

Student Technology Reference Guide



2017-2018

STEP 1: Activate Your StarID Today!

StarID

StarID is a username that replaces many login IDs with **one ID, one password, everywhere**. Once activated, you only need one StarID: you can use the same StarID across Minnesota State to log into many services like email, D2L Brightspace, and more. Change your password in one place — starid.minnstate.edu — and it changes everywhere.

StarID is used to log into:

E-Services	E-mail
Campus Computers	MNSCU Resources
Wireless	Northland Web Resources
Printers	(D2L) Brightspace

*****Note! You must activate your star ID before you can begin using it!**

To Activate Your StarID:

1. Go to: The college homepage www.northlandcollege.edu
2. Click on the "Current Students" Link then



Student Central

Student Central is a place that provides one location to a variety of helpful links and will help you get connected and stay connected by providing easy access to the people, documents, and information you need.

How to get to Student Central:

1. Go to the college homepage <http://www.northlandcollege.edu/>
2. Click on the **Current Students** link at the top of the screen
3. Scroll down and you will find links to things like: E-Services, bookstore, events, e-Mail, cancelled classes and many more.

eServices

eServices are: online tools and services available to students like, Courses & Registration, Grades and Transcripts, Financial Aid, Bills and Payments and much more!

Student Wireless Setup

Wireless internet is available Campus-wide

Please connect to the **NCTC wireless** network connection.

Log into wireless with your **StarID** and **password**. If asked to connect or terminate or continue, **choose to Connect** or **Continue**.

*** You must activate your Star ID before you can connect to wireless**

Connecting to Wireless on Microsoft Windows

1. Click or Tap on the **network icon** on the bottom right of the computer desktop screen.
2. Select the **NCTC wireless** network.
3. Log in with your **Star ID** and **Star ID Password**.
4. Click **Connect**.



Student e-Mail (Updated-Summer 2017)

Student Email is an easy, centralized way to access your student email account. All Northland Community and Technical College students are provided a student email account. Your student e-mail account **remains active for 120 days** after you are no longer enrolled at Northland Community and Technical College

***Email is the OFFICIAL means of communication.**

Getting Started:

Access Student e-Mail:

1. Go to **Student Central**.
3. Click the **Email** button.
4. Click **Student Email Sign-In**
5. Log-in with **StarID@student.northlandcollege.edu** and your **password**.
6. Click the **Sign-In** button
7. Set your Language and **Time Zone** on the next screen (*first time only*)
8. Click **OK**.

* The next time you log in, you will go directly to your e-mail.

Your Email Address is:

Firstname.lastname@student.northlandcollege.edu

To verify your email address:



1. Log into your e-Mail.
2. Click on the **Person Picture** on the right side of the screen. Here you find your email address and sign out option.

***** Want your e-Mail to go to your phone? Check out how to do this by clicking the "Instructions for setting up email on your mobile device" link on the e-Mail sign-in page.**

Useful Information for Setting up e-Mail on Your Phone:

- Use Exchange or Active Sync email services
- Email Address - **Firstname.Lastname@student.northlandcollege.edu**
- Domain username - NCTC\StarID@student.northlandcollege.edu
- Server - outlook.office365.com
- SSL - Use secure SSL

MyNCTC Mobile App

The **MyNCTC mobile app** gives you access to D2L, news/events, cancelled classes, directories, services online courses and much more. Stay connected to your classes and know what's happening around campus on your mobile devices. The MyNCTC mobile app is available for Android and Apple Devices.

Accessing MyNCTC Mobile App download:

1. From Student Central,
2. Click MyNCTC Mobile App under the Technology Services section
3. Click Download for your device

Or

Search your App Store for
MyNCTC Mobile App



Adobe Connect Web-Conferencing Tool (New)

Free Web-Conferencing tool available to all students! Click on the Adobe Connect link under the Technology section in Student Central on the Northland College Webpage.

Student Technology Reference Guide

Student Printing

Printing: Install Printers & Check Your Print Balance

The student tech fee provides students with \$20.00 of free printing each semester. B/W prints are .05/page or .04 per duplexed page (printed on both sides) and color prints are .25/page. You can add additional printing to your account at the Print Kiosks on campus or the campus bookstore.

Check your print balance.

1. Navigate to **Student Central**.
2. Under the Technology Services area, click on the **Add printers/Check Printing balance link** and select the box to check your print balance.

*Add printers or check your balance on campus ONLY.

Keyboard shortcut

Installing Printers:



1. Press the (Windows Key + R key)
2. Type [\\egf-stuprint](#) click ok for a list of printers on the EGF campus or [\\trf-stuprint](#) click ok for a list of printers on the TRF campus
3. When prompted, enter **NCTC\StarID** username and password and check the "Save my Credentials" box.

* You must activate your Star ID before you can install printers

4. Right-click on the desired printer to install (named by room #)
5. Click "Connect"
6. If prompted, click "Install Driver".

(D2L) Brightspace Information

Logging into D2L:

1. From **Student Central**
2. Click on the **Brightspace Sign-In link**.

Sign-In using your StarID and StarID password

*You must activate your Star ID before you can Sign-In to D2L

* **Browser: Chrome** is the recommended browser for use with D2L Bright space. **Microsoft Edge** is NOT supported.

Click the **Is My Computer D2L Bright space Compatible?** link in **Quick Tools** to ensure your computer system is compatible and properly configured for D2L.

Click the **Tools & Help Resources** Tab to check Computer Requirements

(D2L) Brightspace Tools & Help Resources

Click the **Tools & Help Resources** Tab from the D2L Sign-in page to find many helpful D2L tools and resources.

D2L Student Orientation Course ORI 1001 01

Each semester, all currently enrolled students are enrolled in the D2L Orientation Course. This course assists students in becoming more familiar with D2L tools before beginning an actual course.

**It is highly recommended that students click through each of the tool links to become familiar with how each tool works.

D2L Tools & Help Resources:

Content: find course material such as the syllabus, lecture notes, and readings for your classes.

Assignments: submit assignments online by uploading their files to designated folders.

Grades: check assignments and tests grades.

Quiz: take a quiz or review your quiz results.

Discussion: ask questions, reply to other students' questions, and comment on course work, or share files.

Login to Campus Computers

NCTC has many computer areas available for student use. When signing in to a campus computer, login using your StarID and password.

* You must activate your Star ID before you can login to campus computers

***Note! Students must save to their network folder (P-drive) not to campus computers. Once restarted the computers delete any saved information. (A USB Drive is also recommended)

E-Academy Software Store

e-academy: is your online store to receive **HUGE DISCOUNTS** on academically priced software such as Windows 8 and Adobe products.

How do I get to Northland's e-Academy Store?

1. Navigate to **Student Central**.
2. Click on the **e-Academy Software Store**
3. First time users click **Register** and enter your student e-Mail address. Complete the account registration form and confirm your account by clicking the link e-mailed from kivuto.com
4. **Sign In** using your student e-mail and password created at account registration.



FREEFREE***FREE***

OFFICE 365 **FREE** for students! - Sign into your NCTC Student Email and download it today!

Refurble Laptops (New for Fall 2017)

* The NCTC Bookstore is now offering refurbished laptops for sale at both the TRF and EGF locations. Several brands are available for purchase at "Student-Friendly" prices!

System Savers and Tools...

Check out the website below for many **FREE** tools to get your computer ready for classes and keep it running smooth.

www.ninite.com



* **NOTE:** Windows 10 contains a built in Anti-virus called Windows Defender.

* **Current Antivirus is Required!**

Student Technology Policies

Check out the Acceptable Use of Computers and Information Technology Resources policy @

<http://www.northlandcollege.edu/about/policies/docs/5010.pdf>

Check out the Student Laptop policy @

<http://www.northlandcollege.edu/about/policies/docs/2095.pdf>

Check out Northland's Email policy @

<http://www.northlandcollege.edu/about/policies/docs/2205.pdf>

Quick Contacts

Toll Free.....	800-959-6282
TRF Campus	218-683-8800
EGF Campus	218-793-2800
TRF ITS—Room 613	218-683-8581
EGF ITS—Room 205	218-793-2433

www.northlandcollege.edu