NORTHLAND
COMMUNITY & TECHNICAL COLLEGE

Student Technology Guide

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*** — and it changes everywhere!

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

Activate Your StarID:
1. Go to: **www.northlandcollege.edu** and click the **Menu** button at the top left of the screen.
2. Click the **"Current Students"** link then click **"Current Students Overview"**.
3. Scroll down until you see the **"Technology Support"** section and then click **"StarID"** on the right side.

Setting Your Default Email Address:
1. From the college **homepage**, click on the **Menu** button on the top left of the page.
2. Click the **"Current Students"** link then click **"Current Students Overview"**.
3. Scroll until you see the **"Technology Support"** section and then click **"StarID"** on the right side.
4. Click **Sign into my profile**. On the profile page you should see a spot to have StarID notifications sent to you. Make sure the email you use is your **Northland College email**.
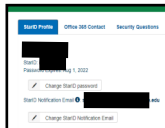
Student Wireless Setup

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.** Click **Trust** if it is requested.

*** You must activate your Star ID before you can connect to wireless.**
*** Note, if you have an Android phone you should stop in IT for asst.**

Current Students

Current Students 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 Current Students:
1. *Go to* the college **homepage** @ http://www.northlandcollege.edu/
2. *Click* on the **Menu** link at the top left of the screen.
3. Click **Current Students, Current Students Overview**. In the middle of the page you should see links to D2L, eServices, and Email. Scroll to find other useful links.

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 *click on the* **"Install apps"** button.

OFFICE 365 software will remain active for 365 days after you are no longer enrolled at Northland Community and Technical College.

[Install apps ⌄]
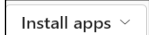
eServices

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 on the **Current Students** page.

Multi-Factor Authentication (MFA)

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 your college email on the web for the first time, follow the on-screen directions
- **Note!** Every time you change your StarID password you will have to re-authentic using MFA.
- Once logged in, you should be okay until your StarID password is changed again.

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:
1. From the college **homepage**, click on the **Menu** button on the top left of the page.
2. Click the **"Current Students"** link then click **"Current Students Overview"**.
3. Click the **Email** button then **Student Email Sign-In.**
4. Log-in with **StarId@go.minnstate.edu** and your **StarID password**.
5. Click the **Sign-In** button, set up MFA security. (First time only or each time you change your password.)
6. Set your Language and **Time Zone** on the next screen *(first time only)*
7. Click **OK**.
* The next time you log in, you will go directly to your e-mail.

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

Your Email Address will be:

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/phone. If you need more help, you can access instructions at this link:

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 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.

OFFICE 365 software will remain active for **365 days** after you are no longer enrolled at Northland Community and Technical College.

Quick Contacts

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

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 **Current Students/Current Students Overview/Technology** page.

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. Go to: **www.northlandcollege.edu** and click the **Menu** button at the top left of the screen.
2. Click the **"Current Students"** link then click **"Current Students Overview"**.
3. Scroll down until you see the **"Technology Support"** section and then click **"Check Printing Balance"**. Log in with your StarID and password.
   *Add printers or check your balance on campus ONLY.

Add Printers to a Personal Device:

1. Navigate to **the Current Students/Current Students Overview page on the website.**
2. Scroll down until you see the **"Technology Support"** section.
3. Click the **Install Printers Link.**
4. Continue to follow the **onscreen instructions**.
5. When you print, make sure to **Log in** with your **StarID as the username** and your **StarID password**.

(D2L) Brightspace Information

Logging into D2L Brightspace:

Chromebooks are not supported by D2L

1. Click on the **Menu** at the top left of the college homepage.
2. Click the **"Current Students"** link then click **"Current Students Overview"**.
3. Click on the **D2L link**.
4. 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 are **NOT supported**.
Click the **Is My Computer D2LBright space Compatible?** link in **Quick Tools** located on the right of the page, 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.

Does Your Program Require a Laptop?

Check out our **"Programs Needing a Laptop",** including **laptop specifications found**
@ **www.northlandcollege.edu/files/laptop-required-programs.pdf**

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

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. Go to: **www.northlandcollege.edu** and click the **Menu** button at the top left of the screen.
2. Click the **"Current Students"** link then **"Current Students Overview"**.
3. Scroll down the page until you see the **"Technology Support"** section and then click **"Download the MyNCTC Mobile App."**
***Y*ou 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 @ **www.northlandcollege.edu/about/offices/its/**

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

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