




# Student Computer Information

- Helpdesk office is Main 327 - Phone **886-6502**
- Email - [Helpdesk@mtaloy.edu](mailto:Helpdesk@mtaloy.edu)
- Hours:** Summer hours - Monday-Friday 9:00am - 5:00pm  
Fall and Spring semester hours:  
Monday - Friday 9:00am - 5:00pm - Extended hours may be available.
- Mount portal page at <https://portal.mtaloy.edu>

The Mount Portal page provides on and off campus access to important documents and information that relates to the college community. You can access your email, I:drive, Blackboard and Campus Web from the portal page.

A user name and password are needed to access the computers on campus.

<a href="#">Certificate Key</a>	<a href="#">Blackboard</a>	<a href="#">Campus Web</a>	<a href="#">File Access</a>	<a href="#">Helpdesk/IT Services</a>	<a href="#">Site Map</a>
<a href="#">Student Email</a>	 Mount Aloysius College	<a href="#">Campus Cam</a>			
<a href="#">Employee Email</a>		<a href="#">Campus Resources</a>			
<a href="#">Library Services</a>		<a href="#">Cafeteria Menu</a>			
<a href="#">Discount Software</a>		<a href="#">MAC Guide</a>			
<a href="#">Course Schedule</a>		<a href="#">Phone Book</a>			
<a href="#">Documents, Forms &amp; Policies</a>	<a href="#">Online Registration Instructions</a>	<a href="#">Student Login Information</a>			

- Student information can be obtained by visiting the following web page:  
<https://portal.mtaloy.edu>
- Then click on the **Student Login Information** link.
- Enter student id number and last name and click **Find Me**.
- Click Yes to proceed. All your account information will be listed.

Accounts are created periodically during the summer as students register. For Fall and Spring first time students account will be setup approximately one month prior to the start of the Fall or Spring semester. Check the **Student Login Information** link to see if your account has been created. Please email or call the **Helpdesk** if you have questions.

## Directions to login once information is obtained:

- Enter your account information at the Novell login prompt.  
**Username** is your Novell ID (ex. ABCST1)  
**Password** is your Student ID number (8 digits) *You should change your password at this time. The password must be at least 8 characters long. You can use numbers and letters and it is case sensitive. Be sure to remember password.*

Once logged in, you can then access your email, Blackboard account, and campus web. The same username and password are not used for all of these, so the following directions are provided. We are working on a single sign-on solution, so that you will be able to enter the same username and password once to access each resource.

If you are working from a computer on campus, be sure to log off the workstation. Failure to do so could result in another person gaining access to your files.

## Directions to log off:

- Left click on the Start button in the lower left hand corner.  
Left click on Shut Down.  
Choose logoff.

## Accessing student email from on or off campus:

- Go to <https://portal.mtaloy.edu>  
Click on the student email link

Enter your account information (this is the same information you used to log on to computer)

To change your password, click on the options button at top of page. Enter your current password and then a new password twice. Click save at the bottom of window. Be sure to remember your password.



## Accessing Blackboard

- Blackboard is a teaching tool that your professor may or may not use for their class. Blackboard allows the instructor to post assignments and other course materials. Not all instructors use Blackboard so be sure to check with them before emailing or calling the helpdesk@mtaloy.edu.

- To change your password:  
Under Tools, click change password. Then choose change password from the subsequent screen. Put in your new password twice in the spaces provided and click submit. Be sure to remember your password.

NOTE: Not all instructors use Blackboard, therefore you may not have any classes listed. If you know your instructor is using Blackboard and the class is still not listed first check with the instructor.

- Go to <https://portal.mtaloy.edu>  
Click on **Blackboard** link  
Click **Click here to log into Blackboard**  
Enter username and password.
- Username will be your student id #.
- The default password is mountalloysiuscollege.



## Accessing Campus Web

- Campus web is a web based tool that allows you to view your grades and register for classes online. You will receive instructions to contact your advisor.

- Go to <https://portal.mtaloy.edu>  
Click **Campus Web**  
Click **Yes** to proceed  
Enter username and password
- If you are still having trouble, you can go to <https://portal.mtaloy.edu> and click on Online Registration Instructions.

A screenshot of the MyCampus Web portal. The page has a blue header with the "MyCampus Web" logo. Below the header is a login section with fields for "User Name:" and "Password:" and a "Login" button. The main content area is divided into several sections: "Home" with a "You are here: Home" breadcrumb; "Portal" with links for "Welcome to myMAC", "Campus Announcements", "Campus Resources", and "Helpful Links"; "Welcome to myMAC" with an aerial photo of the campus and text: "Use your Novell login to login to Campusweb/JICS. Your email login and password is your Novell login. If you have questions please email helpdesk@mtaloy.edu."; "Campus Announcements" with the text "You have no incoming announcements." and a "Show All Announcements" link; "Campus Resources" with a "Ungrouped" section listing "Mount Aloysius College Portal (Viewed: 8 times)" and "Mount Aloysius College Website (Viewed: 6 times)", and a "Helpful Links" section with links for "Financial Aid", "FAFSA", "Find Scholarships", "Career Planning", "Monster Career Advice", "Tests", "ACT Testing", "PSAT/SAT Testing", and "Other Helpful Links" including "Expedia", "MapQuest", "MSN City Guides", and "The Weather Channel - Cresson Weather".

## Accessing MAC Course Schedule

- Go to <https://portal.mtaloy.edu>  
Click on **Course Schedule** Choose the semester you wish to view.
- If you do not have Adobe Reader, it is available to download at <http://www.adobe.com/products/acrobat/readstep2.html>.

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## Accessing Library Database

- Go to <https://portal.mtaloy.edu>  
Click **Library Services**  
Click **Library Databases**  
Choose the database you would like to use and click **Yes** to proceed.  
If you are using a computer off campus, enter your login information, the same as your Novell and email login.

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## Accessing File Access

- Go to <https://portal.mtaloy.edu>  
Click **File Access**  
Click **Yes** to proceed  
Enter your login information, the same as your Novell and GroupWise login.
- You can upload a file from another computer to your **I:drive** by choosing file, upload, in the popup box go to browse and find the file you wish to upload. Click **Upload**.
- To download a file from your **I:drive**, choose the check box next to the file you wish to download, go to file, download. In the popup box choose open or save.

- If you are having trouble logging into your File Access, go to <https://portal.mtaloy.edu> and click on the **Student Login Information** link. Put in the necessary information and click Find Me.

When your information comes up, click the button that says **I need my Portal File Access fixed**. Try logging into the File Access again; this should fix the problem.

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## Accessing MAC Guide

- Go to <https://portal.mtaloy.edu>  
Click **MAC Guide**  
Click **Yes** to proceed

Once in, you can search student and staff email addresses. You can also use this tool to view your available print credits.

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## Accessing Discount Software

- Go to <https://portal.mtaloy.edu>  
Click **Discount Software**  
Select **Mount Aloysius College**. Here you can search for software, hardware and other computer items at a discounted price.
- You will need to provide proof that you are a student at the college. A student ID card is sufficient, however a copy of your student ID card must be faxes to AICUP. Information is on the website.

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## Accessing Login in Information

- Go to <https://portal.mtaloy.edu>  
Click **Student Login Information**  
Enter student id number and last name and click **Find Me**  
Click **Yes** to proceed  
All your account information will be listed.

If you forgot your password, click on the button that says **I Forgot My Password** and follow the instructions to change the password. This will change the password that you use to log into Novell, GroupWise, File Access, and the Library Databases.

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## Computer Lab Hours

- **Main 229 & 233**  
Monday - Sunday 8:00am-9:30pm
  - **Academic Hall 212**  
Monday - Friday 8:00am-9:30pm
  - **Library/Buhl Computer Lab Hours**

Monday - Thursday	8:00am -11:00pm
Friday	8:00am - 4:00pm
Saturday	9:30am - 5:00pm
Sunday	12:00pm - 8:00pm
- Labs are available during these hours unless a class is in session. These hours pertain only to the fall and spring semesters.
  - Lab hours vary during the summer and labs are closed during breaks.
  - Lab class schedules are posted on the lab doors.
  - Scanners are available for use in Lab 233 in the Main Building.

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## Computer Lab Hours

- All Library and Lab computers support the Microsoft Office Suite software and course specific software on the network. The college **does not** support the Microsoft Works Suite that comes loaded on many home computers. Please note that Microsoft Word and Microsoft Works files are not compatible. If you plan to create or work with files while on campus, please use the Microsoft Office Suite software or follow the directions below.

### **Saving text documents to Rich Text Format:**

To avoid problems it is best to save documents in what is called **Rich Text Format (.rtf)**. This allows the basic style and formatting of your original document (bold/italics/underline, and paragraphing) to be read by any word processing program.

When saving a document as **Rich Text Format** follow the instructions below:

1. Click on **File** on the menu bar.
2. Click on the **Save As** option.
3. In the bottom of the **Save As** dialogue box you will see a line for **Save As Type**.
4. Click on the pull down arrow to the left of the white box.
5. From the list that appears scroll up or down and select **RICH TEXT FORMAT**.
6. Then in the **File Name** line be sure to **add** the extension **.rtf** to the name of the file.
7. When you email the document, be sure to attach the .rtf formatted document not the Word (.doc) or WordPerfect (.wpf) version.

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## Questions?

- If you have any further questions or experience any difficulty, please feel free to contact the Helpdesk at **814-886-6502**, email [helpdesk@mtaloy.edu](mailto:helpdesk@mtaloy.edu), or stop in Main Building Room 327.