



Network Account Guide for Students



MSU GREAT FALLS - COT

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Network Accounts for Students

NETWORK ACCOUNTS

This semester, MSU Great Falls is providing network accounts to students. Your network account will allow you to log into the computer workstations on campus. You will be able to save documents to the network in a secure location. You're My Documents, Favorites, Desktop, Pictures and Videos will be redirected to the network and saved there. The first time you log in, you may experience a short delay while your directories are being created (up to 3-4 minutes). Please allow the system time to do this. Printers will also be loaded for you to use based on the room that you log in to. Please verify your printer when printing. Printers are labeled the same as the room that you are printing from with the only exception being the Library where the printers are labeled either LAB or KIOSK.

Special Notes:

- Your username is the same as you're My Portal, and D2L logins (firstname.lastname).
- Your default password is your birth date (ddmmYYYY). Example 10feb1982
- You will be required to change your password the first time that you log in.
- The helpdesk will be able to reset your password for you.
- Changing your NetID or MyMSU Portal/D2L passwords will not change your network account password.
- Always back up your files to a pen drive.
- Do not use the network to store music, video, or personal pictures or any other files of a non-academic nature.

WIRELESS NETWORK

If you have a laptop computer and would like to have wireless network access you must visit the Helpdesk on campus. The helpdesk workers will set you up with wireless access. Please provide your student ID card to verify your enrollment here and they will set you up.

Please note that MSU Great Falls IT services do monitor its network activity and if you are found to be doing any of the following activities your wireless connection may be turned off:

Peer2Peer File sharing.
Excessive audio/video streaming.
Gaming
Skype or other Internet Phone Systems
Excessive overall bandwidth use
Any other service that IT services may deem inappropriate.

These services take up enormous amounts of bandwidth and are not appropriate for use over the state internet system. Please keep this in mind as you use our wireless connection. Students are also strongly encouraged to have a virus scanning program installed on their computer.

MSU Great Falls is not responsible for personal property such as laptops or any other similar device connected to our wireless network. It is your responsibility to use the network in a safe and prudent manner.

NETWORK POLICIES

For more information regarding network access, policies, or additional IT information please visit our website, click on the students link, and select Help Desk under student support on the right side of the page or visit <http://www.msugf.edu/helpdesk>.

Network Accounts

At MSU Great Falls—COT you will have a variety of network services available to you. These services include the following:

- Banner Student Web (My Info)
- MSU MyPortal
- Desire2Learn (D2L)
- Student Email
- Domain Login Account
- Wireless Networking

This guide will serve as an outline of these services and provide simple instructions on accessing these services, changing your passwords, and making sure that you can successfully log in to your network services.

If you have any problems at all getting into your network account, changing passwords or have questions, please contact the helpdesk.

Special Notes:

Any name change request must go through the registrars office.

You may not change your NetID number.

Student email is your portal account name@my.msugf.edu

If you are taking an online class, your email within the online class is different than your student email. This means that you may only email within your class from the desire2learn email system. To email to anyone outside of your class you must use the official email account.

The Helpdesk is here to help you. If you have any questions at all, please contact us.

GETTING STARTED

The first network account that you will use at MSU Great Falls is the Banner Student Web (My Info). This will allow you to view your classes, schedule classes, view your grades & transcripts and provide other information to you as well. This guide assumes that you have registered for classes and already have your student ID number and PIN number. If you have problems accessing the MY Info (Banner Web) area, you must see the registrar's office.

CHANGING YOUR PASSWORDS

To change your password, visit <http://mail.msugf.edu>. Notice that there is no www in the link. You can also access this from the website under the students section and then clicking on Students. When you visit this page it will say MSU NetID Login Page.

Click on the What's my NetID link.

On the next page fill out the following information:

- Character Validation (Random Letters, not case sensitive).
- Your Student ID number
- Your Last Name
- Your Banner Web (MyInfo) Pin Number

After you click on Continue you will now be at the Account Credentials Page.

From here you will see your network account details:

- Your student ID.
- Your Last Name.
- Your MSU NetID number. (InnInn format)
- Your MyMSU Portal and Desire2Learn Username. (Firstname.lastname).

You will want to record this information and keep it in a secure location.

Please review the password policies for your MSU NetID and MyPortal/D2L accounts listed on the page.

Next, click the check boxes for both the MSU NetID and The MyMSU Portal/D2L usernames.

Enter a new password for your accounts.

Re-Enter the password to validate the spelling of the password.

Click on change selected password.

Note: Although you can have separate passwords for all accounts, it is strongly recommended that you use the same password for your accounts to avoid confusion.

Special Note: If you are changing your password from an existing password or forgotten password, you cannot reuse the same password again. Passwords will expire every 180 days.

LOGON TO YOUR ACCOUNTS

Now that you have successfully changed your passwords, you will need to log in to each of your accounts and verify the password change as well as set up your student email account.

Step 1—Verify the MyPortal Account.

From the MSUGF website, click the students link and then click the link for My MSU (Portal). Enter your portal account information (firstname.lastname) and password to log in.

Special Note: The MyMSU Portal will sometimes time out when logging in, if you wait a few moments and nothing happens on your browser when logging in, simply hit the refresh button on your browser and you should get to the main portal page after login.

Step 2—Verify the Desire2Learn Account

From the MSUGF website, click the students link and click the link for MSU-GF Online. Enter your Desire2Learn ID (Same as your Portal Account), and enter your password. You should then log into the Desire2Learn site for your online courses. If you have problems at this point or you login and your online classes do not appear, please contact either the helpdesk or the MSU-GF online department.

Step 3—Verify your student email account.

From the MSUGF website, click on the students link and then click on the link for student email. You will now be taken back to the page that you originally reset your passwords on.

Enter your NetID number and password and click login.

If this is your first time logging in you will need to do another character validation and accept the Gmail terms of use. You will then be redirected to your inbox.

STUDENT EMAIL

The MSU system has partnered with Google to provide email to students. At this time each student will have approximately seven Gigabytes of storage available to them.

Some Special Notes:

At the top of the email website it will say your netid@msugf.edu. **This is NOT your email address.**

Student email addresses are your portal/D2L Username@my.msugf.edu

Example: Portal/D2L username is john.smith then the email address would be john.smith@my.msugf.edu

This will be the colleges primary means of contacting you regarding all official college business so it is recommended that you check this email often.

If you have any problems accessing your network accounts or need assistance, please contact the Helpdesk. Helpdesks are located in the Atrium just outside of the library and also in South court just outside of the Bookstore. From off campus you can call the helpdesk at 771-4433 during normal building hours.

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