COLLEGE OF NURSING

New Student Orientation
Information Technology Overview

Welcome

Welcome to the College of Nursing (CON)! The Information Technology (IT) Department provides technical support to students, faculty, and staff. Our duty is to forward the College of Nursing's strategic goals, enhance learning, enable scholarly endeavors, and support effective institutional management. The IT Department strives to provide reliable and efficient technical resources, systems, services, tools, and training to the College of Nursing community. In addition, the IT department continually explores new technologies to advance the learning experience for students and academic delivery for faculty, both in the classroom and online.

This packet includes valuable information that will guide you through the College of Nursing technological systems.

Need Help?

Contact Nursing IT at hsc-con-it@salud.unm.edu

Contents

1.0 - Accounts Overview

You will have two different accounts: a **UNM NetID** and an **HSC NetID**. The following are examples of what you can access with either account.

HSC NetID	UNM NetID
• Created automatically • HSCLink Email (@salud.unm.edu) • Learning Central • HSC Campus computers • Remote access to HSC library resources (HSLIC) • HSC Secure Wi-Fi • HSC Identity Management (used for password settings)	• Created automatically * • Lobomail (@unm.edu) • Canvas • my.unm.edu • Main Campus computers • Parking Services • Remote access to UNM's eLibrary • UNM web applications and more...

*Students at UNM prior to the CON admission may already have a UNM NetID.

*Both NetIDs may be identical, but not always.
*HSC and UNM passwords expire every 180 days.
*HSC NetIDs are created on the 1st day of classes.

1.1 - Obtain Your HSC & UNM NetID

1. Go to http://directory.unm.edu and search your name
2. Click *your name* under the search results
3. Locate both **Email** and **NetID** text boxes
4. Your HSC NetID will be the prefix of your email. See below

HSC NetID

jond@salud.unm.edu

Salud Email

*If your name does not come up after performing a search, contact CON IT at (505) 272-8112.
*Your HSC email address will automatically default as your main contact email for UNM. Please make sure you are checking this mailbox.

1.2 - HSC NetID Temporary Password

Your HSC NetID account will be provided to you with a default, generic password using this formula:

HSC_ + [Last Four Digits of Your Banner ID] + [lowercase initials]

- Example: **HSC_1234jd**

2.0 - HSC Email (HSCLink)

(Also referred to as 'Salud' email.) The entire UNM Health Sciences Center (HSC) community uses an email program called "HSCLink." Students are given an HSCLink email account which will remain active until they leave the institution.

2.1- Accessing HSCLink Email via WebAccess

- Browse to https://hsclink.health.unm.edu
- Enter your HSC NetID login information

The **User name** text box only requires the first part of your email address. Typing in your full email address will result in an incorrect login.

*Students are required to check their CON-provided email account (HSCLink) on a regular basis. *Students are responsible for content delivered to this account.*
Students must use HSCLink for email communication with CON Faculty & Staff.

3.0 - UNM NetID Information

Your UNM NetID is required to access Canvas courses and other main campus resources as explained above.

4.0 - UNM Email (Lobomail)

Previous UNM students may also have a UNM email account. Your email address is your UNM NetID appended to @unm.edu. Example: UNM_NetID@unm.edu. Your UNM email is accessible at http://lobomail.unm.edu.

Your HSC email account (HSCLink) is set as your primary email; all official CON emails are automatically directed to this address. Please be aware that some students or main campus faculty/staff may send messages to your UNM account. E-mail from @unm.edu can be forwarded to HSC/Salud e-mail (recommended).

5.0 – Canvas (canvas.unm.edu or my.unm.edu)

Students are granted access to Canvas (online) courses on the first day the course is scheduled to begin. Access is then removed two weeks after the official class end date. Students must use their **UNM NetID** when accessing Canvas. The official start and end date of a course can be found at http://schedule.unm.edu.

6.0 – Zoom Video/Web Conferencing (http://zoom.us/)

Many – but not all – instructors use Zoom video/web conferencing for online synchronous meetings. Zoom is a fairly friendly video-conferencing interface. Students will find a link for 'Zoom Meetings' (or 'Zoom Web Conferences' or 'Web Conferences') in the online course in Canvas. **Your first time using Zoom will require that you download & install Zoom (free) on your computer.** This will take a few minutes. Once you go into a meeting, a screen will appear and you need to click on 'Join Audio' to join in the meeting and participate.

7.0 - Wi-Fi Access

Wireless access is available in major buildings around North and Main campus.

Health Science Center:
   HSC_Secure (Login using the HSC NetID and Password)
   HSC_Guest (Intended for HSC visitors)

UNM:
   Lobo-Wi-Fi (Login connection using UNM NetID and Password)
   Lobo-Guest (Intended for UNM visitors)

8.0 - HSLIC Student Computer Access

Computers are available for student use in the Health Sciences Library and Informatics Center (HSLIC)

9.0 - Quick Links

Accounts
HSC Password Change: https://hscid.health.unm.edu
UNM Password Change: http://netid.unm.edu
UNM Portal: http://my.unm.edu

Email
HSCLink email: http://hsclink.health.unm.edu
UNM Email: http://lobomail.unm.edu or http://my.unm.edu

Other Resources
Canvas: canvas.unm.edu
Bookstore: http://bookstore.unm.edu/
CON Website: https://hsc.unm.edu/college-of-nursing/
HSC Library: https://hslic.unm.edu/
Learning Central: https://learningcentral.health.unm.edu
UNM Libraries: http://www.unm.edu/libraries.html
Parking & Transportation Services: http://pats.unm.edu

10.0 – Hardware Minimum Requirements

Incoming nursing students are required to have a laptop computer to take computerized exams. Students' laptops must meet the requirements outlined below. **Please contact CON IT for questions regarding your laptop's compatibility.**

Laptop Specifications	
Computer Processor	Intel® Core™ i5 processor or equivalent
Memory	4 GB or higher
Operating System	Windows 10 (Mac OSX or later)
Hard Drive	128 GB SSD or 500 GB HDD storage
Battery	Minimum 4 hours or more (recommended)
*Chromebooks and tablets are **NOT** compatible*	

11.0 - Computer Discounts

Computer manufacturers offer special benefits and discounts to UNM-HSC students, faculty, and staff. This is not an endorsement of a particular brand of computer; it is simply a courtesy link.

https://bookstore.unm.edu/c-253-computers-tablets.aspx
http://www.dell.com/unm

12.0 – Software Minimum Requirements

The CON supports the use of Office and the docx, xlsx, & pptx formats. Students are required to have access to a computer running Office or the ability to open Office based files. Compatibility packs are available at no cost from Microsoft for previous versions of Office. Instructors are not required to convert files for compatibility with older versions of office.

Unless an alternate format receives prior approval from an instructor, the CON only supports the following file types:

- Microsoft Office: All versions (docx, doc, xlsx, xls, pptx, ppt)
- Adobe Acrobat (pdf)
- Rich Text Format (rtf)

12.1 – Download Microsoft Office

As a student, you may be able to download a free version of Microsoft Office by following these steps:

1. Go to: http://lobomail.unm.edu/
2. Log in using your UNM email and password
3. Click **Install Office** at the top right of your window

*Students without a UNM email can contact CON IT for alternative instructions to download Microsoft Office.

12.2 - Free Antivirus Software

The UNM IT Department offers a variety of free applications including Symantec Endpoint Protection Antivirus Software. To download a copy, simply to go http://it.unm.edu/download/ and log in using your UNM NetID and password.

HSC Password Change Procedure

How to change your <u>HSC</u> password

1. Open a web browser window and go to https://hscid.health.unm.edu
2. Log in with your HSC NetID and password.
3. Select the dropdown menu in the top left.
4. Select "Manage Access", then pick Manage Passwords.
5. Select Change on the right.
6. Enter your current password, and your new password, then submit the change.

NOTE: If your HSC password has expired or if you don't remember your password, please call the College of Nursing IT Department at (505) 272-8112 during regular business hours.

How to change your <u>UNM</u> password (on or off campus)

1. Open a web browser window and go to https://netid.unm.edu
2. Click on the green button labeled "I know my old password."
3. Log in with your UNM NetID username and password.
4. In the "New Password" box, type your desired new password.
5. In the "Re-enter Password" box, type your new password one more time.
6. Click on the "Change Password" button.
7. If you get an error message, make sure you meet the minimum password requirements and go back to step 4.

NOTE: If your UNM password has expired or if you don't remember your password, contact UNM IT at (505) 277-5757 during regular business hours.