

# Get Connected

Technology Services Reference  
Guide for Students



Pine Technical &  
Community College

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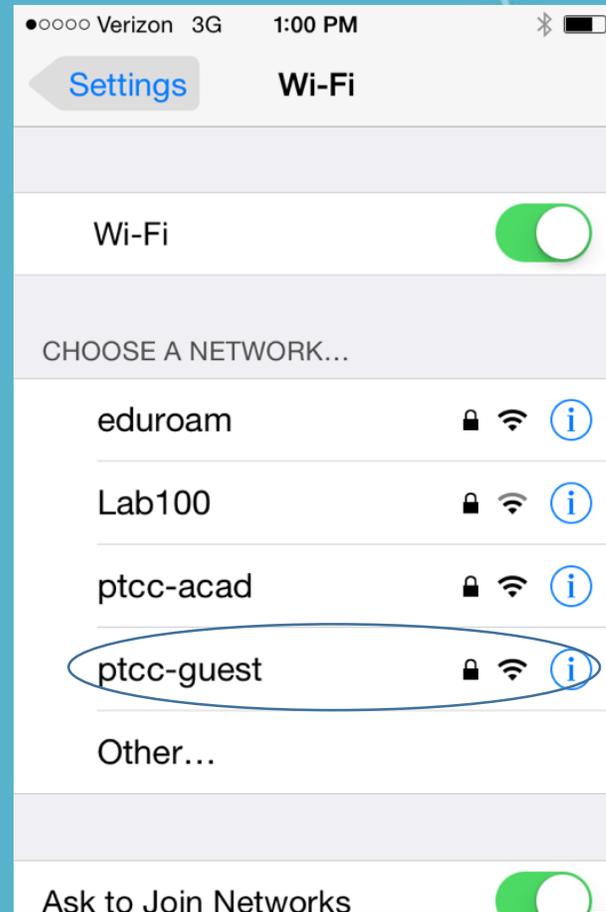
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# How do I connect to the Guest WIFI?

Depending on your device, the process might be slightly different.

- To access our public network, select “ptcc guest”
- After selecting “Join”, you will see a screen similar to photo 1
  1. Enter Guestuser for username
  2. See LRTC attendant for password
  3. Join
  4. At the Certificate screen, click on Accept. It should be pineise01.pine.edu
  5. You should then be connected to PTCC’s guest WiFi

# Connecting to Guest WiFi photo 1



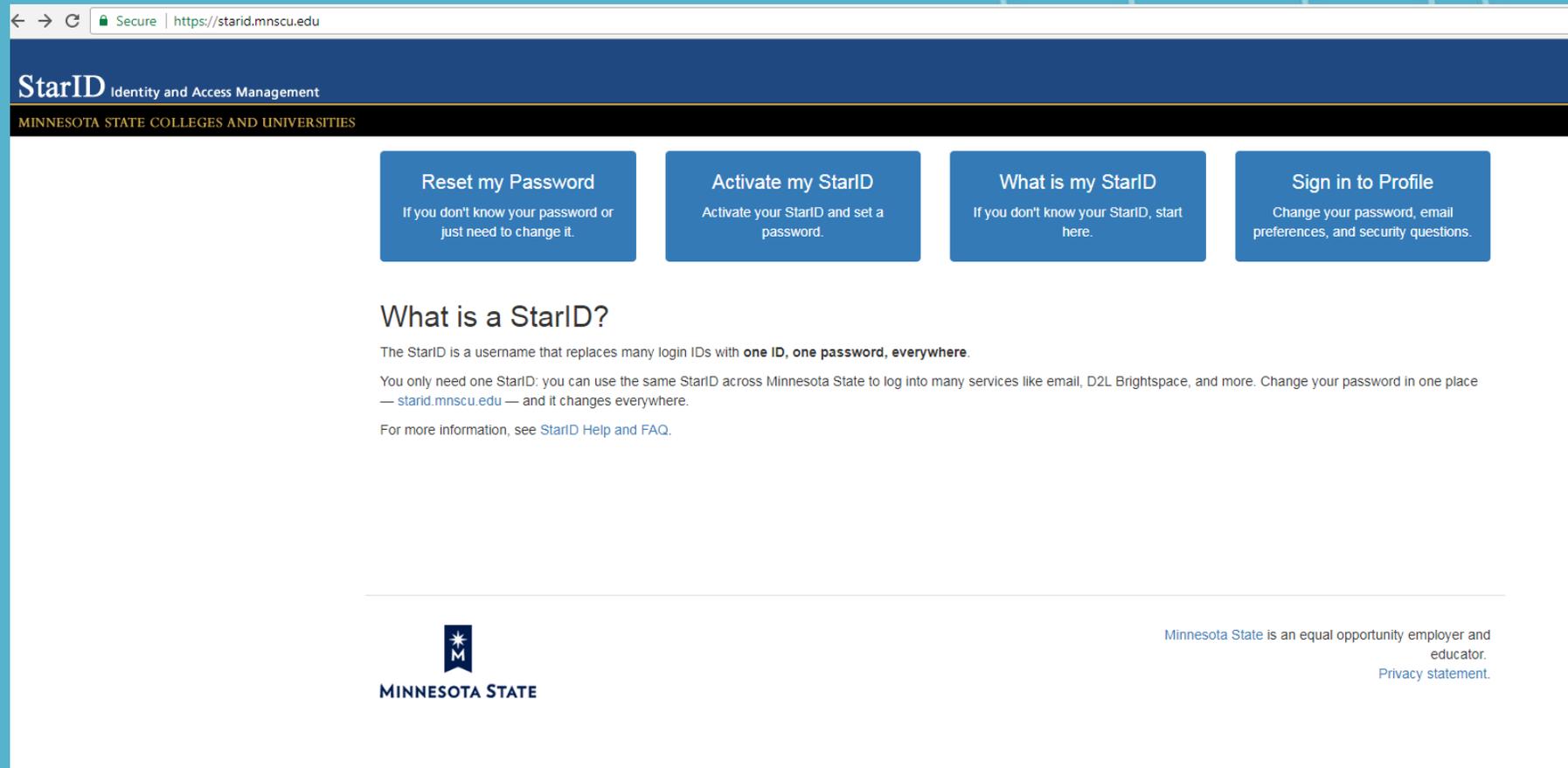
# Connecting to eduroam

- With [eduroam](#), Minnesota State students and employees can use their StarID credentials to access Wi-Fi when visiting participating institutions. Visitors from other [eduroam-participating colleges and universities](#) can access Wi-Fi at participating Minnesota State colleges and universities using the usernames and passwords from their home institutions.
- Before traveling to another eduroam-participating institution, we recommend signing onto eduroam at your home campus with each device you will be using, to be sure everything works. Connecting involves installing a security certificate.

- On your device, select the **eduroam** from the list of available Wi-Fi networks.
- You will be prompted to sign onto the network. Enter the following for credentials:  
Username: **StarID@minnstate.edu** (staff, faculty) or **StarID@go.minnstate.edu (students)** (for example, ab1234cd@minnstate.edu)  
Password: your StarID password.
- You may be prompted to accept a security certificate. If this happens, verify that the certificate is from radius.mnstate.us. If so, click OK to accept.
- Note: Linux devices may not prompt for credentials when you first join eduroam. If that's the case, set up a "hidden" network with the settings below.
- If your device asks for more information, use the following settings:
  - Security: 802.1x EAP / WPA2 Enterprise
  - EAP Method: TTLS (Tunneled TLS)
  - Phase-2 (Inner) Authentication: PAP or GTC
  - Proxy Settings: none
  - IP Settings: DHCP
  - CA Certificate: Use system certificates (no CA certificate is required)
  - Domain: minnstate.edu
  - Anonymous Identity: anonymous@minnstate.edu
- Sometimes a device may prompt for authentication several times, even though the password is correct. If this happens, keep trying. Once the device has connected, it usually connects automatically from then on. If the device tells you that the password is invalid, though, it probably is. Re-enter and try again.

# StarID Information: One StarID for all campuses you are enrolled in.

StarID website: <https://starid.mnscu.edu>



The screenshot shows a web browser window with the URL <https://starid.mnscu.edu>. The page header includes the StarID logo and the text "Identity and Access Management" and "MINNESOTA STATE COLLEGES AND UNIVERSITIES". Below the header, there are four blue buttons with white text:

- Reset my Password**  
If you don't know your password or just need to change it.
- Activate my StarID**  
Activate your StarID and set a password.
- What is my StarID**  
If you don't know your StarID, start here.
- Sign in to Profile**  
Change your password, email preferences, and security questions.

Below the buttons, the section "What is a StarID?" is displayed. The text reads: "The StarID is a username that replaces many login IDs with **one ID, one password, everywhere**. You only need one StarID: you can use the same StarID across Minnesota State to log into many services like email, D2L Brightspace, and more. Change your password in one place — [starid.mnscu.edu](https://starid.mnscu.edu) — and it changes everywhere. For more information, see [StarID Help and FAQ](#)."

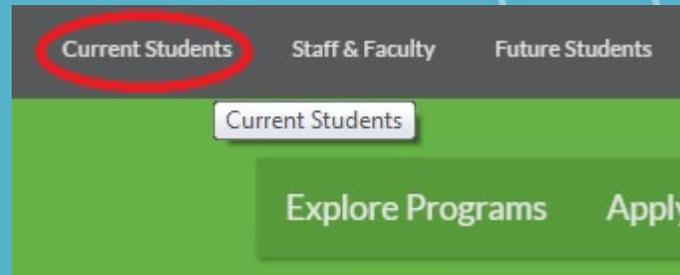
At the bottom of the page, the Minnesota State logo is on the left, and the text "Minnesota State is an equal opportunity employer and educator. Privacy statement." is on the right.

# How do I access my e-mail/D2L/eServices?

- To access your e-mail, D2L, eServices, or Atomic Learning/Hoonuit: you must first go to the college's site [pine.edu](http://pine.edu).
- From the school's front page, click on "Current Students" at the top-middle of your screen.
- After clicking "Current Students" scroll halfway down to see "Quick Links for Current Students"
- Now you can select the system you need to access, but remember you have to log in before continuing to your personal content. For Office 365 and email (Outlook) your username is [StarID@go.minnstate.edu](mailto:StarID@go.minnstate.edu)

(See next page for visual representation)

# Accessing D2L, Student E-mail, eServices, and Atomic Learning/Hoonuit



## Current Students

D2L Brightspace

Student Life

Class Wait Lists

Student Health Insurance

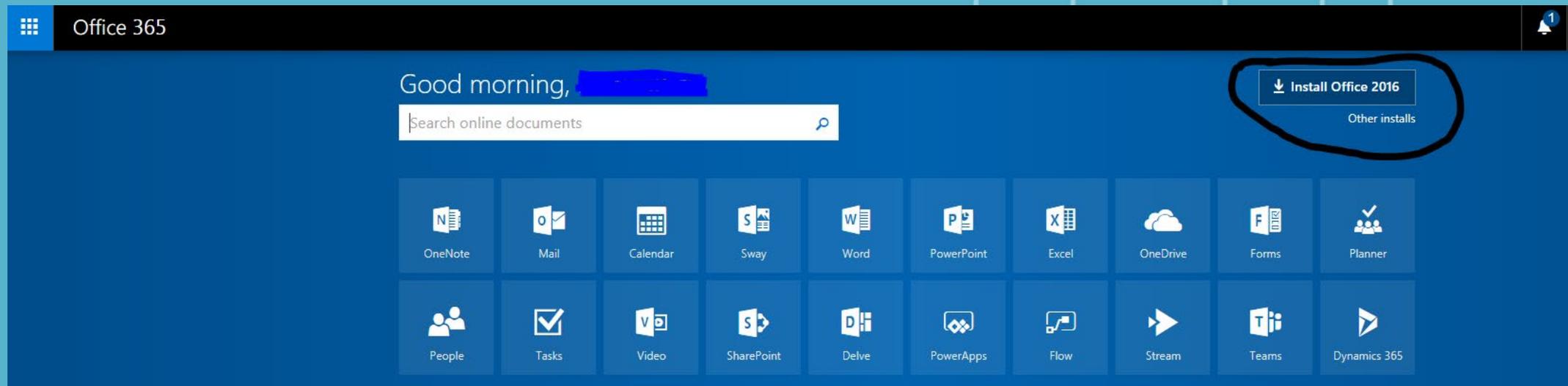
GPS LifePlan

## Quick Links for Current Students

- D2L Brightspace
- Login to Student Email
- Login to eServices
- College Library
- Helpdesk
- Adobe Connect for Students
- Atomic Learning/Hoonuit
- GPS Lifeplan
- Student Portal
- Financial Aid Estimator
- Sexual Violence
- Online Suggestion Box

# Using Office 365

- After logging on to your student e-mail, you will be directed to the Microsoft Office Home page.
- There are two ways you can use Office 365. You can either choose the program you need by clicking on the tile with that title, or you can install it to your device.
- If you wish to install it, select “Install Office 365” found on the top right on the web page.
- You can install Office 365 on up to 5 different PC’s or devices.



# How do I get e-mails sent to my phone?

1. Download the “Microsoft Outlook” app from your phone’s app store and login like you would on a desktop or computer.

OR

1. Add your e-mail to an already existing app (like Gmail) by going to settings and selecting “Add account” and then “Exchange and Office 365”.

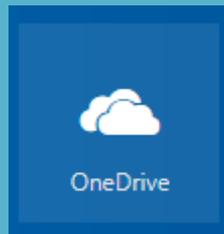
Next you enter your e-mail ([StarID@go.minnstate.edu](mailto:StarID@go.minnstate.edu)) and your password for your StarID

# Phone e-mail continued...

- After clicking the next button, you may need to enter your e-mail and password once more.
- Under “Server” type: Outlook.office365.com
- Under “username” type: YourStarID@go.minnstate.edu Don’t forget to replace YourStarID with your actual StarID.
- On Android phones, tap “OK” on the activation page. Tap “OK” on the remote security page. Choose your account options as you prefer.
- On iOS phones, choose features you want to enable (Mail, contacts, calendars). Select mail days to sync (default is 1 week).
- Note: Longer time periods for mail sync will take longer to load and will use more phone space.

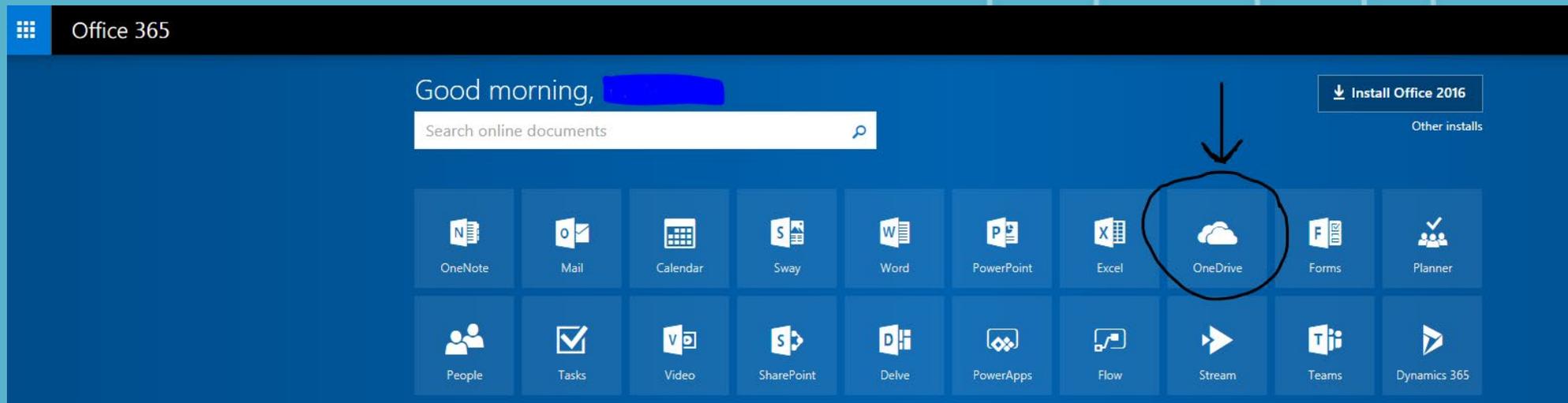
# What is OneDrive?

- Microsoft's OneDrive is a secure place to store your files online. Your files can then be accessed on any device through OneDrive.
- You can save photos, documents, and links.
- You can choose to share your document with others or choose to be the only one with access to it.



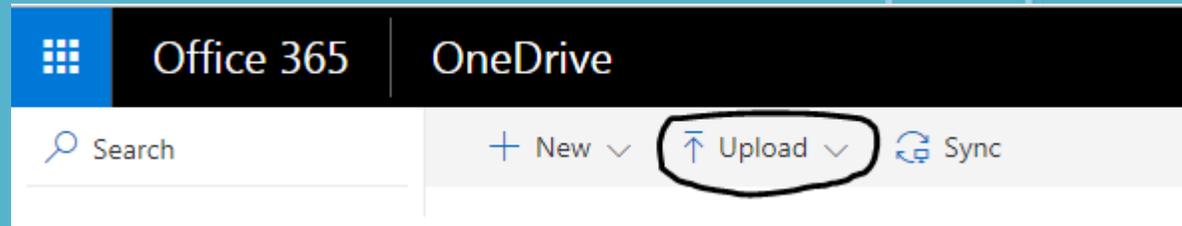
# How to find OneDrive

- You can access your OneDrive by logging into your student e-mail.
- After logging in it will be on the following page as one of the options in the tiles.



# Saving to OneDrive

1. Once in OneDrive you can click “Upload” to save your file here.



# Saving to OneDrive continued...

2. Come back to this page anytime to find your files.

The screenshot shows the OneDrive web interface. At the top, there's a navigation bar with 'Office 365' and 'OneDrive'. Below that, a search bar and action buttons for 'New', 'Upload', and 'Sync' are visible. A notification box in the top right corner states 'Uploaded 1 item to Files'. The main content area features a banner for mobile device access with a 'Get the app' button. Below the banner is a 'Files' section with a table listing files and folders. The table has columns for Name, Modified, Modified By, File Size, and Sharing. The file 'An uploaded document.docx' is highlighted with a black arrow pointing to its name and a blue arrow pointing to its 'Only you' sharing status.

↑ Name	Modified	Modified By	File Size	Sharing
Attachments	June 1	[Redacted]		Only you
Notebooks	About an hour ago	[Redacted]		Only you
[Redacted] @ Work	July 17, 2016	[Redacted]		Only you
An uploaded document.docx	A few seconds ago	[Redacted]	11.1 KB	Only you

Notice Sharing is set to "Only Me"

# Sharing on OneDrive

- To share your document with someone, right click your saved file and click “Share”. Another way is to select the file and click “Share” near the top of your screen.
  - Then, choose from these options.
    - “Anyone with the link can view and edit.” If you choose this, there’s a copy link button. You can then paste the link somewhere, such as an e-mail.
    - If you click “Anyone with the link can view and edit” it gives more options.
    - All of the following choices have the option to check or uncheck a box to allow others the ability to edit your document.
    - If you choose “Anyone” you can set an expiration date for their access to your document.
    - You can choose to share only with “People in Minnstate”
    - Last, you can share with specific people by entering a name or e-mail address.
- Be cautious when sharing documents with private or confidential data. Once shared the document cannot be fully retrieved.

# Printing

- The printer is located in the LRTC.
  - Black and white printing is included in your technology fee. Color printing and copying in either color or black and white is 10¢ per page.
  - Color printing and copying credits can be purchased in the Campus Store.
  - At the printer, log in with your StarID and password to access stored jobs.
- You can't print from your laptop with WiFi at PTCC. You will have to print from a school computer. You can move your files to a school computer by:
  - Saving your files to OneDrive and accessing your files from a school computer.
  - Sending files to yourself in an e-mail. Then, open your e-mail on a school computer and print your files.
  - Using a flash drive to open your files on a school computer, then printing.

# Stay Connected!

Opt-In to receive text messages.

Examples of message content: scholarship information, closed campus, events on campus.

- Log in to eServices using your Star ID and password.
- Select “Account Management” from left hand menu options.
- Select “Turn Text Messaging On or Off.”
- Follow the on-screen instructions to complete the remaining steps.
- You will receive a text containing a PIN number. You will need the PIN number to activate your account.
- Log out of eServices. You’re all set to receive text messages from PTCC!

# Star Alert

- You already receive emergency messages through your student e-mail. You can also sign up to Star Alert to receive emergency text messages to your phone.
- Star Alert Webpage: [www.pine.edu/StarAlert](http://www.pine.edu/StarAlert)

# TechGuard Charging Locker

- Located in the Student Lounge.
- Free to use.
- Use them to charge your laptop, phone and tablet.
- Has 2 USB ports and 1 AC outlet in each locker.
- Secure your devices by creating a 4 digit passcode.



# How to use TechGuard Charging Lockers

- To Open

1. Press UNLOCK



- To Lock

1. Create a 4 digit passcode
2. Press LOCK



- To Unlock

1. Enter 4 digit passcode
2. Press UNLOCK



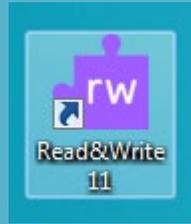
# What is Read & Write 11?

- Read & Write 11:
  - Allows you to hear emails or documents read out loud to you.
  - Has text prediction, picture dictionaries and summary highlighters.



# How to hear documents read aloud

- Open Read & Write 11



- Open the e-mail, website, or pdf file that you want read to you.
- Choose Screenshot Reader on the toolbar



- Then, click and drag your mouse to create a box around the text that you want to hear read aloud. The program will now read it to you.

# Using Read & Write 11 dictionaries

- Open the e-mail, website, or pdf file you want read.
- With Read & Write 11 open, to see the definition of a word, highlight the word and then choose the dictionary button on the Read & Write toolbar.

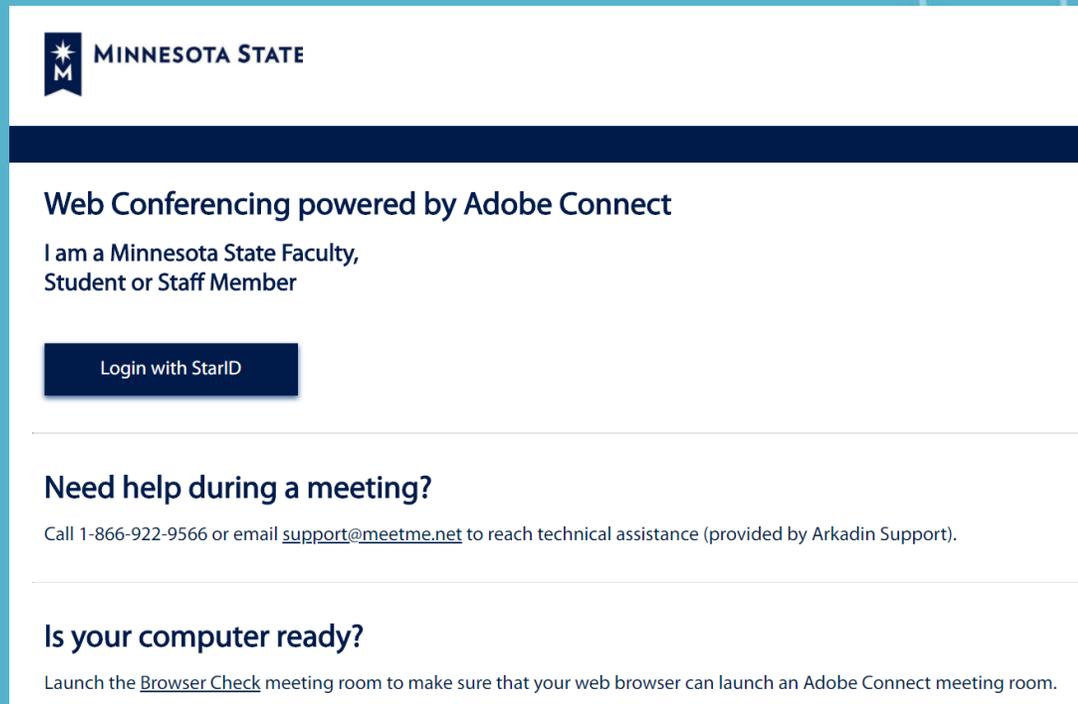


- To see an image of a word, highlight the word and then choose the photo dictionary button on the toolbar.



# What is Adobe Connect for Students?

- Open the link found in the quick links under current students on our webpage
- Log in with your StarID and password
- Take the video tutorial to get started, and use for group study, online meetings with your instructors, sharing presentations with classmates remotely, etc. etc.!



The screenshot shows the Adobe Connect login page for Minnesota State. At the top left is the Minnesota State logo, which consists of a blue square with a white 'M' and a star above it, followed by the text 'MINNESOTA STATE'. Below the logo is a dark blue horizontal bar. Underneath the bar, the text 'Web Conferencing powered by Adobe Connect' is displayed in a bold, dark blue font. Below this, the text 'I am a Minnesota State Faculty, Student or Staff Member' is shown in a smaller, dark blue font. A dark blue button with the text 'Login with StarID' in white is positioned below the text. A horizontal line separates this section from the next. The next section is titled 'Need help during a meeting?' in bold dark blue font, followed by the text 'Call 1-866-922-9566 or email [support@meetme.net](mailto:support@meetme.net) to reach technical assistance (provided by Arkadin Support)'. Another horizontal line follows. The final section is titled 'Is your computer ready?' in bold dark blue font, followed by the text 'Launch the [Browser Check](#) meeting room to make sure that your web browser can launch an Adobe Connect meeting room.'

# Have questions?

- Browse to this search bar to search through frequently asked questions: <http://pinetech.custhelp.com/>
- Or click on “Ask Here” located near the top of the webpage, or type in a keyword in the search box above it.

