

NETWORK

HOW DO I LOG ONTO THE UNIVERSITY NETWORK?

Your UD network account allows you to log into campus computers, as well as to use some library electronic resources such as (e-books on any computer/device as well as databases from off-campus) and the campus portal/intranet (<http://www.dbq.edu/campusportal>).

1. LOGGING IN

- a. First, make sure the num-lock light is ON. This is a light above the "Num Lock" which is above the "7" key on the keypad on the right side of the keyboard.
- b. Hold down the CTRL + ALT + DELETE keys at the same time. At the login screen, type in your username (first initial and last name in lowercase)
Example: John Doe username would be jdoe
- c. If there is more than one user with the same first initial and last name, the middle initial may be used to distinguish them.
- d. Your Password is your initials (first/ last/ID number/!) Example: jd12345!
- e. If you mistype your login three times, the network will consider you an intruder and consequently not allow you into the network. Wait 30 minutes to try again, call the Helpdesk at (563) 589-3737, or visit the Office of Technology (first floor of Van Vliet Hall) if this happens to you.

2. EMAIL (Your email address is username@dbq.edu) (example: jdoe@dbq.edu)

Access email by going to <http://email.dbq.edu>. For Office 365, use your email address (ie. jdoe@dbq.edu). Your password is the same as your network password.

3. SAVING

Y:\ drive (My Documents folder) is the drive in which you will save all your files and where you can make new folders in which to put those files. Do NOT save to C:\. We cannot restore lost files from C:\ or A:\. It would be a good practice to save important papers/files to a flash drive as well as the Y:\ drive.

4. PRINTING

There should be a \$ in the lower right corner of your task bar indicating print count. Each black & white page deducts one count, and each color page deducts 5. The first 250 prints are free. When those run out, visit the Student Accounts office on the third floor of Myers Teaching & Administrative Center to pay for more prints (\$7.50 for another 250 prints). Cost pays for paper, ink, and maintaining the printers. Some campus printers are set to automatically print double-sided. The charge is per side. Extra print counts remaining at the end of each semester roll over.

6. **LOGGING OUT**

Click Start > Log Off > Log Off. If you do not log off, other people can access your files. You are responsible for your account!

7. **UDOnline (Moodle for college)**

Course webpages. Using the browser software (i.e., Firefox or Google Chrome) navigate to <http://udonline.dbq.edu/>.

In the login area enter your username and password.



These are:

Username: Same as your network username

Password: Same as your network password

Once logged in you will see a list of your courses from the **course overview block located in the center column**.

Located in the topmost block in the center column is the beginning point of course-related information. In your own course, as you scroll down this column, you will be able to see specific course information such as contact information, assignments, quizzes, tests, papers and discussion forums. The course work may be arranged by week or topic. Links may be available for websites, library resources, Word documents, etc.

As you begin to explore in UDOnline, do not hesitate to seek help to answer any questions you may have. You can email UDOnline@dbq.edu for concerns or questions.

8. **UDTSLearning.net (Moodle for Seminary)**

Course webpages. Go to <http://udtslearning.net>

Click link in the upper corner entitled "Login"

Using your network login and password

Example:

username: tdanza

password: td99999

You will find a list of the courses you are registered for in the Navigation block on the left side of the screen, under "My Courses".

If you have questions or need assistance please contact Nicky Story: nstory@dbq.edu

9. **MyUD**

University system for class registration, grades, on-campus work timesheets, etc.

Go to <http://my.dbq.edu>

Login using your network username and password.