

IT@BROOKDALE

Office of Information Technology Newsletter for Students

SPRING 2016

Brookdale Students Get Microsoft Office for *Free!*



Brookdale is excited to announce that it is providing Microsoft Office to all currently enrolled Brookdale students **FREE** of charge! This means the latest version of the full Office productivity suite, including Word, Excel, PowerPoint, OneNote, and more is available for offline and online use to best prepare you for class. As long as you're a student here and the program continues, you'll be able to use this software for free.

Your Brookdale Student Office 365 subscription:

- Allows you to install Microsoft Office applications on

up to 5 compatible PCs and Macs, tablets and other mobile devices (including iPad!)

- Includes 1 TB of cloud storage - **OneDrive for Business** that supports automatic device syncing
- Supports direct integration with Canvas-upload assignments from your OneDrive for Business directly into your courses that use Canvas
- Supports real-time document collaboration on files stored and shared from your One Drive for Business
- Provides access to Microsoft Web based application (Word, Excel, PowerPoint and OneNote) to edit your files in a web browser.

To access your Brookdale Office 365 account and download office product, refer to the following instructions on the [Office 365 for Students website](#).

Important Changes Coming to Your Email - March 2016

Effective March 1st, 2016, all Brookdale Student email accounts will be transitioned from the current Brookdale Gmail to Microsoft Office 365. Your Brookdale Microsoft Office 365 subscription account provides a full-featured email system with web access, integrated calendaring, and support for mobile device access.

What does this mean and what changes can I expect as a result of this transition?

Below is a list of some of the important changes that will occur as you transition from Gmail to Office 365 Email. For complete details about the transition to Office 365 email, please carefully review the [Office 365 for Students Website](#).

- Your email address will change. Your new email address will be your user name followed by **@my.brookdalecc.edu** (i.e. **jsmith2@my.brookdalecc.edu**).
- You will use the Office 365 icon from the **MyBrookdale** QuickLaunch link to sign into your Brookdale Office 365 email account. Enter your complete new email address and your NetID password.
- All official college communications, Registration, Financial Aid, Faculty, etc. will be sent to your new email account after March 1st, 2016.

[\(continued on page 2\)](#)

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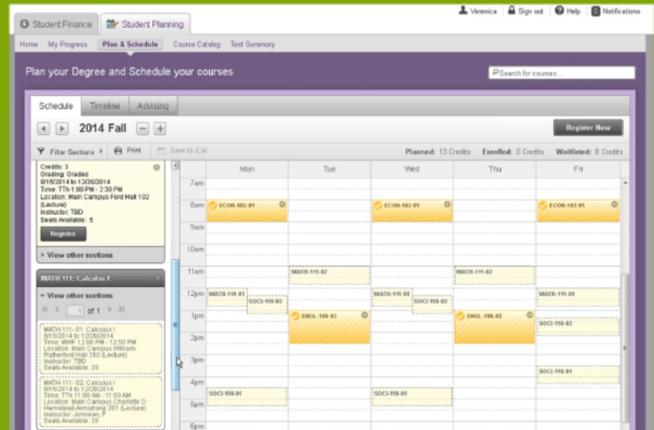
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Student Planning A New Self-Service Tool

Brookdale is excited to announce the launch of a new self service tool, **Student Planning**, that will be available to Students in mid Spring 2016. Student Planning is a web-based solution that helps you clarify, plan, and track your course of study, in order to progress more confidently to a degree.

With **Student Planning** you can:

- Easily plan, schedule and monitor your progress towards graduation, and identify required courses.
- View “on track” and “on time” indicators to help you stay on your academic path.
- Search for courses based on regional locations, days of the week, time of day. Red warning messages identify schedule conflicts.
- Progress bars show both completed and in-progress courses.
- Plan overviews include co-requisite and pre-requisite warning messages so you can make informed decisions when modifying your academic plan.
- Schedules can be generated to PDF and then printed and downloaded to an ical.



The solution also helps improve the quality of interaction between students and advisors, as well as simplify the planning and registration process. Student Planning is part of Self-Service which includes Student Finance and the soon to be available Financial Aid Self-Service. Financial Aid Self-Service provides an intuitive, interactive checklist of financial aid programs and processes. Student Planning and Financial Aid Self-Service will be available to all students mid Spring 2016. Additional information will be forthcoming .

Important Changes Coming to Your Email - March 2016 (continued from page 1)

- You will have access to your existing Gmail account until **June 1st, 2016** using the **Student Email** icon from the **MyBrookdale** QuickLaunch navigation located on the Brookdale web site only. **Mobile access to your Gmail account (username@mail.brookdalecc.edu) will not be supported after March 1, 2016.**
- Email sent to your Gmail account (username@mail.brookdalecc.edu), after March 1st, 2016 will be automatically forwarded to your **NEW** Office 365 email account (username@my.brookdalecc.edu).
- It is recommended that you review your email in your Gmail account and forward any important emails to your new Email account prior to June 1st, 2016. For detailed instructions on forwarding your Gmail account, refer to the following link: [Transitioning from your Gmail](#)
- If you have any Google Docs associated your with your Brookdale Gmail account, it is recommended that you download those documents and save those documents. For detailed instructions on downloading your Google Docs, refer to the following link: [Transitioning from your Gmail](#)

For technical assistance, please contact the OIT Help Desk at 732-224-2829 or email: Helpdesk@brookdalecc.edu.



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 Email account on a frequent basis. Your Brookdale Email 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 Email to a personal email account or configure your smartphone to receive your Brookdale Email. 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! "

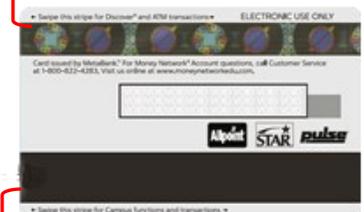
How do I use my Brookdale OneCard?

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.

The Money Network



Access and Brookdale Bucks

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.

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>
Jan. 20	9:00 - 6:00	Library/Innovation Area
Jan. 21	9:00 - 6:00	Library/Innovation Area
Jan. 21	9:00 - 6:00	Library/Innovation Area
Jan. 25	9:00 - 6:00	Library/Innovation Area
Jan. 26	9:00 - 6:00	Library/Innovation Area

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 IT Guide](#)

Technical Support

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

Call: (732) 224-2829

HelpDesk@brookdalecc.edu