
Student Technology Handbook 2011–2012

Technology Center

Room 1470

651.846.1440

helpdesk@saintpaul.edu

Instructional Technology Center (Open Labs)

Rooms 3225 and 3115

cindi.braun@saintpaul.edu



SAINT PAUL COLLEGE

A Community & Technical College

235 Marshall Avenue
Saint Paul, MN 55102

This document is available in alternative formats to individuals with disabilities by contacting Caidin Riley, Coordinator of Disability Services at 651.846.1547 or caidin.riley@saintpaul.edu. For TTY Communication, contact the Minnesota Relay Service at 7-1-1 or 1.800.627.3529.

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Introduction

Welcome to the Saint Paul College Student Technology Handbook. This booklet has been prepared for your convenience so you can easily access all College technologies and services. Here you will find the basics of getting started with eServices, the College Portal and e-mail.

Our College uses electronic mail as its primary and official means of communication. Therefore, it is important that you set up your e-mail account immediately.

As a student, you may elect to take online courses, or your instructor may have online activities available to your class. In either case, you will need to access your class through the **Desire2Learn** (D2L) learning management system.

Listed below are the technology resources and the contact information that you may need during the course of your study at Saint Paul College. Please let us know if this handbook has been helpful for you.

Technology Resources and Contact Information:

College Help Desk	ithelpdesk@saintpaul.edu	651.846.1440
D2L Help	D2LHelp@saintpaul.edu	651.846.1779
Library	ben.tri@saintpaul.edu	651.846.1489
eFolio	efolio@saintpaul.edu	651.846.1785

There are 3 basic accounts you will need while at Saint Paul College:

1. College eServices Account
2. Portal Account
3. **Desire2Learn** (D2L) Account (if you take online or Web enhanced courses)

Saint Paul College eServices

With a Saint Paul College eServices account you can register, view grades, obtain transcripts, update records, obtain award letters, and more. If this is your first time logging in, you must use your Student ID and assigned Password.

To Login to your eService account:

From a Windows PC, double click the Internet Explorer browser icon on your desktop. If you are using a Macintosh computer, you can use Mozilla Firefox as your Internet browser. Near the top of the page, type the Web address **<http://www.saintpaul.edu>** in the Address bar. When you have typed in the Web address, press the **ENTER** key on your keyboard.

When the Web site loads:

- Click on **eServices** from the top white banner bar
- In ID or Username, type your 8 digit **Student ID**
- Press the **TAB** key on your keyboard
- In Password, type your **password**
- In Institution, select **college** using dropdown menu
- **Click box** next to Display Name to have your name displayed (optional)
- Click **Login**

Your Password has been preset to your birth date in YYMMDD format if you supplied that information at the time of admission.

Password Requirements:

- Password must be between 8 and 20 characters long.
- Password must contain a letter: (A-Z or a-z)
- Password must contain a digits: 0-9
- Password must contain a special character:
!&@#\$\$%^&*()[]{}+ -= <>
- Password cannot match your username

Call Enrollment Services at 651.846.1555 if you have any questions.

Username _____

Password _____



Student Portal account

Portal Account—College PCs/Student E-mail

Saint Paul College provides portal accounts for all students. You will receive storage space on the campus computer network for your data files, as well as access to a wide range of computer resources that are listed below:

- Create/Reset your portal account to log on to the PCs in the Library, Open Labs and classrooms
- Access Outlook Live
- Access the campus wireless system
- Purchase Microsoft software at discounted prices
- Pay for printing in the Open Labs (Rooms 3225 and 3115)

To Create Your Portal Account

From a logged on Windows PC, double click the Internet Explorer browser icon on your desktop. If you are using a Macintosh computer, you can use Mozilla Firefox or Safari as your Internet browser.

Near the top of the page, type the Web address ***http://www.saintpaul.edu*** in the Address bar. When you have typed in the Web address, press the ***ENTER*** key on your keyboard. When the Web site loads:

- Click ***Check E-mail*** from the top white banner bar
- Click ***Create a Student E-mail Account***
- In ***Tech ID*** (Student ID), type your 8 digit Student ID including leading 0s
- Click ***Verify Account***
- In ***Birth Date (YYMMDD)***, type your birth date in same format
- In ***Create a College Password***, type a new password
- In ***Confirm your College Password***, retype your password to confirm
- Click ***Create Account***

Note: Your Password must be at least 8 characters long, and must include a combination of 3 out of the 4 following character types: 1. Numbers (0 - 9); 2. Upper-case characters (A - Z); 3. Lower-case characters (a - z); 4. Special characters (@ % & ~ etc.)

A username and an e-mail address will be generated for your portal account.

Saint Paul College will be using your portal e-mail as the primary and official means of communication between the college and students. It is important that you check your college e-mail frequently.

Call the IT Help Desk at 651.846.1440 if you have any questions.

Username _____

Password _____

E-mail Address _____

Saint Paul College E-mail Policies



Check E-mail

Saint Paul College E-mail Policies

Chapter 5 - Administration

05.25.01.0 Student E-Mail Policy

Purpose of the Policy

To establish e-mail as the recognized official means of communications from the College to the student body.

College Use of E-Mail: E-mail is the official means for communication at Saint Paul College. Every student must have an official Saint Paul College

e-mail address. Every student is expected to check his/her e-mail on a frequent and consistent basis in order to stay current with College communications that may be of a time sensitive nature.

Compliance with Related Policies: All e-mail messages must adhere to Minnesota State Colleges and Universities System's Acceptable Use of Information Technology Policy (<http://www.mnscu.edu/board/policy/522.html>) and Procedures (<http://www.mnscu.edu/board/procedure/522p1.html>), Minnesota State Colleges and Universities System Code of Conduct and Ethics, and Minnesota Statutes 43A.38, Subd. 4 and 43.A39, Subd.2, and the Family Educational Rights and Privacy Act of 1974, as amended.

As with all electronic communication, users must assume that e-mail is not private and not confidential. Users must exercise caution in communicating sensitive material. When necessary communications will be provided in alternative formats to meet ADA requirements.

Reference: MnSCU 5.22

Date: 051607 Rev.

Review Date: 051609

Electronic Mail (E-mail)



Check E-mail

Outlook Live Access

Microsoft Outlook Live, provides student access to mailboxes via the Internet. To use this service you must:

- Have an existing student portal account at Saint Paul College
- Have access to the Internet via a Web browser (We recommend that you use Microsoft Internet Explorer 7.0 or above)

Logging On

From a Windows PC, you can locate Internet Explorer from your desktop. Double click the **Internet Explorer** icon. If you are using a Macintosh computer, you can use Mozilla Firefox as your Internet browser.

Near the top of the page, type the Web address **<http://www.saintpaul.edu>** in the Address bar. When you have typed the Web address, press the **ENTER** key on your keyboard.

When the Web site loads:

- Click **Check E-mail** from the top white banner bar
- Click **Login** to Your Student E-mail
- Type in your complete e-mail address in the **Windows Live ID** field
- Type your password in the **Password** field
- Click **Sign in** to continue

You are now logged on to your mailbox, where you can read, compose and send e-mail and access your **Address book** and **Calendar**.

For more information on your portal e-mail account, see E-mail How-Tos on page 8.

At the end of your portal e-mail session, click **Sign out** to ensure that no one else can access your e-mail using your computer.



How to Create a Message

You can create messages in the new message form. This is the same form that's used for replying to and forwarding messages.

1. In any mail folder, click **New**, or press **CTRL+N** on the keyboard.
You can also create a new message while you're viewing the address book. On the toolbar, click **Address Book**, and then use the search text box to find the person or distribution list you want to send a message to. Right-click the recipient's name in the list, and then click **Message**.
2. Enter the recipients you want in **To** and **Cc**. For more information about recipients, see Add or Remove Recipients.
3. Type a **subject**.
4. Type your message in the **message body**.
5. When you're finished typing the message, click **Send** or press **ALT+S** to send it.

How to Open a Message

You can view your messages in the reading pane, or you can open them in a separate browser window.

How to use the preview pane

Click the message you want to read, and it will appear in the preview pane.

How to open a message in a separate window

1. Find the message you want to read in Mail.
2. **Double-click** the message to open it, or select the message and then press the ENTER key on your keyboard.

How to Attach a File

You can attach any kind of file that can be accessed from your computer or through your network to any item you create in your mailbox.

1. In a message, calendar item, or contact, click the **attach file** icon on the toolbar.
2. In the Attach Files dialog box, **type the path** of the file you want to attach, or click **Browse** to locate the file.
3. If you use Browse, **highlight the file** you want to attach, and then click **Open** to add it to the attachments list.
4. Click **Attach**, and the file name will appear in the Attach Files dialog box.
5. To change the file you selected, click **Browse**, and then locate the file you want.
6. To attach more than one file, repeat step 1.
7. To return to the item, click **Attach** to attach the selected files or click **Cancel** to return to the item without attaching the files.



How to Remove an Attachment

You can remove an attachment from an item.

1. Click the **attachment** you want to remove.
2. Press the **DELETE** key on your keyboard to remove the attachment.

How to Open an Attachment

When an item includes an attachment, a **paper clip icon** is shown next to the item in the list window.

When the item is opened or previewed, the name of the attached file appears in the item information. Some attachments, such as .txt files and .gif files, are opened directly by the Web browser.

1. Click the **attachment** file name located in the message heading information. You have the option to **open** the attachment using the appropriate application or **save** the attachment to disk.
2. You can also use **Open as Web Page** to open the attachment using your Web browser.

How to Check Spelling

You can check the spelling in your messages and meeting requests before you send them.

1. After you compose a message or while you're composing a message, click **in the body** of the message.
2. On the toolbar, click **Check Spelling or press F7**. The spelling checker will underline each word it doesn't recognize in red.
3. Right-click an **underlined word** for a list of suggested corrections. Click a **suggestion** to substitute it for the misspelled word.

How to Reply to or Forward a Message

To reply only to the person who sent the message:

1. **Select the message** in the message list or open the message.
2. On the toolbar, click **Reply**. A new message will appear addressed to the sender of the original message.

To reply to the sender of a message and all other recipients:

1. **Select the message** in the message list or open the message.
2. On the toolbar, click **Reply All**. A new message will appear addressed to the sender and to all other recipients of the original message.
3. When you're ready to send your reply, click **Send** on the toolbar or press **ALT+S**.

How to Forward a Message

1. **Select the message** in the message list or open the message. On the toolbar, click **Forward**.
2. In the To box, **type the e-mail address** you want to forward the message to.
3. When you're ready to send your forward, click **Send** on the toolbar or press **ALT+S**.



How to Delete a Message

When you delete a message, the message is moved to the Deleted Items folder.

To delete one or more messages from a folder, select the messages, and then do one of the following:

- Click **Delete** on the toolbar.
- Right-click the **message** and then click **Delete** on the menu.
- Press the **DELETE** key on keyboard.

To delete an opened message, click Delete on the toolbar.

Note: All deleted messages are sent to the Deleted Items folder. They aren't permanently removed until you delete them from the Deleted Items folder.

How to Add a Signature

An e-mail signature consists of text or pictures that can be added to the end of an outgoing e-mail message.

- At the top of the Outlook web application page, click **Options > Settings > Mail**.
- In the E-Mail Signature box, **type and format** your signature.
- To add your signature to all outgoing messages, click **box next to Automatically include my signature** on messages I send.
- Click **Save** or press **CTRL+S**.

Important Notes Regarding Junk E-Mail

Use the Junk E-Mail tab to help control unwanted and unsolicited messages by creating and managing lists of e-mail addresses and domains that you trust and those you don't.

To manage junk e-mail settings, go to Options > Block or Allow

Never reply to Junk E-mail messages.

Do NOT reply to SPAM

Desire2Learn – Online Learning

Desire2Learn (D2L)

Desire2Learn (D2L) is currently the College learning management system. Students registering for online learning courses will automatically be enrolled in their D2L courses. Once you have access to the Internet, you can access your online course from anywhere, any time of the day using Internet cable, DSL or a dial-up modem.

Your Username will be your 8 digit Student ID (including leading 0s) and your Password will be your birth date in the YYYYMMDD format. You will be prompted to change your Password for security purposes.

Accessing Desire2Learn

From a Windows PC, you can locate Internet Explorer on your desktop. Double click the Internet Explorer icon. If you are using a Macintosh computer, you can use Mozilla Firefox as your Internet browser.

Near the top of the page is the Address bar.

- Type ***https://saintpaul.ims.mnscu.edu*** in the white space
- When you have typed in the Web address, press the **ENTER** key on your keyboard

Note: the s after the http and that there is no www.

This will take you to the Saint Paul College online learning Home page, an area designed as a launch pad to all of your Saint Paul College online courses. Now that you have successfully accessed Saint Paul College's D2L Home page, perform a system check by clicking [Click here to perform a System Check and log in to D2L](#). Video instructions are located on the Home page. For more information on your Desire2Learn account, see ***Online Learning—Accessing Desire2Learn on page 12***.

At the end of your D2L session, click Logout to ensure that no one else can access your online course using your computer. Call D2L Help Desk at 651.846.1339 or 651.846.1779 if you have any questions.

D2L Technical Support E-mail: D2LHelp@saintpaul.edu

Username _____

Password _____

Online Learning – Accessing Desire2Learn

Desire2Learn (D2L)

Username will be your 8 digit Student ID (including leading 0s) and Password will be your birth date in YYMMDD format. You will be prompted to change your Password for security purposes. At end of your login session, click Logout to ensure that nobody else can access your online course using your computer.

Accessing Desire2Learn

From a Windows PC, you can locate Internet Explorer on your desktop. Double click the Internet Explorer icon. If you are using a Macintosh computer, you can use Mozilla Firefox as your Internet browser.

Near the top of the page is the Address bar. Type in the white space <https://saintpaul.ims.mnscu.edu>. Note the s after the http and that there is no www. When you have typed in the Web address, press the ENTER key on your keyboard.

This will take you to the Saint Paul College online learning Home page; an area designed as a launch pad to all of your Saint Paul College online courses. Now that you have successfully accessed Saint Paul College's D2L Home page, perform a system check by clicking [Click here to perform a System Check](#) and log into D2L. Video instructions are located on the Home page.

Accessing Your Online Course

In the center of your My Home page is My Saint Paul College Courses

- Click the desired course link

To access course related material, click Content on the 2nd blue navigation bar

Online Learning – Accessing Desire2Learn (cont'd)

Accessing Course Tools

From the bottom blue navigation bar, you can access the following by clicking:

- **Content** – this includes, but is not limited to: syllabus, assignments, PowerPoint presentations, external Web links, PDFs, practice quizzes, etc.
- **Discussions** – asynchronous discussion board
- **Chat** – synchronous (real time) chat rooms which can be private or public
- **Classlist** – directory of names, e-mails, and the group setup which allows you quick access to classmates and/or instructor
- **Dropbox** – area where you submit your assignments electronically to your instructor
- **Links** – an interactive tool that allows you to browse through available links
- **Checklist** – area where you can use as a visual guideline to determine what needs to be accomplished
- **Quizzes** – lists past, current, and future quizzes
- **Grades** – enables you to view your progress as well as any comments given by your instructor
- **Help** – explanation of individual Desire2Learn tools
- **Survey** – anonymously answered surveys relating to the course

From the top blue navigation bar, you can access the following by clicking:

- **My Home** – initial page after logging into Desire2Learn
- **E-mail** – outgoing e-mail only
- **Locker** – this is an area where you can upload and store personal files
- **Logout** – log out of your Desire2Learn course

D2L Technical Support

E-mail: D2LHelp@saintpaul.edu

Marti Docken: 651.846.1339

Dan Thompson: 651.846.1779

Instructional Technology Center (ITC)

The Instructional Technology Center at Saint Paul College serves all students who need access to computers on campus and comprises:

- **Open Labs** – Rooms 3225 and 3115
- **Assessment Center** – Rooms 3140 and 3105

Open Labs

Location: Rooms 3225 and 3115 (Third Floor)

Computer labs are open to all students at convenient times. These labs offer flash drive accessible computer access to a variety of business-related and academic computer applications, Internet access, and programming languages. Student workers are available in each of the labs to answer questions and to help solve computer software and hardware problems.

Note: No food or beverages are allowed at the desktop area and cell phones must be turned off.

Standard Software on Windows PCs

Word	Access	Adobe Reader
PowerPoint	Publisher	Quick Time
Excel	Internet Explorer	

Some PCs feature specialty software such as AutoCAD, health designed programs and instructor requested applications for students.

Printing

Rooms 3225 and 3115 each are equipped with a black and white laser jet printer. You will need to have a portal e-mail account and funds in your GoPrint account to access the printing system and to retrieve your copies.

See *Printing\Copying\Scanning* on page 18.

Copying\Scanning

Room 3225 is equipped with a black and white copier. You will need to have a portal e-mail account and funds in your GoPrint account to access the copier and to retrieve your copies. Scanning is free to students. You can scan and send a copy to your email account or a flash.

ITC Hours

Monday — Thursday: 7:30am to 10:00pm

Friday: 7:30am to 4:00pm

Saturday: 7:30am to 2:00pm

*Hours are subject to change for holidays, school closings, summer hours and special events.
Call the ITC at 651.846.1553 if you have any questions.*

Instructional Technology Center (ITC)

Assessment Center

Location: Room 3140 and 3105 (Third Floor) The Assessment Center offers computerized basic skills assessment as part of the admissions process to help ease the transition to college. A College Board assessment instrument will be administered to assess basic writing, reading, and numerical skill competencies. Keyboarding, proctored makeup tests and other assessment instruments are also available as well as CLEP, Nursing Assessments and Pearson VUE certification testing.

Note: No food or beverages are allowed at the desktop area and cell phones must be turned off.

Assessment Hours

Monday — Thursday: 9:00am to 6:30pm

Friday: 9:00am to 12:30pm

Saturday: 9:00am to 10:30am

Test Scheduling

By Appointment Only

VUE – <http://www.vue.com>

TEAS – teas@saintpaul.edu

CLEP – clep@saintpaul.edu

*Hours are subject to change for holidays, school closings, summer hours and special events.
Call the Assessment Center at 651.846.1780 if you have any questions*

Electronic Portfolio (eFolio)

Electronic Portfolios

Electronic portfolios are a multimedia application designed to help you create a living showcase of your education, career and personal achievements. All Minnesota residents, including students at Saint Paul College, can use eFolio Minnesota to reach their career and education goals.

To create an eFolio account:

- Visit <http://www.efoliominnesota.com>
- Click **SIGN UP** on the menu to the left
- Click **SIGN UP!**

For more information contact:

E-mail: efolio@saintpaul.edu

Renee Esparza: 651.846.1785

Library Technology

Library — MnPALS

The Library's Web page, <http://www.saintpaul.edu/library>, contains links to the library catalog and over 45 databases, almost all of which can be accessed on or off campus. It contains help sheets for research paper citation, how to tell a scholarly article from a "popular" one, and sample sheets of what the Library collection has on almost any subject taught at Saint Paul College.

The Library catalog, available as a link from the Library page, or by going directly to <http://saintpaul.mnpals.net>, lets you search for anything in our collection, and lets you use interlibrary loan to request items from other academic libraries. Patrons can also see what they have checked out or renew their own materials by logging onto the catalog.

You can find articles through our databases, which are arranged by title, subject, and description. Most of the databases have full-text articles, meaning you don't have to find the print version to get the entire article. In most of the databases you will also have the option to print out, save, or e-mail the articles to yourself. Databases that require you to login if you are using them off-campus will ask for your barcode (back of your school photo ID) and your last name. If you have not yet received your photo ID, you may use the e-mail link on the database pages to contact the librarian for an assigned barcode. In order to ensure a student's identity, barcodes are sent only to school e-mail addresses.

The Library has a printer/copier capable of black and white and color. Library computers have access to the Internet and Microsoft Office (Word, Excel, PowerPoint, Access, Publisher). Copier has capability to scan documents to your e-mail. Printing from any computer costs 5 cents per page for black and white, 50 cents for color.

The Library has a television with a VCR and DVD player to view, reserve or reference videos/DVDs. All other videos/DVDs can usually be checked out for one week.

Library Hours

Monday – Thursday: 7:15am to 8:00pm

Friday: 7:15am to 4:00pm

Saturday & Sunday: Closed

Photo ID

Your student photo ID is your Library card. Your photo ID is required to check anything out of the Library. On the back of the ID is your barcode, which most of the databases use as your user login when you are not on campus. If you do not have or have lost your Student ID, we will only accept a driver's license or state photo ID for checking out materials.

Printing/Copying/Scanning

College Open Computer Labs (Rooms 3225 and 3115)

Printing, copying and scanning in Open Labs are done completely online. Other departments may have different printing procedures. See the appropriate staff.

Saint Paul College Student Print/Copy Allowance

Each enrolled student is automatically given a print allowance as part of their student portal account. At the beginning of each semester each enrolled student will receive free pages in his/her student account. If you use all of your free 8.5" x 11" black and white pages, you will be charged for any additional black and white print copies at a rate of 5 cents per page. You will be charged 10 cents per page for copies and scanned documents. You can add money to your print account at the Add Value Station located on the 3rd floor—Room 3225. The number of free pages in the print allowance may vary each semester.

Print balances do not carry over to the next semester. At the end of the semester, any remaining print balance will be deleted. The print balance has no cash value, so there is no refund or transfer for unused print copies. Deletion of remaining print copies begins at 10:00pm the evening prior to a new semester. At the beginning of the next semester, free pages will be reinstated when you enroll in classes.

Print/Copy Allowance Eligibility

Only students currently enrolled in classes are eligible to receive a print allowance. Saint Paul College faculty and staff do not receive a free print allowance unless they are enrolled in a credit course.

How to Print from the GoPrint PayStation

In order to print, you will need your student portal account. Printing instructions may vary slightly from one location to another.

General guidelines for printing:

- Go to the **GoPrint PayStation** monitor located next to the printer
- Click your **Username (portal account Username)**
- You will see a list of your current print job(s) waiting and their cost
- Click **the job(s)** that you want to print
- Click **Continue**
- Type your **portal account Username** in the Login ID field
- Type your **Password** (portal account Password) in the password field
- Click **Sign In**
- You can **view the balance** in the upper right hand corner of screen
- To accept charges, click **Pay and Print**
- **Pick-up** your print job(s) from printer
- **Note:** All print jobs will be deleted automatically after a 2 hour period.

Printing/Copying/Scanning (cont'd)

How to Add Money to Your Student Account Using the Add Value Station

Users may add money to their student account through the following method:

- Go to the **Add Value Station** located in **Room 3225** next to printer
- Type your **portal account Username** using the keyboard
- Press **ENTER** on keyboard
- Type your **portal account Password** using the keyboard
- Press **ENTER** on keyboard (Your account will be verified)
- **Insert cash** in cash slot (Your account will be updated)
- Press **D** on key pad to end session

Note: No coins or credit cards are accepted.

How to Scan and Email a Document Using the GoPrint Copier

1. Press the **FAX/SCAN** button (located directly below the display screen)
2. **Load document in the feeder tray** on top face up (or on the glass face down). Always use the feeder tray if you have more than 1 page to scan.
3. On the display screen:
 - a. Press the **Direct Input tab**
 - b. Press the **Email Icon**
 - c. Press the **Enlarge On** button to enlarge the keyboard
 - d. Type in **e-mail address**
 - e. Press **OK** (located bottom right corner of touch screen)
4. (Optional) Steps to name the document
 - a. Press **Scan Setting**
 - b. On right hand side, press **Document Name**
 - c. Press **Delete** key repeated to delete the file name if it is already in the display
 - d. Press the **Enlarge On** button to enlarge the keyboard
 - e. Type in the **file name**
 - f. Press **OK**. Press **OK** again
5. Press **Start** to scan and send the document to the e-mail address as an attachment. The document will be emailed as a PDF.

TIP: Scan and e-mail the document to your e-mail address, then forward it to the intended recipient's e-mail address with your comments.

Printing/Copying/Scanning (cont'd)

Student Printing Policies and Guidelines

Locations

The Open Labs are located in rooms 3225 and 3115. Instructions are posted at each printer location. Labs that are not part of this program will have their own printing policies and are NOT part of the print allowance.

Shared Location

Your allowance is shared by all rooms. If you print in multiple labs, all printing is drawn from the same allowance total.

Printing Allowance Restrictions

The printing allowance is intended for your academic use only. You may not use your allowance to print other people's work or sell your unused allowance. You may not use your printing allowance for commercial purposes.

Conserve Your Printing Allowance

Your printing allowance is intended to be used throughout the semester. It is a good practice to conserve your printing so you will be able to print your work through the entire semester. This is particularly important when your coursework requires significant printing for final reports or projects.

No Refunds for User Error

Please preview your print job thoroughly before printing to avoid unwanted blank pages, extra pages, or other errors. You will be charged for these pages and there are no refunds.

Refunds Due to Printer Error

Page refunds are issued only for problems due to defective equipment, such as paper jams or missing ink/toner. Refunds consist of replacement pages only. Your printing allowance has no cash value. Please alert Lab Assistants and allow a 24 hour turnaround (business days only) for any page refunds.

Copyright Infringement Policies and Sanction Notice

Downloading and distributing copyrighted material, including through peer-to-peer (P2P) file sharing, without the permission of the copyright owner is against the law. Illegal downloading or distribution of copyrighted material can result in you being prosecuted in criminal court and/or sued for the damages in the civil court. Criminal penalties for first time offenders can be as high as five years in prison and \$250,000 in fines. If sued in civil court, you may be responsible for monetary damages, attorneys' fees, and civil penalties up to \$150,000 per work distributed. Use of Saint Paul College resources for unauthorized distribution of copyrighted material is forbidden.

The College prohibits illegal copyright infringement through its "Acceptable Use of Computers and Information Technology Resources" policy and in its student conduct code. Disciplinary action, including loss of use of the College information technology systems up to and including expulsion from the College could result from violations of this policy.

Saving & Opening Documents

Saving & Opening Documents (Office 2010)

Save a Document for the First Time

- On the Quick Access Toolbar, click **Save** , or press **CTRL+S**.
- Type a **name for the document**, and then click **Save**.

Note: Word saves the document in a default location. To save the document in a different location, select another folder in the list of folders.

Save an Existing Document (Save As)

To prevent overwriting the original document, use the **Save As** command to create a new file as soon as you open the original document.

- **Open the document** that you want to save as a new file.
- Click the **File** tab.
- Click **Save As**.
- Type a **name for the document**, and then click **Save**.

Note: Word saves the document in a default location. To save the document in a different location, click another folder in the Save in list in the Save As dialog box.

Save a Document on a USB Memory Device (Flash Drive)

- **Insert the memory device** into a USB port.
- Click the **File** tab.
- Click **Save As**.
- Click **Computer**.
- Under Devices with Removable Storage, **double-click the USB memory device**.

Note: By default, the files that you see in the Open dialog box are only those files that are created by the program that you are using. If you are using Microsoft Office Excel, you do not see files that are created by using Microsoft Office Word unless you click All Files in the Files of type box.

Save a Document to Your H: Drive

- Click the **File** tab.
- Click **Save As**.
- Click **Computer** located in left pane.
- **Double click your username** (\\stuhome\student)(H:).
- Type a **name for the document**, and then click **Save**.

Saving & Opening Documents *(cont'd)*

Save a Document to Your Live@edu SkyDrive

- Click the *File* tab
- Click *Save & Send*
- Click *Save to Web*
- Click *Sign In*
- Type *student email address* (username@my.saintpaul.edu) and *password*
- *Select Folder* (location) you want to save the document to
- Click *Save As* button
- Wait a second for *Save As window to show up*
- Type a *name for the document* and then click *Save*

To access Skydrive, go to skydrive.live.com

Sign-In using email address (username@my.saintpaul.edu) and password.

Wireless Access

Requirements for Using Wireless at Saint Paul College

- Students must create an account from the student portal
- Students must have a wireless card in their laptop or other device
- Disable the Firewall option in McAfee, Symantec, and Microsoft if present

How to Connect to the Student Wireless

SSID: spcwna

From the Properties of the My Network Places icon, right click the **Wireless Connection icon**, select **View Available Wireless Networks**.

- Click **Connect** and then click **Connect Anyway**.
- You will see the **SSID name** (spcwna), Speed, Signal Strength and Status Information.
- Open a **Web Browser** (i.e. Internet Explorer, Firefox)
- When the Saint Paul College Wireless login page loads, **type your Username and Password**.

Use the same username and password you use for your email account. If your email is doej01@my.saintpaul.edu, your username for wireless will be `doej01`. Then use the same password you use for your email.

You must click **Accept** to agree to the wireless Terms of Service and to gain access to the wireless network

For assistance, contact IT Help Desk at 651.846.1440 or visit the Technology Center in Room 1470.

Computer Usage Policy

Computer Usage Policy

The following is an excerpt from the Minnesota State Colleges and Universities system-wide policy on computer and information usage. Students are responsible to understand the following policies and procedures. For a complete policy and procedure visit the following Web site: <http://www.mnscu.edu/board/procedure/522p1.html>

Users must abide by the security restrictions on all systems and information to which access is authorized.

1. **Users must not:**

- a. use any account or password assigned by the college or university to anyone else;
- b. share any account or password, assigned to the user by the college or university, with any other individual, including family members;
- c. allow others to use System information technology under the user's control;
- d. use System cellular telephones or computer dial-up services for personal use unless specifically authorized by System Procedure 5.22.2 Cellular and Other Mobile Computing Devices or State policy or procedure.

2. **Users must not** circumvent, attempt to circumvent, or assist another in circumventing security controls in place to protect the privacy and integrity of data stored on System information technology.

3. **Users must not** change, conceal, or forge the identification of the person using System information technology, including, but not limited to, use of e-mail.

4. **Users must not** knowingly download or install software onto System information technology unless it has been pre-approved through established campus or system office procedures, or by the designated officials, or prior authorization is received from the designated officials. Users who knowingly or negligently do not comply may be held responsible for damages, cost of system debugging, and payment of software fees, licenses and infringement penalties.

5. **Users must not** engage in activities that interfere with or disrupt network users, equipment or service; intentionally distribute viruses, worms, trojans, or other malicious code; or install software or hardware that permits unauthorized access to System information technology.

6. **Users must not** engage in inappropriate uses, including:

- a. activities that violate State or federal law or regulation
- b. wagering or betting;
- c. harassment, threats to or defamation of others, stalking, and/or illegal discrimination;
- d. fund-raising, private business, or commercial activity, unless it is related to the mission of the System or its colleges and universities. Mission related activities are determined by the college, university, or Office of the Chancellor, and include activities of authorized campus or System-sponsored organizations;
- e. storage, display, transmission, or intentional or solicited receipt of material that is or may be reasonably regarded as obscene, sexually explicit, or pornographic, including any depiction, photograph, audio recording, or written word, except as such access relates to the academic pursuits of a System student or professional activities of a System employee; and
- f. "spamming" through widespread dissemination of unsolicited and unauthorized e-mail messages.

Conduct which involves the use of information resources to violate a System policy or procedure, or state or federal law, or to violate another's rights, is a serious abuse subject to limitation or termination of user privileges and appropriate disciplinary action, legal action, or both.

Minnesota State Colleges and Universities reserves the right to temporarily restrict or prohibit use of its System information technology by any user without notice, if it is determined necessary for business purposes

Important Links

Saint Paul College

<http://www.saintpaul.edu>

FAFSA

<http://www.fafsa.ed.gov>

Student Portal

<http://www.saintpaul.edu/Pages/StudentEmailPage.aspx>

Desire2Learn (D2L)

<https://saintpaul.ims.mnscu.edu>

Library

<http://www.saintpaul.edu/library>

MnPALS

<http://saintpaul.mnpals.net>

eFolioMinnesota

<http://www.efoliominnesota.com>

MnSCU Computer Policy

<http://www.mnscu.edu/board/procedure/522p1.html>

<http://www.mnscu.edu/board/procedure/522p2.html>

My Important Links
