

Hollins IT: Student Quick Guide '17-'18

Campus Resources

Computer Labs

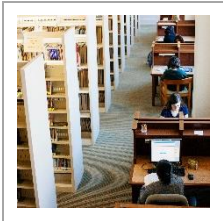


Hollins has two computer lab locations with an array of pre-installed software:

Dana 111 & Pleasants 204

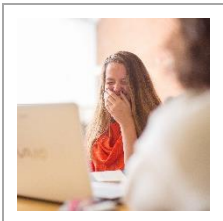
24 hour access with campus ID

Library & Public PCs



Hollins provides public PCs in various locations across campus, as well as in the Wyndham Robertson Library. These PCs are cleared with each restart, so please save your documents to a flash drive or your H: drive.

Network Storage (H: Drive)



Hollins provides its students with “cloud” storage space that is accessible only on campus PCs. You should think of this storage as an academic resource & reserve usage of your storage to course related work.

Getting Connected

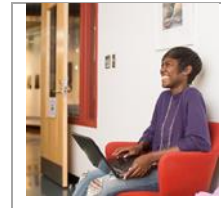
Wi-Fi Access



Hollins IT provides numerous Wi-Fi access points across campus. Students should connect to “**HollinsStudent**” using the following password:

“hollins.edu”

Hollins Credentials



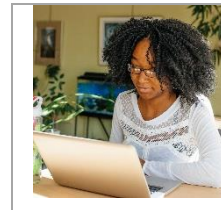
Your network login* for campus PCs is also used on <https://my.hollins.edu>, SafeConnect, Moodle, & Hollins e-mail

*Example provided for Jane A. Smith

Username: smithja

Password: first, middle, and last initial followed by the last four digits of your student ID# ex: jas1234

HIS Credentials

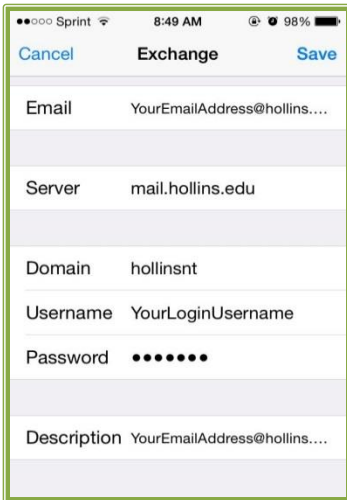


Used to access your student records & register for classes. Call the **Registrar's office** if you need your password reset.

Username: your student ID#, with the “A” or “@”.

Password: your birthday in 6 digit format (mmdyy)

Hollins E-mail on Your Phone



Select "Exchange" as your mailbox type.

Server name: mail.hollins.edu

Domain Name: hollinsnt or hollinsnt\

"Treat your password like your toothbrush. Don't let anybody else use it, and get a new one every six months." –Clifford Stoll

Register your device

This is required to access "HollinsStudent" Wi-Fi from any device without a web browser (i.e. Roku devices, game consoles, etc.)

1. Go to <https://safeconnect.hollins.edu:9443/enroll>
2. Log into SafeConnect with your Hollins username & password.
3. Fill in the required information
4. Submit the form
5. Connect your device to "HollinsStudent" using the following password:

"hollins.edu"

Please consider the environment before you print!

Printing on Campus

Student Printers:

- Dana 117, Dana Lobby (upstairs), Library Coffee Commons, Library 2nd Floor, Library 3rd Floor, Pleasants 204, Moody SGA

The Price of Printing

Students get \$10 in their print account per academic year. Add to your account in \$5.00 cash increments at the Help Desk.

- Black & White prints are \$0.01 per side
- Color prints are \$0.03 per side
- Scanning to your H: drive or email is FREE

Registering your ID to print

1. Swipe your ID across the card reader on the printer.
2. Enter your Hollins username and password. Press "login".
3. Swipe your card again to log out. Your card is now registered to print. You may now use your card to log in; just swipe your card.

Wireless Printing

Be Sure You're Connected to the "HollinsStudent" network

1. Go to <http://hotspot2/cps/> and click "print"
2. Enter your Hollins username and password. Click "log in"
3. Click "Hollins-printing-bw" to print in black and white, or "Hollins-printing-color".
4. Browse to select the file you would like to print and upload.
5. Select the options you wish to change, enter the number of copies you would like to print, and click "continue".
6. Your document has been submitted. Log into any student printer on campus to retrieve your print job. It will be stored in the "follow-you" queue for 72 hours.