

SCTCC STUDENT TECHNOLOGY GUIDE



A guide for technology used at the college.

E-mail, D2L & Computer Login:

Students use Star ID credentials to access E-mail, D2L & computers at the college.

<https://starid.minnstate.edu/>

Student E-mail:

Your other account is your Campus Email Login ID. This is an 8-character code that starts with the first 4 letters of your last name, first 2 letters of your first name, followed by 2 numbers @my.sctcc.edu.

You use your Campus Email Login to

► Access your campus email: <https://outlook.office.com/owa/>

You may want to click “Quick Links” then choose “Email” on top of the front page of the SCTCC homepage.

OneDrive:

Microsoft Office 365 accounts have 25 GB of storage available to the students with school email accounts, known as your OneDrive. You can find it in the “More” button at the top of the screen after logging into your email.

D2L:

The web address of for D2L is <http://www.sctcc.edu/d2l>.



* Check your computer readiness for D2L if using your own computer.

Go to <https://sctcc.learn.minnstate.edu/>, and then click “Click here to do a system check!”

Follow the instructions on the page to ensure your computer is ready to work with your online class.

If you need technical assistance for getting into online course material SCTCC has an Online Learning Support Assistant available to assist you. Please call (320) 308-5989 or visit ITS (Rm. 1-215).



Computer Login:

To login to a computer at school you use your Star ID.

Open Computer Labs:

There are several labs of computers available for student use that has software needed for all academic programs. Main Campus has two: Rm.1-405 & Rm. 1-309. HSB (Health Sciences Building) Rm. 117.

Printing at College:

Your card will be loaded with \$4.00 every semester for printing only. We use a print management system at SCTCC. You will be charged 4¢ for every sheet from the printing money first, then from reserves if you have added money to your card.

Cyclone Card:

Your Student ID (Cyclone Card) is the official SCTCC photo ID card. You can add cash to your card at the VTS machine in the cafeteria, or open lab at 1-405 and HSB - 117, or the Campus Card Office takes debit/credit cards. You can use your cyclone cash at Cafeteria, Book Store, and Computer Lab paying for printing or copies.

Wireless Access: (wifi)

SCTCC wireless password is **cyclones**. Be sure enabling your wireless card.

If you have any problems, please feel free to ask someone in the Open Computer Lab (Rm.1-405), IT Services (Rm.1-215) or Open Computer Lab (Rm.1-309).

Free & Discounted Software:

DOWNLOAD MICROSOFT OFFICE 365 PROPLUS FOR FREE

Students at SCTCC do not have to buy Microsoft Office. SCTCC's Office 365 subscription allows current students 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.) To download Office follow the directions below:

- [Installation Instructions](https://www.sctcc.edu/sites/default/files/How%20to%20install%20Office.pdf)
<https://www.sctcc.edu/sites/default/files/How%20to%20install%20Office.pdf>

Getting Support:

Technical support is accessible at the Open Computer Labs listed above. You may also call (320) 308-6445. They may forward you to a more experienced technical staff if they are unable to assist you.

All this technical information is available in a more detailed version on SCTCC's website, search for Student Help Desk or navigate to <http://www.sctcc.edu/student-help-desk>.

There also a student handbook with loads of information that every student should know available online linked on this page: <https://www.sctcc.edu/student-help-desk>