

## 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](http://starid.minnstate.edu) and it changes everywhere your StarID password is used!

**\*\*\*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 the **Menu** in the **top left** corner of the page.
3. Click **Faculty & Staff** and then **Faculty & Staff Overview**.
4. Scroll down to the **Additional Resources** section and click the **StarID Self Service** link.

## 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 Resources

### How do I get there?

1. Go to the college homepage @ [www.northlandcollege.edu](http://www.northlandcollege.edu)
2. Click the **Menu** in the top left corner of the page.
3. Click **Faculty & Staff** and then **Faculty & Staff Overview**.
4. Scroll to find the resource you want.

#### Here you will find...

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

## MFA—Multi-Factor Authentication

**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?

- When you log into the Outlook app on your computer or any Microsoft Office product, you should be prompted to set up your **MFA**.
- **Note!** Every time you change your StarID password you will have to re-authenticate using MFA.

**\*\*\* It is recommended to keep your cell phone with you in the classroom in case you need it for MFA authentication.**

## Employee Home

### Here you will find:

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

Go to the college homepage @ [www.northlandcollege.edu](http://www.northlandcollege.edu)

2. Click the **Menu** in the top left corner of the page.
3. Click **Faculty & Staff** and then **Faculty & Staff Overview**.
4. Scroll down to the **Additional Resources** section and click **Employee Home Sign-in** on the right side of the page.

## 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** . or
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](mailto: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 the college homepage @ [www.northlandcollege.edu](http://www.northlandcollege.edu)
2. Click **Menu** in the top, left corner of the page.
3. Click **Faculty & Staff**.
4. Click the **Email** link on the left side of the page.

### 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

## Printing

### Installing Employee Printers: NCTC-Owned 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 **Double-click** on it.

**\* 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.

## Brightspace (D2L) Information

### Accessing D2L Brightspace:

Click on the **D2L Brightspace link** in the **Faculty & Staff** pages of the website.

**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 on the **“How Do I”** page within the **Faculty and Staff Technology resources**.

**\* 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.

## 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. **Download and install the MYNCTC Mobile app from the App Store for your device;** or click the link under Technology in on the **Faculty & Staff Overview page** on the web.

## 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 — Tim Bergerson @ Ext...8596 or

EGF — Bryan Berger @ Ext...2452

## 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 clicking the **“About” link** in the menu on the NCTC home page and then clicking on **“Policies and Procedures”**.

## Quick Contacts

TRF ITS ..... 218-683-8581

EGF ITS ..... 218-793-2433

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