

Student Technology Guide

University of Wisconsin - Superior

2018-2019 Academic Year

Learning with Technology

This guide is designed to help you get a quick start in using technology for learning and in your daily life at UW-Superior. Technology Services provides and supports technology in campus classrooms and academic labs. Answers to some frequently asked technology questions can be found on our website at <http://www.uwsuper.edu/technology/help/faqs/>. We also provide software you'll use, and connections to other learning resources. Contact Technology Services through the Technology Helpdesk in Swenson Hall 2100, e-mail helpdesk@uwsuper.edu, or call 715-394-8300 or 1-800-806-2890.

Students living in the residence halls receive some technology services from ResNet, a service of Residence Life. ResNet provides computer network and labs in the residence halls. Visit ResNet in Swenson 2100, or you can call extension 8439, or e-mail resnet@uwsuper.edu.

Using the E-Hive

The E-Hive provides self-service access to your administrative and academic information. Access the E-Hive through a link in the footer of the UW-Superior web page. Once logged in, use the Student Center link to find links that allow you to:

- View and manage your class schedule - add and drop classes, view class schedules, view course descriptions, get on waitlists
- Monitor your academic progress - view advisement reports, grade reports and unofficial transcripts,
- Manage your Financials - access your bill, review financial aid information, use credit cards/e-checks to pay your charges
- Manage other administrative tasks - maintain your expected graduation date, apply for graduation, manage your mailing address

Your Username & Password

Campus User ID - your username and password are your keys to My E-Hive, My Email, Learn@UW-Superior, networked computers in campus labs and offices, and other technology resources. You can change your password through the Portal login: <https://portal.uwsuper.edu>. Please keep your password secure and don't share it with others. You will be required to change your passwords every 180 days.

If you've never attended UW-Superior, a letter with your Campus User ID will be mailed to you from the admissions office. If you previously attended UW-Superior or have any problems logging in, contact the technology helpdesk at 715-394-8300.

Forgot Your Password? Go to the Portal login page to reset your password. Below the login area, you'll see a link titled "New/Forgot Password." Follow the instructions where you must enter personal identification information successfully to create a new password.

Campus Communication

Emergency Notification System (S.A.F.E. Alerts) - The system automatically delivers emergency and adverse weather information to your uwsuper.edu email address, you can also sign up to have messages sent to your personal email or phone. For more information go to www.uwsuper.edu/safety/alerts.

Campus Email - Your campus email is the official and primary means of communication for all Students, Faculty and Staff. You can access your email from any campus lab computer or from the a link of the "Current Students" tab on the UW-Superior home page. Your email address is your Campus User Id followed by @uwsuper.edu. Example: jdoe1@uwsuper.edu.

The Student Digest - Is a daily email message containing campus awareness information, campus activities and other opportunity announcements for students. Student are encouraged to review the message regularly.

Learn@UWSuperior

Learn@UW-Superior is where you'll find online courses, class materials, discussions, and other resources for your courses. Access Learn@UW-Superior from a link on the lower right of the university's home page at <http://www.uwsuper.edu> using your Campus User Id and password. Our Learn@UW-Superior Online Student Guide and video tutorials can be found at <http://www.uwsuper.edu/teachingtools/learn/student/index.cfm>.

Your Online Files

Each UW-Superior student has file storage space on the university network. Your online storage drive appears as the G: drive when you open the "My Computer" icon on Windows PCs in campus labs. You can save your work there, then retrieve it later in any lab. Our backup system ensures that your files will be there when needed.

To access your G: drive off-campus log-in to <https://gdrive.uwsuper.edu> with your campus credentials.

Your Printing Account

Each UW-Superior student has a printing account on the campus network. This account is charged when you print documents in campus computer labs. The Student Technology Fee provides funds for \$30 worth of printing for each academic term. Charges are 10 cents per black & white page, 17 cents per black & white duplex, or 40 cents per color page—color laser printing is available in the Swenson Hall 1019, JDH Library, and YU labs. If you exceed your allocation, you will be billed at the end of the term.

Technology Loan Services

The Technology Loan Services in Swenson Hall 2100, near the Technology Helpdesk, loans many different technology items to students, faculty, and staff for up to three days to meet short-term needs for campus-related activities. We recommend making an advance reservation for technology loans, as many items are in high demand. You can reserve items by calling 715-394-8300, e-mailing helpdesk@uwsuper.edu, or stopping by the Technology Helpdesk.

Need Help Learning a Software Program or Skill?

Technology Services has partnered with lynda.com, an online learning company, to help students learn software, design, and business skills while they are at UW-Superior. Lynda.com is free of charge and offers video tutorials on how to use software like those in the Microsoft Office and Adobe Creative Suites. Learn more about lynda.com at <http://www.uwsuper.edu/lynda>

Good Deals on Computers and Software

3 companies—Apple, Dell, and HP—offer special discounts for computer purchases to UW-Superior students, faculty, and staff. To access these discount programs, visit <http://www.uwsuper.edu/technology/services/purchasing/personal.cfm>.

Buy Your Software From OnTheHub—and Save! Would you like to buy software at up to a 75% discount off retail? Discounted software packages and operating systems are available to you through OnTheHub, the UW System's software cooperative. Free Antivirus Protection, you may install the software on your personal computer while you are enrolled at UW-Superior. Order from: https://uwsuper.onthehub.com/WebStore/ProductsByMajorVersionList.aspx?cmi_cs=1&cmi_mnuMain=f189368a-f0a6-e811-8109-000d3af41938

Free Microsoft Office 365 – All UW-Superior students can get Microsoft Office 365 for free for the entire time they are a student. Use your UW-Superior login information to download the software at <http://Portal.office.com>

Go Wireless

Nearly the entire campus has wireless coverage. Our wireless system is compatible with the 802.11g and 802.11n "Wi-Fi" network standard. Wireless devices can be connected to the appropriate network by using your campus credentials. Devices that do not support web-based sign-on can be added in other ways. Instructions on how to connect your device to the campus network are available at <http://www.uwsuper.edu/technology/help/documentation/upload/Wireless-Network-Access-at-UW-Superior-ISE.pdf>
