

# Employee Technology Guide

## Start Here! Activate Your StarID Today!

**StarID** is a username that replaces many login IDs with **one ID, one password, almost everywhere**. Once activated, you can use the same StarID across Minnesota State to log into many services like the ones below.

### StarID is used to log into:

E-Services	E-mail
Campus Computers	Wireless
Printers	(D2L) Brightspace

Change your password in one place @ [starid.minnstate.edu](http://starid.minnstate.edu) and it changes everywhere!

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

### Activate Your StarID:

1. Go to: The college homepage [www.northlandcollege.edu](http://www.northlandcollege.edu)
2. Click on the **Menu** at the top left and then the **Faculty/Staff** link.
3. Click on **Faculty/Staff Overview**.
4. Scroll to the **Additional Resources** section and click **StarID Self-Service** on the left side of the screen.

## Wi-Fi Access on Campus

Wireless Internet is available on all campuses.

### Connecting to Wireless:

1. Select **NCTC** from your list of available networks.
2. Click **Connect**.
3. When prompted, *log in* with your **StarID and password**.
4. Click **connect**.

## Employee Resource Center

### How do I get there?

1. Navigate to the college homepage at: <http://www.northlandcollege.edu>
2. Click the **Menu** in the top left of the page.
3. Click **Faculty and Staff** and then **Faculty and Staff Overview**.
4. In the middle of the page you will see **Employee Resource Center**

### Here you will find...

- |                       |                                       |
|-----------------------|---------------------------------------|
| - E-service           | - Northland Store                     |
| - Documents and Forms | - Room Scheduler (Not for Zoom Rooms) |
| - D2L Brightspace     | - Employee Self Service Portal        |

Scroll down the page for much, much, more!

## MFA-Multi-Factor Authentication

**Multi-factor Authentication (MFA)** is a method of authentication that requires the use of more than one verification method and adds a second layer of security to user sign-in and transactions. It works by requiring one of the following verification methods:

- Random generated pass code or use of an authenticator app
- A phone call and press of the # key needed to verify

**\*\*\*Texting rates may apply\*\*\***

### How do I get set up for MFA?

When you log into your Microsoft e-mail for the first time, you will be asked to set up MFA. You can choose to use the app or receive a text.

## Quick Contacts

IT Helpdesk ..... 218-683-8581  
[www.northlandcollege.edu](http://www.northlandcollege.edu)

## Logging onto the College Network

**Username= StarID**

**Password=** Your StarID password

### Accessing your Network User Folder

All NCTC employees have a **personal network folder**. Save important files to the network. Files saved to the network will be backed up. Files saved to your computer will be your responsibility to back up.

### How to Save to the Network:

1. From within the program, **save as** you normally would.
2. When prompted "where" to save, select **drive letter (P)**.
3. This is your **personal folder**.

**Note!** The **N-drive** is a shared drive available to employees from all campuses to access shared files.

### Tip!

It is recommended to log into OneDrive so your files get backed up each day.

## Microsoft OneDrive

**Microsoft OneDrive** offers a simple and secure way to store, sync and share all kinds of files, with other people and devices on the web.

**\*Saving files to your OneDrive also makes file transfer easy if you ever experience computer trouble.**

### Accessing Microsoft OneDrive:

There are 2 ways you can access your OneDrive storage:

1. *Log in* to your Office 365 account from the web and then click **OneDrive**.
2. Click on the **cloud** in the bottom right side of your screen that is **grey** in color when you are not logged into it and **blue** when you are.

## Outlook Email

All employees receive an Outlook email account when hired.

**Username=** StarID@minnstate.edu

**Password=** StarID password

**Your Northland College email address is:**

[firstname.lastname@northlandcollege.edu](mailto:firstname.lastname@northlandcollege.edu)

**\*Email is the Official form of College Communication!\***

### O365 Web Application

Used for **Off-Campus** access to email or when you do not have access to the Outlook Client.

### To access your O365 Web Application:

1. Go to the college home page.
2. Click on the menu and choose Faculty & Staff, then Email.
3. Scroll down and sign-In using **StarID@minnstate.edu** and **StarID password**.

### Email is Available for your Phone too!

**\*\*Download the Outlook App for Android or iOS** from your device's app store!

## Facilities Access Card

**Keys and Employee IDs are issued by the Facilities department.**

**Employee Key and ID contacts:**

TRF — Tim Bergerson @ Ext...8596 or

EGF — Bryan Berger @ Ext...2452

**NORTHLAND**  
COMMUNITY & TECHNICAL COLLEGE

# Employee Technology Guide

## Employee Printing

### Installing Employee Printers: PC Only

1. Click on the **Windows Start Menu**.
2. Click on **All Programs**.
3. Click on either **Employee Printers TRF** or **EGF**.
4. Locate the **printer** you want on the webpage and then **Right -Click** on it.
5. Click **Connect** and the printer will begin installing.

**\* Note!** Employee printing costs are 5¢ per side for Single-Sided and 4¢ a side for double-sided for Black and White. Color printing is 25¢ per side. All printing is charged to your department cost center.

### Paper Cut Print Solution and Copiers:

The copiers on campus are accessed using your employee ID badge/keycard or by simply logging in with your StarID and StarID password. If you need to set up multiple cost centers to print to; please contact the IT help desk and they will assist you.

### Scanning to Email:

1. Scan your facilities **access card or keyfob**.
2. Press the **Scan/Fax** option on the menu.
3. Insert document and Press the **"Me"** button and the document will arrive in your Inbox.

## Bright Space (D2L) Information

Used for online courses, and D2L Faculty Resources.

Click on the **D2L Brightspace** link in the **Employee Resource Center @ [www.northlandcollege.edu](http://www.northlandcollege.edu)**

**Username= Your StarID #**

**Password= Your StarID password**

## Zoom Web-Conferencing Tool

**Free Web-Conferencing tool available to all staff and students!**

Click on the **Zoom** icon on your desktop. Choose the **Sign In with SSO** option. When prompted for the domain, type in **minnstate**.

## Grouplink

Grouplink is NCTC's help desk ticket system. Submit Grouplink tickets when you need assistance with campus technology and/facility maintenance and purchase orders.

### Access Grouplink by:

Double-clicking the icon on your desktop.

**\* If you do not have an icon on your desktop, please contact ITS.**

### Submitting a Grouplink Ticket:

1. Double-click the **Grouplink** icon on your desktop.
2. Log in with your **StarID and Password**.
3. Click on **Create New Ticket**.
4. Select your Location, department, and all other criteria needed to complete the ticket.
5. Put in as much information as you can.
6. Click **Save Changes**.

## Northland MYNCTC Mobile App



The **MyNCTC mobile app** gives you access to D2L, news/events, directories, services and online courses. Stay connected to 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:

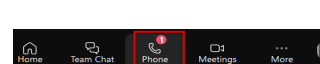
1. Scan the **QR code** to the right.
2. Download and install the **MYNCTC Mobile app** from the **App Store** for your device.



## Zoom Phone System—(NEW!)

### Making a Call with the Zoom Desktop App:

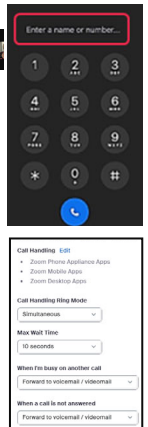
1. Open the **Zoom** app.
2. Click the **Phone** tab.
3. Type in a name, number, or extension.
4. Click the **blue phone icon** to place the call.



### How to Set Up and Change your Voicemail Greeting:

1. Sign into [zoom.us](https://zoom.us)
2. Navigate to the **Phone** tab under **Personal**.
3. In the **Call Handling**, section go to **Audio Library**.
4. Click **Add Audio**.
5. You can then *pick* if you want to **record your own greeting** or **upload a file**, or **use the system and type your greeting**.

**\* If you need a headset or a physical phone, please contact ITS.**



## Dining Services - (New!)

### Download the 365Pay App

The **365Pay App** provides the convenience of a single stored value account that works seamlessly with Micro Markets, Vending and Dining.

Easily Check out..... Manage your account

Earn rewards .....Send a Snack and More!

### Download Today!

1. Scan the **QR code** at the right, or
2. Search for **365Pay** on your device's app store.



## \* Required Employee Training \*

**Mandatory HR/Safety training is required by all employees at NCTC.**

Log into your **Employee Self-Service (ELM)** account to **start your training!**

## Policies and Procedures

All college faculty, staff and students are expected to be familiar with and abide by college policies and procedures.

These can be found by going to <https://www.northlandcollege.edu/about/policies/>