

### Start Here! Activate Your StarID Today!

**StarID** is a username that replaces many login IDs with **one ID, one password, everywhere**. Once activated, you only need one StarID: 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](http://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](http://www.northlandcollege.edu)
2. Click on the “Current Students” Link then click “StarID Activate your StarID” link.

### Student Wireless Setup

#### Wireless internet is available Campus-wide

1. Connect to the NCTC wireless network connection.
  2. **Log in** with your **StarID and password**.
  3. Click **Connect**
- \* You must activate your Star ID before you can connect to wireless.**

### Student Central

**Student Central** is a place that provides one location to a variety of helpful links and will help you get connected and stay connected by providing easy access to the people, documents, and information you need.

#### How to get to Student Central:

1. Go to the college homepage @ <http://www.northlandcollege.edu/>
2. Click on the **Current Students** link at the top of the screen
3. Scroll down and you will find links to things like: E-Services, bookstore, events, e-Mail, cancelled classes and 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?

- Visit **Student Central under Technology** you will see the **MFA link**.
- Follow the instructions to setup and activate Multifactor Authentication for yourself.

### eServices

**eServices are:** online tools and services available to students like, Courses & Registration, Grades and Transcripts, Financial Aid, Bills and Payments and much more! Click on the **e-Services** link in **Student Central!**

### Student e-Mail

**Student Email** is an easy, centralized way to access your student email account. All Northland Community and Technical College students are provided a student email account. **Your student e-mail account remains active for 365 days** after you are no longer enrolled at Northland Community and Technical College

**\*\*\* Email is the OFFICIAL means of communication.**

#### Getting Started:

##### Access Student e-Mail:

**\*You must activate your StarID before you can Sign-In to e-Mail**

1. Go to **Student Central**.
3. Click the **Email** button then **Student Email Sign-In**
5. Log-in with **StarId@go.minnstate.edu** and your **StarID password**.
6. Click the **Sign-In** button
7. Set your Language and **Time Zone** on the next screen (*first time only*)
8. Click **OK**.

\* The next time you log in, you will go directly to your e-mail.

#### Your Email Address will be your:

**[First.Last@go.northlandcollege.edu](mailto:First.Last@go.northlandcollege.edu)**

**\*\*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 or for instructions on installing your email on your phone go to:

Find technology resources under **Student Central/Technology**

### Office 365 Software

**OFFICE 365 FREE** for students! **Sign into your NCTC Student Email and download it today!**

1. Log into your email.
2. In the top right corner of the window



**Note! You can access your school OneDrive here as well.**

### 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 into your email from the web and then click on the OneDrive app.
2. Or you can 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.



### Does Your Program Require a Laptop?

Check out our “Programs Needing a Laptop” and laptop specification guide @ **Student Central/Technology/Programs Needing Laptop Link**.

# Student Technology Guide

## Campus Computers

NCTC has many computer areas available for student use. When signing in to a campus computer, **login** with your **StarID** and **password**.

**Note:** Campus computers DELETE files upon restart. **Students should use Microsoft OneDrive to store files.**

Find out more information on the **Technology page in Student Central**.

## Student Printing

### Install Printers and Check Printing Balance: On Campus ONLY

The student tech fee provides students with **\$20.00 of free printing each semester**. B/W prints are .05/page or .04 per duplexed page (printed on both sides) and color prints are .25/page. You can add additional printing to your account at the Print Kiosks on campus or the campus bookstore.

#### Check your print balance:

1. Navigate to **Student Central**.
2. Under the Technology Support area, click on the **Add printers/Check Printing balance link** and select the **box to check your print balance**.

**\*Add printers or check your balance on campus ONLY.**

#### Keyboard shortcut to Install Printers:

1. Press the **(Windows Key + R key)**
2. Type [\\egf-stuprint](#) click ok for a list of printers on the EGF campus or [\\trf-stuprint](#) click ok for a list of printers on the TRF campus
3. **When prompted, enter NCTC\StarID username and password and check the "Save my Credentials" box.**  
**\* You must activate your Star ID before you can install printers**
4. Right-click on the desired printer to install (named by room #)
5. Click **"Connect"**
6. If prompted, click **"Install Driver"**.

## (D2L) Brightspace Information

### Logging into D2L Brightspace:

**\*\*Chromebooks are not supported by D2L\*\***

1. From **Student Central**
2. **Click** on the **D2L Brightspace Sign-In link**.

**Sign-In** using your **StarID** and **StarID password**

**\*You must activate your Star ID before you can Sign-In to D2L**

**Browser:** **Chrome** is the recommended browser for use with D2L Brightspace.

**Microsoft Edge and Internet Explorer is NOT supported.**

Click the **Is My Computer D2L Bright space Compatible?** link in **Quick Tools** to ensure your computer system is compatible and properly configured for D2L Brightspace.

Click the **Tools & Help Resources** Tab to check Computer Requirements.

### D2L Brightspace Student Orientation Course ORI 1001 01

Each semester, all currently enrolled students are enrolled in the D2L Orientation Course. This course assists students in becoming more familiar with D2L tools before beginning an actual course.

**\*\*It is highly recommended that students click through each of the tool links to become familiar with how each tool works.**

### Zoom Web-Conferencing Tool

**Zoom is available in D2L(Brightspace)-Help Resources >>ZOOM.\***

**Webcam required and headset microphone Recommended.**

## Signing into Zoom with Single Sign On (SSO)

1. Click on the **Zoom link** sent by your instructor or in your D2L Brightspace class.
2. Select **Sign in with SSO**.
3. Enter company domain **minnstate** and click **continue**. **Your browser will open to the StarID page.**
4. Enter your **StarID username** (e.g., *ab1234cd*) and **StarID password** and select **Sign On**.
5. Make sure that when you join the zoom meeting/class you "Join with Computer Audio". Your instructor may have all class participants muted.

## MyNCTC Mobile App

The **MyNCTC mobile app** gives you access to your courses, news/events, cancelled classes, and services you can access at NCTC?. Stay connected to your 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 **Student Central**,
2. Click **MyNCTC Mobile App** under the **Technology Support** section
3. Click **Download** for your device.
4. Log into the app with your **StarID** and **Password**

**You can also download from Google Play store or Apple Apps store.**

## Technology Resource Site

Check out the **Student Technology Resources** webpage for computer lab locations and hours on each campus, printing info and more! You can find it at **Student Central/Technology**.

## Student Technology Policies

Check out the **Acceptable Use of Computers and Information Technology Resources** policy @

<http://www.northlandcollege.edu/about/policies/docs/5010.pdf>

Check out the **Student Laptop policy** @

<http://www.northlandcollege.edu/about/policies/docs/2095.pdf>

Check out **Northland's Email policy** @

<http://www.northlandcollege.edu/about/policies/docs/2205.pdf>

## Quick Contacts

Toll Free .....	800-959-6282
TRF Campus.....	218-683-8800
EGF Campus .....	218-793-2800

## NORTHLAND COMMUNITY & TECHNICAL COLLEGE A MEMBER OF MINNESOTA STATE

Northland Community and Technical College is an affirmative action, equal opportunity employer and educator. This document is available in alternative formats to individuals with disabilities, consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service by dialing 711 (toll-free nationwide).

[www.northlandcollege.edu](http://www.northlandcollege.edu)