

## MY BROOKDALE MOBILE APP

The official **Brookdale Mobile App** is available for download for Android and Apple devices. The mobile app provides access to Grades, Schedules, Account Information, News, Events, Notifications, and more.

Download “*MyBrookdale Mobile*” from either the Android Market or iTunes 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.



Learn more at:

[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 MY 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.



Refer to the documentation **Brookdale Email for Mobile** link from the Office of Information Technology : [www.brookdalecc.edu/oit/](http://www.brookdalecc.edu/oit/)

Updated: 12/2020

## BROOKDALE WIFI ACCESS

Brookdale provides fast encrypted Wi-Fi access throughout the Lincroft campus and all Higher Education Centers. Select **Brookdale Secure** from your wireless settings and enter your NetID username and password.

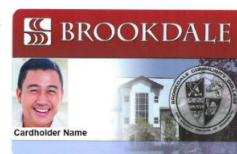


Login in once and the connection will remain available to you while you are on any Brookdale campus.

For self-help and documentation refer to the following link:  
[www.brookdalecc.edu/oit/wireless-access-documentation/](http://www.brookdalecc.edu/oit/wireless-access-documentation/)

## 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/)

## 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 [www.brookdalecc.edu/oit/service](http://www.brookdalecc.edu/oit/service) 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).

765 NEWMAN SPRING ROAD, LINCROFT, NJ 07738-1543

## THE OFFICE OF INFORMATION TECHNOLOGY

# 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 .



## YOUR NETID USER NAME 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.

You can look-up your account information using the NetID account look-up link. Click the **MyBrookdale link** and select **NetID**.



Use the **Lookup Account** link to look-up your account information. You will need your social security number or your Brookdale 7 Digit ID.

## MANAGING YOUR PASSWORD

The Brookdale **NETID** Password Management Tool allows you to manage your password without Tech support. Before accessing information technology resources, such as your Brookdale Email, Canvas, and WebAdvisor Self Service, **YOU MUST** change/reset your password. You can access **NETID** from the MyBrookdale link located on the navigation menu of the Brookdale website. Click the **MyBrookdale link** and select **NetID**.



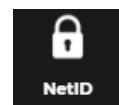
Use the **Change/Reset** link to change your password. You will need your social security number or your Brookdale 7 Digit ID to change/reset your password.

**NOTE:** You will be required to change your password at the start of the Fall and Spring semesters.

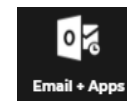
## MYBROOKDALE COMMON SIGN-ON QUICKLAUNCH

Located above the main navigation menu of the Brookdale Community College website page is the **MyBrookdale** link, which provides access to all Brookdale's Common Sign-on applications. Common Sign-on applications use the same username and password across all applications. Click the link to view and access available online resources. The following is an overview of the applications found within **MyBrookdale QuickLaunch**:

## COMMON SIGN-ON APPLICATIONS AND RESOURCES



**NETID Password Management** tool allows you to manage your password and look-up your username and account information. Before accessing any of the applications from the MyBrookdale Common Sign-on Launchpad, such as Email, WebAdvisor, and Canvas, first time users **MUST create a password**. You can use the "Lookup your account" link to retrieve your username, Brookdale Email address, and Brookdale ID. For additional information and self-help documentation, refer to the **NetID** link found under OIT Services and Support, Accounts and Password.



**EMAIL & 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.



**WEBADVISOR/SELF SERVICE** is a resource 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 from the **Student** menu.



**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.



**LIBRARY** provides access to the Bankier Library and web based databases and reference materials.



**VIDEO LIBRARY** is a digital video repository and streaming video service used by Brookdale Community College.



**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**.



**TUTORTRAC** is a self – service scheduling tool that allows you to make an appointment for the Writing Center.

