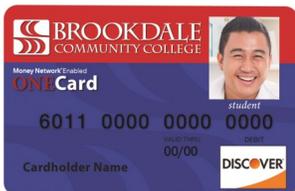


IT@BROOKDALE

NEW... Pay-for-Print Services and Brookdale OneCard



New functionality has been added to the Brookdale OneCard! The new Pay-for-Print services allows students to pay for printing and copying services, using their Brookdale

OneCard and Brookdale Bucks at designated Pay-for-Print stations located at all Brookdale regional locations.

Pay-for-Print services are available on the Lincroft Campus, in the Bankier Library and at all of the Regional locations (Freehold, Hazlet, Long Branch, Neptune, and Wall) at the Student Success Centers.

Here's how it works:

1. Load money into your Brookdale Bucks account using any of the following methods:

- **Mobile** - download the iPhone or Android Blackboard Transact eAccounts mobile app, then log, in using your NetID to transfer money from

your checking/savings account.

- **Online** - log in to your Brookdale Bucks eAccount, using your NetID, to transfer money from your checking/savings account.
- **In-Person** - at a Brookdale Bucks PHIL station located in the Student Life Center and Bankier Library. Use cash or a credit/debit card to transfer money into your Brookdale Bucks account.

2. Print or copy from any of the Pay-for-Print stations.
3. Select your print or copy job and swipe your Brookdale Bucks OneCard at the release station.
4. Pick up your print or copy.

For additional information, please refer to the OneCard web site, [Pay-for-Print](#) link.

MyBrookdale QuickLaunch Applications

 Located above the main navigation menu of the Brookdale Community College website page is the **MyBrookdale** link that provides access to all Brookdale's common sign-on applications. Common Sign-on applications use the same user name and password across all applications. Below is a list of the frequently used applications found within **MyBrookdale QuickLaunch**:

- **NetID** - use to change, reset your password and lookup your account.
- **Student Email** - your official Brookdale Email is a Gmail account.
- **Web Advisor** - is a self – service resource that provides access to your academic information and financial information.
- **Canvas** - Faculty may use Canvas to deliver course material, host discussions and chat rooms, and post quizzes and assignments.
- **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 an overview of all Common Sign-on applications click [here](#).

In This Issue

Pay-for-Print	1
MyBrookdale	1
Email.....	2
NetID	2
OneCard	2
Tech Tips.....	3
Security Awareness.	3
IT Connect.....	4



Why Should I Check My Brookdale Student Email?

Although you log into Canvas regularly to check messages from faculty, assignments and other course information, it is still important for you to check your Brookdale Student Gmail account on a frequent basis. Your Brookdale Gmail is the official form of school communication. Administration uses e-mail to send essential information such as notices, deadlines, priority registration, financial information and other college related news.

You can forward your Brookdale Gmail to a personal email account or configure your smartphone to receive your Brookdale Gmail. For additional information and documentation, please visit the OIT web site at:

<http://www.brookdalecc.edu/oit/> and select Services & Support>Email>Email (Student)



What is NetID Password Management Tool?

NetID is Brookdale's online password management tool that allows you to change and reset your password, as well as lookup your account information (i.e. user name, default password email address, Student ID, and Library ID).

Your NetID user name and password combination allows access to Brookdale applications such as Email, Canvas, WebAdvisor, TutorTrac, and AdvisorTrac. It is used as a common sign on, allowing for a single user name and password combination to access all applications.

For security reasons, you will periodically be required to change your password. Remember to create a strong password; it is your first line of defense against unauthorized access to your account!



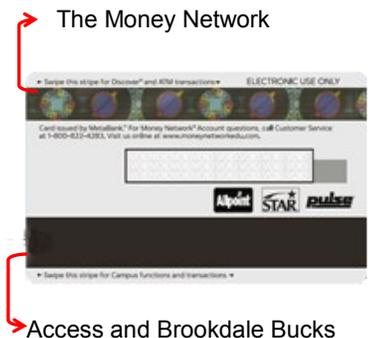
A good password is one that is easy to remember but difficult for others to guess. If you are struggling to create a secure password, try to use the first letters of the words in a favorite line of poetry, quote, or a verse of song. "A day without sunshine is like, you know, night" becomes "ADwSiLUk,N!"

How do I use my Brookdale OneCard?

1. Your Brookdale OneCard has two stripes on the back:

The top holographic magnetic stripe is used to access the optional Money Network® Enabled Discover OneCard, when you have authorized Brookdale to have your Financial Aid or Refunds deposited to your Brookdale OneCard. This is an optional feature and separate from Brookdale Bucks.

2. The bottom solid stripe is used when you're using your card for access and ID functions such as checking out library resources, access to SLC events or when using the optional Brookdale Bucks program to make **purchases** on campus.



How do I add Brookdale Bucks to my OneCard?

You can add Brookdale Bucks to your Brookdale OneCard using the following methods:

1. Online at Brookdale Bucks eAccounts. Simply log in, using your NetID user name and password and use a personal credit card or debit card to transfer funds to your Brookdale Bucks eAccount.
2. At the Brookdale Bucks PHIL Stations (an ATM type machine) located in the Student Life Center, across from the Pen and Scroll Bookstore and in the Bankier Library. Use cash or personal credit card or debit card to transfer funds to your Brookdale Bucks eAccount.



Did you know.....

Passwords expire prior to the start of every fall and spring semester. Be sure to check your Brookdale email for password expiration notifications, dates, and instructions. Use [NetID](#) to change your password and or reset your password if you have forgotten your current password.

Full-time students can receive a 25% discount on monthly NJ transit bus and rail passes. To take advantage of this offer, sign into [WebAdvisor](#) and select the **NJ Transit Discount** link from the Student Menu, Instructions and Policies section to sign-up for the QuikTik program.

Secure wireless access is available to all students throughout the campus, in all buildings and classrooms, and at all locations. To access the wireless network from your laptop or tablet device, simply open a web browser to be redirected to the Brookdale BlueSocket login page. Use your NetID user name and password to access the wireless network.

You can check classroom changes using WebAdvisor and the mobile app. Check your schedule prior to the first day of classes to confirm that there have not been any building or room changes. Log into [WebAdvisor](#) and select the **My Class Schedule** link from the Student menu under Academic Profile or use the Brookdale Mobile App and select **My Courses**.

SECURITY AWARENESS - *Securing Your Mobile Devices*

Securing your mobile devices and smartphones is just as important, or perhaps even more important, as securing your computer. If you have a smartphone, you now carry a fully functional computer in your pocket. Your smartphone contains a wealth of personal information such as pictures, passwords, email, phone numbers and contacts that you would not want stolen or compromised. A lost, stolen or unsecured smartphone could expose personal data and lead to identity theft and fraud.

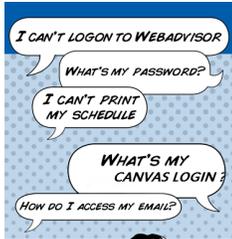
Below is a short list of some basic Smartphone safety tips to help protect your Smartphone.

- Password-protect your device.
- Keep your operating system updated.
- Enable strong password protection on your device and include a timeout requiring authentication after a period of inactivity.
- Download applications from reliable resources such as Apple Store and Google Play.
- Be cautious with public Wi-Fi; only connect to secure networks you know. Avoid unidentified Wi-Fi hotspots.
- Disable Bluetooth and Near Field Communication (NFC) capabilities when not in use.
- Be sure to review your mobile device manual to learn about the specific features of the device.
- Back-up your device on a regular basis.
- Be sure to erase and delete your data before returning, reselling or discarding your smartphone.



For additional information, refer to the following resource: [Essential Steps For Securing Your Phone](#).

The IT Doctor's on Call



During the first week of the Fall and Spring semesters, you can find the *IT Doctor* Kiosks located at specific locations on campus. The IT Doctor technicians will help you access the various technology resources such as your Email and WebAdvisor, and answer any questions you may have regarding your user name, default password, OneCard and more.



IT Doctor Fall Schedule

<u>Date</u>	<u>Time</u>	<u>Location</u>
Sept. 3	9:00 - 5:00	SLC lobby and LAH 1st Fl..
Sept. 4	9:00 - 5:00	SLC lobby and LAH 1st Fl.
Sept. 8	9:00 - 5:00	SLC lobby and LAH 1st Fl.
Sept. 9	9:00 - 5:00	SLC lobby and LAH 1st Fl.

Brookdale's Mobile App



The **MyBrookdale** mobile app puts the information you need on the move, right at your fingertips, when you are on the go!

- View your schedule
- Check your grades
- Access campus Maps

The Brookdale Mobile App is available for both Android and iOS devices!

Downloads from [Apple App Store](#) or [Google Play](#).

Search for "*MyBrookdale*" to find the app!

Coming Soon.... An upgraded platform and improved functionality in the mobile application will support single sign on to:

- WebAdvisor
- Canvas
- Library
- TutorTrac
- Brookdale Bucks eAccounts

INFORMATION

OIT Website

Please visit the OIT website for additional information and access to resources:

<http://brookdalecc.edu/oit>

Visit the [OIT FAQs](#) for answers to your tech questions.

Download the MyBrookdale Mobile App

- Mobile App for iOS
- Mobile App for Android

Download the [Student ID Guide](#)

Technical Support

The OIT Help Desk can be reached 24/7 at:

Call: (732) 224-2829

HelpDesk@brookdalecc.edu