

# Early Orientation

## Welcome



Graceland  
UNIVERSITY | 1895

# Technology @ GU

Rose Waldeier, Tech Support Specialist



Graceland  
UNIVERSITY | 1895

# Tech Support

We are here to help you with your technology-related questions.  
When in doubt, contact Tech Support!

**Hours:** 8 a.m. - 5 p.m., Monday-Friday, non-holidays

**Location:** Briggs Hall, Room 3, Lower Level

**Bookings:** You can make an appointment using [this link](#).

**Phone:** 641-784-5400

**Email:** [techsupport@graceland.edu](mailto:techsupport@graceland.edu)



# Graceland must comply with these laws:

## FERPA (Family Educational Rights and Privacy Act)

- A Federal law that protects the privacy of student education records. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level.

## HIPAA (Health Insurance Portability and Accountability Act)

- A federal law establishing standards that protect sensitive patient health information from being disclosed without the patient consent.

## GLBA (Gramm-Leach-Bliley Act)

- Legislation requiring institutions to safeguard sensitive consumer data.

# Username and Passwords

You have one username. You have 2 passwords.

## Network Password

Logging into My Graceland, Brightspace, Library Resources, and Graceland provided computers.

## Email Password

Email address: *username@sting.graceland.edu*

Works for all Microsoft Products

# Password Reset Tool

- This tool allows you to change your password
- You *must* enroll in the password reset tool to change your password
- Questions? Contact Tech Support!



# Password Safety

- Make your passwords complex (seven characters, a number, at least one capital letter.) **Tip:** Use the first letters of your favorite song lyrics and add numbers.
- Example: "To the left, take it back now, y'all" turns into Ttltibny8743
- Never share your passwords with anyone.
- Never write down your passwords.
- To store multiple, complex passwords safely, use a password safe; a secured, digital location that only you can access to store passwords.
- Tech Support recommends a free option: [KeePass](#).

## **My Graceland (my.graceland.edu)**

- Content tailored to your specific relationship with Graceland University.
- Access is available to faculty, staff, students, alumni, and parents.
- Login to see all the content available to you.

**Upgrades are in process!**

**Watch for more details coming soon.**







Login



- Home
- Admissions
- Resources**
- GU Catalog
- Parents
- Alumni and Friends
- Help

You are here: My Graceland > Home > Welcome Guests

Don't know your password? Click here to have a password reset link emailed to you. If you were previously a student, your password has changed from the one you used at that time.

### My Graceland Home

- Welcome Guests
- User Agreement
- Technology Ethics and Use Policy

### Quick Links

- Search My Graceland
- Calendars
- Brightspace
- Official Graceland Site
- Graceland Provided Email
- Direct Link to Email
- Employee Directory
- Student Directory

## My Graceland Home

Welcome!

### You are Not Logged In

You are currently not logged in to My Graceland so you have only the most generic information available to you.

If you are a current user, please log in using the section above.

Welcome to My Graceland. This website is the place for people to come for information tailored to their specific relationship with Graceland University.

### Current Students

Students currently taking classes can access the site with their normal network username and password. Usernames look something like **jwd1** and are not your full email address. Students who forgot their network passwords should [read more here](#).

### About Graceland

#### General Website



The My Graceland site is designed for people with an existing relationship with Graceland. If you're looking for our public site, please [continue to www.graceland.edu](http://www.graceland.edu).

### My Graceland Status

Some pages are requesting you to log in with a username and password. This is your normal network username and password.

Contact [techsupport@graceland.edu](mailto:techsupport@graceland.edu) with any issues.

### My Graceland Home

Home ▾

Welcome Guests

User Agreement

Technology Ethics and Use Policy

## My Graceland Home

Welcome!


Welcome to



 Edit Content



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Student Home 

My Advisors

Enrollment Checklist

Enrollment Checklist old

Co-Curricular Record

Brightspace

Ethnicity-Race Update

Setup GUEST Access

Verify Enrollment or Order  
Transcripts Online


Register to Vote


Update Addresses


test page

My Printing

My Graceland Help


 Academics


 Career Services


 Student Employment

 Student Financial Services

 Student Government

 Student Life

 Student Wellness

 Tutoring

 Writing Center

# Microsoft



Word



Excel



PowerPoint



Outlook



OneNote



OneDrive

- **Email** - [username@sting.graceland.edu](mailto:username@sting.graceland.edu)
- **OneDrive** – store all classwork in the cloud and access it from anywhere.
- **Office Suite** – Word, Excel, PowerPoint, etc.
- **Stream** – Record your screen and voice over for a video presentation.



# How To Access Student Email



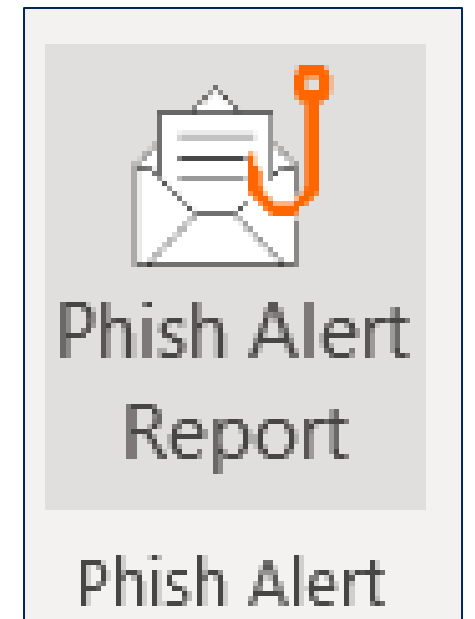
[Outlook.office.com](https://outlook.office.com)



Microsoft App

# Email Safety

- Avoid opening suspicious attachments
- Avoid clicking suspicious links
- Not sure? Select the *Phish Alert Report* button in the upper right-hand corner of your message window. This will alert Tech Support who will determine the message's safety



## Microsoft Authenticator

Microsoft Authenticator is an authenticator application that sends a unique code to your smart device to verify your identity. This will be required to access your email. (**Note:** do not share your verification codes with anyone)

Instructions to download can be found:

- Here: [Step-by-step instructions](#)
- Here: [Video tutorial](#)
- You are also welcome to call Tech Support at 641-784-5400 for live support (or visit us in Briggs!)



# Personal Student Devices

- Should students purchase a Mac or PC? This is a personal choice; students can be successful with either.
- ITS advises against relying solely on Chromebooks, iPads, and tablets for schoolwork, due to their limited capabilities.
- Due to concerns regarding liability and interfering with your personal device's warranty, ITS does not perform repairs or maintenance on student devices.



# Brightspace

- LMS – Learning Management System
- Web-based (can be accessed via any web browser on any device)
- Central learning platform for all courses
- View assignments, discussion boards, and more





## Welcome to Brightspace by D2L

Log in to view your courses, explore tools and features, and customize your eLearning experience.

Username \*

Username (Ex:Jwo3)

Password \*

••••••

Log In





Content Activities ▾ Communication ▾ Grades Help ▾ Tools ▾

Assignments

Awards

Checklist

Class Progress

Surveys

Virtual Classroom

Video Assignments

Week 2

2

## Syllabus ▾

100 % 1 of 1 topics complete

Social Responsibility Syllabus. Sec. 0 ▾

Word Document





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# Visit Us in Briggs - Room 3 - Downstairs



**Scan QR Code to Access This Slide Deck**

