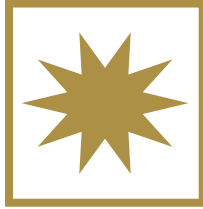# SMSU Technology Services Guide

Student Edition

2022-2023

StarID & StarID Password

Your StarID serves as your login for essential services at Southwest Minnesota State University such as E-Services, wireless and wired network connection, D2L Brightspace, Email and more. Your StarID is unique to you. Make sure you remember it and keep your StarID password secure.

To Activate or reset your StarID Password visit: https://starid.minnstate.edu/

Wireless Internet Access

"SMSU" is Southwest Minnesota State University's campus-wide wireless network. To connect, Students will use **SMSU Network OnRamp** when connecting to the wireless internet for the first time. This network is a tool that will configure your device to access the **SMSU** wireless network, which will be the network you will use.

Internet Access in the Residence Halls

Wired and wireless Internet access is available in every residence hall room. Wireless access is also available in all public areas of the residence halls.
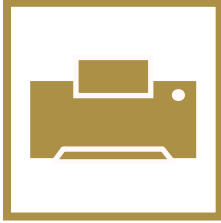
University Email

Students will receive important information on classes, financial aid, direct deposit and other University notifications via their campus email. You can access your Student Email through the web-based email portal and use your *StarID@go.minnstate.edu*, and your *StarID password* to log in. Your e-mail address is, usually, **Firstname.Lastname@my.smsu.edu**.

OneDrive

In addition to their SMSU email, students have access to other Microsoft Office applications such as OneDrive. OneDrive is a cloud-based storage where students can store their documents, pictures, videos, and more. You can access your OneDrive account from your web-based email, by clicking on the App Launcher ▦ at the upper left corner of your page, and selecting *OneDrive*.
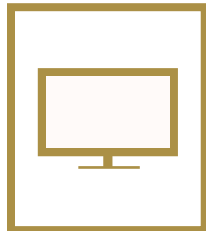
Printing on Campus

Students can print using their personal computer at our campus library and labs. Once you queue up a document for print, confirm the correct printer for your area and hit print. Contact the TRC helpdesk for help configuring personal computers to print.

There is a $25 print quota allowance for all students. If you use up your quota, you can purchase more at the Technology Resource Center. You will be able to purchase more pages in increments of $5.00, using your Mustang Money.

If you do not have money on your Mustang Money account, you need to visit the Mustang Card Center, located in Student Center room 225 on class days between 9 am and 6 pm. You can also add to your Mustang Money account on-line at http://www.smsu.edu/mustangcard/

Technology Assistance to Students

If you are experiencing problems or otherwise need assistance with your computer, mobile devices, Internet connection, or anything else related to technology, the TRC Helpdesk can help you out! Just call 507-537-6111, send an email to TRChelpdesk@smsu.edu. Or stop by the main floor of the McFarland Library.

Read more about Information Technology Services at https://www.smsu.edu/informationtechnologyservices/

Free Office 365 ProPlus Software for Students

In addition to Office 365 in the cloud, enrolled students can download Microsoft Office 365 ProPlus on up to 5 devices with an active SMSU email account.
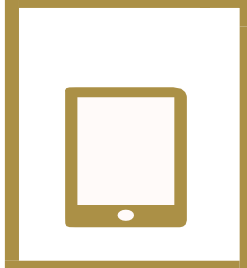
Emergency Text Message Alerts: SMSU Alert

SMSU Alert is our Emergency Notification System. It allows campus community members to receive text and email notifications in the event of campus-related emergencies.

A SMSU Alert message will briefly state the location and nature of the emergency, and may include a specific action to take. SMSU Alert will also notify you if campus is closed or if classes are delayed or canceled. You are automatically enrolled in the system to receive email messages, but must log in to set up text message & voice notifications. To sign up visit:
https://www.smsu.edu/campuslife/publicsafety/?id=9745

Cyber Security

Protect yourself by installing anti-virus and anti-malware software, and following our best practices.
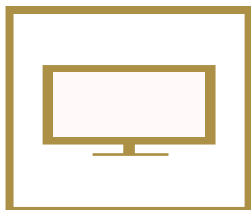
Passwords: Longer is Stronger

Passphrases are short sentences or combinations of unrelated words that seem random to a computer but make sense to you. Use a combination of upper and lower-case letters as well as numbers and symbols.

Phishing: If You Suspect Deceit, Hit Delete

Phishing emails use fear and demand tactics to obtain your personal information. If you suspect a phishing message, please notify the TRC Helpdesk. Then, delete the email!

Software Updates: Install Now, Not Later

Most major software vendors send software updates to your computer automatically. Be wary of Internet browser pop-ups telling you to "Click Here" to update your computer!

Computer Access for Students

SMSU offers hundreds of computers (Windows and Macs) available for students to use across campus. All lab computers are accessible with a StarID and password. Hours of operation, visit
http://www.smsu.edu/informationtechnologyservices/?id=7211

D2L Brightspace

D2l Brightspace is an online learning management system used at Southwest Minnesota State. For online and face-to-face courses, D2L Brightspace is used to deliver content and supplemental materials. D2L Brightspace also includes tools for discussions, announcements, assignments, quizzes, and grades.

Login to D2L at https://smsu.learn.minnstate.edu/

Web Conferencing

❖Zoom is the official web conferencing tool for Minnesota State. Here is the link to the website: https://minnstate.zoom.us/.

Signing in to Zoom: Please note, if you are signing in through a web browser, use your Star ID and password.

→ A web browser will open to the sign-on.minnstate.edu site asking for your Star ID and password. Type in that information and press sign-on.

→ Your browser should then ask if you want to open the Zoom app, Select Open or Open Zoom Meetings to host a meeting or join a meeting.

Zoom Help Center

You can request assistance directly from Zoom 24 x 7, including public holidays, where agents or technical engineers are available for email or live support. You can also find self-service guides at the Zoom Help Center or watch some of the Zoom Video Tutorials. If you need something more directed, attend one of the live training sessions provided by Zoom. Pick a date/time that works for your schedule at https://zoom.us/livetraining.

Please watch the Zoom Video Tutorials, and contact the TRC if you have additional questions.
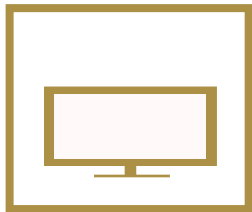
Kaltura

Kaltura is a professional platform for video recordings, meetings, secure and published sharing with its own cloud storage. Videos created can be embedded into D2L.
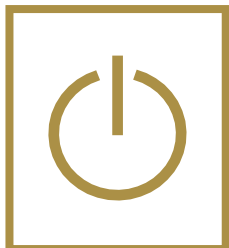
→ Visit https://mediaspace.minnstate.edu/ to access Kaltura

→ Your username and password are your StarID and StarID password

Special Software

Inquire with the TRC to have access to software available to SMSU students such as *Maple* and *Mathematica*.

Technology Resource Center (TRC)

The TRC is located in the McFarland Library main floor. Stop in with all your technology support questions.

Fall and Spring Semester Hours:

Monday – Thursday: 7:30 am – 11 pm

Friday: 7:30 am – 6 pm

Saturday: 10 am – 5 pm

Sunday: 12 pm – 11 pm