Get Connected

Technology Services Reference
Guide for Students
# Table of contents

- **How do I connect to the WIFI?** ................................................................. 3
- **Connecting to WiFi photo examples** ...................................................... 4
- **StarID Information** .............................................................................. 5
- **How do I access my e-mail/D2L/eServices?** ........................................ 6
- **Accessing e-mail, D2L, eServices, and Atomic Learning** .................... 7
- **Using Office 365** .................................................................................. 8
- **How do I get e-mails sent to my phone?** ............................................. 9
- **Phone e-mail continued** ....................................................................... 10
- **What is OneDrive?** ............................................................................. 11
- **How to find OneDrive** ......................................................................... 12
- **Saving to OneDrive** ........................................................................... 13
- **Saving to OneDrive continued** ............................................................ 14
- **Sharing on OneDrive** ......................................................................... 15
- **Printing** ............................................................................................... 16
- **Stay Connected!** .................................................................................. 17
- **Star Alert** ............................................................................................. 18
- **TechGuard Charging Locker** ................................................................. 19
- **How to use TechGuard Charging Lockers** .......................................... 20
- **Have questions?** ................................................................................. 21
- **Notes:** .................................................................................................... 22
How do I connect to the WiFi?

Depending on your device, the process might be slightly different.

- To access our public network, select “ptcc” (not “pttc-Machine”)
- After selecting “Connect”, you will see a screen similar to what’s shown in photo 2.
  1. First you should make sure that the “EAP method” is “PEAP”
  2. Next is to select “None” for “Phase 2 authentication”
  3. For “CA certificate” make sure that you choose “Do not validate”
  4. You will next enter your “StarID” for “Identity”
  5. And finally the “Password” you enter is your “D2L” password and select “CONNECT.” You should then be connected to PTCC’s WiFi.
Connecting to WiFi photo examples
StarID Information

StarID website: https://starid.mnschu.edu
How do I access my e-mail/D2L/eServices?

• To access your e-mail, D2L, eServices, or Atomic Learning/Hoonuit: you must first go to the college’s site pine.edu.

• From the school’s front page, click on “Current Students” at the top-middle of your screen.

• After clicking “Current Students” scroll halfway down to see “Quick Links for Current Students”

• Now you can select the system you need to access, but remember you have to log in before continuing to your personal content.

(See next page for visual representation)
Accessing e-mail, D2L, eServices, and Atomic Learning
Using Office 365

• After logging on to your student e-mail, you will be directed to the Microsoft Office Home page.
• There are two ways you can use Office 365. You can either choose the program you need by clicking on the tile with that title, or you can install it to your device.
• If you wish to install it, select “Install Office 365” found on the top right on the web page.
• You can install Office 365 on up to 5 different PC’s or devices.
How do I get e-mails sent to my phone?

There are a few ways to access your student e-mails via your phone.

1. Download the “Microsoft Outlook” app from your phone’s app store and login like you would on a desktop or computer.

2. Add your e-mail to an already existing app (like Gmail) by going to settings and selecting “Add account” and then “Exchange and Office 365”.

Next you enter your e-mail (StarID@go.minnstate.edu) and your password for your school e-mail.
Phone e-mail continued...

• After clicking the next button, you may need to enter your e-mail and password once more.
• Under “Server” type: Outlook.office365.com
• Under “username” type: YourStarID@go.minnstate.edu  Don’t forget to replace YourStarID with your actual StarID.
• On Android phones, tap “OK” on the activation page. Tap “OK” on the remote security page. Choose your account options as you prefer. Optional: give the account the name Office365.
• On iOS phones, choose features you want to enable (Mail, contacts, calendars). Select mail days to sync (default is 1 week).
• Note: Longer time periods for mail sync will take longer to load and will use more phone space.
What is OneDrive?

• Microsoft’s OneDrive is a secure place to store your files online. Your files can then be accessed on any device through OneDrive.
• You can save photos, documents, and links.
• You can choose to share your document with others or choose to be the only one with access to it.
How to find OneDrive

• You can access your OneDrive by logging into your student e-mail.
• After logging in it will be on the following page as one of the options in the tiles.
Saving to OneDrive

1. Once in OneDrive you can click “Upload” to save your file here.
Saving to OneDrive continued...

2. Come back to this page anytime to find your files.
Sharing on OneDrive

• To share your document with someone, right click your saved file and click “Share”. Another way is to select the file and click “Share” near the top of your screen.

• Then, choose from these options.
  • “Anyone with the link can view and edit.” If you choose this, there’s a copy link button. You can then paste the link somewhere, such as an e-mail.
  • If you click “Anyone with the link can view and edit” it gives more options.
  • All of the following choices have the option to check or uncheck a box to allow others the ability to edit your document.
  • If you choose “Anyone” you can set an expiration date for their access to your document.
  • You can choose to share only with “People in MNSCU”
  • Last, you can share with specific people by entering a name or e-mail address.

Be cautious when sharing documents with private or confidential data. Once shared the document cannot be fully retrieved.
The printer is located in the LRTC.
- Black and white printing is included in your technology fee. Color printing and copying is 10¢ per page.
- Color printing and copying credits can be purchased in the Campus Store.
- At the printer, log in with your StarID and password to access stored jobs.

You can’t print from your laptop with WiFi at PTCC. You will have to print from a school computer. You can move your files to a school computer by:
- Using a flash drive to open your files on a school computer, then printing.
- Sending files to yourself in an e-mail. Then, open your e-mail on a school computer and print your files.
- Saving your files to OneDrive and accessing your files from a school computer.
Stay Connected!

Opt-In to receive text messages.

Examples of message content: Scholarship information, closed campus, events on campus.
• Log in to eServices using your Star ID and password.
• Select “Account Management” from left hand menu options.
• Select “Turn Text Messaging On or Off.”
• Follow the on-screen instructions to complete the remaining steps.
• You will receive a text containing a PIN number. You will need the PIN number to activate your account.
• Log out of eServices. You’re all set to receive text messages from PTCC!
Star Alert

• You already receive emergency messages through your student e-mail. You can also sign up to Star Alert to receive emergency text messages to your phone.

• Star Alert Webpage: www.pine.edu/StarAlert
TechGuard Charging Locker

- Located in the Student Lounge.
- Free to use.
- Use them to charge your laptop, phone and tablet.
- Has 2 USB ports and 1 AC outlet in each locker.
- Secure your devices by creating a 4 digit passcode.
How to use TechGuard Charging Lockers

• To Open
  1. Press UNLOCK

• To Lock
  1. Create a 4 digit passcode
  2. Press LOCK

• To Unlock
  1. Enter 4 digit passcode
  2. Press UNLOCK
Have questions?

• Browse to this search bar to search through frequently asked questions:  http://pinetech.custhelp.com/

• Or click on “Ask Here” located near the top of the webpage.
Notes: