

# Using Your Computer and Devices at Minnesota West

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Welcome to Minnesota West! Many of our students have their own technology and bring it with them to campus. The goal of this document is to help you get started, know what is expected of you, and show you how to find the information you need.

## Acceptable Use Policy

One of the first things you need to do is read the Acceptable Use policy for the college:

<http://www.mnwest.edu/index.php/policies/5221>. You don't want to unknowingly be outside the bounds of the policies and lose access.

## Common Programs

We use Windows 7, Windows 10, Microsoft Office, and Internet Explorer. You can use other browsers and software, of course. Your instructors will let you know how assignments need to be turned in. You should also have an anti-virus software on your computer. Students can get a free version of Microsoft Office by completing the following form:

<http://www.mnwest.edu/index.php/it/office-software-request>

## Network Access

Minnesota West maintains a consistent wireless network across campus locations\*. Logging on at one campus will be the same as logging on at another campus. You will connect to the wireless access called “internet,” and you will have to accept the terms and conditions of network usage before you can log on. Please note that any violation of the network usage policy could be grounds for having your access permanently revoked.

### Minnesota West Wireless Network Acceptable Use Policy

522.1 Acceptable Use of Computers and Information Technology Resources Part 1. Purpose Subpart A. Acceptable use. This procedure establishes responsibilities for acceptable use of Minnesota State Colleges and Universities information technology resources. Minnesota West Community and Technical College information technology resources are provided for use by currently enrolled Minnesota West Community and Technical College students, administrators, faculty, other employees, and other authorized users. Minnesota West Community and Technical College information technology resources are the property of Minnesota State Colleges and Universities, and are provided for the direct and indirect support of the Minnesota West Community and Technical College's educational, research, service, student and campus life activities, administrative and business purposes, within the limitations of available Minnesota West Community and Technical College technology, financial and human resources. The use of Minnesota State Colleges and Universities information technology is a privilege conditioned on compliance with Minnesota State Policy 5.22, System Procedure 5.22.2 Cellular and Mobile Computing Devices and any procedures or guidelines adopted pursuant to this procedure. Minnesota West Community and Technical College encourages the use of information technology as an effective and efficient tool within the framework of applicable State and Federal laws, policies and rules and other necessary restrictions.

Accept

## Online Classes/D2L Brightspace

You can access your online classes by clicking the **Online Courses/D2L** link under Quick Links on our web site. Be sure to go through the free **Introduction to Online Learning** course if you are a new online student.

## E-Services and E-mail

You can access both your student e-services account and your student email on our web site at

<http://www.mnwest.edu/account>. You will register, check grades, make payments, etc. in your e-services account. **You should check your student email every day.** This is how the college will send you important information.

## GradesFirst

GradesFirst is used by faculty and advisors to help you stay on track. Watch your student email for more information on GradesFirst and how you can log in.

## Printing

Students have access to printers in computer labs on all campuses.

Printing fees are currently handled through your technology fees. We use a software called Papercut to monitor printing usage and costs. You have printing monies on your account – you'll see this information when you log in. Additional printing monies can be purchased through the business office personnel at each campus.

To print on campus from your own device, either email it to yourself, or use a USB/Flash drive and open the document on a lab/LARC printer.

## Getting Help

While we can't provide free computer support on your personal devices, we can help you access our network if you are having difficulty, as well as assist with some basic troubleshooting. Check with the front desk/receptionist on campus to find out who you can speak with for assistance.

We have a help desk that can answer common questions about online learning. You can contact them by going to our web site and clicking the **AskJay** link.

The Library and Academic Resources Centers (LARCs) on each campus provide tutoring. Additionally, Smartthinking, a live online tutoring service, is available to students on and off campus. See the LARC web pages for more information.

Our web site has a great deal of information for you. Check out the **Current Students** page for more information.

