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SemLink is a website created for current students, faculty and staff to provide resources quickly and easily. If you see any errors or missing links, please let the I.T. Office know as soon as possible.

**Menu**
When you hover over the options at the top of the screen, you may see sub-menu appear below those options. Please be aware that the options appearing in the sub-menu may not be a complete list of everything available for that category. Clicking on the category itself (i.e. Academics & Registration) will bring you to a page that contains all of the possible resources under that topic.

**Quick Links**
Every page of SemLink includes a section of Quick Links. On the home screen, that section is found at the bottom of the page. On most other pages, you can find the Quick Links on the right side of the page. This section has links to the most commonly used resources at the Seminary.
EMAIL

Login
Your Seminary-provided email account is a Google Apps account. You can access this account by visiting the regular Gmail login page: www.gmail.com
Username: Your FULL email address (i.e. abc012@calvinseminary.edu)
Password: The password you were given in your welcome email, unless you have changed it.

Student Mailing List
By default, student email accounts are added to the sem-students email list. The Seminary E-News is sent to this list twice per week during the school year. These emails will contain many important pieces of information for your life here as a student, so please read this email thoroughly. You do not want to miss a deadline because you didn’t read through your E-News.

Forwarding
Many students will forward their Seminary email to another personal email account. If you wish to do that, follow these steps while logged in to your Seminary account:
1. Click on the “gear” icon in the upper right corner of the screen and choose “Settings” from the menu that appears.
2. Click on the “Forwarding and POP/IMAP” tab of the Settings section.
3. In the “Forwarding” section, click on the “Add a forwarding address” button and enter in your other email address in the box that appears.
4. Google may want to verify that the other address is valid by sending a test email to it along with an activation code. Follow the instructions if this happens.
5. Once the other account has been validated, you will have the option to enable or disable forwarding in that section of the settings as well as choosing what to do with the email in the Seminary-provided account. We recommend “keep Calvin Theological Seminary Mail’s copy in the Inbox” as the best choice, just so that nothing gets lost. If you do enable the forwarding, make sure to click the “Save Changes” button at the bottom of the Settings page.

** NOTE: If you have your email forwarded to a personal account and receive a request to view or edit a Google Apps Document, you will need to log in using your Seminary email credentials to see that document… so don’t forget your password.
**ACTIVE DIRECTORY**

Your Active Directory account is used for a number of purposes:

1) to be able to log into a computer in the lab or student center
2) to be able to log into the Website/SemLink
3) to be able to use the WebPrint system from your personal computer
4) to be able to access the Eduroam wireless network

Your Active Directory account is created when you become a student. Your username is the same as all your other accounts. We encourage you to set a global password at the time you received your ID card so that all your accounts will use the same password.

**NOTE: This password is required to be changed every year**

**CANVAS**

You will need your Canvas account to access class information: readings, assignments, captures, etc. By default, your canvas password is set to be your 7-digit student ID number. This can be reset at any time. The username used is the same as all your other accounts. The login screen may seem like it’s asking you for your full email address as the username. Ignore that and just use your simple username.

**CHANGING PASSWORDS**

There are two methods you can use to change your password:

1. Stop by the IT Office and use the Password Change Kiosk next to the Helpdesk. You will need your ID card to swipe in the card reader. This option will change the password to all of your accounts at the same time.

2. Visit the Change Password page on SemLink. You will need to be able to log into your website account in order to use this option. Go to SemLink, click on the Technical/I.T. section, choose My Account from the Pages and then choose Change Password from the My Account page. This page changes all your passwords at once.

** Because these options only allow you to change all your passwords at the same time, it will need to meet the guidelines of your Active Directory account and be at least 12 characters long.

**LIBRARY**

As a Seminary student, you have an account with the Hekman Library on the campus of Calvin College. If you need to log into your account on-line, use the 14-digit number under the bar code on your ID card as both the username AND the password. You can also find login instructions under the “Calvin Seminary” link on the login screen.
THE BASICS

I.D. CARDS

Every student receives a Seminary ID card. This card is incredibly important and should be taken with you at all times. These are the features of your ID card:

1. Access to the Seminary building. The doors are unlocked from 7 AM until 5:30 PM, Monday through Friday. Students are allowed additional access using a Seminary ID card. These additional hours are as follows:
   a. 5:45-7:00 AM, Monday-Friday
   b. 5:30 PM - Midnight, Monday-Friday
   c. 6:45 AM - 10 PM, Saturday

   There is no access to the building on Sunday.

   To access the building during those times, hold up your ID card to the card sensor by each door. The system works with a proximity chip in your ID card. The sensor should beep when it reads your card and will flash a light, prompting you for your 4-digit pin number. Your pin number is the 4-digit month and day of your birth. For example, if your birthday is on September 7, your pin number would be 0907. Once your pin number has been entered, the door will unlock.

2. Access to the College Fieldhouse. Most of the card readers at the Fieldhouse also utilize the proximity chip in your card and should work just like the readers at the Seminary building. At the exercise room, you will either need to hand your card to an attendant to be swiped. If your card will not read correctly at the Fieldhouse, please let the Seminary IT office know.

3. Checking out books at the Hekman Library. The library uses the bar code on the back of your ID card. Also, if you wish to log into the library’s website, you will need to use the 14-digit number above the bar code for both your username and password.

4. Copying, faxing and scanning. The Seminary-owned MFDs (Multi-Function Devices) in the Seminary Student Center and 4th floor of the Hekman Library have a proximity sensor on the front of them to allow you access to copy, fax and scan. Further instructions about using this functionality can be found in the Fax/Email/Scan section of this guide.

Spouses of students are also able to stop by the I.T. Office to receive an ID card. This card will allow them access to the Seminary Building and College Fieldhouse to use those facilities and will work at the library. A spouse ID card will NOT have access to our Printers/MFDs.
**WIRELESS / INTERNET ACCESS**

**On-Campus Wireless**

The on-campus wireless network “eduroam” can be found throughout the Seminary building as well as much of the greater Calvin campus. To access this network, choose “eduroam” from the list of available wireless networks and enter the following when asked for credentials:

Username:  Your full Seminary Email address  (i.e. abc012@calvinseminary.edu)
Password:  The password used for your Active Directory account

If you have troubles connecting to the network, stop by the I.T. Office for assistance.

**On-Campus Wired Connections**

For security reasons, students may not connect to the wired network jacks found in the Seminary building or the library. If you do have a need for this connection, there are ports available at the bar area by the kitchen in the Student Center (ports 6-21). Contact the I.T. Office for more information.

**Seminary Housing**

**Burton Apartments (on-campus):** The Calvin “eduroam” wireless network is available in the on-campus apartments. Also, if you have any devices not capable of connecting to this network, there is also a physical network line available in your apartment. Please contact the Seminary IT office if you would like this port activated and the reason for your request. Please do not connect your own wireless routers so that we can avoid interference with the “eduroam” system.

**Englewood & Batchawana housing (off-campus):** Each unit has a physical network line available. In Englewood housing, the port is in one of the bedrooms. In Batchawana housing, the port is in the living room. You may connect your personal computer directly to this port, or connect your own personal wireless router. If you feel that there is something wrong with the internet signal, please contact the Seminary IT office.

**A/V RESERVATIONS**

If you need to reserve any equipment for a class project, the I.T. office can loan it to you, free of charge.

- LCD Projectors, Mp3 Recorders, Video Cameras & Tripods, Conference Phones

To reserve any of these, go to the Technical/I.T. page on SemLink and choose the “Reserve AV Equipment” link. Once logged in, you can choose the dates and times and what equipment you need, and then you will just need to stop by the I.T. Office when your reservation starts to pick it up.

Reservations are limited to 1 week. If you need more time than that, contact the I.T. Office.
**PRINTING**

Calvin Seminary has an on-line WebPrint system for student printing needs. Please follow these steps to be able to print out your documents.

1) In a web browser (Firefox, Chrome, Safari, etc), go to www.calvinseminary.edu/webprint and enter your username and Active Directory password to log in to the Papercut printing system. If you do not know what your Active Directory password is, look for the section on Changing Passwords in this handbook.

2) Click on the “Web Print” link on the left side of the screen.

3) On the Web Print screen, click the “Submit a Job” link.

4) The available printers will be listed. Choose the printer you wish to print to and click the “Print Options and Account Selection” button. Notice that for most of the printers, you have two options. The main option (i.e. digit\SEMSTUDENT) will default to print 2-sided. The other option (i.e. digit\SemStudent-1Sided) will default to print on only 1 side.

5) Choose how many copies you want printed and click the “Upload Document” button.

6) Click the “Browse” button to open a file upload dialog box so you can search for and select the document you wish to print. Click the “Upload & Complete” button when you are ready to print. Please note that this system will only allow 5 types of files: (1) Microsoft Word, (2) Microsoft Excel, (3) Microsoft PowerPoint, (4) XPS and (5) PDF. Submitting any other type of file will not work.

Some items to note about this system:

1) The only printing options you have with this system is whether you want to print 1-sided or 2-sided. If you need more options available to you, please log into a computer (using your Active Directory credentials) in the Lab/Quiet Study room where these printers and all options are fully installed. The two computers in the Student Center closest to the printers also offer this option.

2) Web pages and other types of files should be converted to PDF before being sent to Web Print for printing. Installing a program on your laptop like CutePDF (www.cutepdf.com) will allow you to print from any program to a PDF file, which can then be uploaded to the Web Print system. This can also come in handy if you wish to print a certain number of pages of a document, as that is not allowed in Web Print.

3) On the summary screen, when you first log in to the Web Print system, you will notice a balance near the top of the screen. Every year we load $150 in to every student account on September 1. Once that balance is used up, you will be billed on a monthly basis (to your student account) for what you have printed or copied.

** You cannot use the WebPrint system to print from an iPad or Android tablet. It will work on an iPad Pro tablet.
**FAX / EMAIL / SCAN**

**Printer Login**

- Login by holding your ID card in front of the proximity sensor on the front of the unit.

**Sending a Fax (only in Student Center)**

- Touch Fax Icon
- To fax, use the keypad on the MFD and enter a “9” and then the number you are sending the fax to. Long distance calls also require a “1” before the area code
- If you wish to change the resolution of the scan, use the **Quick Setup** tab
- Press the Start button (green button) to fax. If it is using the document feeder, it will scan all pages automatically. If you are scanning from the glass plate, it will scan only one page and complete the scan.

**Scan to Email**

- Touch the **Send** icon
- Press Email Addr Entry button
- Follow the instructions to add one or more email addresses
- To change resolution or color settings, use the **Quick Setup** tab
- Press the Start button (green button) to scan. If it is using the document feeder, it will scan all pages automatically. If you are scanning from the glass plate, it will scan only one page and complete the scan.

**Scan to USB**

- Connect your memory device (USB) to the USB slot on the right side of unit.
- Select **Removable Memory** from the menu
- Press the **Store File** button
- Press the Start button if all the options are good. If it is using the document feeder, it will scan all pages automatically. If you are scanning from the glass plate, it will scan only one page and complete the scan.
**COMPUTER LAB**

The computer lab, located across the hallway from the IT office, offers computers for you to utilize for your needs. All of these computers will require your Active Directory password to be able to log into them. Once logged in, you will find a standard installation of programs: Windows, Microsoft Office, web browsers.

The Lab printer and Student Center printers are installed directly to these computers, so you will have all the printing options available to you if you print from them.

** Please do not save any files to the C: drive of these computers. Every time they are re-booted, they are wiped clean and brought back to their original state.

** When you are finished using a computer, please reboot or shut down the machine. Please do not log off.

**STUDENT CENTER COMPUTERS**

There are four computers available for student use in the Student Center.

You will need your username and Active Directory password to log onto these machines. The Student Center printers are installed directly onto these computers, so all the printing options are available to you.

** Please do not save any files to the C: drive of these computers. Every time they are re-booted, they are wiped clean and brought back to their original state.

** When you are finished using a computer, please reboot or shut down the machine. Please do not log off.

**EMERGENCY NOTIFICATION**

By default, all student emails are part of our emergency notification system. If you would like to receive text messages as well, please add your cell number on your web site profile in SemLink under Technical/IT -&gt; My Account -&gt; Manage Profile. Please also make sure to check the “Receive Rave Text Alerts” check box at the bottom of the page.

Aside from monthly test messages, you will only receive alerts for severe weather, school cancellations and on-campus emergencies.
CANVAS

Profiles
Know how to upload a photo and enter a bio, to help other students get to know you.


- Also find your classmates' profiles by clicking People in any course.
- Also customize your Notifications

Syllabus & Files
Know how to find your syllabus under Syllabus or Files.
Also find digital files of assigned readings and handouts under Files.


Assignments
Know how to submit an assignment by clicking the Submit button and uploading a file.


Discussions
Know how to post a reply to a discussion, including a reply with an attached document.


References

- All Canvas Student Guides (100+ tutorials): http://bit.ly/canvas-guides-student

(See www.whatismybrowser.com)
CLASS CAPTURE SYSTEM

Where to find them
In Canvas, when you are viewing a specific course, look for the “Echo360 ALP” option on the left side of the screen. On the Echo360 page, there is a section entitled “Course Echoes”. If classes have been captured for that course, they will show up under that section. If no captures are showing up for your class, talk to the IT Office.

How to view them
To view a capture listed in that section, simply hit the play button for that capture.

How to use them
- Most captures will show two screens: a camera feed and a computer feed. If the professor did not use the presentation computer during class, then the computer feed may not show up at all. These screens can be moved around a re-sized however you want.
- Controls for playback (pause, forward, backward, play speed) can be found at the bottom of the screen.
- The Apps panel can be found on the right side of the screen:
  - Scenes: You can jump around the capture by clicking on the available thumbnails
  - Bookmarks: You can set time-stamped bookmarks during the capture if you want to remember an important part of the class.
  - Discussions: Start a discussion with other class members. This is also time-stamped to a specific part of the class capture.
CONTACTING I.T.

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Office Hours: 8 AM – 4:30 PM, Monday – Friday