

This is a brief guide to get you started with technology at SCTCC. Please find the [Faculty/Staff Library and IT Services Handbook](#) available online for complete information.

Employee Network, E-mail, E-Services, D2L, and SCTCC Intranet all use Star-ID.

Star-ID:

The Star-ID is a username used across the Minnesota State Colleges and Universities system for accessing information technology systems and services. If you forgot your Star-ID password or your password has expired, go to Star-ID Self Services (<https://starid.minnstate.edu/>) and follow the instructions. If you are unable to activate your Star ID or if you encounter problems, please contact the IT. Help Desk staff for assistance, Rm. 1-215 or call 320-308-5972.

Employee Network

You must have a network account to log into a 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. This directory folders, 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.

Employee email



[Office 365](#) enables members to access their college email account from anywhere with an internet connection.

A link to employee email is also accessible on the Faculty & Staff web page on the SCTCC web site or under "Information For..." on the home page.

Office 365 Login instructions:

1. Login to [Office 365](#)
2. Username: YourStarID@**minnstate.edu**
3. Password: Your StarID Password

More information about Office 365

<https://www.sctcc.edu/office365-employee>

E-Services

E-services is accessible on the SCTCC home page, the Faculty & Staff web page, or go to <https://eservices.minnstate.edu/employee/public/secure/main/#/institutions/0208/person> Login using your Star-ID and password. Minnesota State IT staff, not the SCTCC IT staff, who manages and maintains E-services.

Minnesota State E-Services allows faculty/staff to access:


- Faculty – student advisees, class lists, grades
- E-Timesheet
- Accounting
- Purchasing
- Security Administration
- Tuition Waiver
- Student payroll advisor

D2L (Online Learning Management System)

Select *D2L Desire2Learn* on the SCTCC home page under quick links, or go to <http://www.sctcc.edu/d2l>. 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 Minibar's *Select a Course* drop-down menu.

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

Go to <https://sctcc.learn.minnstate.edu/d2l/systemCheck> and select *Complete a System Check* to ensure your computer is ready to work with D2L.



Before you begin exploring your online courses, please make sure that your computer has the needed plug-ins and players to work with D2L.

1. Run [Complete a System Check](#) to make sure your computer and web browser are compatible with D2L. If there is a problem, you will see instructions on how to make your computer or browser compatible.
2. Make sure that your computer has the needed **browser plug-ins**. Select each of the links below for the **Test Files**. If you do not see a document or movie in the browser window which opens, use the **Free Download** link to get the necessary plug-in or player.

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 1-185.

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 School-Dude.

Password Rules

According to security rules of the Minnesota State Colleges and Universities, you must change your password every 180 days. You can reset your Office 365 by going to Star-ID Self Services <https://starid.minnstate.edu/>

Email, the network, intranet, and D2L Bright-space all use your Star-ID to login. Change your password at the [Star ID Self Service site](#) and you only need to change it once to update all three accounts.

IT Helpdesk (Spice-works)

The SCTCC IT department uses an online web-based management system for IT work orders. We want everyone to fill out a helpdesk request each time a work service needed so that we can fully realize the benefits of this helpdesk management system. The link to access is found on the web at <https://www.sctcc.edu/help-desk-faculty> Click the button for IT Help Request.

Direct link to IT Helpdesk request: <https://itrequest.sctcc.edu/portal>.

You may also submit a helpdesk request via email by sending an email to ITRequest@sctcc.edu

State of Minnesota Employee Self Service.

You should receive your state payroll ID number via regular mail. If you no longer remember your ID number, contact Human Resources at 320-308-5464. Payroll and paystub self-service:

<http://www.state.mn.us/employee>

Using the Employee Self Service, you can:

- Change your W-4
- View/Print your W-2
- View/Print Paystubs
- View and change Employee Benefits
- And more

Voicemail

All faculty and staff can have voicemail if they choose to have it or if their supervisor deems it necessary.

- To call voicemail from off-campus, dial 320-308-7777 then press #
- If you call x87777 from a phone other than yours, dial * to skip the message then # to get the prompt to ask for your mailbox number.
- Your mailbox number is the same as your 5-digit extension. For example, 320-308-5000 would have mailbox number 85000.
- Dial * to skip listening to someone's voicemail greeting.
- To dial off-campus, you are still required to dial "9" first.
- Emergency calls can be made to either 911 or 9911
- An Outlook plug-in can be installed so that you can play voicemail messages within Outlook without having to open the sound file in another program. Look for instructions on the voicemail guide page listed below.

More detail instructions are accessible at <https://www.sctcc.edu/voicemail>

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. 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).

Wireless Access Guide

The SCTCC wireless password is: cyclones

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. Password: ***cyclones***

If you have any problems, please feel free to ask someone in the Open Computer Lab (Rm. 1-405), IT (Rm. 1-215) or HSB (Rm. 119). Once you have entered the wireless access password on your computer, it is required to reenter with exception it is deleted.

All this information and more is available on SCTCC's website at <http://www.sctcc.edu/help-desk-faculty>