




Alverno College Faculty/Staff Technology Ready Reference

	Where do I find it?/On campus desktop links	What is it?
Alverno Campus network	Log on to any computer on campus	On-campus access to Alverno's network resources: access files and folders stored on the network, save to your home directory (H: drive), print to network printers, and use campus software.
Alverno Service Desk	On campus: Click the purple question mark icon on your desktop  Off campus: https://servicedesk.emp.alverno.edu/CherwellPortal	The Alverno Service Desk handles all requests for service in IT (Information Technology) and Plant Operations.
Alverno website	http://www.alverno.edu	Alverno College website
Colleague	https://colleague.alverno.edu	Colleague is a fully integrated student information (SIS) and enterprise resource planning (ERP) system that Alverno uses to track all aspects of official business.
Event Management System (EMS)	On campus: Click the red EMS calendar icon on your desktop  Off campus: https://scheduling.emp.alverno.edu/VirtualEMS	A one-stop web-based resource for requesting rooms and event services on campus (room setups, food & beverages, audio-visual needs, technology equipment, event management staffing, and room lock/unlocks). It also provides a comprehensive listing of Alverno College events. Type Alverno\ followed by your network username, and then enter your Alverno network password to access EMS.
Google Suite (Google Docs & Drive)	google.alverno.edu	Google Suite is a web-based core suite of productivity applications that Google offers to educational institutions. Alverno students, faculty, and staff can create and share documents, spreadsheets, and presentations online, and save to their Google Drive cloud storage space. Log in with your username@alverno.edu and your Alverno network password.
Interactive Online (IOL)	https://iol.alverno.edu	IOL provides an online interface to the College's Colleague system. Faculty and staff can use IOL to search for classes, view faculty information (office hours), complete time recording, and view personal pay information. Log in using your Alverno network username and password.
Intranet	https://intranet.alverno.edu 	Replaces Launchpad. Has links to web-based resources for faculty & staff. Log in using your Alverno network username and password. Accessible from on and off campus.
Library	http://www.alverno.edu/library/	The Alverno Library web page. Search for articles, books, videos, and course reserves. Send an email to a librarian for help; view and renew library materials you have checked out; order library materials. To log in, use the 14-digit barcode on your ID for both your username & password. After your initial login, you can change your password. Your username is your barcode.
LiveText ePortfolio	https://www.livetext.com and links from Moodle	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. Log in with your Alverno username, but your LiveText password is not synchronized with your Alverno network password.
Moodle	https://moodle.alverno.edu Firefox is the recommended browser to use.	Online learning management system used to upload syllabi/course materials and develop online course-related activities. Log in using your Alverno network username and password.
Office 365	http://portal.microsoftonline.com	Access to 1TB of secure Microsoft One Drive for Business cloud storage space and Office Online apps. Download and install the full version of Office 2016 on your personally-owned devices and access other online tools. Log in with your username@alverno.edu and network password.
Outlook Web App (OWA)	https://exchange.emp.alverno.edu/owa	Online access to your Alverno email and voicemail. Your Alverno email should be used for all official correspondence. Students and college departments will communicate with you via this account.
Technology Services	http://www.alverno.edu/techserv/ http://www.alverno.edu/techserv/facstaff	The Technology Services department provides information technology resources, services, and assistance for the Alverno community; support for integrating technology into the learning process for students at Alverno; and support for faculty and staff using technology in their work with and for students.
Turnitin Plagiarism Prevention	Accessed through Moodle at https://moodle.alverno.edu	Cloud-based plagiarism prevention service. Instructors create an assignment in Moodle so students can submit work for review. Submissions are compared to the free Internet, Turnitin's database of student papers, journals, periodicals, and publications for unoriginal content.
Wireless network access	Go to http://mydevices.alverno.edu to register up to five (5) personal devices for access to the AlvernoEMP secure wireless network.	Wireless access is available in most places on campus. Faculty and staff should connect to the AlvernoEMP secure wireless network after registering their personal device(s). For more information, go to https://intranet.alverno.edu/Campus-Services/technology_services/wireless_on_campus/index.php

Top Technology Tips for Faculty/Staff

Technology Help

Information Systems (AF 210) IOL and Colleague, Alverno's administrative software
Instructional Technologists (CO 209A) Moodle and LiveText
Library (FO 2nd floor north)
Media Hub (RC 114) Classroom technology, video, AV, Media lab, Macintosh lab, video conferencing
Technology Services (Computer Center in RC 109B) Computers, software, campus network, Moodle, LiveText, email, faculty/staff laptop checkout
Alverno Service Desk (Helpdesk) (RC 127) x6700 or technology.requests@alverno.edu

User Names

Your username is the same for the campus network, IOL & Moodle. The standard protocol is the first six letters of your last name, followed by your first & middle initial (if you have one). Example: the user name for Susan B. Anthony would be **anthonbs**
NOTE: Your username for Office 365 & Google Suite is your **username@alverno.edu**. Your LiveText username is the same as your Alverno username.

Passwords

Your password:
✓ Must be between 8-200 characters
✓ Should contain a combination of upper and lowercase letters
✓ Should include numbers and/or other special characters
✓ Cannot be the same as any of your last five (5) passwords
✓ Is cAsE sensitive
Passwords must be changed every 180 days.
Changing your network password WILL also change your email, Colleague, IOL, and Moodle passwords. Your LiveText password is not synchronized with your Alverno password.

Tips

Your Alverno email can be accessed from off campus at <https://exchange.emp.alverno.edu/owa> using Outlook Web App (OWA).

To send an email to a class via Outlook (cannot see individual student names):

1. Log on to your Alverno email
2. Start a new email message, and click To ...
3. In the Search box, enter the course number with hyphens (e.g. CM-050-01)

You can filter the course choices by selecting the address list for a specific semester (e.g. fall, spring, summer)

To look up a student's email address off campus using OWA:

1. Log on at <https://exchange.emp.alverno.edu/owa>
2. While in Mail, start a new email message, and click **To**. In the **Search People** box, type in a name and click the magnifying glass or press the **Enter** key.

To send an email to an entire class or specific students in a class using Moodle:

1. Log into Moodle: <https://moodle.alverno.edu>
2. Enter the appropriate course
3. Scroll down to the Quickmail block in the right column of your course
4. Click the **Compose New Email** link
5. Do one of the following:
 - To send an email to the entire class, click the Add All button
 - To send an email to a single student in the class, click the student's name in the Potential Recipient(s) box, and click the Add button
 - To send an email to multiple students in the class, hold down the CTRL key, and click the students' names in the Potential Recipients(s) box. Click the Add button
6. Compose your email in the Message field
7. Click the Send Email button

Technology Use Policies

You are responsible for reading and following the Alverno College Technology Use Policies which are available on the Alverno Intranet at <https://www.alverno.edu/media/alvernocollege/technologyservices/pdfs/2018TechnologyUsePolicy.pdf>

Request a computer lab or equipment for class

Navigate to:
<https://scheduling.emp.alverno.edu/VirtualEMS/>
Log in using Alverno\ followed by your Alverno network username; then enter your network password.

Saving Files

- Your home folder (H: drive). To access your home folder from off-campus, you will need a VPN account. Contact the Technology Services Help Desk at 414-382-6700.
- Your Alverno Office 365 OneDrive for Business account (1TB cloud storage). Go to <http://portal.microsoftonline.com> and log in with your Alverno username followed by @alverno.edu and network password. Example: anthonbs@alverno.edu
- Your Alverno Google Drive. Go to google.alverno.edu, and log in with your Alverno **username@alverno.edu** and network password.
- Your own removable USB flash drive.
- NOTE: Do not save files to your office computer's C:/ drive because it doesn't get backed up.

Getting Help for Yourself

- Online help is available for IOL, Moodle, LiveText, and Outlook Web App
- Use the Alverno Service Desk icon on your office computer, email technology.requests@alverno.edu or, for critical issues, call 414-382-6700
- Submit an incident from off campus at <https://servicedesk.emp.alverno.edu/CherwellPortal>
- For detailed directions for using Alverno's technology resources, look on the Technology Services web page at: <http://www.alverno.edu/techserv>
- For Research help, email an Alverno Librarian at <http://alverno.edu/library>

Help for Students

- Students can register for Computer Literacy (CL) Workshops offered each semester through IOL.
- Learn to use the Library online at "Getting Started" at <http://alverno.edu/library/gettingstarted>