Welcome

Welcome to the College of Nursing (CON)! The Information Technology (IT) Department provides technical support to students, faculty, and staff. Our duty is to forward the College of Nursing’s strategic goals, enhance learning, enable scholarly endeavors, and support effective institutional management. The IT Department strives to provide reliable and efficient technical resources, systems, services, tools, and training to the College of Nursing community. In addition, the IT department continually explores new technologies to advance the learning experience for students and academic delivery for faculty, both in the classroom and online.

This packet includes valuable information that will guide you through the College of Nursing technological systems.

Need Help?

Contact Nursing IT at (505) 272-8112 or hsc-con-it@salud.unm.edu
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Appendix A
1.0 - Accounts Overview
You will have two different accounts: a **UNM NetID** and an **HSC NetID**. The following are examples of what you can access with either account.

<table>
<thead>
<tr>
<th>HSC NetID</th>
<th>UNM NetID</th>
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<tbody>
<tr>
<td>• Created automatically</td>
<td>• Created automatically *</td>
</tr>
<tr>
<td>• HSCLink Email (@salud.unm.edu)</td>
<td>• Lobomail (@unm.edu)</td>
</tr>
<tr>
<td>• Learning Central</td>
<td>• UNM Learn (Blackboard)</td>
</tr>
<tr>
<td>• HSC Campus computers</td>
<td>• my.unm.edu</td>
</tr>
<tr>
<td>• Remote access to HSC library resources (HSLIC)</td>
<td>• Main Campus computers</td>
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<tr>
<td>• HSC Secure Wi-Fi</td>
<td>• Parking Services</td>
</tr>
<tr>
<td>• HSC Identity Management (used for password settings)</td>
<td>• Remote access to UNM’s eLibrary</td>
</tr>
<tr>
<td></td>
<td>• UNM web applications and more...</td>
</tr>
</tbody>
</table>

*Both NetIDs may be identical, but not always.*
*HSC and UNM passwords expire every 180 days.*
*HSC NetIDs are created shortly after registering for degree-granting CON courses.*

1.1 - Obtain Your HSC & UNM NetID

1. Go to [http://directory.unm.edu](http://directory.unm.edu) and search your name
2. Click *your name* under the search results
3. Locate both *Email* and *NetID* text boxes
4. Your HSC NetID will be the prefix of your email. See below

```
HSC NetID

jond@salud.unm.edu
```

*If your name does not come up after performing a search, contact CON IT at (505) 272-8112.*
*Your HSC email address will automatically default as your main contact email for UNM. Please make sure you are checking this mailbox.*

1.2 - HSC NetID Temporary Password

Your HSC NetID account will be provided to you with a default, generic password using this formula:

```
HSC_ + [Last Four Digits of Your Banner ID] + [lowercase initials]
```

*Example: HSC_1234jd*
2.0 - HSC Email (HSCLink)
(Also referred to as ‘Salud’ email.) The entire UNM Health Sciences Center (HSC) community uses an email program called "HSCLink." Students are given an HSCLink email account which will remain active until they leave the institution.

2.1- Accessing HSCLink Email via WebAccess

- Browse to https://hsclink.health.unm.edu
- Enter your HSC NetID login information

The User name text box only requires the first part of your email address. Typing in your full email address will result in an incorrect login.

*Students are required to check their CON-provided email account (HSCLink) on a regular basis. *Students are responsible for content delivered to this account.
*Students must use HSCLink for email communication with CON Faculty & Staff.

3.0 - UNM NetID Information
Your UNM NetID is required to access Blackboard Learn courses and other main campus resources as explained above.

4.0 - UNM Email (Lobomail)
Previous UNM students may also have a UNM email account. Your email address is your UNM NetID appended to @unm.edu. Example: UNM_NetID@unm.edu. Your UNM email is accessible at http://lobomail.unm.edu.

Your HSC email account (HSCLink) is set as your primary email; all official CON emails are automatically directed to this address. Please be aware that some students or main campus faculty/staff may send messages to your UNM account. E-mail from @unm.edu can be forwarded to HSC/Salud e-mail (recommended).

5.0 - UNM Learn / Blackboard (http://learn.unm.edu)
Students are granted access to UNM Learn / Blackboard (online) courses on the first day the course is scheduled to begin. Access is then removed two weeks after the official class end date. Students must use their UNM NetID when accessing UNM Learn/Blackboard. The official start and end date of a course can be found at http://schedule.unm.edu.

6.0 – Zoom Video/Web Conferencing (http://zoom.us/)
Many – but not all – instructors use Zoom video/web conferencing for online synchronous meetings. Zoom is a fairly friendly video-conferencing interface. Students will find a link for ‘Zoom Meetings’ (or ‘Zoom Web Conferences’ or ‘Web Conferences’) in the online course in UNM Learn/Blackboard. Your first time using Zoom will require that you download & install Zoom (free) on your computer. This will take a few minutes. Once you go into a meeting, a screen will appear and you need to click on 'Join Audio' to join in the meeting and participate.
7.0 - Wi-Fi Hot Spots
Wireless access is available in major buildings around North and Main campus.

Health Science Center:
- HSC_Secure (Login using the HSC NetID and Password)
- HSC_Guest (Intended for HSC visitors)

UNM:
- Lobo-Wi-Fi (Login connection using UNM NetID and Password)
- Lobo-Guest (Intended for UNM visitors)

8.0 - CON Student Computer Lounge
The Student Computer Lounge is located at the west end of the first floor in the CON building. The 6 leftmost workstations are managed by CON IT. Please share and limit your time if others are waiting. The computers have high-speed internet access, HSCLink, and Microsoft Office 2016 installed. Log in to the computers with your HSC NetID.

9.0 - Quick Links

Accounts
- HSC Password Change: https://hscid.health.unm.edu
- UNM Password Change: http://netid.unm.edu
- UNM Portal: http://my.unm.edu

Email
- HSCLink email: http://hsclink.health.unm.edu
- UNM Email: http://lobomail.unm.edu or http://my.unm.edu

Other Resources
- UNM Learn/Blackboard: http://learn.unm.edu
- Bookstore: http://bookstore.unm.edu/
- CON Website: https://hsc.unm.edu/college-of-nursing/
- HSC Library: https://hslic.unm.edu/
- Learning Central: https://learningcentral.health.unm.edu
- UNM Libraries: http://www.unm.edu/libraries.html
- Parking & Transportation Services: http://pats.unm.edu

10.0 - Hardware Minimum Requirements
Incoming nursing students are required to have a laptop computer to take computerized exams. Students’ laptops must meet the requirements outlined below. Please contact CON IT for questions regarding your laptop’s compatibility.

<table>
<thead>
<tr>
<th>Laptop Specifications</th>
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<tbody>
<tr>
<td>Computer Processor</td>
</tr>
<tr>
<td>Memory</td>
</tr>
<tr>
<td>Operating System</td>
</tr>
<tr>
<td>Hard Drive</td>
</tr>
<tr>
<td>Battery</td>
</tr>
</tbody>
</table>

Chromebooks and tablets are NOT compatible
11.0 - Computer Discounts
Computer manufacturers offer 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://www.dell.com/unm

12.0 - Software Minimum Requirements
The CON supports the use of Office and the docx, xlsx, & pptx formats. Students are required to have access to a computer running Office or the ability to open Office based files. Compatibility packs are available at no cost from Microsoft for previous versions 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 (pdf)
- Rich Text Format (rtf)

12.1 – Download Microsoft Office
As a student, you may be able to download a free version of Microsoft Office by following these steps:
1. Go to: http://lobomail.unm.edu/
2. Log in using your UNM email and password
3. Click Install Office at the top right of your window

*Students without a UNM email can contact CON IT for alternative instructions to download Microsoft Office.

12.2 - Free Antivirus Software
The UNM IT Department offers a variety of free applications including Symantec Endpoint Protection Antivirus Software. To download a copy, simply to go http://it.unm.edu/download/ and log in using your UNM NetID and password.
Appendix A

HSC Password Change Procedure

How to change your HSC password

1. Open a web browser window and go to https://hcid.health.unm.edu
2. Log in with your HSC NetID and password.
3. Select the dropdown menu in the top left.
4. Select “Manage Access”, then pick Manage Passwords.
5. Select Change on the right.
6. Enter your current password, and your new password, then submit the change.

NOTE: If your HSC password has expired or if you don’t remember your password, please call the College of Nursing IT Department at (505) 272-8112 during regular business hours.

How to change your UNM password (on or off campus)

1. Open a web browser window and go to https://netid.unm.edu
2. Click on the green button labeled “I know my old password.”
3. Log in with your UNM NetID username and password.
4. In the “New Password” box, type your desired new password.
5. In the “Re-enter Password” box, type your new password one more time.
6. Click on the “Change Password” button.
7. If you get an error message, make sure you meet the minimum password requirements and go back to step 4.

NOTE: If your UNM password has expired or if you don’t remember your password, contact UNM IT at (505) 277-5757 during regular business hours.