

BELMONT ABBEY COLLEGE INFORMATION TECHNOLOGY

The Information Technology Department welcomes you! We are here to provide you with the technology and support you need to pursue your education here at Belmont Abbey College.

OUR PRIMARY SERVICES FOR STUDENTS

- Email (provided by Google Apps)
- MyAbbey (Self-Service course registration, information, and billing)
- Canvas (Learning Management System)
- Starfish (Student Success)
- Wireless networks in common areas on campus
- Computer labs in Abbot Vincent Taylor Library, Robert Stowe Hall, William Gaston Science Building, and Sacred Heart
- Printing, Copying, Scanning available across campus

YOUR NETWORK ACCOUNT

As a current student at Belmont Abbey College, an email account as well as a network account have been created for you. Your username and password will allow you to log in to any computer on the Belmont Abbey Academic network, including the library, classrooms, and computer labs. You should have received your account information via email from our Admissions team.

With this account, you are held to the standards and conditions of the Computer Use Policy located at support.bac.edu → Documents and Policies → Technology Policies → Computer Use Policy. Please read it carefully.

STUDENT EMAIL AND OTHER ACCOUNTS

Each student will receive a **username**, **password** and **ID number** via email prior to arriving on campus. This information is used to access the following services:

Student Email (Google Apps)

To access student email, go to **mail.abbey.bac.edu**. This service is provided by Google and is very similar to regular Gmail. This account provides access to a variety of other Google products and services, such as **Google Drive**, which is handy place to store all your papers, assignments, and notes! For questions and help on how to use student email and other Google services, visit Google's support site at **support.google.com**.

Student Email on Mobile

To connect your phone or tablet to your student email, find instructions for your particular device at **support.google.com/mail**.

My Abbey

My Abbey provides all college related information services such as the course catalog, class registration, course schedules, grades, and financial information.

My Abbey can be accessed from <https://myabbey.bac.edu>. When logging in for the first time, you will be asked to verify your account. You will be required to enter the following information:

- **People Code ID** – found on your student photo ID and provided in the initial email with your account information. Must be entered without the leading P (numbers only)
- **First Name** – do not use nicknames
- **Last Name**
- **Date of Birth**

*** If you are not able to verify your account, we may have incorrect information about your date of birth, first or last name. Please contact the Registrar's Office for any corrections to this information.

For more a detailed guide on how to use MyAbbey, go to <http://support.bac.edu/students/selfservice>

Canvas – Learning Management System

Course information is available in our learning management system, Canvas. To log in, simply to go <http://canvas.bac.edu> and enter your Belmont Abbey network account information. More information will be available for your specific classes once the semester begins.

Crusader Alert – Emergency Notification System

The Crusader Alert System will notify you in case of emergency, dangerous weather or a campus closing. You must log in to <https://myabbey.bac.edu/> to provide your contact information. Simply click on the "Crusader Alert" tab and update your information.

Download the Everbridge app to your smart phone. The app is not required to receive notifications, but is another tool to keep our campus safe. The app allows each individual user to communicate privately with Campus Safety & Police regarding a potentially dangerous situation or individual on our campus. Using your GPS and camera you could provide a significant amount of information that would help keep our campus safe.

You will receive an email (Belmont Abbey account) with a link to install the app on your phone. After installation the app should automatically log itself in. Open the app to test it. If the app asks for a name and password you are not logged in. Simply click the emailed link again to resolve the problem.

Printing

Printing is available to students at 7 locations across campus including the Library (1st & 2nd floor), Science Building (2nd floor), Student Commons (2nd floor), Sacred Heart, Stowe Hall (2nd floor) and Clancy's. Your student ID (without leading zeroes) is your PIN number. Instructions for printing are posted at each printer.

Computer Labs and Library Access

Your student account will also allow you to log into our computers in the library and labs. Please note that the campus network is monitored for security purposes and that your activities may be recorded.

PASSWORD EXPIRATION

After the start of the Fall semester, you will be notified via your Abbey email when your password will be expiring. Once you receive that notification, you should log in to the Password Reset Tool (letmein.bac.edu) to create your security questions and reset your password. Detailed instructions for changing your password are available at support.bac.edu → **Password Reset**

WIFI ACCESS

Wi-Fi is available in most buildings across campus. There are currently two options for accessing the public wireless network:

1. **SSID:** bacnet
PASSWORD: none
DESCRIPTION: Traffic on this network is not encrypted. Your internet browsing sessions can be easily observed or hijacked by a third party. bacnet is the slowest available connection.
2. **SSID:** bacnet_secure
PASSWORD: bacnet_secure
DESCRIPTION: Traffic on this network is encrypted. It is far more difficult for a third party to observe or hijack your browsing session. bacnet_secure is faster than bacnet, but slower than bacnet_fast.

Belmont Abbey College reserves the right to monitor traffic, filter content and otherwise control access to the BAC networks.

FREE MICROSOFT OFFICE DOWNLOAD FOR STUDENTS!

Belmont Abbey College has partnered with ScholarBuys to provide Windows, Microsoft Office for Windows and for Mac at absolutely no cost to our students.

How to get it:

1. Visit belmont.onthehub.com.
2. Select the **version** of Windows or Office that you want and continue to **checkout**.
3. When prompted, **register** using your **BAC Student Email**.
4. Upload **proof of enrollment** when asked (examples: a copy of your tuition payment, acceptance letter, class schedule, or student ID).
5. Once your proof of enrollment is accepted, VarsityBuys will provide you with **download** instructions.

WHAT TO BRING – COMPUTERS AND SOFTWARE

Personal Computer Recommendations

In general, all technology and software required for our academic programs are provided in our computer labs and the library. Printers are available for student use as well. You are not required to have your own computer. However, if you do bring a computer (most residents do), here is what we generally recommend (minimum):

- Laptop (Windows 7 or 8; Mac OS 10.8 or higher)
- 2.4 GHz processor
- 4GB RAM
- 300GB hard drive
- CD/DVD or BD-ROM (Blu-Ray) drive

Software/Anti-virus

Belmont Abbey College does not provide anti-virus software for personal computers. We do recommend that Windows users install anti-virus software. Please see **Personal Computer Recommendations** under the **Student** section on our website <http://support.bac.edu/> for recommendations.

WHAT KINDS OF COMPUTERS AND SOFTWARE DOES THE COLLEGE USE?

Here are some of the basic computer specifications for our library, labs, and classrooms:

- Windows 7 64-bit
- Intel Core i3 3.3 GHz processor
- 4 GB RAM
- CD/DVD RW disc drive
- USB 2.0 ports (on the front)

Basic software:

- Microsoft Office 2013 Suite
- Internet Explorer
- Mozilla Firefox
- Google Chrome
- Adobe PDF Reader

HAVE QUESTIONS? NEED HELP? LET US KNOW!

24 x 7 Help Desk support

Email: support@bac.edu

Chat: Click on “Live Help” icon from myabbey.bac.edu

Phone: **(704) 461-6247**

Website: <http://support.bac.edu/>

OFFICE HOURS AND LOCATION

Hours: Monday through Friday: 8:00 AM to 5:00 PM

Location: Stowe Hall 111