

## Student IT Guide

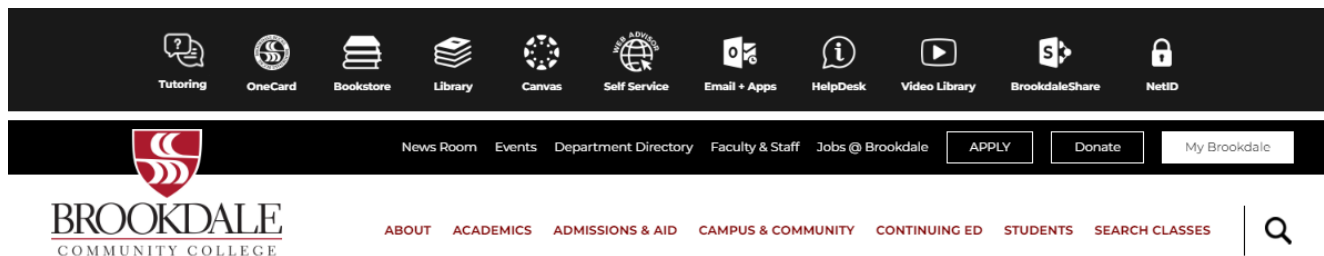


### A STUDENT GUIDE TO BROOKDALE'S TECHNOLOGY RESOURCES

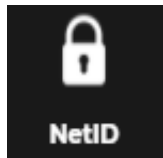
The Office of Information Technology (OIT) supports the information technology resources for Brookdale Community College .

## MYBROOKDALE COMMON SIGN-ON QUICKLAUNCH

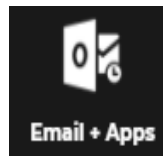
Located above the main navigation menu of the Brookdale Community College website page is the **MyBrookdale** link, which provides access to all Brookdale's Common Sign-on applications. Common Sign-on applications use the same username and password across all applications. Click the link to view and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



## COMMON SIGN-ON APPLICATIONS AND RESOURCES



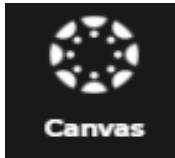
**NETID Password Management** tool allows you to manage your password and look-up your username and account information. Before accessing any of the applications from the MyBrookdale Common Sign-on Launchpad, such as Email, WebAdvisor, and Canvas, first time users **MUST create a password**. You can 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.



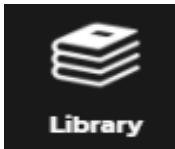
**EMAIL & APPS** provides access to your official Brookdale Office 365 subscription and your **Brookdale Student Email-Outlook**. Your Brookdale email is the means of communication where you will receive all College related electronic correspondences. You are responsible for checking your email on a 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. Log in using your complete Brookdale Email address and NetID password.



**WEB ADVISOR SELF SERVICE / BROOKDALE EXPERIENCE** 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 . Additionally, Brookdale Experience provides access to other applications without prompting you for the username and password again. You can access **Web Advisor Self-Service - Brookdale Experience** from the **MyBrookdale QuickLaunch**. Enter your complete Brookdale Email Address and your NetID password.



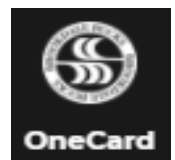
**CANVAS** is the on-line course delivery platform also known as a Learning Management System. Faculty may use Canvas in a traditional face-to-face course to deliver course material, host discussions and chat rooms, and post quizzes and assignments. Log in using your complete Brookdale Email address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



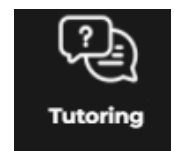
**LIBRARY** provides access to the Bankier Library and web based databases and reference materials. Access online databases and resources using your NetID user name and Library account number.



**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 Net ID user name and password.



**TUTORING** Provide access to a list of Tutoring services available for students.

## 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.

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.

### Ex:

User Name: sjones2

Student Email Address: sjones2@my.brookdalecc.edu

ID Number: XXXXXXXX

Library Number: XXXXXXXXXXXX

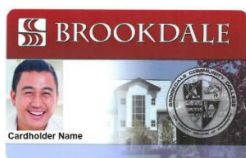
## MANAGING YOUR PASSWORD

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.

## 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 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 GooglePlay 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 your 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 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: <https://www.brookdalecc.edu/oit/office365-for-all/configuring-email-on-mobile-office-365/>

## 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).