Faculty/Staff Library and IT Services Handbook
LIBRARY SERVICES - FACULTY RESOURCES

LIBRARY ORIENTATION/PRESENTATIONS
The Librarian is available to provide your classes with a tour or an information literacy session tailored to your class assignments. Please contact Patricia Akerman, Librarian, at 320.308.5966 or pakerman@sctcc.edu to schedule an appointment.

REFERENCE AND RESEARCH
For your reference and research needs, please contact the Librarian, Patricia Akerman, at 320.308.5966 or pakerman@sctcc.edu to help you.

ASSIGNMENT ALERT
Please let the Librarian know about the assignments you will be giving your students that require them to search the Library. This will help to prepare and have those items available when needed.

RESERVES
The library will place your personal or library owned materials on reserve for your students. When you place materials on reserve, they will be available for in-library-use only and limited to two hours. Please leave your reserve items with the Librarian or the Library Technician, along with a completed “Library Reserve Request Form.”

If the material you are placing on reserve is a photocopy or duplication, it must be accompanied by a completed “Copyright Compliance Statement.”

To pick up a Reserve Request Form or Copyright Compliance Statement, stop by the Library Circulation Desk or send a request to pakerman@sctcc.edu

INTELLECTUAL PROPERTY AND COPYRIGHT GUIDELINES

- MnSCU COPYRIGHT GUIDELINES
- MnSCU INTELLECTUAL PROPERTY FORMS AND TOOLS
- MnSCU BOARD POLICY 3.26, INTELLECTUAL PROPERTY
- MnSCU BOARD POLICY 3.27, COPYRIGHTS
- COPYRIGHT CLEARANCE CENTER
- U.S. COPYRIGHT OFFICE

Please contact Patricia Akerman, Librarian and Intellectual Property Coordinator, at 320.308.5966 or pakerman@sctcc.edu for additional information on Copyright and Intellectual Property.

LIBRARY HOURS

**Academic Year Hours**  
Monday – Thursday: 8:00 a.m. to 7 p.m.  
Friday: 8:00 a.m. to 4 p.m.

**Summer Hours**  
Monday – Thursday: 8:00 a.m. to 4 p.m.  
Friday: Closed

*Not open Saturday, Sunday and Holidays*
STAFF DIRECTORY

The Library Staff is here to help you. Please ask if you need assistance.

- Vi Bergquist, CIO – (320) 308-5177 - vbergquist@sctcc.edu
- Patricia Akerman, Faculty Librarian – (320) 308-5966 - pakerman@sctcc.edu
- Roxanne Backowski, Library Technician – (320) 308-6087 – rbackowski@sctcc.edu
- Student Workers – Library Circulation Desk – (320) 308-5141

LIBRARY FAQS

*How do I log into the computers?*

Your StarID and password are used to log into the computers.

*How do I print my documents?*

Once you send your print job to a printer, go to the print station and log in with your StarID and password. Select your print job(s) and swipe your Cyclone ID card to print. After your initial 100 free pages, you will be charged a fee for printing.

*How do I search for books and audiovisual materials?*

You may search the MnPALS library catalog by selecting the link on the library homepage.

*Can I check out videos, DVDs, CDs or periodicals?*

Videos, DVDs, CDs, and past issue periodicals may be checked out for a one-week loan period. Current periodicals do not circulate.

*How long do books check out for?*

Books may be checked out for a three-week loan period. This excludes reference and reserve books which are in-library-use only.

*Can I renew my library materials?*

Yes, books may be renewed once for an additional three weeks if another person or another library has not requested the item and if the item is not overdue. Videos, CDs, DVDs, and periodicals are not renewable.

*Can I use the library databases when I am off-campus?*

Yes, the library databases are accessible from home. You will need your Cyclone ID card, which has your User ID/Password. If you need assistance logging on, call (320) 308-5141 or use the “Ask a Librarian” link.

*Does the library have a copier?*

The library has a black and white copier. Copies cost $0.10 per copy.

*Can I print in color?*

The library does not have a color printer or copier. A color printer can be found in the Student Open Lab located in Rm. 1-405.

LIBRARY COLLECTION

**BOOKS**

Using the MnPALS library catalog, you may search for books or audiovisual materials located in the SCTCC Library and other MnPALS libraries. The loan period for SCTCC books (excluding reference and reserve) is three weeks.

If you find an item at another library, you may borrow it through a process called interlibrary loan. More information about this process can be found on the library homepage under Interlibrary Loan. The loan period for books borrowed from other libraries is decided by the lending library.
ELECTRONIC BOOKS
The Library has over 96,000 electronic books. This collection is available to you 24/7, while on or off campus. To access the electronic books, select eBOOKS on the library homepage.

ELECTRONIC DATABASES
The Library subscribes to several electronic databases, covering many subject areas and containing thousands of full-text articles. These databases may be accessed 24/7, while on or off campus.

PERIODICALS
The Library subscribes to several periodical titles. A list of titles can be found under Periodicals on the library homepage. Older issues may be checked out for a one-week loan period. Current issues of periodicals may not be checked out of the library.

AUDIOVISUAL MATERIALS
The Library has several audiovisual materials, including DVDs, Books on Tape, CDs, Videocassettes, and Audiotapes. These may be checked out for a one-week loan period.

LIBRARY ID CARD
Your Cyclone ID Card has your library barcode. This card is required for all library transactions. If you do not have a valid ID, you can get one at the SCTCC Campus Card Office. If you lose your I.D., report it to Student Services and the Library as soon as possible.

LOAN PERIODS FOR MATERIALS
- Books (excluding Reference and Reserve): three weeks (limit five on a subject). One renewal allowed unless requested by another user
- Reference – in library use
- Reserve – in library use
- Audiovisual (videos, DVDs, CDs) – one week (limit three items) – non-renewable
- Current Periodical – in library use
- Back Issue Periodicals – 1 week (limit five items) – non-renewable

LATE FINES
- Overdue items will incur a $5.00 fine for each late item.
- A hold may be placed on the record of any student with a library fine. All fines must be paid for at the SCTCC Business Office.

LOST/OVERDUE/DAMAGED MATERIALS
Lost, overdue, and damaged materials will incur fees equal to the replacement cost of the item, a $15 processing fee, and a $5 fine. A hold will also be placed on a student's record

An item is considered damaged if it is returned with:
- Torn or stained cover
- Turned, marked, or torn pages
- Broken binding
- Water damage

You are responsible for lost or overdue items if you check them out for another person or you let someone use your card.
INTERLIBRARY LOAN
SCTCC Faculty, Staff, and Students may borrow items located at other libraries through a process called Interlibrary Loan.

- **Books and AV materials** (located at other MnPALS libraries) – submit a request through the "Request Item Login Link" under the item display.
- **Journal articles** - for an article that is not available in full-text, submit a request through the “Interlibrary Loan” link to the side of the article display.
- You may also submit your request at the SCTCC Library Circulation Desk or by emailing your detailed request to pakerman@sctcc.edu
- Most requests are supplied within one week. If an article is available electronically, it will be sent to your email account. If an article or book is sent directly to the SCTCC Library, you will be notified by email to pick it up. Renewals of books are at the discretion of the lending library.

INFORMATION TECHNOLOGY SERVICES

INTRODUCTION
The Information Technology Department is dedicated to delivering high quality technical service to the students, faculty and staff. The goal of the information technology department is to continuously meet the technological needs of all SCTCC students, staff, faculty and visitors.

IT SUPPORT SERVICES
1. Provide new employee or student login ID and password to access computers and email.
2. Provide orientation to the students on online course management systems.
3. Assist students, faculty and staff in resolving hardware, software and connectivity issues.
4. Assist instructors in the setup of audio-visual equipment and instructional technology tools in the classroom.

SERVERS AND STORAGE
SCTCC has a high capacity storage infrastructure built on highly efficient storage area network (SAN). The network storage space gets backed up routinely. Electronic storage for students is provided as part of their Microsoft Office 365 email account. OneDrive provides 1 TB of storage space that is accessible from anywhere with an internet connection.

NETWORK AND WIRELESS SERVICES
The IT department maintains all the college networks (LAN and WAN) with its highly skilled information technology professionals. SCTCC has wireless access throughout the campus.

Wireless Access Guide
1. Enable your wireless card.
   1. Start > Control Panel > Network Connections
   2. Right Click on your wireless connection and enable
   3. Some laptop computers also have a switch on the outside of the case. Make sure that this is in the ON position.
2. Connect to SCTCC Wireless
   1. Right Click on your wireless connection again
   2. Choose “View available wireless networks”
   3. If nothing shows up, click refresh
   4. When you see SCTCC Wireless (or at the Health Sciences Building “SCTCC HSB WIRELESS”) choose it and connect
   5. For the password use: “cyclones”

If you have any problems, please feel free to ask someone in the Open Computer Lab (1-405 or 1-329), Rm. 1-215 or HSB-119. Once you enter the wireless access code on your computer it does not need to be entered again unless it is deleted.
SCTCC has a mixed environment of PCs and Macs whose use is based on program need. The ratio of computers to students at SCTCC is one computer to every five students, including all computers in classrooms, labs, tutoring center, student center and the library. SCTCC has 27 classroom computer labs and two open computers labs. The open computer labs are staffed with helpful college lab assistants who have been trained to answer basic questions about logging into the campus network, using campus email, and saving files. The library, tutoring and student life center also have computers for the use by any faculty, staff or students.

Nearly all classrooms are equipped with projectors, document cameras, DVD’s and VCR’s. SCTCC has several classrooms with Smart board interactive white boards. For classrooms not so equipped, AV items may be checked out from room 1-215. If faculty members need to check out a laptop for short term use they can be checked out in room 1-405. Please be prepared to show an SCTCC ID upon checkout.

SCTCC continues to look for innovations in technology to convey information to students in new and more effective ways:

Major activities include:

- simulation software to create a virtual biology learning environment
- simulation software to create an online atlas of microbiology
- addition of special software, such as Adobe Connect, Adobe Captivate, and Articulate, to enable instructors to create virtual lectures.
- ITV classroom upgraded to high definition technology

The college completed a campus way finding project designed to assist students in finding their way around the campus. Part of this project involved the installation of information kiosks listing events and news and interactive maps with touch screen technology. The kiosks have been linked to information drawn from the CollegeNet Resource 25 room scheduling system in a way that no other campus has done. This allows SCTCC to input college-related events into only one system, yet have it display on both.

SCTCC has four laptop carts equipped with 25-35 laptops each, all with wireless capability. This allows the flexibility to turn any general use classroom into a computer lab within minutes. To reserve a cart contact David McClintock in 1-215 or send a helpdesk request using SchoolDude, found on the SCTCC intranet under the heading College Links – IT Helpdesk. The password to submit a SchoolDude helpdesk ticket is SCTCC.

WHERE/HOW TO GET IT ASSISTANCE

The preferred method of contact is to use the SCTCC intranet IT helpdesk SchoolDude ticketing system. This gives us a written record of your request and also helps us track requests to ensure that they get done. A direct link to the SCTCC intranet: https://intranet.sctcc.edu/. Use your StarID and password to login into the intranet. If you don’t know how to find SchoolDude on the intranet please call an IT staff member and we can tell you how to access it.

1-405 Student Open Lab, staffed by college lab assistant and E-Learning Student Services Assistant (320) 308-6445
1-309 2nd student open lab staffed by college lab assistant. Same services as in Rm. 1-405. (320) 308-5168
H-117 3rd student open lab in the Health Sciences Building. (320) 308-5436
1-215 Telephones, A/V (Document Cameras, Video projectors, speakers, etc.), ITV rooms (320) 308-5074
1-215 Laptop setups and assistance, laptop carts, classrooms setups, Macs (320) 308-5032
1-215 Network issues such as internet outages (320) 308-5669
1-215 Assistance with classroom setups, administrative functions of D2L (class setup), desktop computing help, manage student workers, network login accounts for faculty, staff and administrators (320) 308-6011
1-185 D2L and Online Learning Faculty Assistance (320) 308-5515
1-260C SCTCC Web pages – faculty/staff emphasis (320) 308-5342 or (320) 308-5365
1-140A Help with server issues such as email and network accounts (320) 308-5995
1-131 Campus Card Office, assistance with campus card (320) 308-5501,
HSB-117 IT support in the Health Sciences Building. General IT assistance.
1-123C Vi Bergquist – CIO, Manages Library and IT staff. Contact Vi with any questions, concerns or suggestions relating to IT or the Library. (320)308-5177 or vbergquist@sctcc.edu

For IT assistance after 4:30 pm, please call the Open Computer Lab 1-405 at 320-308-6445.

HELPDESK REQUESTS
To get assistance from the IT department at SCTCC users are required to submit a helpdesk request using the SchoolDude ticketing system, unless it is an emergency. Access to the SchoolDude ticketing system can be found on the SCTCC intranet under the heading College Links – IT Helpdesk. SchoolDude is a web-based management system for IT work orders. It is the same company that our maintenance department uses for maintenance work orders.

Values/Benefits of the SchoolDude ticketing system:
- Saves the IT staff approximately 30 minutes per incident
- Improves productivity and efficiency by reducing data entry and phone calls
- Reduces ticket turnaround time
- Better resource scheduling: matches technician expertise to problem types
- Improved service, communication and feedback
- Self-service capability, eliminates unnecessary tickets
- Keeps technology up and running, helping students & staff
- Accurately tracks and reports on technology incidents
- Identifies technology "hot spots" that require attention

To sign up just go to the link found in the SCTCC intranet and enter your information. You only need to do this the first time you use the system. When you return for future requests you will only be required to enter your email address. The password to submit a SchoolDude helpdesk ticket is SCTCC. The same password is used by everyone.

EMPLOYEE NETWORK, EMAIL, E-SERVICES, D2L, AND SCTCC INTRANET:
The employee network, email, ISRS, and D2L all use StarID.

STARID
The StarID is a username that will be used across the Minnesota State Colleges and Universities system to access information technology systems and services. As systems are configured to use StarID, the number of usernames and passwords students and employees will need to remember and use will be reduced.

To activate your StarID, go to https://starid.mnscu.edu, select Activate StarID to retrieve your StarID and set the password. You will need your MnSCU Tech ID number and your social security number to activate StarID.

If you are unable to activate your StarID or if you encounter problems then please contact IT Help Desk staff for assistance in room 1-215 of call 1-320-308-5972.

EMPLOYEE NETWORK
The college has a Microsoft Active Directory Network that is state of the art. You must have a network account to log into your SCTCC owned computer. Use your MNSCU StarID and password to log into your network account. A network account provides access to network file space called the home directory or H: drive. It is recommended that important data be stored on this network file space. This directory is backed up by IT staff and could be restored should you lose your data through some unfortunate event. The H: drive or home directory can be accessed from anywhere on campus through a wired internet connection. The network can also be used to store shared data and folders.
EMPLOYEE WEBMAIL
The Outlook Web Access (OWA) interface to the email service enables members of SCTCC access to their college email account from anywhere with an internet connection. Follow the link to access your email via the web using Outlook Web Access (OWA). To log on to the email system you must use your StarID.

A link to employee email can also be found on the Faculty & Staff web page on the SCTCC web site.

MNSCU E-SERVICES
E-services can be accessed on the SCTCC home page, or the Faculty & Staff web page, or go to https://webproc.MnSCU.edu/esession/authentication.do?campusId=208. Login using your StarID and password. E-services is managed and maintained by MnSCU IT staff and not by the SCTCC IT staff.

MnSCU E-Services allows faculty/staff to:
- Check Advisee Academic Record
- Check Advisee Contact Info
- Check Advisee List
- Download Class Lists
- Enter Grades
- Registration Overrides
- Last Date of Attendance

D2L
Select D2L Desire2Learn on the SCTCC home page, or go to http://www.sctcc.edu/d2l. Use your MNSCU StarID and password to log into D2L. After you login and arrive at your school's My Home page, you should have a listing of your courses in the My Courses widget and the Minibar's Select a Course drop-down menu.

If you need technical assistance preparing your online course material SCTCC has an Online Learning Support Assistant available to assist you. Please call 320-308-5515 or visit room 1-215. Students have a dedicated online learning student support person who is housed in the Open Computer Lab, Rm. 1-405.

SCTCC INTRANET
The web address of for the intranet at SCTCC is https://webapps.sctcc.edu/intranet/cgi-bin/login.pl . You log into the SCTCC Intranet using your StarID and password. You will find forms and other useful information here including the link to the IT helpdesk called SchoolDude.

FAQ'S
Q. How do I change my StarID password?
A. If you know your password, to change it follow these instructions:
   1. Visit the web site https://starid.mnscu.edu/
   2. Select the "StarID Self Service" link, then select "Change Password"
   3. Login to the StarID Self Service Login page with your StarID and current password
   4. Enter your old password and new password into the text boxes.
   5. Select the "Apply" button in the "Change Password" section.

Q. How do I know when my StarID password will expire?
A. The StarID system sends email 21 days, 7 days, and 1 day before your password expires to the preferred email address you selected when you activated your StarID. We recommend using your SCTCC email address as your preferred email address.

Q. What if my StarID password has expired?
A. You may reset your password by following the expired password or forgot password link at StarID Self Service.
Q. How do I check to make sure my own computer will work for D2L?
A. Go to http://www.sctcc.edu/d2l-check-your-computer and select Complete a System Check to ensure your computer is ready to work with D2L.

Q. What internet browser should I be using?
A. SCTCC recommends that students use the Mozilla Firefox web browser to access D2L. Mozilla Firefox is a free download and can be found at www.mozilla.org/en-US/firefox/new/. If you are not sure which internet web browser you are using, please use the following web page: http://whatbrowser.org/

PASSWORD RULES
According to best business practices, a complex password policy is the basic foundation for computer and network security. SCTCC staff and faculty are required to use complex passwords on all SCTCC email and network accounts. IT has outlined the following criteria for creating complex passwords and included various tips to help you in your selection.

In accordance with best business practices, passwords will now consist of 3 of the 4 items listed below:

1. At least one upper case letter. (A - Z)
2. At least one lower case letter. (a - z)
3. At least one number. (0 - 9)
4. Special Characters: Note: The following characters: ~ ! $ % ^ & * () _ = , . / ; [ ] " <> \ | - are allowed. Spaces, @, ', ?, +, : are not allowed

Changing your password: According to Minnesota State Colleges and Universities security rules you must change your password every 180 days.

If you do get locked out of your account and are not able to access it, please visit room 1-215 and we would be happy to assist you. Please be prepared to show your campus ID so we can verify your identity.

STATE OF MINNESOTA EMPLOYEE SELF SERVICE
Payroll and paystub self-service: http://www.state.mn.us/employee

How to change a W - 4 form?
- Log into the Employee Self Service
- Under the Enterprise Menu, select "State of MN Self Service"
- Locate "Other Payroll", and select "W-4 and MWR"
- Select "W-4 and MWR" (again)
- Once there you can change your federal information
- To change your STATE information select "State Withholding" on the same page
- When you’re finished with the State Withholding information, select "Go Back" to return to the previous page
- Be sure to select "Submit" at the bottom of the page when you are finished

How to get a W-2 form
- Log into the Employee Self Service
- Under the Enterprise Menu, select "State of MN Self Service"
- Locate "Other Payroll", then select "W-2 Information

How do I change my password?
- Log into the Employee Self Service
- Under the Enterprise Menu, select "State of MN Self Service"
- Locate "My Profile"
- Under the Password heading select "Change password"
- Type in your current password, select a new password, then confirm the new password
- Select “OK” to finish
Forgot my password or have problems signing on?
- Go to Employee Self Service
- Select Forgot Your Password? under the "Enterprise Menu"
- Follow the instructions on the next page EXACTLY!
- If you are still having problems, follow the instructions under Problems Signing On?

What is my State Employee User ID?
This is your state payroll ID number that you should have received via regular mail. If you no longer have your ID number contact Human Resources at 320-308-5464.

VOICEMAIL
All faculty and staff can have voicemail if they choose to have it or if their supervisor deems it necessary. To access your voicemail follow these instructions:
- Dial (320) 308-5577 from any phone (or 85577 from your desk phone)
- Enter your mailbox number (8+XXXX), then press #. (Where XXXX refers to the last four digits of your phone number)
- Enter your password, and then press #.

More detailed instructions can be found at: http://huskynet.stcloudstate.edu/telephone/voicemailInstructions.asp

MICROSOFT OFFICE 365 (STUDENT EMAIL, ONEDRIVE, AND OFFICE 365 PROPLUS)
Microsoft Office 365 enables students at SCTCC access to their email from anywhere with an internet connection. Office 365 also includes a calendar, a place for contacts, and a personal library intended for storing and organizing your files called OneDrive.

To access your student email account, select Student Email on the SCTCC home page, or you can go to http://mail.office365.com. To log into your Office 365 student email account you must use your full email address (for example: user@my.sctcc.edu). Students can set up email accounts by using the method outlined on this page:
http://sctcc.edu/mymail-setup.

My.sctcc.edu is SCTCC's official means of communication with students. All students have Office 365 email accounts created for them once they have applied and have been accepted for admittance into SCTCC.

DOWNLOAD MICROSOFT OFFICE 365 PROPLUS FOR FREE – STUDENTS, FACULTY AND STAFF
Students, Faculty and Staff at SCTCC do not have to buy Microsoft Office. SCTCC's Office 365 subscription allows current them to download and run Microsoft Office on up to 5 machines (PC or Mac) and also on up to 5 mobile devices (Android, iPhone etc.).

For Faculty and staff (http://www.sctcc.edu/help-desk-faculty ):
Follow these easy steps to get your free copy of Office.
1. Visit Office.com/Teachers
2. Enter your work email address. You will be emailed a link for verification purposes.
3. Click on the link to proceed with the installation.

For Students follow the directions at the link below:
- Installation Instructions

Office 365 ProPlus includes Access, Excel, InfoPath, Lync, OneNote, Outlook, PowerPoint, Publisher, and Word.
PRINT MANAGEMENT SYSTEM FOR SCTCC
The copiers and LaserJet printers connected to SCTCC’s network are now managed and serviced by the MnSCU systems preferred provider, Marco, Inc. The new managed print plan strategically locates printers in convenient locations on campus so no one has to go very far to use a printer.

Some Important Facts to Know
How to place a service or supply request, copier/printer service or training:
You can request service and supplies one of two ways:
   Call Marco at 1-800-888-2081
   Email Marco at mps@marconet.com
When emailing regarding a device please include the following:
   Serial Number (Marco ID #)
   Make & Model
   Location
   Contact Person Name & Number
   Description of service or supply requested

Please complete a SchoolDude IT work request if you wish to move a printer. We cannot move or deploy a printer without doing paperwork with Marco, changing software configurations and network settings.

We have also implemented a print management system for students. Students are given $4.00 each semester for purchase of black and white pages. After those free copies are exhausted they will be required to pay $.04 per copy. Students will pay for the copies using their cyclone card. Students can add funds to their cyclone cards at the VTS machine in the cafeteria, or open lab at 1-405 and HSB - 117, at the campus card office or online at http://www.sctcc.edu/cyclone-cash-online-deposit-service. The $4.00 is printer credit only and cannot be used for any other purchases (i.e. copies, books, food, etc.). Also the $4.00 credit is only good for one semester, any unused amount does NOT roll over to the next semester, it will be removed from the card and a new $4.00 credit will be added the next semester. This system ensures all students will have equal access to prints paid for by student funded technology fees.

STAR ALERT EMERGENCY NOTIFICATION SERVICE
Star Alert is a service that uses text and email messaging to notify people of campus related emergencies. The primary delivery methods are text messaging and email. Text messaging is the student preferred way to communicate and the best way to reach students quickly, while email offers another option for those who can receive email to their cell phones. Star Alert is an “opt-in” solution, meaning the user may subscribe or unsubscribe to the service by choice. If you haven’t already signed up go to http://www.sctcc.edu/star-alert to do so (or type Star Alert in the search box on our SCTCC web page).
ATOMIC LEARNING ONLINE SOFTWARE TRAINING RESOURCE
St. Cloud Technical and Community College has chosen Atomic Learning as an online software training resource for faculty, staff and students. It is our goal to prepare our community of learners and educators with the 21st century skills needed for today’s world.
Atomic Learning provides training on over 110 of the most commonly used software applications, such as Microsoft Office, Adobe Creative Suite, D2L and many more. Very detailed training is available on timely topics for SCTCC such as Outlook Web Access Email training and eFolio. Atomic Learning breaks down each application into manageable tasks and explains each task through a one- to three-minute tutorial. You can view a tutorial when you have a quick question about a program you’re using, or you can view a series of tutorials and master an entire application. The web links for Atomic Learning will be available in D2L and on the SCTCC Library web page.

With a subscription to Atomic Learning, our school has the following benefits available to them 24 hours a day, seven days a week:
- Over 30,000 tutorials on more than 110 software applications
- Workshops on topics such as blogging, podcasting, newsletter design, presentation and more
- Over 500 new tutorials added to the site every 45 days
- Free Storyboard Pro software and access to Atomic Learning’s popular Video Storytelling Guide
- Self-assessment tools
- Hundreds of Spanish language tutorials
- Closed captioning on thousands of tutorials

Log on to Atomic Learning from anywhere with an internet connection using your Star ID credentials. [https://idpstarid.mnscu.edu/idp/Authn/UserPassword](https://idpstarid.mnscu.edu/idp/Authn/UserPassword)

Please take advantage of this powerful resource available to you at no cost.

**DISCOUNTED SOFTWARE AND HARDWARE PURCHASES**

If you would like to purchase Microsoft and Adobe software at a discounted academic rate we have an online web store where you can do so. It’s called [SCTCC On The Hub](https): can be found by searching the word Hub on our SCTCC web pages.