382.6700
- Email helpdesk@alverno.edu
- Online help is available in IOL, Moodle, LiveText, and Microsoft 365 (including student email)
- For detailed directions for using any of Alverno's technology resources, look on the Technology Services web page at https://www.alverno.edu/techserv/
- For Research help, Ask A Librarian at https://www.alverno.edu/library/
- Drop-in help at the Milwaukee campus in the computer center