

# Student Computing

Presented by Information Technology

# What you need to know

- Email -A major means of communication on campus.
- Apps - Quick overview of applications you will access.
- Passwords and Security- Plays an important role in having consistent and safe access to the systems you need.
- Personal computers on campus - How to maintain the health and safety of your computer.
- Services - What does Information do for students?



# Account Summary

The two main accounts are email and your Loyola Microsoft account.

➤ Email – Your Loyola email account is a gmail account. By setting up recovery settings you will be able to change your own password if needed. When resetting your Loyola email password it changes on email only.

**\*Important - When you are asked to enroll in 2step verification, do not delay. Enroll as soon as you are prompted. If you do not, you will be locked out of your email.**

➤ Microsoft – Allows you to download 365 for free to your personal devices. Be sure to set up recovery information so that you can change your own password if needed. If you change your password, it changes it on Microsoft, LORA Self Service, MedProctor, printing in the library, LoynoSecure wifi, vlab.loyno.edu and the SSO.

# Email

- Your Loyola email is [username@my.loyno.edu](mailto:username@my.loyno.edu)
- Your password is the first letter of your first name, the first letter of your last name, your birthday and an uppercase LU. (flmmddyyyLU)
- This is a gmail account that can be accessed via gmail.com. You can also go to “Log inTo” on loyno.edu. Select “gmail”.
- You will be able to retain this account after you graduate as long as it is used consistently.



# Microsoft Account

Your Loyola Microsoft Account will allow you to download and install Office 365 to your personal devices for free as long as you are an enrolled student.

**\*\* It is important that you login to your Microsoft account before going to the SSO (Single on).**

Go to <https://myaccount.microsoft.com>. Click on sign in. Your username is your full Loyola email address. Your password is the first letter of your first name, the first letter of your last name, your birthdate then an uppercase LU ex. (flmmddyyyyLU).

You will be prompted to change your password. You will also be prompted to enter a recovery phone number. This will allow you to change your password quickly if you forget it. Whenever you change your Microsoft password, it will create the same change for the following systems.

Use your Microsoft credentials to access the Single Sign On (SSO), LORA Self Service, Papercut (library printing) MedProctor, Loyola wifi and vlab.loyno.edu (app portal).

# Single Sign On (SSO)

The application portal where you can find Parking, LORA, Canvas, and more

- Go to [sso.loyno.edu](https://sso.loyno.edu).
- Login with your Microsoft credentials
- You will then see the icons for the various applications offered.
- It is important to **LOGOUT** whenever you are finished using the SSO.

# SSO Applications

**LORA Self Service** - Scheduling, billing, housing, dining, registering, financial aid, grades, etc.

**HowlConnect**- Student organizations, departmental programs, campus events, calendars, news and information.

**Study Abroad** - ([studyabroad.loyno.edu](http://studyabroad.loyno.edu)) Study Abroad Program information

**Accessible Education** - SSO > Accommodate  
- Student accommodations through the Student Success Center

**Canvas** - Class information, course material (readings, documents, videos), communicate with your professor or classmates, submit assignments, post discussion boards.

# Passwords & Security Tips

1. Change our default passwords to something you can remember.
2. Never give your password to others.
3. Information Technology will ***never*** send you an email asking you to login to your accounts. These are phishing attempts by criminals who want to get your information. If you provide your username and password to a phishing attempt, please change your password immediately.
4. Using a passphrase instead of a password is more secure.

# Wifi and Networking

- Loyola – Loyola’s protected and secure wifi network. (Uses your Microsoft Credentials)
- Loyola-Student - Use this network whenever you cannot log into the Loyola network.
- Loyola Guest – Unsecured wifi network
- We recommend you use an Ethernet cable in the Residence Halls for gaming consoles and streaming devices.

# Personal Computing on Campus



- Always keep your laptop with you in public areas.
- Install an antivirus program. We recommend Sophos. It is free.
- If you are using Google Docs, your work is automatically backed up. If you are using applications on your laptop, back up your work, email it to yourself, save to a flash drive or your Google drive.
- Save often.

# Services



- Computer labs on campus (Mac and Windows)
- Printing is free in all I.T. labs
- Virtual Lab ([vlab.loyno.edu](http://vlab.loyno.edu))
- We can help you get connected.
- Gsuite - email, google docs, google drive and team drives. This is Loyola's supported platform. [www.gmail.com](http://www.gmail.com)
- Office 365 - Can download Office 365 suite to your personal devices for free. [www.office.com](http://www.office.com)

# Ways to get help



- Go to SSO > Service desk and create a new service ticket.
- Call us at 504-865-2255. Be sure to leave a message.
- Email us at [support@loyno.edu](mailto:support@loyno.edu).
- Drop by our office in the Monroe Library room 219 (8:30-4:30 M-F)

# What is HowlConnect?

The screenshot shows the HowlConnect website for Loyola University New Orleans. The header includes the logo and navigation links: HOME, EVENTS, ORGANIZATIONS, NEWS, and FORMS. Below the header is a search bar with the text "Explore Loyola University New Orleans" and "Search Events, Organizations, and News Articles". The main content area features three highlighted event cards: "Weekly Spiritual Offerings", "Download Loyola's Events app, CORQ!", and "January Third Friday & Involvement Fair". A "Memberships" section below lists various student organizations: Black Student Union, Class of 2020, Commuter Student Association, Emerging Leaders Program, L.I.T. Conference, and National Society of Leadership and Success.

This screenshot displays the "All Events" and "Latest News" sections. The "All Events" section lists four upcoming events: "Family Dinner" (Thursday, December 12 at 6:30PM CST, BCM House), "International Night" (Thursday, December 12 at 7:00PM CST, Baptist Collegiate Ministry House), "Eucharistic Adoration" (Thursday, December 12 at 9:00PM CST, Ignatius Chapel), and "Mass" (Friday, December 13 at 12:00PM CST, Ignatius Chapel). The "Latest News" section features two articles: "Help Res Life Name the Old Deaux Space!" (Wednesday, December 11, 2019) and "Grad Fair 2020" (Tuesday, December 10, 2019). A "Campus Links" sidebar on the right provides quick access to resources like the "2019-2020 Student Organization Handbook", "2019-2020 Organization Advisor Guide", "HowlConnect FAQs", "HowlConnect FAQs for Student Leaders", "Find People", "Single Sign On", "Student Code of Conduct", and "Title IX Policy".

Social Media platform that gets *YOU* connected with the Loyola Community!

# What can HowlConnect do?

The screenshot displays the HowlConnect website interface. The top navigation bar includes 'HOME', 'EVENTS', 'ORGANIZATIONS', 'NEWS', and 'FORMS'. The main content is divided into two columns: 'Events' and 'Organizations'.

**Events Section:**

- Search Events:** Includes filters for Dates (Tomorrow, This Weekend), Ending After Date (January 23), Branches (Select branches), Themes (Select themes), Categories (Select categories), and Perks (Select perks).
- Event Cards:**
  - Financial Wellness Fair:** Thursday, January 23 at 12:00PM CST, Danna Center - St. Charles Room. Organized by Student Financial Services.
  - LUCAP Tabling:** Thursday, January 23 at 12:00PM CST, Danna Center. Organized by Loyola University Community Action...
  - Bio-Bash!!!:** Thursday, January 23 at 6:00PM CST, Audubon Room. Organized by Beta Beta Beta National Biological Ho...
  - Rocket League Tournament:** Thursday, January 23 at 6:00PM CST, Satchmo's Lounge. Organized by Intramural Sports.
  - Get to NOLA: Mardi Gras World:** Saturday, January 25 at 11:30AM CST, Mardi Gras World. Organized by Student Life and Ministry.
  - PRACTICE:** Monday, January 27 at 6:15PM CST, Res Quad. Organized by Quidditch Team.

**Organizations Section:**

- Search Organizations:** Includes filters for Branches (Select branches) and Categories (Select categories). A 'REGISTER AN ORGANIZATION' button is present.
- Organization Cards:**
  - 'The Major Keys' A Capella Group:** The Major Keys is the first A Capella Group to be chartered at Loyola University New Orleans. We are a group that get together to sing and perform different songs for the Loyola Community. Although you do have to audition to become a...
  - Ad Club:** The Ad Club of Loyola is an organization dedicated to providing students networking, professional development, leadership and opportunities in the advertising industry. We are partnered with the Ad Club of New Orleans and the American...
  - Alpha Chi Omega:** A women's fraternity founded in 1885 and chartered at Loyola in 1984. Alpha Chi strives to offer friendship, leadership, learning and service to it's members.
  - Alpha Kappa Alpha Sorority, Inc.:** The Eta Theta Chapter was chartered on November 25, 1972 on the campus of Loyola University New Orleans. Many of our events are open to the public and we encourage you to follow us on Instagram to stay updated on our upcoming events.
  - Alpha Kappa Psi:** Alpha Kappa Psi is a co-ed, open to all majors business fraternity. Loyola's Sigma Psi chapter offers a great number of opportunities for personal and professional growth to its members while organizing educational events open to all studen...
  - Alpha Phi Alpha Fraternity, Inc.:** Alpha Phi Alpha Fraternity, Inc. was founded on December 4, 1906 at Cornell University in Ithaca, New York. Alpha Phi Alpha is

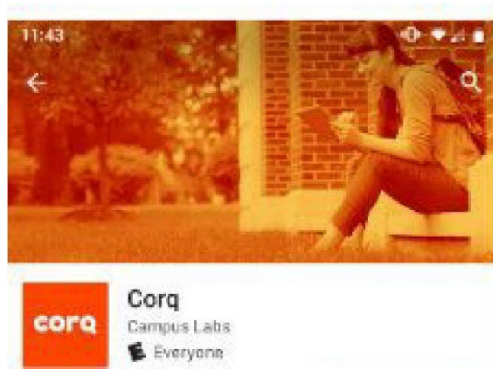
- Stay up to date on involvement opportunities & events on campus
- Become a leader, schedule events, sign-up for outings and programs!

## CORQ

- Corq helps students discover engaging co-curricular opportunities.
- See events on campus and “public” events at other institutions.
- View a list of student organizations.



# CORQ



**Corq**  
 Campus Labs  
 Everyone

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 Downloads

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Event Pass

**Engaged**

Questions?!

**THANK YOU!**















