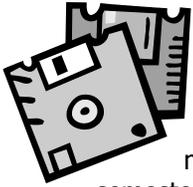


Home Folders

Since our normal process is to delete student accounts and Home folders at the end of each semester, you should consider copying any documents or items you have in your Home Folder to other media PRIOR to the end of the semester.



Help

For assistance with logging on to the network, contact your lab tech or instructor first.

The problem may need to be resolved by calling the Help Desk at 718-2300. If there is no answer at that number, please leave a message and a phone number where you can be reached and someone will contact you as soon as possible.

PLEASE NOTE: If you come into the Data Center to resolve any network issue you may be required to show **your student i.d.** as proof of identification before your account is unlocked or password is reset. We may request that your i.d. be provided to the lab tech or other college employee before assistance is rendered.



Your proof of i.d. helps us maintain a certain level of network security and helps prevent unauthorized access to your network account and H: drive folder.

HOW TO:

Access Student E-Mail:

1. Go to Chipola.edu home page
2. Click on the myCHIPOLA tab
3. Click on the College Webmail option in the box on the left
4. In the User Name window type in your student user name followed by **@my.chipola.edu** (example: `jd12345@my.chipola.edu`)
5. Enter your password. For the first time accessing your e-mail use the default password format (####MMYY) you will be prompted to change it.
6. Type in your new password and confirm it then click Save.
7. If you forget your password, you will have to call the helpdesk at 850-718-2300 to have your password reset.

Log in to Canvas:

1. From the myCHIPOLA page click on the Canvas option in the box
2. Enter your user ID (example: `jd12345`)
3. Enter your password. This is the same password you use to log onto a campus computer and the myCHIPOLA portal

Log in to the myCHIPOLA portal:

1. From the myCHIPOLA page
2. At the top right of this page you will see the **User Name** and **Password** windows
3. Enter your student ID (example: `jd12345`)
4. Enter your password. This is the same password you use to log onto the Network and in to Canvas

Helpful link:

Click on the Canvas Student Tutorial for a how to guide on using Canvas.



Students and the Computer Network

This brochure is intended to provide students with some helpful tips on how to log on successfully to Chipola's computer network.

It also contains information about obtaining assistance with logon or network account problems.

This document does not replace the CAP 1-2 form or any acceptable use policies currently in use by the College.

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General Information

When you register as a student at Chipola College, you are assigned a unique user name and password that will allow you to log onto our Campus Network, Canvas, LINCCWEB, E-mail and the myCHIPOLA page. A home folder that resides on one of the College's network servers is also created for you to use. You must successfully log on to the network in order to access the various software programs, internet web browsing, library applications, etc.

User Name

After August 13, 2015 the new user name format should look similar to: jd12345. A description of the user name format is provided in the box below. Your first initial of your first name and the first initial of your last name should match the name on your student i.d. card.

Jane Doe Jenzabar ID #12345
User Name: jd12345

Password

In addition to being assigned a user name, you must use a valid password to successfully log on to the network. For New Students the default password format is set to the last 4 of your social, 2 digit birth month, 2 digit birth year (####MMYY). For Returning Students the password will be whatever you had used the last semester you were here on campus.

Domain

As a student, your only valid choice for **Domain** is **STUDENT**. Choosing anything other than **STUDENT** will interfere with your ability to log on to the network.

Network Logon

The network logon process combines two elements, a **User Name** and a **Password**. The computers designated for student use are already on the **Student Domain**.

To view the sign on screen, press the **Ctrl, Alt,** and **Delete** keys simultaneously on your computer's keyboard. A window similar to the following will be displayed.



Once you see the sign-on screen:

1. Type your **user name** into the first field.
2. In the Password field type the default password (####MMYY) – if you are a returning student, type the password you had the last semester you were here

Click **OK** to continue to the next step.

Changing Password

When you log onto a campus computer you will **not** be prompted to change your password. After logging in, if you would like to change your password from the default setting, you can do so by hitting CTRL + ALT + DEL on the keyboard and selecting the Change Password option.

How to: Change Password

The **Change Password** window should look similar to the example shown below.



By default, the **User name** field should have the information you typed on the previous screen. You should leave the **Old Password** field as is, since we set the default passwords at the beginning of the semester **Asterisks or Dots** may actually appear in this field due to encryption. Type in a **New Password**. Retype the same password in the **Confirm Password** field. These two fields are **case sensitive**. Take care when using caps or the caps lock key to create the password. In the future, you will need to type your password EXACTLY the same way. Click **OK**. You should receive a message similar to the one below.



Please note that when you change your **Network password**, it also changes the password you use to log into **Canvas** and the password for logging in on the **myCHIPOLA** web page - **it does not change** your student e-mail password or the password you use to access the Library resources such as **LINCCWEB**.