NEW STUDENT ORIENTATION

Triton Technology Session

Overview

- SSO IDs and Passwords

- Getting Connected: TritonNet

- Student Accounts

- The UMSL Web Site (www.umsl.edu)

- MyGateway Overview

- Windows Live (Email)

- MyView Overview

- Computer Labs / Printing

- Technology Support Center (Help Desk)

- Get Involved

SSO ID

- Every student, faculty and staff member at UM-St. Louis has a unique SSO (Single Sign On) ID.

- Your SSO ID serves as your email address and your login ID for numerous campus resources.

- Your SSO ID consists of 5 or 6 characters.

- You will have to visit http://sso.umsl.edu to look up your SSO ID.

- DO NOT share your password.

- What if you forget your password?
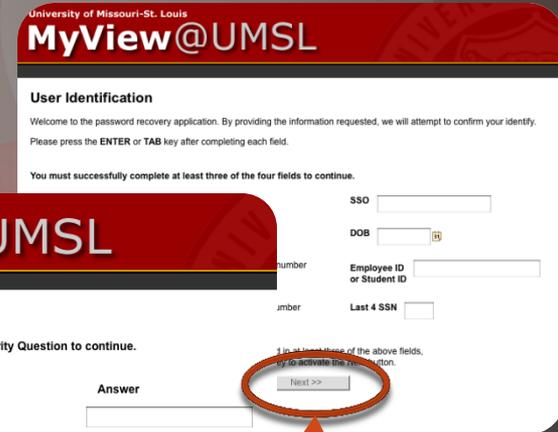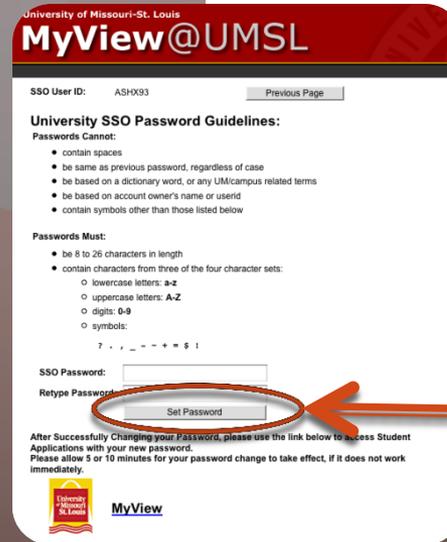
To set or reset Password

1. Visit myview.umsl.edu

Click here

Forgot My Password

2. On the next page:

Click here

Please click the button below to continue

Change/Recover Password

3. Follow Instructions for each page,

User Identification

Welcome to the password recovery application. By providing the information requested, we will attempt to confirm your identify.

Please press the ENTER or TAB key after completing each field.

You must successfully complete at least three of the four fields to continue.

SSO

DOB

Employee ID or Student ID

Last 4 SSN

User Identification

You must answer your previously saved Security Question to continue.

Answer

Next >>

SSO User ID: ASHX93   Previous Page

University SSO Password Guidelines:

Passwords Cannot:
- contain spaces
- be same as previous password, regardless of case
- be based on a dictionary word, or any UM/campus related terms
- be based on account owner's name or userid
- contain symbols other than those listed below

Passwords Must:
- be 8 to 26 characters in length
- contain characters from three of the four character sets:
  - lowercase letters: **a-z**
  - uppercase letters: **A-Z**
  - digits: **0-9**
  - symbols:
    - 7 . , _ ~ - + = $!

SSO Password:

Retype Password

Set Password

After Successfully Changing your Password, please use the link below to access Student Applications with your new password.
Please allow 5 or 10 minutes for your password change to take effect, if it does not work immediately.

MyView

you have answered your security question, press ENTER key to activate the Next button.

Next >>

Using the buttons to advance.

Getting Connected

- Wireless Internet Access is available at UMSL in most places on campus.

- Network Name: **TritonNet**

- Register once per semester per device

- Ethernet Internet Access is available in the dorms and residences on campus. Call the Technology Support Center (314-516-6034) for assistance in activating it.

TritonNET

- TritonNet, the UMSL wireless network. To get connected, you must register your computer with TritonNet. You will be able to browse the internet immediately after registration. The registration web page should open automatically the first time you try browsing the web from a wireless connection

- You still need to login to the VPN Client if you want access to secure resources, such as your network storage space. For complete step-by-step instructions on how to connect on your wireless desktop or laptop, go to Knowledge@umsl (http://help.umsl.edu) and type keyword "wireless".

Student Accounts

- ## Student Server Space

- Every student has been allotted virtual student server space called a K: drive or Samba drive. This server space allows you to store files, run programs, and create web pages on the server **admiral**. This 500 MB account will be automatically created for you once you are registered and have your SSO ID.

- Server space accounts are separate from your **student e-mail** accounts.

Mac

- ## Publishing Your Personal Web Site

- You can create your own personal web site that can be accessed by going to http://www.umsl.edu/~SSOID

- To publish your website you must:

  - Create a folder in your K: drive named public_html

  - Create a text file in the public_html folder named index.html

  - Set your permissions and your done!

- Once you publish your site it is accessible to the public to view your personal web pages!
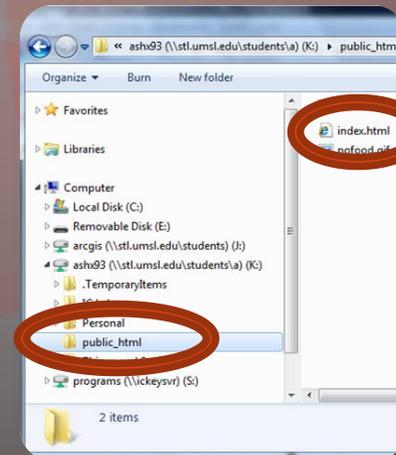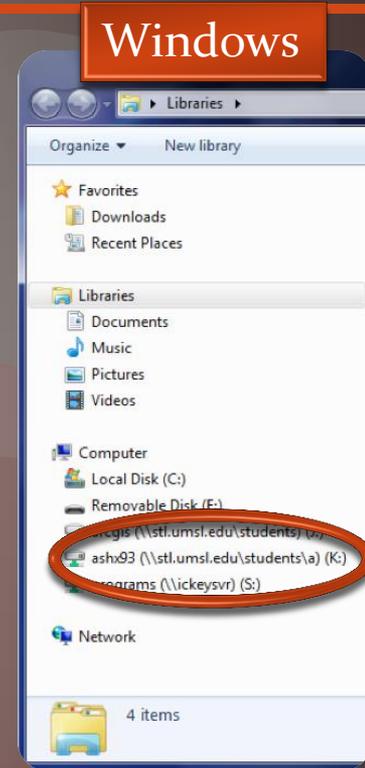
K: Drive

- Network File storage is a service that allows you to use your free Unix space (up to 500MB for students) as a network drive to store your documents. These files can then be accessed from any lab or classroom computer (automatically maps as drive K:) or from home.

- On Macintosh computers the K drive is known as SAMBA

UMSL WEBSITE

The UMSL Website

- ## www.umsl.edu
  - Current UMSL information
  - Direct Access to MyGateway and MyView

University Calendar (Homepage Tab)

Stay Connected by the University Calendar of Events:

Step One: Click on the UMSL Homepage at www.umsl.edu
Step Two: Click on Calendar tab button
Step Three: Select your date and read event descriptions.

MYGATEWAY OVERVIEW

MyGateway Overview

- MyGateway is used by both students and faculty.

- Provides access to course materials, email and much more.

- Enables communication and interaction with the uses of a variety of programs.

- Any computer with a current web browser and an Internet connection can use MyGateway.

- My Gateway assistance is available in any of the staffed computer labs.

- Most of your instructors will make use of MyGateway. If they do, it´s likely that you´ll be able to access class notes, handouts, and other course materials from your residence hall or from home.

How to login to MyGateway

Go to UMSL's home page AND

Click Here

Your page should look something like this.

Enter your SSO ID, Password & Click Login

What you can do from here.

Students Tab

Semester Courses

Writing Lab

Student Email

Communication tools

Happenings on campus

Boxes are customizable!

Tabs

- Standard: Home, Students, Faculty/Staff, Knowledge@UMSL, Library, and Scholar
- Give extended access to resources, contacts, and university information

E-mail

- Every student has a 10 GB campus email account hosted on **Windows Live**.

- **Outlook Live** is the email service used for the distribution of official UMSL email, such as registration notices, news updates, messages from your instructors, etc.

- **Address:** your email address is: **SSOID@mail.umsl.edu**

- **Password:** your email password must be set up by using your first-time password, found at **https://mailtools.um.umsystem.edu/OutlookLive**

- Access to your email is available via MyGateway or **http://mail.umsl.edu**

A look at the email page...

The Writing Lab (Home Tab)

- Located at SSB 222.

- It's a facility to help students in writing papers for different classes.

- Students can self enroll in the writing lab by clicking on the link provided on MyGateway in The Writing Lab @ UMSL box. This will add Resource -- Online Writing Lab to your My Courses as a quick link to the Writing Lab site.

The Writing Lab@UMSL

Now on MyGateway!
A free site where you can

The Writing Lab @UMSL

- **Discover** the Lab's resources and location
- **Learn** about the writing process
- **Contact** a writing consultant for assistance
- **Pre-check** your writing with Turnitin
- And more...

Enroll in The Writing Lab site and click "Submit" to start exploring this great resource!

More on the Writing Lab

- Or, go to http://www.umsl.mywconline.com/
- Register on this site and follow the instructions to either submit a paper or schedule an appointment.
- The Writing Lab is a useful place to get help with almost any writing issues, from brainstorming to polishing a final draft.
- The Writing Lab does NOT proof read papers.

Course / Organization Pages (Home Tab)

- Course and Organization pages have a left-side navigation bar that contains buttons such as Announcements, Discussions, Tools, and Assignments (chosen by the instructor or administrator).
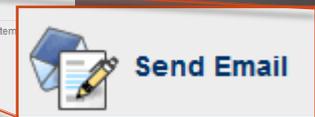
Tools Section (Course Pages)

- The Tools section in course pages, contains links to:
  - Check posted grades
  - Email instructor or classmates
  - NetTutor
 - Wimba online classroom
  - And more

Blackboard Collaborate Tools Section

- A messenger to communicate with students and faculty from UMSL.

- Go to the Tools menu in one of the courses.

- Click on Wimba Pronto to download it onto your computer.

- Create your account on Pronto, set up a password, and start communicating.

- Note: Changing your SSO password does not change your password on Pronto as this is an application outside of UMSL.
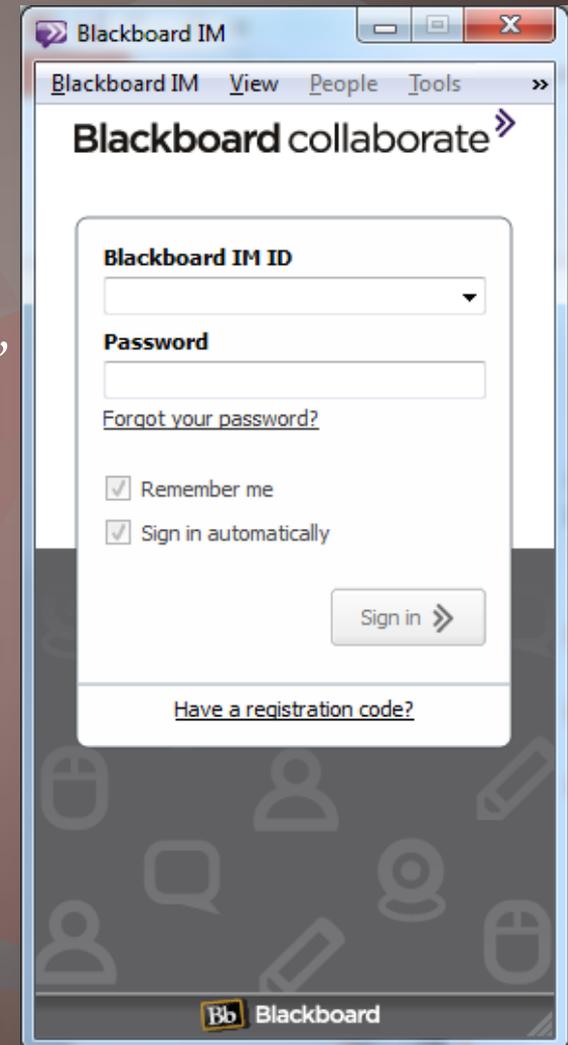
Student Tab

- This page displays your academic profile and has tools to help keep track of your academic record.

Student Job Listings (Student Tab)

- Clicking on a specific listing will take you to a page containing the job's details.

Student Job Listings

JOB:	DEPT:
Advertising Director and Assistants	The Current
Alumni Caller	University Call Center
Assistant Preschool Aide	Child Development Center
Banquet Catering Staff-Part-time, On-call	Dining Services
Business Manager	The Current
Copy Editor	The Current
Design Editor	The Current
Distribution Manager	The Current
Economic Education Assistant	Center for Entrepreneurship and Economic Education
Gallery Preparator	Gallery 210
Managing Editor	The Current
Office Services Floater	Express Scripts/Williams Lea (not an UMSL position)
Parking Lot Attendant	Parking and Transportation
Part-time Teaching Assistant	Computer Education & Training Center (West County)
Photography Editor	The Current
Proofreader	The Current
Research Assistant	Optometry
Section Editors (News, Features, Sports, A&E)	The Current
Section Editors (News, Features, Sports, A&E)	The Current
Staff Photographers	The Current
Staff Writers	The Current
Student Assistant Professional (CWE location)	Children

My Academic Toolbox (Student Tab)

- Has links to class schedule, final grades, online testing appointments and other academic records.

- Majority of these links redirect to MyView.

- Link to DARS (Degree Audit Reporting System) shows your academic progress toward a degree.

My Academic Toolbox

Enrollment Certification Letter
My Class Schedule
My DARS Report
My E-mail Forwarding Address
My E-mail Address (Friendly)
My Financial Responsibility
My Academic Integrity
My Grades & GPA
House Bill 1549 – Legal Status
Verification for new students
My Online Testing Appointments
My Registration Times
MyView Student Account

Register Online

| MyGateway Home | Students | Faculty/Staff | Library | Knowledge@UMSL | Scholar |

DARS
Degree Audit Reporting System

University of Missouri-St. Louis
Degree Audit Reporting System
351 Millennium Student Center
One University Blvd.
St. Louis, MO 63121-4499
Office: 314-516-6815
Fax: 314-516-5310
E-Mail: Dars Team
Audit Help: Help

Courses   Audits   Planned Courses   Logout

Audit Request

My Online Testing Appointments

- Clicking on this link brings up a new tab with upcoming online tests (if applicable).

- Select the appropriate test from the drop-down menu for available exams and then click on Check Available Dates.

- Select the date and time that suits you and then click on Make Appointment to schedule an online test.

My Academic Toolbox

Enrollment Certification Letter
My Class Schedule
My DARS Report
My E-mail Forwarding Address
My E-mail Address (Friendly)
My Financial Responsibility
My Academic Integrity
My Grades & GPA
House Bill 1549 – Legal Status
Verification for new students
My Online Testing Appointments
My Registration Times
MyView Student Account

Register Online

The Online Testing Center

Manage Appointments

| Appointments | Logout |

Exams: [IC Labs – Fall 2007 Consultant Quiz Version 1 (20 minutes)]   (Check Available Dates)

Current Appointments for - astc8

| Select | Date | Test Time | Room/Computer | Exam | Date Created | Created By |

No Appointments Found

Online Testing Center
One University Blvd.
St. Louis MO 63121-4499
3CP 75: 314-516-4600
SCB 107: 314-516-7474
Email: umailon@umsl.edu

My Online Testing Appointments

- To schedule a test taking appointment, use the Online Testing Appointment Scheduling System at this link:

- https://apps.umsl.edu/webapps/weboffice/OTC/user/login.cfm

- Login with your SSO ID and password and click on the appropriate tests to schedule

Online Testing Center (Guidelines)

- Tests are taken without any outside materials including books, notes or exploring the internet unless noted by the instructor.

- Exams can be scheduled around the students available times and outside of their class times.

- **Online Testing Center** is located on north campus at J.C. Penny Building Conference Center room 94.

  - Phone: 516-4600
  - Email: umslon@msx.umsl.edu.

Don't be Confused, there is also a Campus Testing Center

Campus Testing Center is located at 412 SSB Building

- Phone: 516-6396
- Email: assessctr AT umsl.edu
- Website: http://www.umsl.edu/services/css/Testing%20Center/index.html

The Campus Testing Center provides testing by appointments for students to take make-up class exams or to test under conditions where special accommodations are needed and authorized.

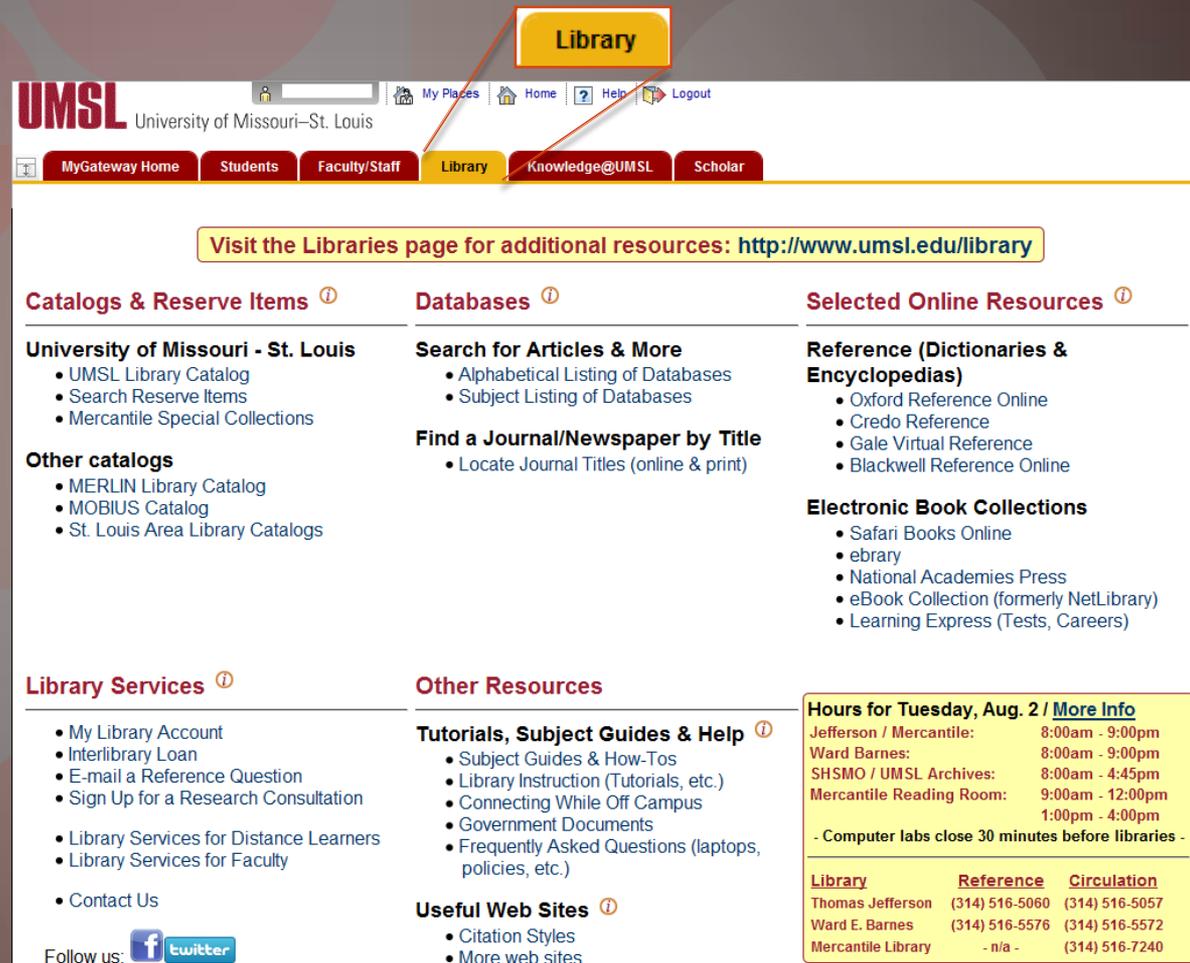*Appointments must be scheduled in advance.

Standardized Tests
ACT Residual Test
College BASE Test (C-Base)
CLEP Tests

Campus Placement Tests
UMSL Math Placement Information
Practice Math Placement Tests
Dates for Math Placement Tests
BA 1800 Waiver Exam Request

Library Tab

- Contains phone numbers and emails for research help from UMSL librarians, plus links to online databases, catalogs, and more.

Library Tab

- Book Catalogue:
  - Merlin=UM System book checkout privileges
  - Mobius=Missouri wide book checkout privileges
    - Request book to be sent to UMSL –return to UMSL when finished
- Databases:
  - Important for research
  - Can access over the Intranet using SSO ID
  - Filled with thousands of scholarly articles in **Full Text**
  - Search them easily with SUMMON

Knowledge Base Tab

- It is a search engine in development for use to search for questions student might have about software and technology.

- Type in the question in the box pointed below and click on the Search button.

MYVIEW OVERVIEW

Enables user to access campus finances, academic records, personal information, and enrollment.

How to login to MyView

Step One: Can be accessed through UMSL homepage or by typing myview.umsl.edu in your web browser.

Step Two: Use SSO ID and password to login.

Step Three: Click on the Self Service link on the sidebar (shown below) to reach the self service page.

Self Service Page (MyView)

- Has links to various important information concerning students.

Class Schedule, Registration

Financial Information, Pay your Bill

University of Missouri-St. Louis
MyView@UMSL

Home | Add to Favorites | Sign out

About MyView | Admissions | Registration & Records | Cashier's Office | Financial Aid | UMSL Home

Menu

Search:

▷ My Favorites
▷ UM Processes and Reports
▼ Self Service
  ▷ Enrollment
  ▷ Campus Finances
  ▷ Campus Personal Information
  ▷ Academic Records
  ▷ Degree Progress/Graduation
  ▷ Student Admission
  ▷ Residential Life
  – Student Center
  – Request a Transcript
– UM E-Consent
– UM E-mail
– Emergency Mass Notification

Main Menu >

Self Service

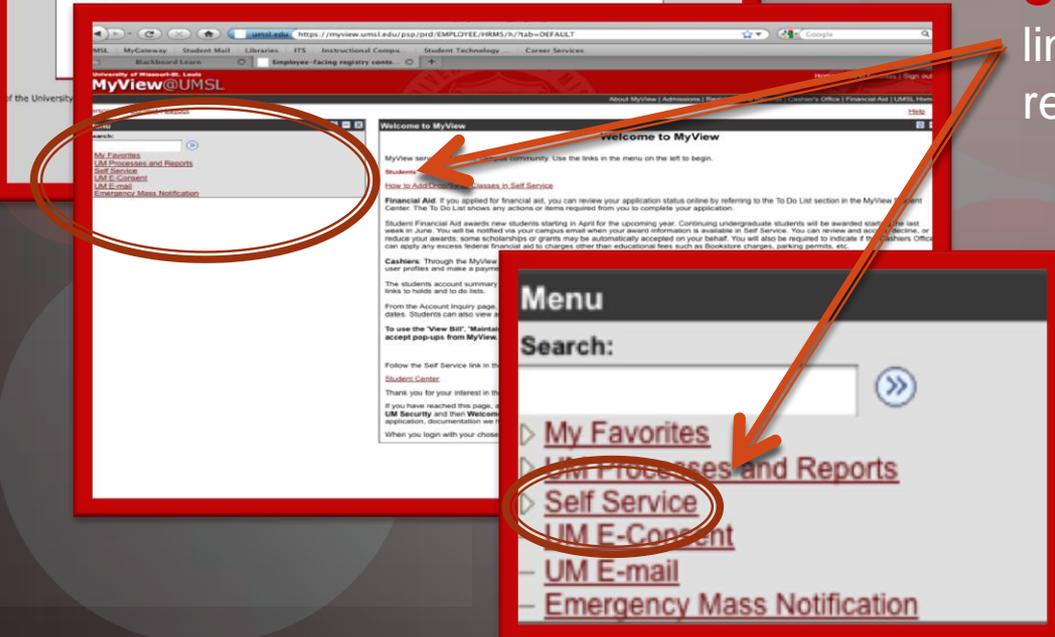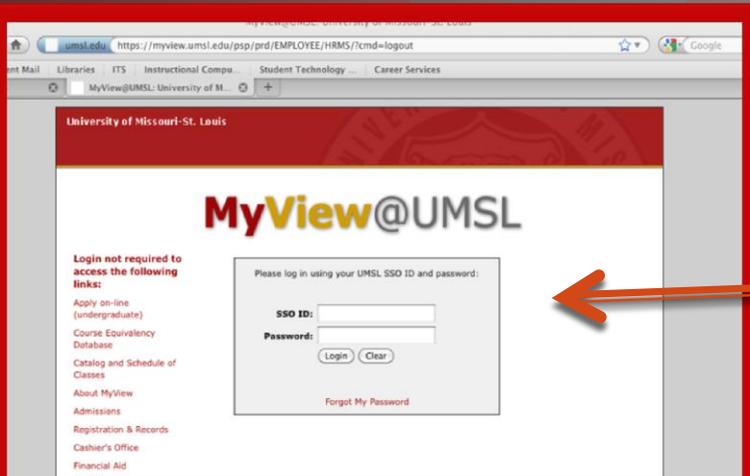Navigate to your self service information and activities.

Student Center
Use the student center to manage school related activities.

Enrollment
View appointments, plan and enroll in classes, view student and exam schedules.
- View Final Exam Schedule
- Enrollment Dates
- My Class Schedule
  6 More...

Campus Finances
View your account, make an electronic payment, view and accept your financial aid awards.
- Account Inquiry
- Make a Payment
- Accept/Decline Awards
  5 More...

Campus Personal Information
Maintain your personal information and review holds and to dos pending to your record.
- Addresses
- Names
- Phone Numbers
  9 More...

Academic Records
View grades and advisors and request transcripts and verification reports.
- View My Grades
- View My Advisors
- View My Academic Standing
  4 More...

Degree Progress/Graduation
View your degree progress.
- Degree Progress

Student Admission
Apply for admission and check your application status.
- Application Status

Residential Life
Student Self-Service Residential Life
- My Check In Verification
- View Information
- My Reslife Assignment Data

Request a Transcript
Request an UMSL Transcript using e-commerce for payment

Mailing Address, Contact Number

Residence Life – Roommate Information

Grades, Academic Advisors

COMPUTER LABS

Computer Labs

- The are 13 open access and discipline-specific academic support labs on campus.

- Windows 7, Macintosh OS X/Unix are the supported operating systems on campus.

- Visit the **Lab Resource Matrix** (located in the Online Student Technology Guide) for a complete listing of which resources are available in each lab.

- Know your SSO ID and password – you will need them to logon to all lab/classroom workstations.

- All labs have CD rewritable drives, and USB ports for flash memory drives for saving your work.

Computer Labs (Software)

- **Variety of Software Available:**
  - MS Office 2007 (2008 on Mac), Visio, Project
  - Web Browsers – Internet Explorer and Firefox
  - FTP software
  - SPSS, SAS, and other statistical packages
  - Graphics software
  - Web development tools
  - Visual Studio .NET 2003 (VB, C++, C#, J#)

Computer Labs (Printing)

- **Duplex Printing is also now available in our labs.**

- **Color Printing:** SSB 103, Thomas Jefferson library, the E. Desmond Lee Technology Learning Center (TLC), Ward E. Barnes library, and Fine Arts 220 also offer COLOR printing on request. (Limit 1 copy per document)

- Printing is paid for by your technology fees.

- Paper Cut is a new program that monitors and tracks printing usage for statistical purposes. It also implements a 20 page/side printing limit per print job. Students can log into the Paper Cut website to see their page balance, printing activity and environmental impact.

- Saving Paper:

  - To be more responsible with saving paper please try to print 6 slides per page in Power Point and print double-sided as well. For assistance with printing, please ask a consultant in our labs.

Computer Labs (Amenities)

- **Scanning**: The labs in SSB 103, Benton, Fine Arts, Music, Thomas Jefferson and Ward E. Barnes libraries are equipped with flatbed scanners for your coursework needs.

- **CD Rewritable Drives**: All labs have CD rewritable drives available for saving your work.

- **USB Drives**: All computers on campus have USB ports for the use of flash memory devices.

- Visit the Lab Resource Matrix in the Online Student Guide for further information.

Computer Labs (Short Courses)

- During the Fall and Winter semesters, the labs will offer several free short-courses specifically designed for students.

- These cover basic topics like using MS Office applications, UNIX/Mac, HTML, and Viruses/Spyware.

- Check the Instructional Computing web site for schedules: **http://www.umsl.edu/~iclabs**

- Students can register for these courses at **http://www.umsl.edu/training**

- Teaching assistants (tutors) may also be available in the labs for particular coursework.

TECHNOLOGY SUPPORT CENTER

Technology Support Center

- The Technology Support Center (the campus "help desk") is available to assist you in using the different systems available on campus.

- If you can't login to a machine, have a disk problem, forget any of your account passwords or have a problem with any of the computing services in your dorm, give them a call or walk over to their office.

- **Hours**:
  - 7:30 am – 10:00 pm Monday – Thursday
  - 7:30 am – 5:00 pm on Fridays

- **Location**: 211 Lucas Hall

- **Phone**: 314-516-6034

Online Student Technology Guide

All of this information can be referenced by visiting the

Online Student Technology Guide:

http://www.umsl.edu/stg

GET INVOLVED

Media Methods – Stay Connected

Check Your Email in MyGateway

University Calendar (Homepage Tab)

Stay Connected by the University Calendar of Events:

Step One: Click on the UMSL Homepage at www.umsl.edu
Step Two: Click on Calendar tab button
Step Three: Select your date and read event descriptions.

Main Homepage: www.umsl.edu
Click: Current Student Tab

University Eye Center
• Writing Center

Campus Life

• Campus Calendar
• Faculty Senate and University Assembly
• Food Services
• Millennium Student Center
• Police and Safety
• Recreation and Athletics
• Residential Life and Housing
• Student Government
• Student Organizations and the Office of Student Li
• The Current
• The U - UMSL Student Radio
• University Meadows Apartments

Other Important Links

...nters and Institutes
...Access Services

Get Involved

Campus Life

- Writing Center

Campus Life

- Campus Calendar
- Faculty Senate and University Assembly
- Food Services
- Millennium Student Center
- Police and Safety
- Recreation and Athletics
- Residential Life and Housing
- Student Government
- Student Organizations and the Office of Student Life
- The Current
- The U - UMSL Student Radio
- University Meadows Apartments

Other Important Links

- Centers and Institutes
- Access Services

Millennium Student Center (MSC) – The Nosh, computer labs, Subway, Einstein Bagels, and much more!
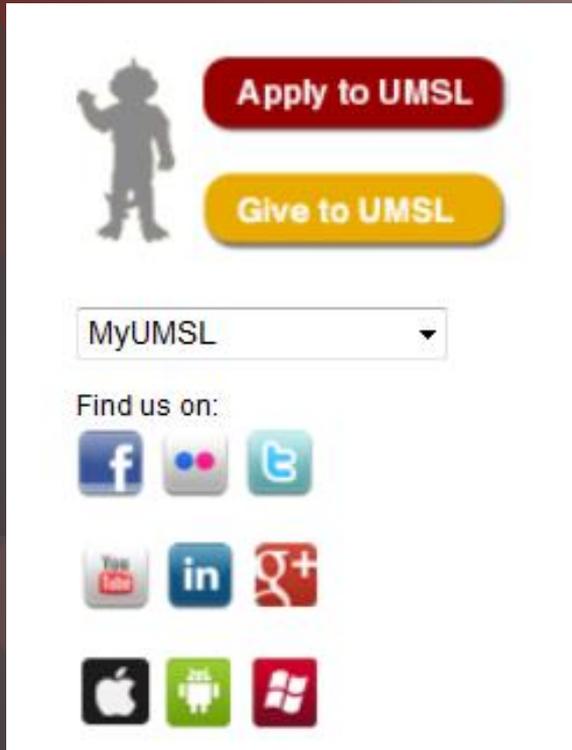
Student Life: Recognized Student Organizations – over 150; Student Government; Emerging Leaders Program; Greek Life; Service; Student Activities

The Current—campus newspaper

The U –UMSL Student Radio

Get Involved

Media Methods – Stay Connected

UMSL Homepage: www.umsl.edu

Facebook:

- UMSL
- UMSL Student Life
- UMSL New Student Programs
- UMSL Residence Life

Twitter: UMSL

LinkedIn: University of Missouri-St. Louis Alumni Association

UMSL App for phone