Student Network Access

StarID

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

- campus computers
- e-mail
- D2L Brightspace
- e-Services site

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 and password at MSC Southeast.

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.
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), OneDrive, or to some type of external media device or storage.

How to save to the I:\ drive
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 Windows Icon
2. Search for and click on "Remote Desktop Connection"
3. Enter 134.29.217.247 for Computer:
4. Click down arrow top open Options. Select Local Resources, More, and check Drives.
   (It will keep these settings for next time)
5. Ok, Connect.
6. 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

D2L Brightspace

1. From the Quick Links drop down menu (located in the top navigation of any www.southeastmn.edu Web page) select **D2L Brightspace**, or visit the site directly at https://southeastmn.learn.minnstate.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 D2L Brightspace, so not all courses will appear in the system.

5. To find your courses, scroll down and find the "My Courses" box on the Left side of the D2L Brightspace 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 **507-453-2408.**

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) 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

Office 365

MSC Southeast Uses Office 365 for email.
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"

Once in Office 365, enter your User Name and password
3. *StarID*@**Go.MinnState.edu** (use your own StarID)
4. **Your StarID Password**

FirstName.LastName@my.southeastmn.edu

Login Help

Having trouble? Most login problems can be solved by resetting your StarID password.

Visit **www.southeastmn.edu/StarID** to reset your password.

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.

Microsoft Office

All MSC Southeast students have access to Microsoft Office software for free.

Online Office products available
 - Word, Excel, PowerPoint, OneNote (and more)

Office products available for free download
 - Word, Excel, PowerPoint, One Note, Access, Outlook, et. al.

Software is available for PC, Mac, and mobile devices.

Log into Office 365 (see above) to access your Office software

Information Technology Staff

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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

A member of Minnesota State

Minnesota State College Southeast

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. – 6:00 p.m.
Friday 7:30 a.m. – 4:00 p.m.

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

MINNESOTA STATE COLLEGE SOUTHEAST
A TECHNICAL & COMMUNITY COLLEGE