Student Network Access

StarID
(as of May 1, 2014)

You will need to use your StarID to access all network services, including:

- campus computers
- e-mail
- D2L
- e-Services site (Southeast Technical Student Login)

Visit www.southeastmn.edu/StarID to claim your StarID (or reset your password).

If you have a StarID from another institution, you will use that same ID at Southeast Technical as well.

Contact the Helpdesk if you have trouble logging into the StarID Administration site.

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. For your user name enter your StarID.
3. Enter your Password: your password is set when you claim your StarID. h
4. Verify that the Domain=**Students.**

The IT Helpdesk, Student Services, and LRC personnel can assist in getting you to that site while you are unable to log in to the network.

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 drop down menu.
4. Click 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 Desktop

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 Microsoft Remote Desktop. You may also have to turn off popup blockers and allow this connection over your firewall.

1. Click on Remote Desktop Connection (All Programs, Accessories)
2. Enter 134.29.217.45 for Computer:
3. Click down arrow top open Options. Select Local Resources, More, and check Drives.
   (It will keep these settings for next time)
4. Ok, Connect.
5. Follow the same steps as "Logging into the Network".

PLEASE REVIEW...

Acceptable Use of Computer

Information Technology Resources

Copyright Infringement Policies and Sanctions

Visit...
www.southeastmn.edu/ComputerPolicies

Desire2Learn (D2L)

1. From the Quick Links drop down menu (located in the top navigation of any www.southeastmn.edu Web page) select D2L Login, or visit the site directly at https://southeastmn.ims.mnscu.edu
2. Your username is your Star ID.
3. Click on the "Password" field and enter your StarID password.
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.

5. To find your courses, scroll down and find the "My Courses" box on the Left side of the D2L Homepage.
6. Locate the current semester.
7. Click on the course title to enter a course. Courses with Blue titles are open and courses with Black titles will list the date when they can be accessed.
8. If you don't see your course(s), you are either not registered or you have just registered and you will need to wait 24-48 hours to have them appear.
9. If after 24-48 hours, you still don't see your courses, contact Student Services and confirm your course registrations.
10. If you are registered, but still can't see courses in D2L, please contact the help desk at **helpdesk@southeastmn.edu** or call **453-2408.**

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 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.

Student E-mail

1. From the Quick Links drop down menu (located in the top navigation of any www.southeastmn.edu webpage), select "Email."
2. On the next screen select "Student Email"
3. Enter your StarID and password
4. Click "Sign In"

(If prompted, approve use of Port 3000 to connect.)

Your e-mail address follows this format:
FirstName.LastName@webmail.southeastmn.edu

Please use your registered legal name.

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 MB of space used. You can't send e-mail out if you reach these limits. If this occurs, simply delete old email items and empty trash.

E-mail Attachments
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,

Sent and Auto Forwarding are off
Sent email is not automatically saved in "Sent" because failures will return an error, and its one less area to clean. Auto Forward email is off as we cannot guarantee compatibility of servers outside Southeast Technical.

Official Notices
This is a protected area where everyone can read current/prior notices. Notices cannot be deleted by users.

Information Technology Staff

CHIEF INFORMATION OFFICER
Rick Nahrgang
(507) - 453-2726
rnahrgang@southeastmn.edu

INFORMATION TECHNOLOGY SPECIALISTS
Andy Schoen – Winona Campus
(507) 453- 1437
aschoen@southeastmn.edu

Deb Adler - Red Wing Campus
(651) 385-6415
dadler@southeastmn.edu

Garry Schindler – Winona Campus
(507) 453-2780
gschindler@southeastmn.edu

Todd Peng – Red Wing Campus
(651) 385-6321
tpeng@southeastmn.edu

Tom Doyle – Winona Campus
(507) 453-2782
tdoyle@southeastmn.edu

DEVELOPER
John Montét – Winona Campus
(507) 453-2733
jmontet@southeastmn.edu

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

Winona Campus
1250 Homer Road, Winona, MN 55987

Red Wing Campus
308 Pioneer Road, Red Wing, MN 55066

877.853.8324
www.southeastmn.edu

Minnesota State College - Southeast Technical

INFORMATION TECHNOLOGY GUIDE

INFORMATION TECHNOLOGY WEB PAGE

www.southeastmn.edu/IT
www.southeastmn.edu/HelpDesk

HELP DESK HOURS (SCHOOL YEAR):
M-Th 7:30 a.m. – 7:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.

Phone (507) 453-2408
helpdesk@southeastmn.edu

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