

Start Here! Activate Your StarID Today!

StarID is a username that replaces many login IDs with **one ID, one password, everywhere**. Once activated, you can use the same StarID across Minnesota State to log into many services like the ones below.

StarID is used to log into:

E-Services	E-mail
Campus Computers	Wireless
Printers	(D2L) Brightspace

Change your password in one place @ starid.minnstate.edu and it changes everywhere!

*****Note! You must activate your star ID before you can begin using it!**

Activate Your StarID:

1. Go to: The college homepage www.northlandcollege.edu
2. Click on the "Employees" link.
3. Under "Frequently Visited" click **Activate Your StarID!**

Wireless Internet

Wireless Internet is available on all campuses.

Connecting to Wireless:

1. Select **NCTC** from your list of available networks.
2. Click **Connect**.
3. When prompted, **log in** with your **StarID and password**.
4. Click **connect**.

Employee Central

How do I get there?

1. Go to the college homepage at: <http://www.northlandcollege.edu>
2. Click on the **Employees Link** on the top of the page.

Here you will find...

-Vehicle and Room Scheduler	-E-services
-E-Timesheet Sign-in	-Forms
-Star Alert System	-Grouplink Helpdesk

And Much, Much, More!

MFA—Multi-Factor Authentication (NEW)

Multi-factor Authentication (MFA) is a method of authentication that requires the use of more than one verification method and adds a second layer of security to user sign-in and transactions. It works by requiring one of the following verification methods:

- Random generated pass code or use of an authenticator app
- A phone call and press of the # key needed to verify

*****Texting rates may apply*****

How do I get set up for MFA?

From **Employee Central** click on **Technology** and then **MFA** and follow the instructions to setup and activate Multifactor Authentication for yourself.

Tools for Working Remotely

How do I get there?

1. Go to the college homepage at: <http://www.northlandcollege.edu>
2. Click on the **Employees Link** on the top of the page.
3. Scroll down to the **Technology Services** section.
4. Click on the **Employee Resources for Working Remotely** link.

Employee Home

Employee Home can be found in **Employee Central** under the **Frequently Visited** section.

Here you will find:

-eTimesheet	-Tuition Waiver
-Faculty (FWM)	-Student Timesheet

1. When prompted, **log in** with your **StarID and password**.
2. Click **connect**.

Logging Into the College Network

Username= StarID

Password= Your StarID password

Accessing your Network User Folder

All NCTC employees have a **personal network folder**. Save important files to the network. Files saved to the network will be backed up. Files saved to your computer will be your responsibility to back up.

How to Save to the Network:

1. From within the program, **save** as you normally would.
2. When prompted "where" to save, select **drive letter (P)**. This is **your personal folder**.

Note! The **N-drive** is a shared drive available to employees from all campuses to access shared files.

OneDrive

Microsoft OneDrive offers a simple and secure way to store, sync and share all kinds of files, with other people and devices on the web.

***Saving files to your OneDrive also makes file transfer easy if you ever experience computer trouble.**

Accessing Microsoft OneDrive:

There are 2 ways you can access your OneDrive storage:

1. **Log in** to your Office 365 account from the web and then click **OneDrive**.
2. Click on the **cloud** in the bottom right side of your screen that is **grey** in color when you are not logged into it and **blue** when you are.

Outlook Email

All employees receive an Outlook email account when hired.

Username= StarID@minnstate.edu

Password= StarID password

Your Northland College email address is:

firstname.lastname@northlandcollege.edu

Email is the Official form of College Communication!

O365 Web Application

Used for **Off-Campus** access to email or when you do not have access to the Outlook Client.

To access your O365 Web Application:

1. Go to **Employee Central**.
2. Under **Technology**, click on the **Office 365 Portal** link.
3. **Sign-In** using **StarID@minnstate.edu** and **StarID** password.

Email is Available for your Phone too!

****Download the Outlook App for Android or iOS** from the Google Play store or the Apple store for easy install of email to your mobile device.

Employee Technology Guide 2020-2021

Printing

Installing Employee Printers: PC Only

1. Click on the **Windows Start Menu**.
 2. Click on **All Programs**.
 3. Click on either **Employee Printers TRF** or **EGF**.
 4. Locate the **printer** you want on the webpage and then **Right-Click** on it.
 5. Click **Connect** and the printer will begin installing.
- * **Note!** Employee printing costs are 5¢ per side for Single-Sided and 4¢ a side for double-sided for Black and White. Color printing is 25¢ per side. All printing is charged to your department cost center.

Paper Cut, Print Solution and Copiers:

The copiers on campus are accessed using your employee ID badge/keycard or by simply logging in with your StarID and StarID password. If you need to set up multiple cost centers to print to; please contact the IT help desk and they will assist you.

Scanning to Email:

1. Scan your employee **keycard/fob**.
2. Press the **Scan/Fax** option on the menu.
3. Insert document and Press the **"Me"** button and the document will arrive in your Inbox.

Bright Space (D2L) Information

Used for online courses, and employee training.

Click on the **D2L Brightspace** link in **Employee Central**.

Username= Your StarID #

Password= Your StarID password

Zoom Web-Conferencing Tool

Free Web-Conferencing tool available to all staff and students!

Click on the **Zoom** icon on your desktop. Choose the **Sign In with SSO** option. When prompted for the domain, type in **minnstate**.

Grouplink

Grouplink is NCTC's help desk ticket system. Submit Grouplink tickets when you need assistance with campus technology and/facility maintenance and purchase orders.

Access Grouplink by:

Double-clicking the icon on your desktop or you can use the link found in **Employee Central**.

* If you do not have an icon on your desktop, please contact ITS.

Submitting a GroupLink Ticket:

1. Double-click the **Grouplink** icon on your desktop.
2. Log in with your **StarID and Password**.
3. Click on **Create New Ticket**.
4. Select your Location, department, and all other criteria needed to complete the ticket.
5. Put in **as much information** as you can.
6. Click **Save Changes**.

Northland Mobile App

The **MyNCTC mobile app** gives you access to D2L, news/events, directories, services and online courses. Stay connected to classes and know what's happening around campus on your mobile devices. The MyNCTC mobile app is available for Android and Apple Devices.

Accessing MyNCTC Mobile App download:

1. From within **Employee Central**, scroll to the **Technology Services** section.
2. **Download and install the MYNCTC Mobile app from the App Store for your device;** or click on the link under **Technology** in **Employee Central**.

Phones

Setting your Voice Mail for the "First Time"

- From your phone, press the **Message Button** to access your voicemail.
The voicemail box will walk you through a brief enrollment.
- Enter your temporary pin of **112233**.
- Press # to accept.
You'll be asked to record your name in the directory:
- After the tone, record your **first and last name**
- Press #
Listen through the introduction, then record your personal greeting and create a new 6 digit pin.

To Access Voice Mail from Your Extension:

- Press **Message Key**.
- When Voice Mail answers, enter your **password** and press #.

Required Employee Training

Mandatory HR/Safety training is required by all employees at NCTC.

Log into your **Employee Self-Service (ELM)** account to start your training TODAY!

Keys

Keys are issued by the Facilities department.

If you are in need of keys please contact:

TRF — Clinton Castle @ Ext...8600 or

EGF — Bob Gooden @ Ext...2450

Policies and Procedures

All college faculty, staff and students are expected to be familiar with and abide by college policies and procedures.

These can be found by going to **Employee Central** and clicking the **Policies and procedure** link under the **Most Frequently Visited** section.

Quick Contacts

TRF ITS 218-683-8581

EGF ITS 218-793-2433

www.northlandcollege.edu