## 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)
- AbbeySOS (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.

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

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## 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 **email.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, go to **https://support.bac.edu/new-student-information/#verify**

**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

In your welcome letter you have received your initial password.  You must change your password by going to **letmein.bac.edu**. Note that you will not be able to access your email account until you change your password.

Belmont Abbey password policy requires changing password every 90 days. You will receive email reminder to change your password before expiration. Visit **letmein.bac.edu** to change your password before expiration.

## 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_secure
   **PASSWORD:** bacnet_secure

2. **SSID:** bacnet
   **PASSWORD:** none
   **NOTE:** 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.

**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:**
- Follow the instructions here for FREE download of Office 365:
  **https://support.bac.edu/software-discounts/**

- Visit **Belmont Abbey College Software Webstore** to download a FREE copy of Windows 10

## 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 10; Mac OS 10.12 or higher) (**NOTE:** Our testing software works with a Windows or Mac operating system, or through an iPad. **The testing software does not work with Google Chromebooks.**)
- 2.4 GHz processor
- 8GB RAM
- 300GB hard drive
- CD/DVD or BD-ROM (Blu-Ray) drive
- Webcam (**NOTE:** For Zoom class meetings and secure testing through Canvas, faculty may require use of a web camera.)

**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 **Belmont Abbey College Software Webstore** for highly discounted anti-virus software for Belmont Abbey students.

## 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 10 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 Suite (most recent version)
- 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/**

## OFICE HOURS AND LOCATION

Hours: Monday through Friday:  8:00 AM to 5:00 PM
Location:  Stowe Hall 216