LIBRARY SERVICES – STUDENT RESOURCES

If you need help with your research or reference, the SCTCC Library Staff is here to help you!

To access the library homepage, select “Library” on the SCTCC College Homepage or go to http://www.sctcc.edu/library

The SCTCC Librarian provides reference and research assistance. If you would like to schedule an appointment as an individual or a group, please stop by the library to see the librarian or use the contact information below...

   Patricia Akerman, Librarian
   Email at pakerman@sctcc.edu
   Phone at (320) 308-5966

You may also use the “Ask a Librarian” link on the library homepage. If you send an email, please include your name and contact information. If you have a research question, briefly describe your assignment and list the resources you have already checked. You will receive a response by email or by phone. Reference requests, sent before 3 PM Monday through Friday, answered within forty-eight (48) hours. Requests made after that time or on weekends will be answered the following Monday.

For general library questions, you may contact one of the library staff by stopping at the library circulation desk or by calling (320) 308-5141.

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 – sstreit@sctcc.edu
   • Library Circulation Desk – (320) 308-5141

LIBRARY FAQS
How do I log into the computers?
You use your Star-ID and passwords to log into the computers.

How do I save my documents?
The computers in the Library and Student Center are set to delete any changes or items saved to the desktop upon logging off. To save a document for retrieval later you can upload your file(s) to OneDrive in Office 365, the Locker in D2L, or to a flash drive. To store your file(s) in OneDrive, select the Student Email link on the SCTCC home page. Sign into your 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. To store your file(s) in the D2L Locker sign into D2L, select the Materials menu and then select Locker. Select Upload Files and in the dialog box, you can either drag and drop files into the designated area, or select Upload to browse for files.

**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, excluding reference and reserve books that are in-library-use only.

**Can I renew my library materials?**
Yes, you may renew books 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.

**Where can I find anything that my instructor put on reserve?**
Reserve materials are located at the Library Circulation Desk. These materials are available for in-library-use only.

**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.

**Where can I get help with research?**
Stop by the circulation desk and ask the Library Technician or one of the student workers for general library assistance. For reference or research assistance, you may contact the Librarian by stopping by the library, calling (320) 308-5966, or by using 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 does not have a color printer or copier. Color printers can be located at the Student Open Lab 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. Detail 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 96,000 electronic books. This collection is available to you 24/7, while on or off campus. To access the electronic books, select **E-BOOKS** 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 Cyclone 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) – one week (limit three items) – non-renewable
- **Current Periodical** – in library use
- **Juvenile** – 3 weeks (limit 5 items)
- **Back Issue Periodicals** – 1 week (limit five 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 returned in 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.
RESERVES
- Reserves are materials given to the library by faculty for their students' use. If you need one of these items, please ask for it at the library circulation desk.
- Reserves are accessible only in the library by current SCTCC students.
- A valid SCTCC photo ID is required to check out these materials.

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.

PRINTING/COPYING
The Library has two printers available for use, one black and white and one color. Once you have sent 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. After your initial 100 fee pages, any additional printed pages will incur extra charges thereafter. Please see the library staff if you need assistance printing.

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 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.

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 on the bottom-right corner. It is an 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 1-309), 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, and DVD’s. SCTCC has several classrooms with interactive white boards.

SCTCC continues to look for innovations in technology to convey information to students in new and more effective ways such as mentioning in the following major activities.

**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 Dean Evans EMS room scheduling system. This allows SCTCC to input college-related events into only one system, yet have it display on both.
SCTCC has wireless access throughout the campus. SCTCC has several 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.

**WHERE/HOW TO GET IT ASSISTANCE**

**General Computer Labs:** Our open computer labs have helpful and experienced assistants and student-workers trained to answer general questions including but not limited to about logging into the campus network, using your campus email, saving files, and any technical issues you may have. We have two open computer labs in the main building - they are located in Rooms 1-405 and 1-309. We also have a computer lab in the Health Sciences Building HSB-117.


- **Tutorials and Training Materials:** Whether you are working on campus or working on assignments from home, you can find training videos, handouts, and other guides to technology on the SCTCC web pages. As you start your classes at SCTCC, it is smart practice to take a tour through the pages to see what is available and the tips for reading through, which will help you complete work more quickly and accurately.
- **Computer Help Desk:** Please contact the Computer Help Desk at (320) 308-6445 with any computer troubleshooting or operational issues. The Help Desk is located in Rm. 1-405.
- **Hardware Issues:** Please contact the IT staff in Rm. 1-215 for assistance with IT hardware issues.
- **Hoonuit by Atomic Learning:** Searching, viewing, watching, and learning online tutorials, including training courses, such as Excel, Word, D2L and other informative courses.

**Key Contacts:**

**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 student-workers trained as college lab assistant. Same services as in Rm. 1-405.  
**H-117** 3rd student open lab in the Health Sciences Building.  
**1-215** Cyclone Card Office, assistance with Cyclone Card (320) 308-5501 and MIS, assistance with hardware issues.  
**Heartland (Library) 112** 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

**NETWORK – LOGGING IN TO CAMPUS COMPUTERS**

To log into the computers on campus use your Star-ID and password. [https://starid.minnstate.edu/](https://starid.minnstate.edu/) You may use this link to reset your passwords.

**D2L**

Select *D2L Desire2Learn* on the SCTCC home page, or go to [https://sctcc.learn.minnstate.edu](https://sctcc.learn.minnstate.edu). Use your 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 nine-dot course selection drop-down menu located at the top of the screen.

Students have a dedicated e-Learning Support Assistant housed at the Open Computer Lab, Rm. 1-405, who also served as a computer Lab Assistant to help students with queries about online learning experiences including but limited to uploading assignments to drop-box, viewing e-learning material content, accessing quizzes, and other general equivalent issues online students may have.
MINNSTATE STUDENT E-SERVICES
E-services managed and maintained by Minnesota State IT staff, not by the SCTCC IT staff.

E-Services
Your Star-ID gives you access to E-Services where you can
• register for classes and manage your schedule
• check your grades
• update your university contact information
• review your DARS (degree audit report system) report

Accessing E-Services
1. Select E-Services on top of the SCTCC home page or go to
   https://eservices.minnstate.edu/esession/authentication.do?campusId=208
2. Login using your Star-ID and password.

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 either “I know my Tech ID” or “I know my email address.
   4. Select the “I know my Tech ID” requiring your social security number without spaces or hyphens. If you have created security questions before, the systems necessitates you to answer correctly (case sensitive).
   5. Select the “I know my email address” bypassing the security questions you may have forgotten, and the systems will send you verification code to your email (please make sure that it’s your personal email, as it does not make sense for you to use the student email since you cannot access to it at this moment).
   6. If you use the verification code, please enter your last name in the following field.
   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 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 Star-ID. We recommend using your SCTCC email address as your preferred email address.

Q. Why am I unable to log into the D2L?
A. D2L will not generate your account as soon as you have registered for the course. In other words, if you have registered for the course today, you may need to wait several hours and/or overnight for your account creation in D2L and enable your accessibility in the account authentication processes.

If you cannot login to D2L, verify the following steps:
1. You are currently registered for a course that uses D2L,
2. You registered for the D2L course more than 1 business days ago, and
3. Today's date is less than 55 days prior to the semester start date.

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. How do I store files in my D2L Locker?
A. To store file(s) in the D2L Locker, select the Materials menu and then select Locker. Select Upload Files and in the dialog box, you can either drag and drop files into the designated area, or select Upload to browse for files.

Q. What internet browser should I be using?
A. SCTCC recommends that students use either Google Chrome or Mozilla Firefox web browser to access D2L. Chrome and Firefox are free download. You may use the following links for their official websites found 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 click the following web page: https://www.whatismybrowser.com and it will tell you what your browser is.

MICROSOFT OFFICE 365
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 “Quick Links” “Student Email” on the SCTCC home, or you can go to http://mail.office365.com. To log into your Office 365 student email account you must use the following format yourStarID@go.minnstate.edu (for instance, aa1010bb@go.minnstate.edu). Students can access to the information about email accounts by clicking this link: https://www.sctcc.edu/student-email.

Student emails are official means of communication between students and school and/or instructors. 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 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 five (5) machines (PC or Mac) and also on up to five (5) mobile devices (Android, iPhone etc.) To download Office follow the directions of office installation instructions given by the link below:


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.

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 to be at least eight (8) characters. 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 consist of the combinations the following listed items:

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: ~ ! $ % ^ & * () _ = , . / ; " > \ | @ - **Attention**: Spaces, ', ?, +, : are not allowed.

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

CYCLONE CARD
What is a Student ID/Cyclone Card?
Your Student ID/Cyclone card is the official St. Cloud Technical and Community College (SCTCC) photo ID card.

How to get a Cyclone card?
You will need to provide the following two (2) things to get a cyclone card:

1. Current Class Schedule
2. A picture ID (Driver’s License/State ID)
3. Go to Rm. 1-215 to obtain your card during card office hours (listed on the next page)

Where can you use your Cyclone card?

Within campus:
- Dining services in the Commons
- Campus printers
- Campus copiers
- Purchases at The Book Store
- Materials at Library/Resource Center
- Free tutoring at the Mary Stangler Center for Academic Success (CAS)
- Free tutoring at TRIO
**Outside campus:**
- Library/Resource Center privileges at SCSU/any state library
- Student Health Services at SCSU (320.308.3191)
- Discounted movie passes for Parkwood Cinema in Waite Park (purchased through SCTCC's The Book Store only)
- FREE membership at the St. Cloud YMCA (pay a one-time joiner fee)
- Level 2 access to Campus Rec activities at SCSU for $20 a semester
- Additional outside vendors for discounts as listed on the Advantages page
- Free, unlimited access to the Metro Bus fixed route system. (Just swipe your Cyclone ID card on the bus). Visit the St. Cloud MTC website for route and schedule information. (Students must be enrolled in 6 credits each semester to enjoy this benefit).

**Contact Cyclone Card Office**
Phone: (320) 308-5501  
E-mail: cyclonecard@sctcc.edu  
Webpage: [http://www.sctcc.edu/cyclonecard](http://www.sctcc.edu/cyclonecard)

**Cyclone Card Office Address**
1-215, Cyclone Card Office  
St. Cloud Technical and Community College  
1540 Northway Dr.  
St. Cloud, MN – 56303

**Office Hours:**

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<tr>
<th>Fall &amp; Spring Hours</th>
<th>Summer Hours</th>
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<td>Monday – Thursday</td>
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<td>Friday</td>
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<td>9:00 AM – 4:00 PM</td>
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Students can replace their Cyclone Cards at the Cyclone Card Office. Bring the picture ID (Driver’s License, State ID or Passport) and be prepared to have your picture taken.

You need to repay $10 replacement fee if your initial or subsequent ID card is ever lost, damaged or stolen after remitting the fee at the business office.

**Do I have to pay for replacement?**

Yes, If ...
- The card has been misused (scrapped, chewed, etc.)
- The card is bent
- The card warped from heat, dashboard or clothes iron/dryer, etc.
- A hole is punched or stickers are on the card and is/are the reason for its replacement
- The card is broken or split

No, If...
- The lamination is peeling (with no other sign of misuse)
- The encoding on magnetic strip is worn out or unusable (with no other sign of misuse)
- Card photo or text is fading because of frequent use
- Name or status change (must return the previous card; no exception. Name change needs to be verified through record and registration office in a written form)
- Reported card stolen and you present an official police report or a copy of the official police report mentioning about the stolen card submitted to the Cyclone Card Office.
PRINT MANAGEMENT SYSTEM FOR STUDENTS

We have implemented a print management system at SCTCC. Some reasons for deploying this include lab paper and supplies usage and the ability to provide color printing for student computer labs. Students’ cyclone cards will be loaded with $4.00 each semester for printing black and white pages. The balance will reset to $0 at the end of the semester if students do not use it for printing, it is NOT roll over to the next semester, as another new $4.00 credit is loaded for the next semester.

If students use it for printing during the semester, it will count down by $.04 per copy. After those free copies are exhausted, students will be required to pay $.04 per copy by loading additional funds into their cyclone cards at the VTS machine in the cafeteria, or open lab at 1-405 and HSB - 117, at the Cyclone Card office or online at http://www.sctcc.edu/cyclone-cash-online-deposit-service.

The $4.00 is for printer credit only, not used for any other purchases (i.e. copies, books, food, etc.). 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 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 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://learnit.hoonuit.com/?from_auth=1

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, called SCTCC on the hub, and you can find it by searching the word “Hub” on our SCTCC web pages.