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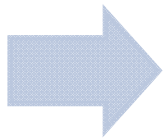


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New Student Orientation Technology Information Packet

HSC NetID Accounts Available
10 Days before your first CoN
semester starts

*Your HSC NetID Account will
be created for you*



Example: If your first
semester starts May 14,
your HSC NetID Account
will be available by May 4.

CoN Policy requires students to use GroupWise (salud) for CoN-related e-mail communication.

CoN User Accounts Overview: *HSC NetID, UNM NetID, GroupWise e-Mail*

Students are assigned 2 different NetIDs: a **UNM NetID** and a **HSC NetID**. A NetID is a username/password combination used by IT departments at UNM to provide secure access to network computer systems and services.

HSC NetID	UNM NetID
<ul style="list-style-type: none">• Created automatically• HSC e-mail (aka GroupWise or salud)• Computer login• Classroom computers• Lounge computers• HSC web applications• Remote access to library resources• The Neighborhood and more...	<ul style="list-style-type: none">• Created automatically*• WebCT• Learning Central• myUNM Portal• Parking Services• UNM's Demographic Self-Service system• Remote access to UNM's eLibrary• UNM web applications and more...

*Students at UNM prior to the CoN admission may already have a UNM NetID.

HSC NetID Information

What is My userID (HSC NetID)?

Lookup your listing in the eGuide directory: <http://myportal.health.unm.edu>

1. Search eGuide using your last name. If results show more than one last name that matches yours, select your full name from the results list on the left.
2. Click on your name in the results list, and then locate your HSC NetID. This is your HSC NetID.
3. Your e-mail address and other information regarding your account is also listed here.

What is My Password (HSC NetID)?

Your password is set according to the following formula: HSC + Last Four Digits of Your SSN + Your First Name First Initial and Last Name First Initial (lowercase).

- Example: HSC1234js
- Please note that the password is case-sensitive.
- Change your password and fill out the self-help response/challenge security questions.

How do I Change my HSC NetID Password?

Use the password change service below and remember to answer the password challenge-response questions on the left menu. Do not change your password within GroupWise—this will only change it in GroupWise; other applications such as *The Neighborhood* will still use your old password.

- Go to <https://mypw.health.unm.edu> to change your password. Pay close attention to the password requirements.

I Forgot my Password—How can I Reset it (HSC NetID)?

- Go to <http://mypw.health.unm.edu> and select the “Forgot Password” link. If you are unable to answer the challenge-response questions contact tech support at genius@salud.unm.edu to have your password reset.

GroupWise e-Mail: Required for College of Nursing Students

GroupWise (aka “salud”) is the e-mail program used by the College of Nursing. Your e-mail address is your HSC NetID appended to @salud.unm.edu. Example: JSibray@salud.unm.edu. GroupWise is accessible through your desktop computer via the GroupWise Client or remotely with GroupWise WebAccess (<http://gogw.health.unm.edu>)

Faculty, Staff, and Students are required to use GroupWise for CoN-related e-mail. Use your HSC NetID to access GroupWise.

Accessing GroupWise via WebAccess

Browse to <http://gogw.health.unm.edu> and input your HSC NetID login information. You have several servers to choose from. If you experience problems with one try a different server.

Accessing GroupWise with Desktop Client (High Speed Internet Only)

You can download and install the GroupWise client on your computer for easier use.

1. Download the client from <http://gw7upgrade.health.unm.edu> . If you are using DSL you may need to restart the download multiple times due to your service timing out. The download will resume from the point where it was interrupted.
2. The Client should begin installing automatically. If not, double-click the setupip.exe file you downloaded to trigger the install process.
3. At the initial login screen input your HSC NetID and the following:
 - TCP/IP Address: ngwnameserver.health.unm.edu
 - Port: 1677

UNM NetID Information: Required for WebCT Access

What is my userID (UNM NetID)?

Lookup your listing in the eGuide directory: <http://myportal.health.unm.edu>

1. Search eGuide using your last name. If results show more than one last name that matches yours, select your full name from the results list on the left.
2. Click on your name in the results list, and then locate your UNM NetID.
3. Your e-mail address and other information regarding your account is also listed here.

What is My Password (UNM NetID)?

Your password is comprised of the following formula: HS + Last Six Digits of Your SSN.

- Example: HS65432.
- Please note that the password is case-sensitive.
- Your UNM NetID Password must be reset every 6 months—you will be reminded via e-mail.

Changing Your UNM NetID Password

Go to <http://netid.unm.edu> and follow the instructions for changing your password. Pay close attention to the password requirements.

I Forgot my Password – How Can I Reset it (UNM NetID)?

Go to <http://netid.unm.edu> and follow the instructions for resetting your password or call ITS at 277-4848.

UNM e-Mail

All users with a UNM NetID also have a UNM e-mail account. Your e-mail address is your UNM NetID appended to @unm.edu. Example JSibray@unm.edu. Access your UNM e-Mail at either <http://my.unm.edu> or <http://webmail.unm.edu>. Use of this account is optional.

Your HSC e-Mail account (GroupWise) is set as your primary e-mail; all official UNM and CoN e-mails are automatically directed to this address. Please be aware that some students or main campus faculty/staff may accidentally send messages to your UNM account. **You can either check this account or set it to automatically forward (recommended) your messages to your HSC e-Mail account. Instructions for this are in the appendix.**

Help! CoN Technical Staff

For technical support send a detailed e-mail message to: genius@salud.unm.edu

- System Administrator: Jon Sibray, jsibray@salud.unm.edu
- Instructional Media Specialist (WebCT): Jason Williams, jkwilliams@salud.unm.edu
- User Support Analyst: Dermot Fenlon, DFenlon@salud.unm.edu

WiFi Hot Spots

The CoN building, HSC Library, and outdoor mall areas support wireless internet access on the 802.11x standard. Access the internet using your wireless-enabled device. SSID: UNMHSC

CoN Student Computer Lounge

The Student Computer Lounge is located at the west end of the first floor lounge for CoN Students. Please share and limit your time if others are waiting. Computers have high speed internet access, GroupWise e-mail client, and Microsoft Office 2007 installed. A BYOP (bring your own paper) printer is available. Ink is provided by a generous donation from the Fall 2005 graduating class. Login to the computers with your HSC NetID.

Quick Links

Bookstore: <http://bookstore.unm.edu/>

CoN Website: <http://hsc.unm.edu/consg>

GroupWise WebAccess: <http://gogw.health.unm.edu>

HSC Library: <http://hsc.unm.edu/library>

Human Resources: <http://hr.unm.edu/>

Learning Central: <https://learningcentral.health.unm.edu>

Libraries: <http://www.unm.edu/libraries.html>

Parking & Transportation Services: <http://pats.unm.edu>

Password Change (Novell/AD): <http://pw.health.unm.edu>

UNM Portal: <http://my.unm.edu>

UNM Demographic Self-Service: <http://dss.unm.edu>

WebCT: <http://vista.unm.edu>

College of Nursing Technology Policy

Students are required to have access to technology that meets the requirements outlined below. UNM lab computers meet these requirements.

Hardware

Computer & Processor	Pentium III 800MHz or higher
Memory	512 MB (megabyte) RAM or higher
Optical Drive	CD-ROM or DVD
Display	1024x768 or higher resolution monitor/video capability
Operating System	Windows XP or later (Mac OSX or later)
Audio	Speakers or headphones
Internet Connection	150 kbps (aka broadband, high speed) minimum required

Dell Premier Discounts

Dell offers special benefits and discounts to UNM-HSC Students, Faculty, and Staff. This is not an endorsement of a particular brand of computer; it is simply a courtesy link.

<http://hsc.unm.edu/library/usersupport/NW.shtml> (select the Dell link in the new workstation text)

Reference Member ID: US29775477, Dell Phone: 1-800-234-1490

Software

The College of Nursing supports the use of Office 2007 and the docx, xlsx, & pptx formats. Students are required to have access to a computer running Office 2007 or the ability to open Office 2007-based files. Compatibility packs are available at no cost from Microsoft for previous version of Office. Instructors are not required to convert files for compatibility with older versions of office.

Unless an alternate format receives prior approval from an instructor, the CoN only supports the following file types:

- Microsoft Office: All versions (docx, doc, xlsx, xls, pptx, ppt)
- Adobe Acrobat
- Rich Text Format (rtf)

Where can I get Office 2007?

As a student you can purchase an academic version of Office 2007 (Office 2008 Mac) for around \$150.

Office may also be available for \$60 through Microsoft's Ultimate Steal program at

<http://www.theultimatesteal.com>.

E-mail:

Students are required to check their CoN-provided e-mail account (GroupWise) on a regular basis.

Students are responsible for content delivered to this account. Students must use GroupWise for e-mail communication with CoN Faculty & Staff.