



Getting Started Guide

for Faculty and Staff

This guide from Information Technology introduces you to popular online resources available at Saint Mary's College and addresses common questions the Helpdesk receives from new employees. We hope you find this information helpful.

E-mail

- **All employees receive a Saint Mary's network account, which includes a saintmarys.edu e-mail address.** This e-mail address is the official method of electronic communication used by all students, faculty, and staff at Saint Mary's College. Saint Mary's uses Google Workspace for Education for e-mail.
- Your Saint Mary's network account will give you access to your Saint Mary's e-mail, the my.saintmarys.edu portal, campus computers, network drives, and other Saint Mary's online resources.
- Saint Mary's uses Google Workspace for Education. To access your Saint Mary's e-mail:
 1. In a web browser, go to www.google.com.
 - We recommend using Google Chrome, Apple Safari, Mozilla Firefox, or Microsoft Edge.
 2. Click on the blue *Sign in* button in the upper right corner of the window.
 - If you see a non-saintmarys.edu e-mail address listed, or a circle with an initial in it, click on the address or circle and then click on the *Sign out* button. Click on the *Sign in* button.
 - If you see your saintmarys.edu e-mail address listed, you are already logged into your account.
 3. Enter your Saint Mary's e-mail address (including @saintmarys.edu) and password where prompted.
 4. Click on *Gmail* in the upper right corner of the window to see your inbox.
 5. If you are already signed in, going to mail.google.com will also take you directly to your inbox.
- After you sign in to your Saint Mary's e-mail account for the first time, you will need to immediately enroll in Google 2-Step Verification for continued access to your account.
- For information on Google 2-Step Verification, visit www.saintmarys.edu/resnet/google2fa.

Password

- **Do not lose or forget your Saint Mary's password!** Your Saint Mary's password provides access to e-mail, campus computers, personal and shared network drives, the portal, and other online resources.
- Do not share your password with anyone for any reason.
- To change your Saint Mary's password, visit www.saintmarys.edu/account. Once your password has been changed, you will need to use the new password for all Saint Mary's online resources.

QuickLaunch

- **QuickLaunch is used for multi-factor authentication to access online College resources such as the portal and Blackboard.** You must configure your personal identity factors before you can access the resources protected by QuickLaunch. You can configure your identity factors at login.saintmarys.edu.
- For more information about QuickLaunch, visit www.saintmarys.edu/resnet/quicklaunch.

Portal

- 🖥️ **Saint Mary's has a portal that serves as a single location for College-related information focused on the campus community.**
- 🖥️ To access the portal, visit my.saintmarys.edu using a web browser. The portal is protected by QuickLaunch.
 - We recommend using Google Chrome, Apple Safari, Mozilla Firefox, or Microsoft Edge.

BelleNet and eduroam

- 🖥️ **BelleNet is the secure wireless network at Saint Mary's College.** You are welcome to connect your College-owned laptops and personally owned smartphones/tablets to BelleNet. If you have problems connecting your devices to BelleNet, please refer to our BelleNet Troubleshooting Tips at www.saintmarys.edu/resnet/resnetfaq/bellenet.html
- 🖥️ **Saint Mary's College participates in eduroam.** eduroam allows students, faculty, staff, and researchers from participating institutions to wirelessly access the Internet from their home campus and the campuses of other participating institutions. For more information on eduroam, visit www.saintmarys.edu/~eduroam

Oracle

- 🖥️ **Oracle HCM is where you can access electronic timecards, pay stubs, leave balances (sick and vacation), and other employment resources online.**
- 🖥️ To access Oracle HCM:
 1. Sign in to the portal at my.saintmarys.edu.
 2. On the *Home* page, in the *Most Popular Saint Mary's Links* section, click on the *Oracle HCM* icon.
 3. Click on the *Company Single Sign-On* button and sign in as prompted.
 4. Instructions for completing common activities in Oracle HCM are available at my.saintmarys.edu/web/human-resources/oracle-hcm-resources

Checking E-mail on Personally-Owned Mobile Devices

- 🖥️ **If you wish, you can set up your personally-owned mobile device to check your Saint Mary's e-mail.**
- 🖥️ Instructions for setting up a mobile device to access your Saint Mary's e-mail account can be found at www.saintmarys.edu/googleapps/mobile.
- 🖥️ You may also use the available Google apps for iOS (available via free download from Apple's App Store) and Android (pre-installed on most devices, or available via free download from the Google Play Store) to access your Saint Mary's e-mail and other tools included with Google Workspace for Education.

Software for Employees

- 🖥️ **Saint Mary's employees can obtain and install a copy of Bitdefender security software on their personally owned computer at home.**
 - Details and instructions are available at <http://www.saintmarys.edu/virus/>
- 🖥️ **Saint Mary's employees can obtain a license to install Microsoft Office 365 on their personally owned computers and personally owned mobile devices.**
 - Details and instructions are available at www.saintmarys.edu/~hd/helpdeskfaq/office365facstaff.html

Need Help?

helpdesk@saintmarys.edu - 574-284-4715 - www.saintmarys.edu/hd

Faculty and staff are also welcome to visit 011 Cushwa-Leighton Library for assistance.
