

# Student IT Guide

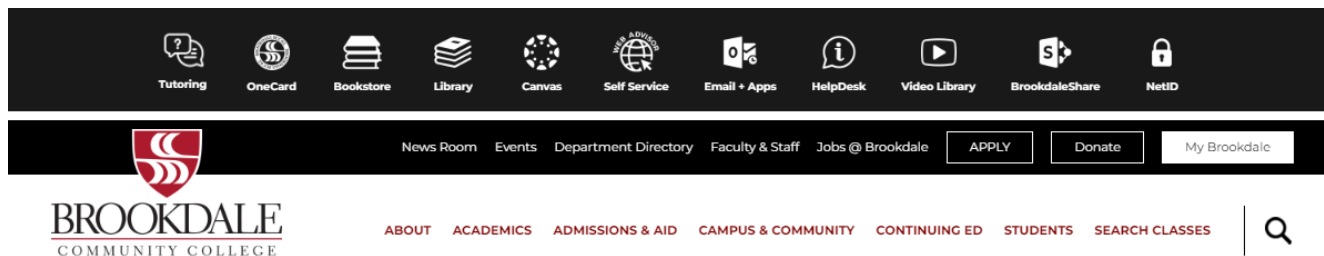


## A STUDENT GUIDE TO BROOKDALE'S TECHNOLOGY RESOURCES

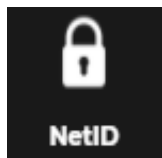
The Office of Information Technology (OIT) supports the information technology resources for Brookdale Community College .

### MYBROOKDALE EXPERIENCE

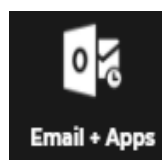
Brookdale Experience is the central hub for commonly used applications. Some of the content you see is personalized live data from applications like Self-Service and Canvas. Content is displayed as cards or links and organized by categories for quick, intuitive viewing and access. The corresponding Experience Mobile App provides mobile access to the same content found in the web version of Experience.



### COMMON SIGN-ON APPLICATIONS AND RESOURCES



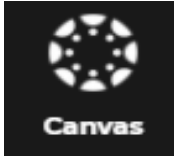
**NETID PASSWORD MANAGEMENT** tool allows you to manage your password. **First-time users MUST** change your initial password and enroll in the Net ID Password management Tool (SSPR) before you can logging into any of the common sign-on applications from the **MyBrookdale** menu. For additional information and self-help documentation, refer to the **NetID** link found under OIT Services and Support, Accounts and Password.



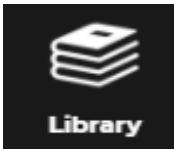
**EMAIL & OFFICE 365 APPS** provides access to your official Brookdale Office 365 subscription and your **Brookdale Student Email-Outlook**. Your Brookdale email is the means of communication where you will receive all College related electronic correspondences. You are responsible for checking your email on a frequent and consistent basis. For additional information and self-help documentation, refer to the **Office 365 and Email** link under the OIT Services and Support menu. Log in using your complete Brookdale Email address and NetID password.



**BROOKDALE EXPERIENCE-SELF SERVICE** is a portal that provides access to your academic and financial information. Register, add and drop classes, add to a waitlist, view a class schedule, view placement test scores, view financial aid information, check a student balance, submit payments, print an unofficial transcript, and check grades . Additionally, **Brookdale Experience** provides access to other applications without prompting you for the username and password again. You can access **Brookdale Experience** from the **MyBrookdale QuickLaunch**. Enter your complete Brookdale Email Address and your NetID password.



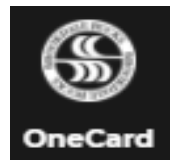
**CANVAS** is the on-line course delivery platform also known as a Learning Management System. Faculty may use Canvas in a traditional face-to-face course to deliver course material, host discussions and chat rooms, and post quizzes and assignments. Log in using your complete Brookdale Email address and NetID password.



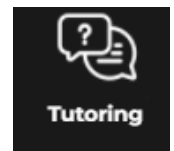
**LIBRARY** provides access to the Bankier Library and web based databases and reference materials. Access online databases and resources using your Brookdale Email address and NetID password.



**VIDEO LIBRARY** is a digital video repository and streaming video service used by Brookdale Community College. Log in using your complete Brookdale Email address and NetID password.



**ONECARD** provides access to the **Brookdale Bucks** eAccounts Online OneCard Self-Service, where you can load money onto your OneCard 24/7 via the internet. For additional information about the features and functions of your Brookdale OneCard, visit the **OneCard website**. Log in using your Brookdale Email address and NetID password.



**TUTORING** Provide access to a list of Tutoring services available for students. Log in using your Brookdale Email address and NetID password.

## PASSWORD MANAGEMENT AND RESOURCES

### YOUR NETID AND PASSWORD

Your MyBrookdale **NETID** is an account you use for everything you do online with Brookdale and is your gateway to all the IT resources at Brookdale. Keep your account information secure as some of our systems contain personally identifiable information.

First time users **change their initial password and enroll in the Net ID Password management Tool (SSPR)**.

Please review the following link for detailed instructions: [First-time Users](#)



### HELP DESK SUPPORT

The OIT Helpdesk offers technical support service for all students currently enrolled at Brookdale Community College.

Students are encouraged to review the Office of Information Technology Services and Support page [https://www.brookdalecc.edu/oit/it\\_help\\_desk/](https://www.brookdalecc.edu/oit/it_help_desk/) for self help documentation and support.



For 24-7 Tech support, contact the Help Desk by phone at **732-224-2829** or email at [helpdesk@brookdalecc.edu](mailto:helpdesk@brookdalecc.edu).

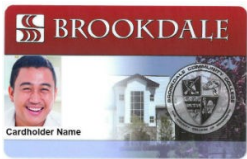
## MANAGING YOUR PASSWORD

The Brookdale **NETID** Password Management Tool allows you to manage your password without Tech support. First time users **MUST enroll in the Net ID Password management Tool (SSPR)** and change your default password. Please review the following link for detailed instructions: [First-time Users](#)

You can access **NETID** from the MyBrookdale link located on the navigation menu of the Brookdale website. Click the **MyBrookdale link** and select **NetID**.



Use the **Change** (you know your current password) link to change your password. Use the **Reset** link if you have forgot your NetID password. **NOTE:** You will be required to change your password at the start of the Fall and Spring semesters.



## GET YOUR BROOKDALE ONECARD

The Brookdale Community College OneCard is a multipurpose card. Your OneCard serves as your official college ID and gives you access to additional services.

For complete OneCard program details refer to [www.brookdalecc.edu/student-engagement/onecard/](http://www.brookdalecc.edu/student-engagement/onecard/)



## MY BROOKDALE EXPERIENCE MOBILE APP

The official **Brookdale Experience Mobile App** is available for download for Android and Apple devices. The mobile app provides access to Grades, Schedules, Account Information, and access to all common sign on applications more.

Get "MyBrookdale Experience Mobile" from either the Google Play or App Store.



## GET MICROSOFT OFFICE FOR FREE!

All actively enrolled Brookdale students have a subscription to Microsoft Office 365 **FREE** of charge! This subscription allows you to install the most current version of the Microsoft Office suite of applications (Word, Excel, PowerPoint, Outlook, and One Note) on your home computer, tablets, and mobile devices.

Your subscription is active for up to one year after you last date of enrollment in a Brookdale course of program,

For self-help and documentation refer to the following link: [www.brookdalecc.edu/oit/office365-for-all/ms-office-home-use/](http://www.brookdalecc.edu/oit/office365-for-all/ms-office-home-use/)



## BROOKDALE EMAIL FOR MOBILE

Get your Brookdale Office 365 Outlook Email on your mobile device. You can set-up your mobile device to receive your official Brookdale Office 365 Outlook Email.

For self-help and documentation refer to the following link: <https://www.brookdalecc.edu/oit/office365-for-all/configuring-email-on-mobile-office-365/>