ITS: INFORMATION TECHNOLOGY SERVICES

ITS HELP DESK
Phone: 773.508.4ITS
Hours: 8am-8:30pm, Sun-Sat

helpdesk@luc.edu
http://www.luc.edu/its/
Students were sent an e-mail from the Help Desk Manager directing them to the Technology Roadmap site: http://luc.edu/technologyroadmap/newstudents/

Students were instructed to visit and review the site before orientation.

During orientation, students will be guided through each of these sites in preparation for registration.

Students will register for classes through LOCUS.
TECHNOLOGY ROADMAP
OVERVIEW

STAGE 1

- Update UVID Password
- Login to LOCUS
- Login to Outlook
- ITS Help Desk Info

STAGE 2

- Enter information on LOCUS
- FERPA and Parent/Guest Access through LOCUS
- Immunizations and Student Center through LOCUS

STAGE 3

- Enrolling in classes through LOCUS

STAGE 4

- Paying Bills through LOCUS
- Setting up a Tuition Payment Plan through BURSAR
- Student Health Insurance
- Setting up a Refund Direct Deposit Profile
- Wi-Fi Information

STAGE 5

- Sakai Overview
- Digital Media Services
- Microsoft Office 365
OUTLOOK EMAIL: USERNAME@LUC.EDU

Outlook Web App

When you log into your Office 365 account, your page will by default display your Outlook Web App. From here, you can view or send emails, as well as access other Apps, like your Calendar, Contacts, SkyDrive or other Sites.

Click **Office 365** to navigate to Home page

Click **new mail** to create a new email

Click **new mail** to create a new email

Click **Office 365** to navigate to Home page

The Navigation Pane works similarly to that of the one in the desktop version of Outlook

Click any of these links to access and use Apps – like your **Calendar**, **Contacts** (People) or **Newsfeed**

Click **SkyDrive** to access your cloud account

Click **Sites** to access your SharePoint team site

The **Settings** button displays a settings menu that is relative to the App you are viewing

View an email

Office 365 QRC

Nicole Mekisich
Fri 9/27/2013 8:37 AM

Leanne Mills
Hardware & Software

Hey ya'll, Any changes to your current hardware and...

Nicole Mekisich
Office 365 QRC
Login: https://login.microsoftonline.com/ Info: http://...

Cailey via Dropbox
Cailey Mills wants to share "innov8" with you

Fri 9/27

Gavin Mekisich
Sept Paylip
September Paylip attached! Thanksl Gavin Mekisich!

Gavin Mekisich

Leanne Mills
Release notes for Languages

Thu 9/26

Gavin Mekisich
Office 365
Quick Reference Card

About

What is Office 365?
Office 365 is a web-based subscription service that gives you anywhere-access to MS Office tools and applications, such as Word, Excel, Access, Publisher, PowerPoint and Outlook.

What can I do with it?
Depending on the level of subscription selected, you may be able to:
- Work from anywhere using your PC, Mac or mobile device
- Create a website that is specific to your organization and customize it to promote your company brand
- Collaborate on project documents – with SharePoint, file sharing is fast and simple and users can access files from almost anywhere
- Access emails, look up contacts and share calendars from wherever you are
- Host online conference meetings with real-time note taking, screen sharing and HD video conferencing
- Access, edit and share Word, Excel and PowerPoint documents from your mobile device using Office Web Apps

What else should I know?
- Office 365 is easy to set up and receives automatic updates
- Your files are automatically backed up online
- Office 365 has built-in anti-malware protection and spam filters
- Round-the-clock IT-level web and phone support is available
- Guaranteed 99.9% uptime

With SkyDrive, you can store and access files from anywhere, and set permissions so that you can control who accesses and edits what.

Basics

Accessing your Office 365 account
If your network administrator has set up an Office 365 account for you and your organization, logging into your account is really easy:
- Navigate to your Office 365 login page, using the link provided to you or by typing https://login.microsoftonline.com into your address bar on your web browser
- On the sign in page, fill in your credentials and click Sign in

Setting up your mobile device
A great feature of Office 365 is that it allows you to access files and collaborate with team members from certain mobile devices – like the Windows Tablet, iPhone, Android or Blackberry smartphone.

To connect Office 365 to your mobile device:
- On your Office 365 account home page, click the Settings button and select Office 365 settings from the drop menu
- On the Office 365 settings page, click get started from the list of options
- Select phone & tablet on the Get started with Office 365 page
- Options appear near the bottom of the screen – choose your mobile device from the list of options available
- The Office 365 help window opens and displays instructions for your particular device. Follow the instructions to complete setup

You should now be able to access your account from your mobile device. If prompted, enter in your credentials.
FERPA

U.S. Department of Education
The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended, specifically addresses the rights of students as they pertain to their education records. Education records are those records which directly relate to the individual student currently or formerly in attendance and are maintained by Loyola University Chicago (Loyola).
PARENT/GUEST ACCESS TO LOCUS

- Parent/Guest Access Form:
  - Login to LOCUS
  - Personal Portfolio → Parent/Guest Access

Please see the video/PDF documentation in Stage 4 of the Technology Roadmap.
Ensure that pop-ups are enabled!
Book Order Form
For all current enrollment courses

Hello, Wolfgang Amadeus Mozart
This book order is for your Fall 2017 academic term.
The course(s) you're currently enrolled in are:

<table>
<thead>
<tr>
<th>Course Subject</th>
<th>Number</th>
<th>Section</th>
<th>Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 CIEP</td>
<td>305</td>
<td>001</td>
<td>LSC</td>
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<tr>
<td>2 ELPS</td>
<td>302</td>
<td>002</td>
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<td>3 PHIL</td>
<td>181</td>
<td>019</td>
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<td>5 TLSC</td>
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<tr>
<td>7 TLSC</td>
<td>370</td>
<td>003</td>
<td>LSC</td>
</tr>
</tbody>
</table>

Please be sure to review your book order and check off any unwanted books.

Order Books

NOTE: Book Orders are only placed for courses where the store campus is not greyed out.
SAKAI: LUC’S ONLINE COURSE MANAGEMENT SYSTEM

- A collaborative platform for Loyola faculty, staff, and students to interact and support teaching and learning activities.
- Sakai offers tools for university courses, research projects, organizations, and groups.
- Instructors at Loyola use Sakai as an extension of their classes.
- Online class syllabi, handouts, assignments, notes, online quizzes/tests, and grade book.
- Interact through class discussions, wiki posts, and more!
DMS: DIGITAL MEDIA SERVICES

- Professional staff and students dedicated to help you take your next project from theory to final product!

- DMS provides access to:
  - Computer Labs and Workstations
  - Printing (B&W, color, posters)
  - Laptop Checkout Program
  - Equipment Loan Program
  - Software for video and music production
  - Training Courses and Workshops
  - 1:1 Assistance on Projects

HTTP://WWW.LUC.EDU/DIGITALMEDIA
If you chose to bring a printer to school, it will have to be registered on the network.

- Cabled vs. Wireless

Information Technology Services offers a new solution for students called **MobilePrint**. Print documents from any laptop or mobile device in a residence hall room or via a campus wireless connection (such as a classroom or public area). Print jobs can then be retrieved from any of the ITS approved **MobilePrint** stations.
SAFETY/SECURITY TIPS

- Never leave your property unattended, even for a matter of seconds. Every computer theft on campus was a result of the computer being left unattended for less than a minute.

- Record the serial number, make and model, and any other identifying information about your electronic items. Keep this record in a safe place that is not saved on your computer.

- If you see anything suspicious, immediately notify a Library or Information Commons’ employee, or contact Campus Safety at 773.508.6039.
QUESTIONS?

- Printers
- Wireless
- LOCUS
- Sakai
- Outlook
- Security
- Tech Support

BETSI BURNS,
DIRECTOR, LEARNING SUPPORT AND ACADEMIC SUCCESS
EMAIL: BBURNS4@LUC.EDU