

Get Connected

A Technology Guide for Students



Table of Contents

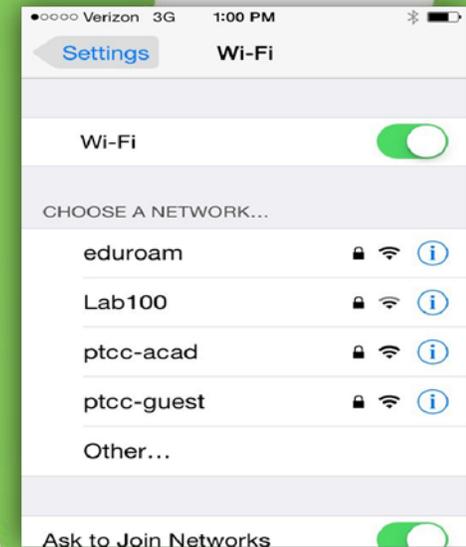
- [Cover page 1](#)
- [Table of Contents..... 2](#)
- [How do I connect to the Wifi? 3](#)
- [Connecting to Eduroam..... 4](#)
- [Eduroam Settings..... 5](#)
- [StarID Information 6](#)
- [How do I access my e-mail/D2L/eServices? 7](#)
- [Accessing D2L, email, eservices.....8](#)
- [Using Office 365 9](#)
- [How do I get e-mails sent to my phone?10](#)
- [Phone e-mail continued 11](#)

- [What is OneDrive? 12](#)
- [How to find OneDrive13](#)
- [Saving to OneDrive14](#)
- [Sharing on OneDrive 15](#)
- [Printing 16](#)
- [Stay Connected!17](#)
- [Star Alert 18](#)
- [Accessing Read& Write 19](#)
- [How to hear documents read aloud 20](#)
- [Using Read & Write II dictionaries 21](#)
- [Infobase Learning Cloud video tutorial website.....22](#)
- [Connect to Zoom 23](#)
- [Have questions?24](#)



How do I connect to the Guest Wifi?

- Depending on your device, the process might be slightly different.
- To access our public network, select “ptcc guest”
- Enter Guestuser for username
- See Library attendant for password
- Join
- You should then be connected to PTCC’s guest WiFi



Connecting to eduroam

With [eduroam](#), Minnesota State students and employees can use their StarID credentials to access Wi-Fi when visiting participating institutions. Visitors from other [eduroam-participating colleges and universities](#) can access Wi-Fi at participating Minnesota State colleges and universities using the usernames and passwords from their home institutions.

Before traveling to another eduroam-participating institution, we recommend signing onto eduroam at your home campus with each device you will be using, to be sure everything works. Connecting involves installing a security certificate.

Eduroam Settings:

- On your device, select **eduroam** from the list of available Wi-Fi networks.
- You will be prompted to sign onto the network. Enter the following for credentials:
Username: StarID@minnstate.edu (staff, faculty) or StarID@go.minnstate.edu (**students**) (for example, ab1234cd@minnstate.edu)
- If you are connecting using a cell phone, see the directions below for help.



CONNECT TO EDUROAM!

Having connection issues on your phone?
Use this card to get connected fast through the "geteduroam" app!

1. Open the camera on your smartphone.
2. Scan the appropriate QR code to get to the app download:



Apple phones

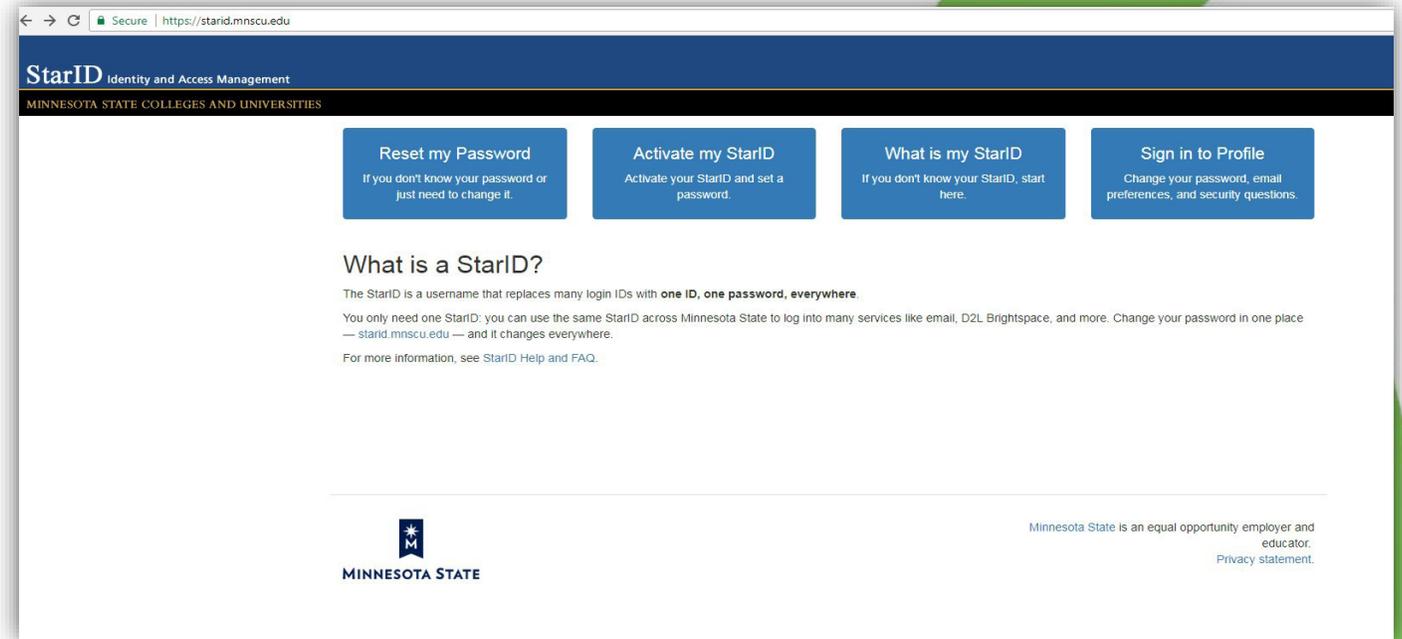


Android phones

4. Search "Minnesota State Colleges and Universities" and select it.
5. Log in with your StarID@go.minnstate.edu and password. It should automatically log you in!

StarID Information: One StarID for All Campuses

- Browse to [StarID at Minnstate](https://starid.mnscu.edu) for all StarID information



StarID Identity and Access Management
MINNESOTA STATE COLLEGES AND UNIVERSITIES

[Reset my Password](#)
If you don't know your password or just need to change it.

[Activate my StarID](#)
Activate your StarID and set a password.

[What is my StarID](#)
If you don't know your StarID, start here.

[Sign in to Profile](#)
Change your password, email preferences, and security questions.

What is a StarID?

The StarID is a username that replaces many login IDs with **one ID, one password, everywhere**. You only need one StarID; you can use the same StarID across Minnesota State to log into many services like email, D2L Brightspace, and more. Change your password in one place — starid.mnscu.edu — and it changes everywhere. For more information, see [StarID Help and FAQ](#).

 MINNESOTA STATE

Minnesota State is an equal opportunity employer and educator.
[Privacy statement.](#)

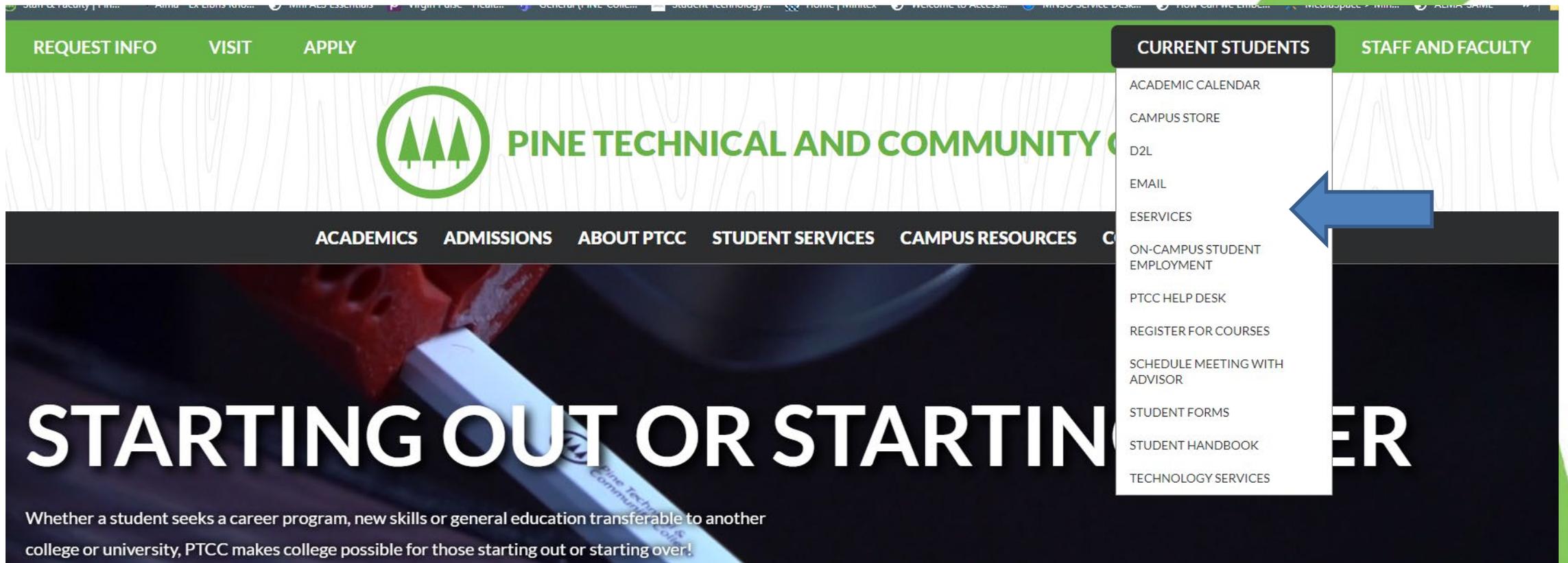
How do I access my e-mail/D2L/eServices?

- To access your e-mail, D2L, eServices, you must first go to the college's website pine.edu
- From the school's front page, click on "Current Students" at the top-middle of your screen.
- From the dropdown list, select the system you need to access, but remember you have to log in before continuing to your personal content. For Office 365 and email (Outlook) your username is StarID@go.minnstate.edu

(See next page for visual representation)



Accessing D2L, Student E-mail, eServices



The screenshot shows the website's navigation structure. At the top, there are tabs for 'REQUEST INFO', 'VISIT', and 'APPLY'. Below these is the college's logo and name, 'PINE TECHNICAL AND COMMUNITY COLLEGE'. A secondary navigation bar includes 'ACADEMICS', 'ADMISSIONS', 'ABOUT PTCC', 'STUDENT SERVICES', and 'CAMPUS RESOURCES'. A dropdown menu is open under 'CURRENT STUDENTS', listing various services. A blue arrow points to the 'EMAIL' option in this menu. The main content area features a large banner with the text 'STARTING OUT OR STARTING OVER' and a sub-headline: 'Whether a student seeks a career program, new skills or general education transferable to another college or university, PTCC makes college possible for those starting out or starting over!'.

REQUEST INFO VISIT APPLY

ACADEMIC CALENDAR
CAMPUS STORE
D2L
EMAIL
ESERVICES
ON-CAMPUS STUDENT EMPLOYMENT
PTCC HELP DESK
REGISTER FOR COURSES
SCHEDULE MEETING WITH ADVISOR
STUDENT FORMS
STUDENT HANDBOOK
TECHNOLOGY SERVICES

ACADEMICS ADMISSIONS ABOUT PTCC STUDENT SERVICES CAMPUS RESOURCES

STARTING OUT OR STARTING OVER

Whether a student seeks a career program, new skills or general education transferable to another college or university, PTCC makes college possible for those starting out or starting over!

From the pine.edu website, use the dropdown options under the Current Students tab.

Using Office 365

- After logging on to your student e-mail, you will be directed to the Microsoft Office Home page
- There are two ways you can use Office 365. You can either choose the program you need by clicking on the tile with that title, or you can install it to your device
- If you wish to install it, select “Install Office 365” found on the top right on the web page
- You can install Office 365 on up to 5 different PC’s or devices, for as long as you are a current student



How do I get e-mails sent to my phone?

- Download the “Microsoft Outlook” app from your phone’s app store and login like you would on a desktop or computer

OR

- Add your e-mail to an already existing app (like Gmail) by going to settings and selecting “Add account” and then “Exchange and Office 365”. Next you enter your e-mail (StarID@go.minnstate.edu) and your password for your StarID



Phone & E-mail Continued...

- After clicking the next button, you may need to enter your e-mail and password once more
- Under “Server” type: Outlook.office365.com
- Under “username” type: YourStarID@go.minnstate.edu Don’t forget to replace YourStarID with your actual StarID
- On Android phones, tap “OK” on the activation page. Tap “OK” on the remote security page. Choose your account options as you prefer
- On iOS phones, choose features you want to enable (Mail, contacts, calendars). Select mail days to sync (default is 1 week)
- Note: Longer time periods for mail sync will take longer to load and will use more phone space



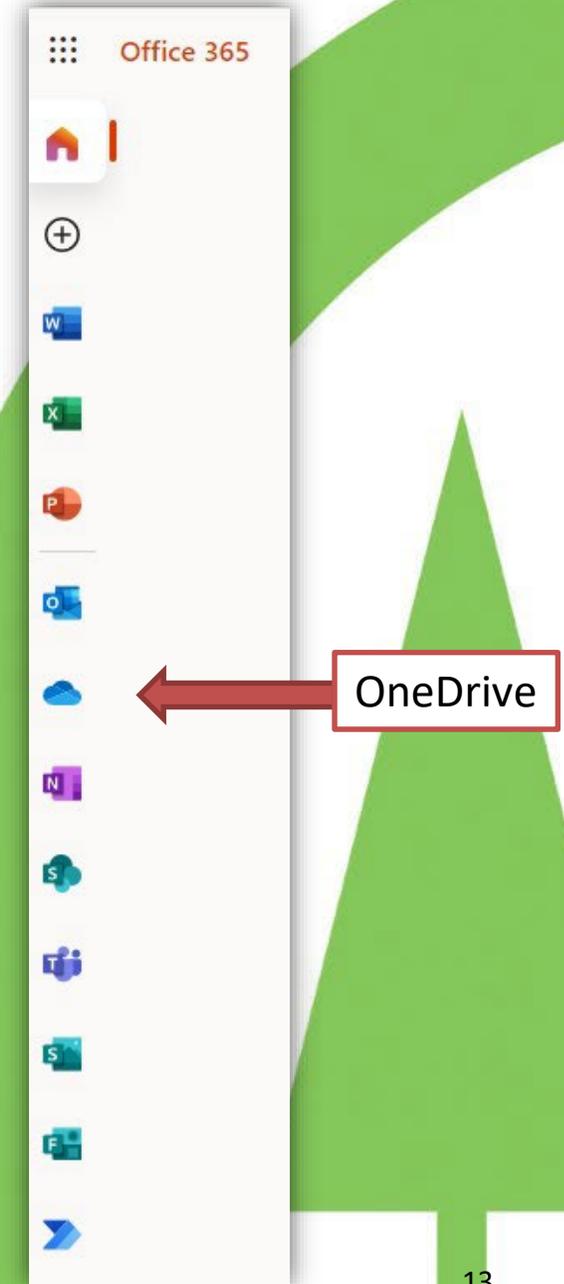
What is OneDrive?

- Microsoft's OneDrive is a secure place to store your files online. Your files can then be accessed on any device through OneDrive
- You can save photos, documents, and links
- You can choose to share your document with others or choose to be the only one with access to it



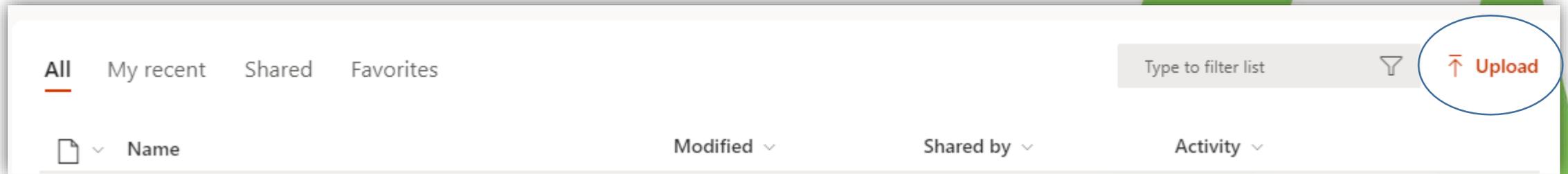
How to Find OneDrive

- You can access your OneDrive by logging into your student e-mail
- After logging in you will see the list of apps on the left side, and OneDrive will be the blue clouds icon



Saving on OneDrive

Once in OneDrive, you can click on Upload to save files here.



Sharing on OneDrive

- To share your document with someone, right click your saved file and click “Share”. Alternatively you can click on the ellipsis for more options. Another way is to select the file and click “Share” near the top of your screen.
- Then, choose from these options.
 - “Anyone with the link can view and edit.” If you choose this, there’s a copy link button. You can then paste the link somewhere, such as an e-mail
 - If you click “Anyone with the link can view and edit” it gives more options
 - All of the following choices have the option to check or uncheck a box to allow others the ability to edit your document. This would be good for group work
 - If you choose “Anyone” you can set an expiration date for their access to your document.
 - You can choose to share only with “People in MinnState”
 - Last, you can share with specific people by entering a name or e-mail address
 - ***Be cautious when sharing documents with private or confidential data. Once shared the document cannot be fully retrieved***



Printing

- At the printer, log in with your StarID and password to access stored jobs
- Black and white printing is included in your technology fee. Color pages are 10¢ per page, you have a \$2.00 credit for color each semester. Color printing and copying credits can be purchased in the Campus Store
- ***Printing from laptops requires a download from this site:***
<http://172.17.22.146:9163/setup>. Click run and allow to save to your device. When prompted at the Mobility_Follow_Me printer, type in yourStarID@go.minnstate.edu and your StarID password. When in your desired document, print to Mobility_Follow_Me printer. Log in at the copier and your jobs will be in the queue



Stay Connected!

- Opt-In to receive text messages
- Log in to eServices using your Star ID and password
- Select “Account Management” from left hand menu options
- Select “Turn Text Messaging On or Off”
- Follow the on-screen instructions to complete the remaining steps
- You will receive a text containing a PIN number. You will need the PIN number to activate your account
- Log out of eServices. You’re all set to receive text messages from PTCC, to stay informed

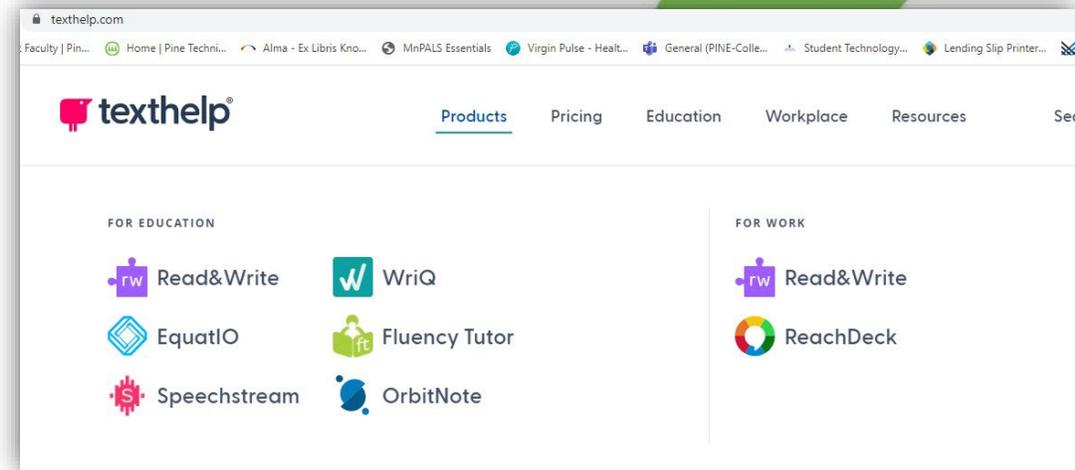


Star Alert

- You already receive emergency messages through your student e-mail. You can also sign up to Star Alert to receive emergency text messages to your phone
- Use your StarID email and password to create a new account
- Star Alert Webpage: <https://pine.bbcportal.com/Entry>

Accessing Read & Write Software

- Read & Write:
 - Allows you to hear emails or documents read out loud to you
 - Has text prediction, picture dictionaries and summary highlighters



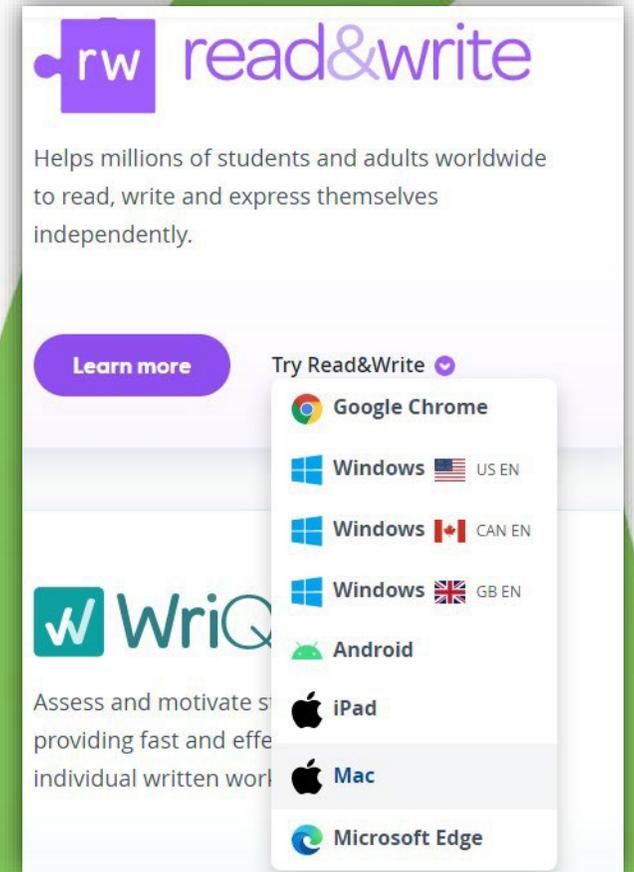
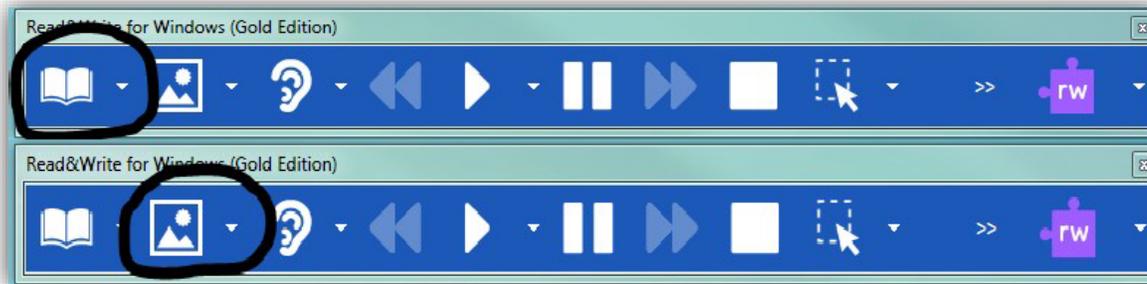
How to Hear Documents Read Aloud

- Go to texthelp.com, click on Products, then Read & Write, click on Try Read & Write, and from the dropdown choose your desired version. A .exe file will download, and you can then install it to your computer or device. When you create your account, it will associate your email address with our subscription.
- Open the e-mail, website, or pdf file that you want read to you
- If you have any questions, see Robin Johnson in Room 81 or email: Robin.johnson@pine.edu



Using Read & Write 11 Dictionaries

- Open the e-mail, website, or pdf file you want read
- With Read & Write 11 open, to see the definition of a word, highlight the word and then choose the dictionary button on the Read & Write toolbar
- To see an image of a word, highlight the word and then choose the photo dictionary button on the toolbar



Infobase Learning Cloud

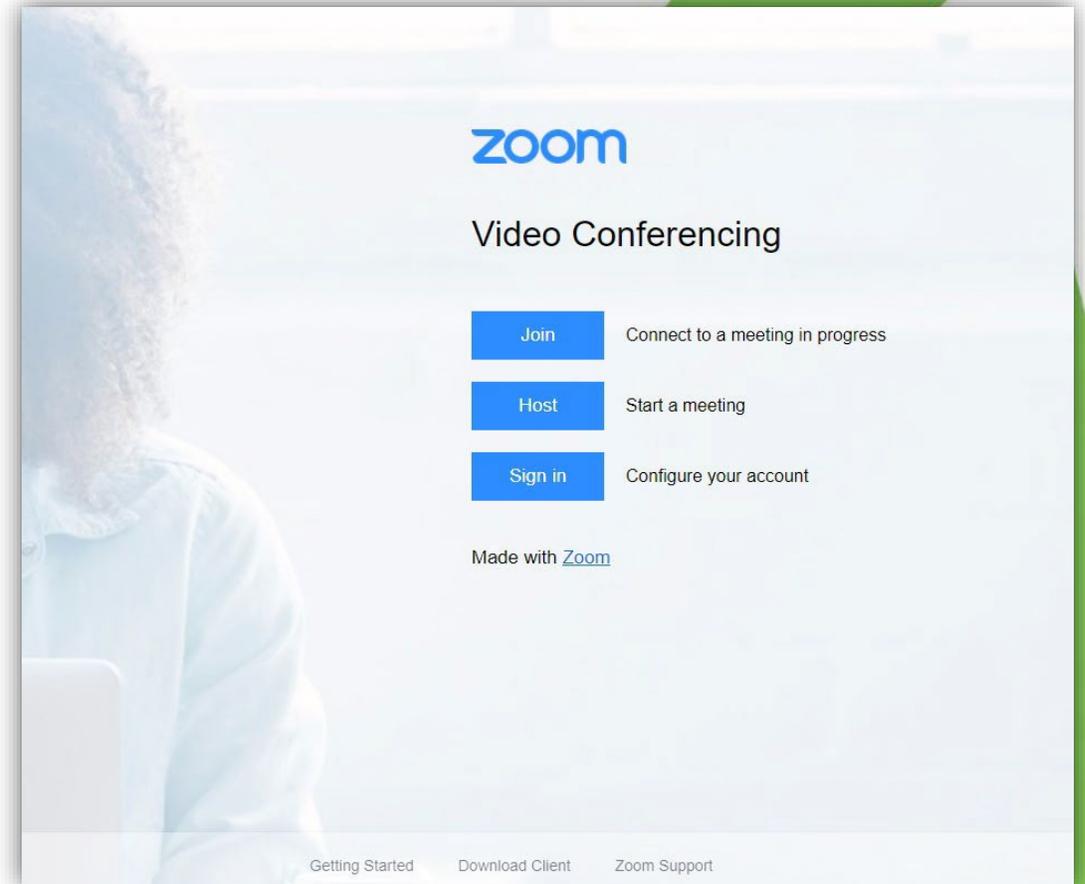
This database was chosen by PTCC as an online training resource for students, faculty and staff. Available to you 24/7 and found under the Technology Services page in the Current Students tab.

Log in with your StarID and password and check out the many trainings found in this database.



Connect to Zoom

- Open the link found in the Technology Services heading under Current Students on our webpage or go to minnstate.zoom.us
- Log in with your StarID and password
- Click on the [Getting Started](#) link on the home page for more information



Have Questions?

- Email the helpdesk@pine.edu or call 320-629-5113