



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.
- You must enable Google 2-Step Verification for your account within 30 days of your account being created, and it must stay enabled for continued access to your account.
- For information on Google 2-Step Verification, please 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:
 1. In a web browser, go to www.saintmarys.edu/account.
 2. Click the *Change Password* button.
 3. Follow the instructions on the page for changing your password.
 4. 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 set up your personal identity factors before you can access the resources protected by QuickLaunch. You can set your identity factors up at login.saintmarys.edu.

- 🔊 For more information about QuickLaunch, please 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.
- 🔊 Announcements affecting the entire campus community will be listed on the *Home* tab of the portal. Employee-specific information will be listed on the *Staff* tab. The *Portal Communities* tab is where you can access pages specific to departments and programs on campus. Depending on your role at the College, you may see additional tabs in the portal that are related to your responsibilities.

Employee Self Service

- 🔊 **Employee Self Service is where employees can access pay stubs, W-2 form, and leave balances (sick and vacation) online.** This is the replacement for Prism, and employees may still refer to it that way.
- 🔊 To access Employee Self Service:
 1. Sign in to the portal at my.saintmarys.edu.
 2. On the *Staff* tab, in the *Staff Links* section, click on the *Employee Self Service* icon.
 3. Click on the appropriate links to view your latest pay stub and all pay stubs (listed under *Pay Information*), W-2 form (listed under *Taxes*), and leave balances (listed on the main *Employee Dashboard* page).

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. If you have an iOS device (iPhone, iPad), you can scroll down to the bottom of that page to find a Quick Fix for setting up Mail, Contacts, and Calendars on your iOS device in a few easy steps.
- 🔊 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 Android's Market) to access your Saint Mary's e-mail and other features of 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 computer 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 B11 Cushwa-Leighton Library for assistance.
