Get Started!

Fall 2012

1	**Obtaining Your Hamline Identification Card** Hamline identification cards are required for all students. ID cards may be obtained at the Safety and Security Office. The ID card includes your Hamline ID Number and Library Code. More Information on the Hamline ID Card: http://www.hamline.edu/offices/security/
2	**Using Piperline** Piperline is the secure website that provides students, staff members and faculty members access to their personal information and records. To access Piperline, you need to know your Hamline ID number and Piperline PIN. Newly-admitted students receive their Piperline PIN and information on how to use Piperline by mail. If you did not get your PIN or you do not remember it, contact the Help Desk at 651-523-2220 or itshelp@hamline.edu To Login on Piperline: http://www.hamline.edu/piperline More Information on the Piperline System: http://www.hamline.edu/knowledgebase/
3	**Computer Requirements** Minimum computer requirements are intended to ensure that the equipment you bring to campus meets any software requirements placed on it for the current academic year. For the most recent computer requirement please go to www.hamline.edu/knowledgebase and choose "The Basics."
4	**Your Hamline Email Account** Hamline University provides Google email accounts for admitted licensure and degree seeking students, powered by the full Google Apps Education Suite. For staff and faculty members Hamline provides GroupWise email accounts. To login on your Hamline Google email: http://www.hamline.edu/googlemail/ More Information on the Hamline Google Email Account: http://www.hamline.edu/googlehelp/ To login your GroupWise email https://www.hamline.edu/gw More Information on the Hamline GroupWise Account: http://www.hamline.edu/offices/its/services/knowledge-base/groupwise.html
5	**Using Hamline Learning Management Systems** Hamline uses two learning Management systems: Blackboard and Moodle (Learning House). These are web-based systems (or course management systems) that allow students and faculty to participate in classes delivered online or use online course components to complement face-to face teaching. **Blackboard** You can access Blackboard using a Web browser at http://hamline.blackboard.com. (You may also access Blackboard from the Logins button at http://www.hamline.edu.) If you do not remember your password, click on the "Forgot your password?" link to identify yourself. An email will be sent **to your Hamline email** with instructions to change your password. To Login on Blackboard: http://www.hamline.edu/blackboard More Information on the Blackboard > http://www.hamline.edu/bbhelp/ **Moodle (Learning House)** You can access Moodle using a Web browser at http://hamline.learninghouse.com. If you do not remember your password, click on the "Lost password?" link to identify yourself. An email will be sent **to your Hamline email** with instructions to change your password.
6	**Using File access** File access is a web-based file storage system available to students. You have a 200 MB private space assigned in the File access server. Use it to store your work and access it from any computer on or off-campus. More Information on File access go to www.hamline.edu/knowledgebase and choose File access. To Login on File access go: https://webdisk.hamline.edu

7	**Accessing Library Databases** Bush Library offers students free access to diverse databases. Accessing library databases from off-campus requires you to enter you Hamline ID number or Library code. Accessing library databases from off-campus requires you to enter you Hamline ID# or Library code. More Information on Library Databases visit the Bush library site: http://www.hamline.edu/bushlibrary
8	**Your Hamline User account and wireless access** Your Hamline User account is your username to access any computer on campus: computer labs, classrooms, or private offices; and the local area network, the wireless network, Blackboard, Learning House, and GroupWise. You can look up or reset your Hamline User account (Novell) in *Piperline > Personal Information > View Hamline Computer Accounts> Hamline user account (Novell)* More Information on your Hamline User account www.hamline.edu/knowledgebase
9	**Computer Labs on Campus** More than 150 computers are housed in computer labs across the Saint Paul campus. The main computer lab is in the Bush Library basement. There's also a 24-Hour Computer Lab in Sorin Residence Hall which is open to all students (your ID card is required to get in). Over 50 computers are housed in the computer labs located in Minneapolis campus rooms 23 and 49. More Information on the Computer Labs on Campus: www.hamline.edu/knowledgebase
10	**Printing/Copying Equipment on Campus** Printing/copying equipment is available in the computer labs and across the St. Paul and Minneapolis campuses. Hamline University uses a billing code based solution for all students. This system requires a Printing/Copying Billing Code**,** a unique number that is assigned only to you. You can look up your Printing/Copying Billing Code in Piperline > Personal Information >ID Card Information. When you wish to use a **Hamline public copier**, simply swipe your Hamline ID card in the card reader. Just as with printing, all copying will be automatically billed to your student account More Information on Printing/Coping Equipment go to www.hamline.edu/knowledgebase or contact the Help Desk at 651-523-2220 or itshelp@hamline.edu
11	**Using the SofTest System (Law school)** SofTest is a test assessment program utilized by the Hamline Law School. Developed and licensed by ExamSoft, it enables exam takers to download exams to their own laptop computers, block access to files, programs, and the Internet during an exam, and complete exams securely and remotely. SofTest is a product of ExamSoft (www.examsoft.com). Specific information about SofTest contact the Law School Registrar at 651-523-2468.
Need Help	✔GetStarted **HELP** **Get Started Guide:** http://www.hamline.edu/Get_Started_Guide.html **Knowledge Base:** For more in-depth information, including handouts and video tutorials, visit the "Knowledge Base" at http://www.hamline.edu/knowledgebase/ **Questions?** Contact the ITS HelpDesk (651-523-2220; itshelp@hamline.edu), or stop by at the basement of Bush Library at the St. Paul Campus