

SHORTER COLLEGE

Information Technology
Quick Reference Guide (QRG)

for Students



SHORTER COLLEGE STUDENT IT SERVICES

Logins

During registration, each student gets a username assigned to him or her. This is comprised of the student's last name followed by numbers. This username will be the base username for all logins. For example, the rest of this document will use the username "Johns1111".

Three Major Logins:

1. Computer

- a) Username: Johns1111
- b) Password: Password1 (This password will be "Password1" on your first login, and at that time it will have you change the password to anything that you want to make so that it is unique and easy to remember for you. The password that you set will need to have at least: eight characters, a capital letter, and a number/special character)

2. Email

- a) Email access:
 - i. Click on the "Students" link under the section labeled "Student Email Login"
 - ii. Another way to access the email login is to browse to the mail login website directly. The website is: login.microsoftonline.com
- b) Username: Johns1111@student.shortercollege.edu
- c) Password: Password1 (This password will be "Password1" on your first login, and at that time it will have you change the password to anything that you want to make so that it is unique and easy to remember for you. The password that you set will need to have at least: eight characters, a capital letter, and a number/special character)

3. CAMS

- a) CAMS access:
 - i. Click on the "Student Portal" link under the section labeled "CAMS Access"
- b) Username: Johns1111
- c) Password: Johns1111 (The username AND password for CAMS will always be your username. The first letter should always be capital for both the username and password.)

Computer Labs

1. Sherman-Tyree Hall

- a) Located in room number 102 (Computer Lab)
- b) Located in room number 207 (Math Lab)
- c) Located in room number 208 (Literacy Lab)

2. AW Young Library

- a) Located across from the Daycare (Alexander Turner Building)

Printing

1. Student Printing

- a) This printer will print documents to the large printer in the IT office (located near the police desk in the main building and down the hall from the computer lab)
- b) Once the print job is sent to the printer, you have to release the print job. To release the print job, you will log into the computer next to the printer with your username and password that you use for the computer.
Example: Johns1111
Password1

2. Library Printing

- a) This printer will print documents to the large printer in the library.
- b) Once the print job is sent to the printer, you have to release the print job. To release the print job, you will log into the computer next to the printer with your username and password that you use for the computer.
Example: Johns1111
Password1

Note: Each student will receive a credit balance for printing each semester. After funds are exhausted, you must add money to the account. You can see the Librarian or IT Support Staff to add more funds to your account

RAVE Emergency Alert System

Shorter College utilizes the RAVE Emergency Alert System to contact students regarding emergencies, outages, school closings due to inclement weather. To ensure the institution can contact you, please go the CAMS announcement portal or your email to complete the RAVE contact form.

<https://www.getrave.com/login/shortercollege>

Student Identification

- All students are required to have a student ID. If you do not have a Student ID, please visit the IT office.
- There is a \$5.00 replacement cost for all student ID's.

Posting of Flyers

All flyers and posting of flyers must be approved by a division head and the IT & Communications Office.

Help/Support:

1. Onsite IT

- a) You can visit the IT office from 8:30-4:30 Monday thru Friday in the Sherman-Tyree Hall (Administrative Building) for questions, help, password issues, printing issues, etc.

2. Phone Support

- a) You can call **501-758-0676** from 8-5 Monday thru Friday to reach IT office by telephone.

OneDrive

Access Files:

1. Login to email from shorter college website www.shortercollege.edu or at URL: login.microsoftonline.com
2. Select "OneDrive" tile (blue square with white cloud)
3. All saved files will be listed under "files" on the left search pane. Here, you can view, edit, print, and delete any file you have previously saved.
4. Accidentally deleted files will show up in the "Recycle bin" file on the left search pane. Here, you can permanently delete the file or "restore" it back to the main "file" directory.

Organizing Folders and Files (optional):

1. While using OneDrive you can create different folders to organize files for each class.
2. Select "New" and select "Folder"
3. Name the folder anything that you want to name it (example: "class name") and click "create"
4. Now you should be able to drag and drop files into the different folders that you have created for each class.

Create New Files Online:

1. Login to email from shorter college website www.shortercollege.edu or at URL: login.microsoftonline.com
2. Select the program that you will be using (example: select "Word" to create a document). You can also select PowerPoint, Excel, etc.
3. Once you have finished your work (Word document, PowerPoint slides, Excel sheets, etc.), it is time to save the file.
4. Click "File" near the top left side of the screen.
5. Select "Save As" to save the copy online.
6. Name the file.
7. If this file was edited and this is the new updated version that you want to save, then select option "replace existing file". If you want to save it separately without overwriting the file, just leave the "replace existing file" option unselected.

Create New Files on Microsoft Office From Computer:

1. Open Microsoft Office program (Word, PowerPoint, Excel)
2. Create and edit file
3. Click "File" near the top left side of the screen.
4. Select "Save As" then click "OneDrive"
5. It will prompt you to "Sign In"
6. Once you have signed in using your email address and password, it will allow you to save to OneDrive.

-----OneDrive can be accessed from home, on campus, or anywhere that has an internet connection.-----