

Student Computing @ Monmouth College

Info for Incoming Students

User Names & Passwords

As soon as you receive your MC user name and password (which are mailed to you during the admission process), you can begin using MC Web E-Mail and Scot Central. When you arrive on campus in the fall, you'll use your MC user name and password to log in to lab computers and to access other online MC resources.

How to Change Your Password

You can change your password in MC Web E-Mail. After you log in to MC Web E-Mail (directions are on page 2), click **Options** in the upper-right corner of the page and select **Change Your Password**.

IMPORTANT! Follow the tips below to create a strong password that can't be easily guessed or hacked.

- Use at least 14 characters.
- Use a combination of letters (upper and lower case), numbers, and symbols.
- Do not use a word or name out of a dictionary in any language unless you significantly alter it.
- Think of a sentence, phrase, or song lyric and then use the first letter of each word to create your password. (For example, a password created from "I was born in Chicago, Illinois on a snowy Friday afternoon" could be Iw*bIC\$loa&sFa.)
- Use a password that is different from prior passwords.
- Do not use a password that is based on personal information, such as your user name, mother's maiden name, birth date, social security number, driver's license number, PIN number, etc.

How to Secure Your Password

Always keep your password secret. It's against Monmouth College policy to share your password with anyone—friends, professors, advisors, Information Systems Center staff, etc.

IMPORTANT! No one should ever ask you for your password. If someone asks for your password, **DO NOT** give it out. If you receive a request for your password in a phone, e-mail, or text message, **DO NOT** reply to the request, even if it appears to come from a reputable institution, such as your bank or the MC Information Systems Center. It's a phishing scam. (For more information, go to <http://department.monm.edu/is/secure-computing/phishing.htm>.)

Additional recommendations for securing your password are available at <http://department.monm.edu/is/user-names.htm#secure>.

Scot Central

Scot Central is used to check your schedule, housing, meal plan, work study, and commencement information online. It also provides access to your MC e-mail, the academic and campus calendars, and important campus phone numbers. Near the beginning of the semester, you'll log in to Scot Central to complete the online confirmation process.

How to Log In to Scot Central


1. Open a web browser and go to the Monmouth College home page (<http://www.monmouthcollege.edu>).
2. Click **QUICKLINKS** in the upper-right corner of the page and select **Scot Central**.
3. Log in using your Monmouth College user name and password.
4. Click the desired link at the top of the page or under **Resources** on the left side of the page.

MC Web E-Mail

How to Log In to MC Web E-Mail

1. Open a web browser and go to the Monmouth College home page (<http://www.monmouthcollege.edu>).
2. Click **Email** in the upper-right corner of the page.
3. Click **LOGIN**.
4. Log in using your Monmouth College user name and password.

How to Create & Send an E-Mail Message

1. Log in to MC Web E-Mail.
2. Click **New**.
3. In the **To** field, enter the recipient's e-mail address. (If you need to look up the e-mail address of a Monmouth College student, faculty, or staff member, then click the **To** button, enter the recipient's last name in the search box, click the **Find** button , click the **To** button at the bottom of the window, and click the **OK** button.)
4. Type your message.
5. Click **Send**.

How to Log Out of MC Web E-Mail

When you are finished using MC Web E-Mail, be sure to log out by clicking **sign out** in the upper-right corner of the page and closing the browser window.

More Information

For more information about MC Web E-Mail, check out the online help documentation at <http://department.monm.edu/is/help-docs/owa/2010>.

Mobile Devices

You can configure an iPhone/iPad/iPod touch, BlackBerry, or Android mobile device to send and receive MC e-mail. Instructions are available at <http://department.monm.edu/is/mobile.htm>.

Personal Computers

Although it's not required, students are strongly encouraged to bring a laptop with them to campus. You'll have lots of opportunities to use a laptop in your classes, and wireless Internet access is available in all campus buildings, including the residence halls. (To connect to the wireless network, your computer must have a wireless network adapter card that is 802.11 b, g, or n compatible.)

Protecting Your Personal Computer

IMPORTANT! If you bring a computer with you to campus in the fall, then you'll need to keep it protected from viruses, spyware, and other Internet security threats. There are three basic steps you should take to do this:

1. Install and use an anti-virus/anti-spyware program. (If you don't already have one, then the Information Systems Center recommends Microsoft Security Essentials, which is free and available at http://www.microsoft.com/Security_Essentials. Be sure to uninstall any old or outdated anti-virus/anti-spyware software before installing Microsoft Security Essentials or other anti-virus/anti-spyware software. For more information, go to <http://department.monm.edu/is/secure-computing/basic-steps.htm#step1>.)
2. If you have a Windows operating system, then make sure you keep it up-to-date. (For more information, go to <http://department.monm.edu/is/secure-computing/basic-steps.htm#step2>.)

3. Use a personal firewall. If you have Windows 7, Vista, or XP, then you can use the default firewall, which should be turned on by default. (For more information, go to <http://department.monm.edu/is/secure-computing/basic-steps.htm#step3>.)

Additional recommendations for protecting your personal computer are available at <http://department.monm.edu/is/secure-computing/additional-steps.htm>.

Support for Your Personal Computer

The Information Systems Center provides limited support for Windows-based computers. We can assist with problems related to network connections and virus/spyware infections, but we can't fix hardware problems or reinstall operating systems. (If you have a computer problem that we can't help with, then we'll help you find someone in the area who can assist you.)

Discounted Software

All students have access to Office 2010 and other software needed for their classes on lab computers, but if you'd like to purchase discounted software for your personal computer (e.g., Windows 7 or Office 2010), then you may do so through VarsityBuys.com.

The VarsityBuys.com web site address for MC students is <http://www.varsitybuys.com/Monmouth-College>. (You will need to provide proof that you are a MC student using one of the following methods: 1) scanned copy of your college ID, 2) copy of class schedule, or 3) letter of acceptance from MC. For more information, please go to <http://www.varsitybuys.com/Monmouth-College> and click the **Help** link in the upper-right corner of the page.)

Saving & Backing Up Files

Students are strongly encouraged to save at least two copies of important files in different locations for safekeeping. The Information Systems Center recommends saving your files in your private storage space on the network's F: drive (which is backed up each night), and saving additional backup copies of your important files on a USB drive, an external hard drive, or a CD.

Printing

Most students don't bring printers with them to campus. Printers are available in all of the computer labs, so, if you want to print a file that's on your personal computer, you can save it on a USB drive and then stop by a lab to print it.

Currently, there is no charge for printing, except for color printing. (Color copies are \$0.50 per page.)

Network Access

Wireless Internet access is available in all buildings on campus. To connect to the wireless network, select **MCPublic**.

A wired connection will be available for you in your residence hall room. To connect, your computer must have an Ethernet adapter card and a data cable. (Data cables may be purchased at the bookstore.)

Computer Labs

Computer labs are located in the Hewes Library and all of the academic buildings. One lab is open 24 hours. All other labs are open until midnight.

Questions?

If you have any questions about student computing at Monmouth College, then please call the Information Systems Center at (309) 457-2106. We're open in the summer Monday – Friday from 8:00 a.m. – 4:30 p.m. You can also visit our web site at <http://department.monm.edu/is>.