INDEX

I. SemLink 1

II. Your Accounts
1. Email 2
2. Website / SemLink 3
3. Novell 3
4. Canvas 3
5. E2Campus 3
6. Changing Passwords 4

III. The Basics
1. I.D. Cards 5
2. Wireless 6
3. A/V Reservations 6
4. Printing 7
5. Fax / Email / Scan 8
6. Lab / Student Center Computers 9

IV. Seminary Systems
1. Canvas 10
2. Class Capture System 11

V. Contact Us 12
SemLink is a website created for current students, faculty and staff to provide resources quickly and easily. This site was launched in August of 2014, and the Seminary staff is still working on adding more information and making changes so that this site can be as useful as possible. 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.
YOUR ACCOUNTS

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.
**WEBSITE / SEMLINK**

There are a number of pages on the Seminary / SemLink website that require a secure login. Therefore, you have a website account that will grant you access to these pages. Use the following information:

Username: your Seminary username, given to you in your welcome email (i.e. abc012)
Password: the password you were given in your welcome email, unless you have changed it.

**NOTE**: this password sent in your welcome email is used for both your email and website accounts when they are first created. This password is also used when you authenticate to the wireless system on campus.

**NOVELL**

A Novell account is provided to you for two reasons:
1) to be able to log into a lab or student center computer
2) to be able to use the WebPrint system from your laptop

Your Novell account is created when you receive your ID card. Your username is the same as all your other accounts. The password is initially set as your ID Number plus a hyphen plus your ID Number again (i.e. 9009999-9009999) because this password is required to be at least 15 characters long.

**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.

**E2CAMPUS**

The Seminary utilizes an emergency notification system to alert students, faculty and staff to campus emergencies, dangerous weather, etc. You may not opt out of this system, but you can access your profile to add your cell number to also receive the alerts via text message.

Website: www.e2campus.net/my/calvinseminary
Username: your Seminary username
Password: your 7-digit student ID number

Once logged in, go to the "Services" tab to add in your cell number. Please contact the I.T. office if you have issues logging in or modifying your profile. This system will send out a test message once per month.
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 only let you choose to change all your passwords at once. There is no option to change one specific account.

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 will give you the option to change all your passwords at once, or choose a specific account(s) to change.

** If you choose to change all your passwords to the same one, it will need to meet the guidelines of your Novell account and be at least 15 characters long.

** Neither of these options will allow you to change the password for your E2Campus account (Emergency Notification System)
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 9 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. 9:00 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 yellow 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 was on September 7, your pin number would be 0907. Once your pin number has been entered, a green light will come on and the door will unlock.

2. Access to the College Fieldhouse. The card readers at the Fieldhouse utilize the mag strip on the back of your ID card. You will either need to hand your card to an attendant to be swiped, or swipe the card yourself, depending on location. 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 at the top of your ID card. Also, if you wish to log into the library’s website, you will need to use the 14-digit number under 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 card swipe on the top 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 College Fieldhouse to use those facilities. A spouse ID card will not gain access to the Seminary building, will not work at the library and will not have access to our MFDs.
**WIRELESS**

**On-Campus**

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 website account

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

**Seminary Housing**

The Seminary has provided separate wireless access at all Seminary-provided housing (on-campus, Englewood and Batchawana). Each building should have two wireless routers accessible to most apartments. Choose the router that is closest to you and use the password “semWir3le55” to access it. All routers are named according to the address where they have been installed (i.e. 2088Batchawana, 3511BurtonA).

If there are issues with the performance of these routers, please contact the I.T. 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’ll just need to stop by the I.T. Office when your reservation starts to pick it up.

Reservations are limited to 80 hours. 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 Novell password to log in to the Papercut printing system. If you do not know what your Novell password is, you can reset it using the Change Passwords link in SemLink.

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 Novell credentials) in the Lab/Quiet Study room where these printers and all options are fully installed. The two computers in the Student Center on the south side of the cluster 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 want to only 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. Please ignore this value, as it does not truly reflect your quota balance. The real balance can be found using the Print Quota Balance link in the Technical/I.T. section of SemLink. Print quotas are reset on or around September 1 every year.

** You cannot use the WebPrint system to print from an iPad or Android tablet.
**Fax / Email / Scan**

**Printer Login**
- Login by swiping your ID card in the card swipe on the back of the unit.
- Alternatively, you can login by pressing the Login button on the screen and entering the last 9 digits of the number located at the top of your ID card.

**Sending a Fax (only SEMSTUDENT in Student Center)**
- Go to the Image Send tab
- 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 Condition Settings button
- Press the Go button (right side of unit) 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 prompt you after every page if you wish to continue or stop.

**Scan to Email**
- Go to the Image Send tab
- Press Address Entry button
- Select the Email option, Select the To option, then enter the email address to send to. There is a keyboard that slides out under the touchscreen to speed up typing.
- To change resolution or color settings, use the Condition Settings button
- Press the Go button (right side of unit) 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 prompt you after every page if you wish to continue or stop.

**Scan to USB**
- Connect your memory device (USB) to the USB slot on the right side of unit.
- Select the Condition Settings button on the left
- Go to the USB Mem. Scan tab
- Press Stored To to pick the folder on your device that you want to save to
- Press File Name and enter the name you wish to give the file
- Press the Resolution or File Format buttons if you wish to change either of these

Press the Go button (right side of unit) 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 prompt you after every page if you wish to continue or stop.
COMPUTER LAB

The computer lab, located across the hallway from the IT office, offers 10 computers for you to utilize for your needs. All of these computers will require your Novell password to be able to log into them. Once logged in, you will find a standard installation of programs: Windows 7, Office 2013, 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.

When you log into these computers, you are given access to a personal F: drive, which is storage space on our servers. If you choose to save any files to this location, they will be backed up on a regular basis and will only be 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.

STUDENT CENTER COMPUTERS

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

The two computers on the south side of the cluster (closer to the fish pond) will behave just like the lab computers and require a Novell password to log into Windows. The Student Center printers are installed directly onto these two computers, so all the printing options are available to you.

The two computers on the north side of the cluster (closer to the kitchen) do not require a Novell password and will boot directly into Windows with internet access. These computers do not have the printers installed on them, so you will need to use the WebPrint system if you want to 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.
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**

The Seminary is utilizing a brand new course capturing system for the Fall 2014 semester. Therefore, this section of instructions and tips might be changing frequently throughout the year as we become better accustomed to the system. We will notify the student body if newer information is available.

**Where to find them**
In Canvas, when you are viewing a specific course, look for the “Echo360” button on the left screen 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 your professor about having it set up to be captured.

**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.

Phone: 957-6111

Email: helpdesk@calvinseminary.edu

Office Hours: 8 AM – 5 PM, Monday – Friday