

NETWORK FOLDER FOR FILE STORAGE



Each student is provided a folder on the campus server to store up to 25MB of course-related files. This folder appears as drive Z in the My Computer list of devices. This network folder is available from all campus computers *EXCEPT* those in the Internet Café and Soft Lounge, as well as some stations in the library.

REMOTE ACCESS: USING YOUR NETWORK FOLDER FROM OFF CAMPUS

Network folders can be used while off campus through the secure file transfer protocol server (Secure FTP) using a Secure FTP client program. There are many Secure FTP programs available for free download and use for every computer operating system. The Secure FTP program made available in the Computer Lab is WinSCP. Additional information about using WinSCP is available in the technology section of the college web site (www.inverhills.edu/technology).



Getting Help

ASSISTANCE WITH CAMPUS TECHNOLOGY

The employees in the Computer Lab provide students with assistance using campus technology. See information presented in this brochure for hours and location details or see the college web site (www.inverhills.edu/technology).

GETTING HELP WHEN YOU ARE OFF CAMPUS

You can request assistance with campus technology while off campus using the *Student Technology Help* link in the Inver Log-in section of the college web site (www.inverhills.edu).

MAKE YOUR LIFE EASIER

The campus network and METNET e-mail systems use the same username for the same person's account. The same is true for the Online Services and Desire2Learn systems.

You can use do the same with the passwords to reduce the number of usernames and passwords you need to remember.

- Set the Online Services PIN first, then use the same PIN as the password in your Desire2Learn (D2L) account.
- Set the campus network account password first, then use that password with your METNET e-mail account.

Student Guide to Campus Technology

www.inverhills.edu/technology



**Accounts:
Online Services, Network,
E-mail, Desire2Learn**



**Equipment and Services
for Your Use**



Getting Help

What We Aim to Do

The employees in the Technology Services unit strive to provide and support a comprehensive system of technology devices and services so students can learn, instructors can teach, and staff and administrators can work productively.



General Information

ACCEPTABLE USE POLICY

Inver Hills Community College enforces Minnesota State Colleges and Universities Board Policy 5.22 (Acceptable Use of Computers and Information Technology Resources) and Procedure 5.22.1. College-specific procedures referenced in the Board policy and procedures are available on the college website (www.inverhills.edu/Enrollment/CollegePolicies).

FOR MORE INFORMATION

This brochure is designed to simply introduce the services available. Refer to the college web site (www.inverhills.edu/technology) for more details.



Accounts: eServices, Network, E-mail, Desire2Learn

eSERVICES

Username: your Inver Hills CC student number (see note below)
Password: Personal Identification Number (PIN); see log-in page for information about your initial PIN settings

"IHCC student number" is sometimes called "Student ID", "IHCC ID", "Tech ID", and "Customer ID". These labels ALL refer to the eight-digit number associated with your official student record.

The eServices site provides online tools for registration, checking financial aid awards, online payments, getting unofficial transcripts, and to update your official contact information. Go to www.inverhills.edu ► Inver Log-in

► Online services log-in.

CAMPUS NETWORK

Username: automatically generated, discovered during activation*
Password: you create during activation

* *The activation process requires you to use your online services account credentials described above.*

This account is required to use computers and printers on campus. Activate your account online. Go to www.inverhills.edu ► Inver Log-in ► Activate student accounts.

E-MAIL (HOSTED BY METNET)

Username: same username as your campus network account
Password: you create during activation; can be the same as your campus network account password
Address: *your-user-name@metnet.edu*

This address is used by the college administration and many instructors to communicate with you. Check it at least weekly, daily if used by instructors. METNET, a telecommunication consortium, provides this free service. Go to www.inverhills.edu ► Inver Log-in ► Student e-mail log-in.

DESIRE2LEARN (D2L)

Username: same username as your online services account
Password: automatically generated using data in your student record; see the D2L login page for details

HINT: If you have activated your campus e-mail account, the 'forgot password' link on the D2L login page will e-mail your password to your campus e-mail account address (inactive e-mail accounts can't receive messages)

Desire2Learn (D2L) is the online classroom environment used by most instructors teaching online classes. It is available for any instructor to use with any class, as well as other campus groups and communities. Go to www.inverhills.edu ► Inver Log-in ► D2L log-in.



Equipment and Services for Your Use

COMPUTER LAB

Location: 1st Floor, Library Building
Tel: 651-450-8653
Hours: Open on days that classes are in session, call to verify hours.
Fall/Spring: 7:30am - 9pm, Mon—Thu; 7:30am - 4pm, Fri; 9am - 3pm, Sat
Summer: 7:30am-6:30pm, Mon—Thu; 7:30am - 12pm, Fri

LEARNING CENTER (WRITING AND MATH LABS)

Location: 2nd Floor, Library Building
Hours: Available when Learning Center is open

LIBRARY CLASSROOM

Location: 1st Floor, Library Building, inside the library
Hours: Available when library is open and room isn't reserved for classroom instruction

INTERNET CAFÉ

Location: 1st Floor, College Center Building
Hours: Available whenever the building is open
Restrictions: These systems have a connection to the public Internet only. Printing is not available from these systems.

SOFT LOUNGE

Location: 2nd Floor, College Center Building
Hours: Available whenever the building is open
Restrictions: General use is discouraged; these systems are provided so students can perform self-service online service tasks.

WIRELESS NETWORK



Wireless network services are available in most areas of the campus. WiFi certified devices can usually use the default configuration settings.