

## The Mission of the Office of Technology Services

The mission of the Office of Technology Services at San Juan College is to provide the leadership, guidance and technical skills required to establish and support an information technology architecture and accompanying services that support the vision, mission and goals of the college.

## Acceptable Use Policy

San Juan College provides state-of-the-art technology tools for education, research, and public service. This equipment and software is to be used for educational purposes as it relates to official San Juan College business, student studies, course delivery, employees' duties and any other activities sanctioned by the College.

This use is a privilege and is accompanied by responsibilities that are important for all SJC users to understand and accept. For details and the required form, please visit the *MY SJC* Portal at:

<http://sanjuancollege.edu/mysjc>

## WANTED LAB ASSISTANTS

- Need a little extra cash?
- Do you like working with people?
- Do you like to work on computers?

**We have work-study positions available. Call 566-3052**

## Computer Labs

San Juan College provides instructional labs and designated open computing areas in a variety of locations on campus. For more information, please call 566-3266 or visit the *MY SJC* Portal. Student workers are available to assist.

### GENERAL USAGE LABS

Keyboarding	1200A	566-3330
Word Processing	1200B	566-3330
Writing Development	1215	566-3439
Internet	7133	566-3599
HHPC	55346	566-3779
SJC West Campus	Kirtland	566-3598
SJC East Campus	Aztec	334-3831

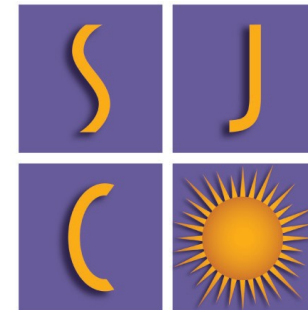
### OPEN USE AREAS

IT Upper Commons	7200	566-3586
IT Lower Commons	7100	566-3599
Humanities Commons	1901	566-3613
Library Pod	6211	566-3249

### SPECIALIZED COMPUTER CLASSROOMS

CAD	1415	566-3473
Drafting	1413	566-3473
EDGE	1416	566-3147
GIS	1629	947-8403
Intel	1514	566-3228
IPOP	Burlington Bldg	566-3885
Physics	1733	566-3379
Biology	1736	566-3230
CAAT	1921	566-3614
Developmental Math	1922	566-3614
PC Technician	7126	566-3599
Networking	7127	566-3599
Cisco	7128	566-3599
Operating Systems	7129	566-3599
Robotel	7237/38	566-3586
Dental	55347	566-3642
Nursing	55350/54	566-3224
SMART/Language Lab	1611T	566-3270

# Technology Services Guide for Students



**Fall 2010**

**San Juan College**  
Office of Technology Services  
Information Technology Center  
Room 7204  
(505) 566-3266 or 566-HELP

## ONLINE Resources

As a student at San Juan College, you have many online resources available to you. All of these are available through a single interface **MY SJC PORTAL**.

<http://sanjuancollege.edu/mysjc>

This portal provides centralized and secure access through the Internet from your home or on campus to most online resources at the College with one single log-on. Offerings include: information about SJC and courses, degrees, student clubs and organizations, email, events, lab availability, personal files (H Drive), ANGEL, library resources and much more.

- **Campus Logon Account:** This is the account you will use to log onto the portal. You will logon with `sjcnt\username`. Your *username* will be the first letter of your first name, the first letter of your middle name (if you do not have a middle name, this letter will be skipped), the first twelve letters of your last name and the last two digits of your social security number.

### Example:

Student name: Bubba L. Schwarzenegger

Social security #: 123-45-6789

Username: **blschwarzenegg89**

The **default password** for your student login is **sjcp + xxxx**, where xxxx is the last four of your social security number unless you have changed it. For example if your social 123-45-6789 your default password would be **sjcp6789**.

- **Password Security:** Your San Juan College password gives you access to your personal student information, files and printing credits. Since your information is confidential, and your printing accounts may have cash

money associated, your password should be kept secure. If at any time you believe your password security has been jeopardized, you should change your password. The Password Policy requires users to change their password every 6 Months (180 days). For more information on security and passwords, visit: [www.sanjuancollege.edu/security](http://www.sanjuancollege.edu/security). If you forget your password, the Help Desk will reset it to something only you will know.

**If you need assistance** or have concerns about others accessing your information, please contact the **Office of Technology Services at 566-3266**.

- **Campus E-mail:** San Juan College provides every student a campus Microsoft Live email account with 5 gigabytes of storage space. You can access your email at <http://mail.live.com> or through the **My SJC Portal**.

Your email address will be:

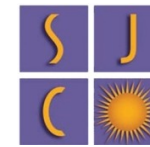
*username@my.sanjuancollege.edu*

### Example:

*blschwarzenegg89@my.sanjuancollege.edu*

- **Network Storage Space:** Every student is also given **100 megabytes** of network storage space. The **“My Documents”** folder on all **Lab PC’s** will point to this *personal storage* space and is also accessible from **MY SJC** portal.

- **Campus Printing:** San Juan College has adopted a computer lab printing procedure, which requires community users to pay \$.10 per page. Each student who is currently enrolled will receive a \$3 per credit hour printing allotment. After the allotment is used students will be required to pay \$.10 per page. Every effort is being made to ensure students will have adequate pages for their current class work load. For more information visit: [www.sanjuancollege.edu/pharos](http://www.sanjuancollege.edu/pharos)



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Office of Technology Services

## OTS Communicates

The OTS communicates in many ways and invites input and feedback from all users. A Technology Open Forum is hosted by OTS the first Tuesday of every month at 3:00 p.m. These open forums offer a short demo of the newest technology offerings and encourage engaging in direct interaction with the OTS managers. OTS also communicates with the user community through the TECH Update newsletter that provides project updates and much more. OTS Updates and OTS Alerts, are sent out by the Help Desk to keep the SJC community informed about virus attacks, scheduled down times, and other important information that might affect you and your work as a student. To learn more about OTS services and planned activities please visit:

<http://ots.sanjuancollege.edu>

## REMEMBER

- **Never tell anyone your password.**
- **You must log on to use any SJC computer.**
- **Test your login accounts in one of the SJC computer labs before attending your first class. This will ensure that your accounts are set up correctly and working properly.**
- **Always log-off the computer when finished.**
- **Internet based classes are not available until the first day of the course schedule.**