

Student Email

1. From the Quick Links drop down menu (located at the right side of the page) select Email and on the next screen select Student Email.
2. Enter your user-name and password, and then click SIGN IN.

Your login and password are the same as your network login and password. (If prompted, you need to approve use of Port 3000 to connect.)

Your e-mail address is

FirstName.LastName@webmail.southeastmn.edu

Please use your registered legal name.

Hyphenated last names will use the last name after the hyphen.

Important: Confidential Students – Students who request “Confidential Status” will remain confidential if:

1. You do not send or reply to any e-mail you receive.
2. You do not send e-mail out to anyone.
3. You request that the Information Technology Department (Help Desk) remove your name from the e-mail system.

E-mail Message Limits

Messages over 120 days old will be automatically deleted. E-mail is NOT a storage area... it is for communications.

For active accounts, users cannot have more than 175 messages or 10 mg of space used. You can't send e-mail out if you reach these limits.

E-mail Attachments

Use Izarc or WinZip to Zip your files into 1 attachment to send. We block files that could automatically be opened or run. Examples: exe, lnk.pif, vbs, scr, bat, dll, asp,

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Complete step-by-step instructions and illustrations for network computer use can be obtained from the Information Technology office.

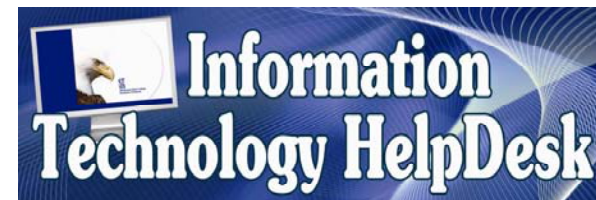


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Southeast Technical
1250 Homer Road
Winona, MN 55987
Phone (507) 453-2700
HelpDesk (507) 453-2408

<http://www.southeastmn.edu>

Revised 8/24/09

Minnesota State College Southeast Technical



"Bring technology into the core learning process so graduates will possess state-of-the-art information technology skills applicable to their area of study."

INFORMATION TECHNOLOGY WEBPAGE

www.southeastmn.edu/IT

HELPDESK HOURS (SCHOOL YEAR):

M-Th 7:30 AM – 7:00 PM
Friday 7:30 AM – 4:30 PM
Phone (507) 453-2408

Student Network Access

Student Network ID

Pre-registered student accounts will be active the first day of class. Late registrations will be active within 48 hours of registering. Your Network ID is your Legal **FirstName.LastName**. Contact the helpdesk if you can't log in (sometimes there are duplicate names or names too long for the system.).

Logging into the Network

1. Make sure the computer is on and at the college's login screen. This is the default screen in all the labs.
2. Enter your Network ID: **FirstName.LastName** (e.g., Michael.Smith -- Do not forget the dot between your first and last name).
3. Enter your Password: Your password is your student ID number. Make sure you include leading zeros.
4. Verify that the Domain=Students.

Saving to the Network

Do not save your work to the desktop or the C: drive of the computer. You should either save your work to your network space (I: drive) or to some type of external media device.

1. In the "Save As" box, pick the I: drive.
2. Double click on your user name. (Where all your saved items will be located and backed up.)

Logging off the Network

1. Make sure all your applications are closed and all of your work is saved.
2. Click on Start then choose shut down.
3. Make sure in log off window it displays Log Off option otherwise choose it from the dropdown menu.
4. Click on OK to log off.

Quick Links

1. On the college home page (www.southeastmn.edu) there is a Quick Links menu on the upper right side.
2. Hover over, or click on, Quick Links.
3. Click on the link you need.

Remote Network Access

To allow students to access IT resources anytime, anywhere, the Information Technology Department has developed student Web access to the latest office products, networked drive, and some other online packages. To access this service you must have High Speed Internet access (cable modem, DSL) and MS Internet Explorer version 6.x. (Remember to allow Remote Desktop Plug-in to be installed on your first login.) You may also have to turn off popup blockers and allow this connection over your firewall.

1. Type the following address to access the webpage www.southeastmn.edu
2. Select Terminal Services from the Quick Links at the right of the page.
3. Click on the Terminal Services Login button
4. Choose "Student Server"
5. Click Connect

NOTE: WILL REQUIRE ACTIVEX PLUG-IN IF CONNECT BUTTON IS NOT HIGHLIGHTED. CLICK ON INFORMATION BAR ON TOP AND SELECT INSTALL ACTIVE X.

Student Computer Labs

The computing facilities are open to all Southeast Tech students, faculty, and staff and are funded in part by the student technology fee. If you need help getting started, go to the Learning Resource Center where you will find staff to answer your questions.

Terminal Server

1. Enter your username: **FirstName.LastName** (notice the dot).
2. Click on the "Password" field and enter your full Student ID (just like the network login, same name and password). If neither of the above work, insert 6 blank characters in the password field.

*Please review the Acceptable Use of Computer and Information Technology Resources at:
<http://it.southeastmn.edu/policy.shtml>*

Desire2Learn (D2L)

1. From the Quick Links drop down menu (located at the right side of the Southeast Tech home page) select D2L Login
2. Enter your username: **FirstName.LastName** (notice the dot).
3. Click on the "Password" field and enter your full Student ID (just like the network login, same name and password). If your student ID does not work for the password, try your birth date in the format YYMMDD.
4. If you cannot log in after trying the above steps call the Helpdesk at 507-453-2408 or e-mail Helpdesk@southeastmn.edu.

Note: Instructors teaching non-online courses may or may not use Desire2Learn, so not all courses will show up on Desire2Learn.

1. Locate the "My Courses" box on the right side of the screen.
2. You may see courses you took last semester, don't worry, they'll go away shortly.
3. Click on the title of the course in which you are enrolled.
4. If you do not see the course(s) which you are registered for, you have not been "enrolled" in the course. This is common if you registered late. E-mail or call your instructor to confirm registration.

User Data & Login Removal

Login-ID Removal

Accounts not used for 120 days or more will be removed along with ALL data on the I: drive.

Data Save Process

All user data (I: drive) will be removed 10 days after Spring semester ends. For active accounts, you can save your data (prior to the date above) to a CD-R or USB drive.