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
- Minnesota State COPYRIGHT GUIDELINES
- Minnesota State INTELLECTUAL PROPERTY FORMS AND TOOLS
- Minnesota State BOARD POLICY 3.26, INTELLECTUAL PROPERTY
- Minnesota State 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 6 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
- Stephanie Streit, Library Technician – (320) 308-6087 – streit@sctcc.edu
- Student Workers –Library Circulation Desk – (320) 308-5141

LIBRARY FAQS

How do I log into the computers?
Using your Star-ID and password 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 Star-ID and password. Select your print job(s) and swipe your Cyclone ID card to print.

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?
You may check out books for a three-week-loan period. This excludes reference and reserve books that are in-library-use only.

Can I renew my library materials?
Yes, you may renew books 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 $0.04 per single-sided copy. Double-sided costs $0.06 per copy.

Can I print in color?
The library has a color printer or copier. Copier cost $0.25 per sing-sided copy. Double-sided costs $0.40 per copy.

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 is available on the library homepage under Interlibrary Loan. The lending library reserves the right to decide the loan period for books borrowed from other libraries.

ELECTRONIC BOOKS
The Library has over 500,000 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. You can find a full list of titles under Periodicals on the library homepage, and you may check out older issues for a one-week loan period; nevertheless, you may not check current issues of periodicals out of the library.

**AUDIOVISUAL MATERIALS**
The Library has several audiovisual materials, including DVDs, Books on Tape, CDs, Videocassettes, and Audiotapes that are available for checking 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 three on a subject). One renewal allowed unless requested by another user
- **Reference** – in library use
- **Reserve** – in library use
- **Audiovisual** (videos, DVDs, CDs) – 3 days (limit 2 items) – non-renewable
- **Current Periodical** – in library use
- **Juvenile** – 3 weeks (limit 5 items)
- **Back Issue Periodicals** – 1 week (limit 3 items) – non-renewable

**LATE FINES**
- Overdue items will incur a $5.00 fine for each late item.
- Students are responsible for remittance of all library fines to SCTCC Business Office.
- Any student with a library fine has a permanent hold on the record unless remittance is settled.

**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, which also placing a hold on a student's record.

An item considered damaged if returning under the following condition:
- 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

- We supply most requests within one week. If an article is available electronically, we will send it out to your email account. If an article or book is available or sent directly to the SCTCC Library, we will notify you by email to pick it up. Renewals of books are at the discretion of the lending library.

### INFORMATION TECHNOLOGY SERVICES

#### INTRODUCTION
The dedication of Information Technology Department is delivering high quality technical service to the students, faculty and staff. The goal of the information technology department is continuously meeting 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), backed up routinely. Electronic storage for students provided as part of their Microsoft Office 365 email account. OneDrive provides one (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. Control Panel > Network and Internet > Network and Sharing Center > Change adapter settings
   2. Right Click on your wireless connection and enable or connect/disconnect.
   3. Some laptop computers also have a switch on the outside of the case. Make sure that this is in the ON position.
   4. You may want to make sure the Wi-Fi is on by selecting the on/off tab.

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 have entered the wireless access code on your computer, it does not require you to enter again unless deleted.
COMPUTERS AND TECHNOLOGY

SCTCC has a mixed environment of PCs and Macs, the usages 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 staffed with helpful and experienced college lab assistants and student-workers trained to answer general queries including but not limited to logging into the campus network, using campus email, saving files, and any technical issues you may have. 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, faculty members can check out AV items from room 1-215. If faculty members need to check out a laptop for short-term use, they can check it 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
- Additional specialty 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 linked to event information drawn from the College-Net 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 Victor Lukasek in 1-215 or send a helpdesk request using Spiceworks of IT Helpdesk online web-based management systems for IT work orders, found on the SCTCC web at https://www.sctcc.edu/help-desk-faculty by clicking the button for IT Help Request. Direct link to IT Helpdesk request is accessible at https://itrequest.sctcc.edu/portal. You may also submit a helpdesk request via email by sending an email to ITRequest@sctcc.edu.

WHERE/HOW TO GET IT ASSISTANCE

The preferred method of contact is to use the IT work orders of IT Helpdesk online web-based management systems (Spiceworks). This not only gives us a written record of your request but also helps us track requests to ensure timeliness of issues resolved. A direct link to the IT Helpdesk request is accessible at https://itrequest.sctcc.edu/portal or sending email request to ITRequest@sctcc.edu. It is very straightforward for accessibility; nevertheless, if you don’t know how to find it 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
2-ITS 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) 308-5972 or -5436 (direct).
2-ITS Network issues such as internet outages (320) 308-5669
2-471 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
2-475 D2L and Online Learning Faculty Assistance (320) 308-5515
HELPDESK REQUESTS
To get assistance from the IT department at SCTCC users are required to submit a helpdesk request using the IT Helpdesk online web-based management systems for IT work-order ticketing system (Spiceworks), unless it is an emergency. Access to Spiceworks is available on the SCTCC web at https://www.sctcc.edu/help-desk-faculty by clicking the button for IT Help Request.

Values/Benefits of the Spiceworks 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

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

STARID
The Star-ID is a username used across the Minnesota State Colleges and Universities system for accessing information technology systems and services. As systems configured to using Star-ID, the number of usernames and passwords students and employees will need to remember. Passwords are good for six months as they expire every six month, and Star-ID need activation for the first time.

To activate your Star-ID, go to https://starid.minnstate.edu, select Activate my Star-ID to retrieve your Star-ID and set the password. You will need your Minnesota State Tech ID number and your social security number to activate Star-ID if you choose “I know my Tech ID”.

If you are unable to activate the Star-ID or if you encounter problems then please contact IT Help Desk staff for assistance in room 1-215 (call 1-320-308-5972) or in room 1-405 (call 1-320-308-6445).

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 Minnesota State Star-ID 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 highly recommended that important data be stored on this network file space that 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 is accessible from anywhere on campus through a wired internet connection. The network is also setup for storing shared data and folders.
MINNSTATE E-SERVICES
E-services is accessible 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 Star-ID and password. Minnesota State IT staff, not the SCTCC IT staff, who manage E-services.

Minnesota State 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 Star-ID 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 2-475. Students have a dedicated Online Learning Support person housed in the Open Computer Lab, 1-405, reached at (320) 308-5366.

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 Star-ID and password. You will find forms and other useful information here including the link to the IT helpdesk called IT Helpdesk (work Order), the direct is https://itrequest.sctcc.edu/portal.

FAQ'S

Q. How do I reset my Star-ID password?
A. If you forgot your password, or it has expired, to reset it follow these instructions:
   1. Visit the web site https://starid.minnstate.edu/
   2. Select the "Reset my Password" tab
   3. Select one of the five options provided, for instance “I have my library card”
   4. Enter the information requested. The library card number located at the back of your ID card.
   5. Click “Continue”, the new password fields appear.
   6. Please do not forget to check the acknowledgement check box to set the new passwords.
   7. Ten previous passwords may not reused.
   8. For your security, please choose a combination of upper cases, lower cases, numbers, and symbols (Spaces, @, ', ?, +, : are not allowed).

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

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 either the Chrome or the Mozilla Firefox web browser to access D2L. Google Chrome and Mozilla Firefox are free download, and accessible at https://www.google.com/chrome/ or 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: https://www.whatismybrowser.com
PASSWORD RULES
According to best business practices, a complex password policy is the solid 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 need to consist of three (3) or four (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 security rules of the Minnesota State Colleges and Universities, you must change your password every 180 days.

If your account gets locked out, 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, enter 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 PRECISELY!
- Follow the instructions under the Problems Signing On if the issues persist.

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 and information are accessible at: https://www.sctcc.edu/voicemail

MICROSOFT OFFICE 365 (STUDENT EMAIL, ONE_DRIVE, AND OFFICE 365 PRO PLUS)

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 work or staff email account, select Office 365 Login under the “Faculty & Staff” of the “Information For...” on the SCTCC home page, or you can go to http://mail.office365.com. To log into your Office 365 email account, you must use yourStarID@minnstate.edu full email address (for instance, userStarID@minnstate.edu). Staffs can set up email accounts by using the method outlined on this page: https://www.sctcc.edu/student-email.

Students use StarID@go.minnstate.edu (faculty and staff omit the “go.”), and their email format will be “firstName.lastName@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 been accepted for admittance into SCTCC.

DOWNLOAD MICROSOFT OFFICE 365 PRO PLUS 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 five (5) machines (PC or Mac) and also on up to five (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. Login to your office 365 account.
2. Enter your work email address user name (yourStarID@minnstate.edu) and password
3. Click selection menu.
4. Click “All apps →”
5. Click “Explore all your apps” at the left-bottom corner.
6. Click “Install Office”.
If you do not see it with the aforementioned steps after logging to email, please following these steps.
1. Click the setting icon on top-right corner.
2. Scroll down looking for “Office 365” and click it.
3. Click Install Office 365 located somewhere on the right top portion of the screen.

For Students, same directions, the only exception is the user login (yourStarID@go.minnstate.edu).

The details of directions and instructions on how to download and install Office 365 on Windows and Mac computers is accessible through this link Office 365 Installation Instructions
https://www.sctcc.edu/sites/default/files/How%20to%20install%20Office.pdf

Office 365 Pro Plus is the version of Office that comes with our campus plan. It includes Access, Excel, InfoPath, Lync, OneNote, Outlook, PowerPoint, Publisher, and Word.
OFFICE 365 FAQ’S

Q. How do I save files to OneDrive in Office 365?
A. Microsoft Office 365 accounts have 25 GB of storage available through OneDrive. To access it, students log into their student email account and select OneDrive in the Navigation Bar at the top, right. You can drag and drop files into this area, or select Upload to browse for files. You can also create new files within OneDrive using the online versions of Word, Excel, PowerPoint, and OneNote.

Q. How do I change my current Office 365 password?
A. You cannot change or reset the password through the office365 account, because, it is linking to your Star-id as you activate your office365 account with yourStarID@go.minnstate.edu and your Star-ID password. If you are sure that you need to reset the password, click the following https://starid.minnstate.edu/. It is the same as resetting your Star-id password.

Q. How do I know when my Office 365 password will expire?
A. You will see an update message when you access any office 365 package. The message shows that you need to update your account by logging into the account the way you login to your email account so long as you are an active student.

Q. Whom should I contact to if I forgot my Office 365 password?
A. Students can contact the open computer lab in Rm. 1-405 by stopping in or by calling (320) 308-6445 for assistance.

Q. How do students get help for technical issues?
A. For any computer hardware or operational issues, either contacting the Computer Help Desk at 320.308.5972, Rm. 1-215 or emailing to helpdesk@SCTCC.edu.

PRINT MANAGEMENT SYSTEM FOR SCTCC

The LaserJet printers and copiers connected to SCTCC’s network managed and serviced by the Minnesota State 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 request.
Please complete an 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 loaded $4.00 each semester for printing 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. For debit or credit card payment, please visit 1-215 card office located across the bookstore.

The $4.00 is printer credit only, not be used for any other purchases (i.e. copies, books, food, etc.). The $4.00 credit is only good for one semester, any unused amount does NOT roll over to the next semester, it will reset to $0, and a new $4.00 credit be added to the card 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 have not 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).

HOONUIT BY ATOMIC LEARNING ONLINE SOFTWARE TRAINING RESOURCE
St. Cloud Technical and Community College has chosen Hoonuit by Atomic Learning as an online database of video-based technology training courses, the college subscribes to this paid database and 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.

Hoonuit by 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 e-Folio. Hoonuit by 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 are using, or you can view a series of tutorials and master an entire application. The web links for Hoonuit by Atomic Learning will be available in D2L and on the SCTCC Library web page.

With a subscription to Hoonuit by 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 Hoonuit by Atomic Learning’s popular Video Storytelling Guide
- Self-assessment tools
- Hundreds of Spanish language tutorials
- Closed captioning on thousands of tutorials

Log on to Hoonuit by Atomic Learning from anywhere with an internet connection using your Star ID credentials. https://signon.minnstate.edu/idp/profile/SAML2/Redirect/SSO?execution=e1s1

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