

Computer Resources

The use of IVCCD's computer resources is a privilege and not a right. All users of District's resources are responsible for the integrity of the resources. Resources will not be used in any way that may be disruptive, offensive, or illegal as outlined in the guidelines for disciplinary measures. The District reserves the right to extend, limit, restrict or deny computing privileges and access to its information resources. Copies of Board Policy 407 are available for review in the College library and the computer labs.

Annually, the College **clears student H drives** after the conclusion of the Summer Term, usually in late July. If you don't plan to return to school before fall semester, please save all of your data, which is currently stored on your H drive, on another media (e.g. **USB drive**).

You can reset your password using the following link: <https://passwordreset.iavalley.edu>.

Blackboard Requirements

After you log in to Blackboard you will have access to an "Introduction to Blackboard for Students" course. This course will familiarize you with Blackboard Learn and answer many questions about the system.

Recommended Browsers (in order of preference)

- Current release of Firefox (www.firefox.com) or Chrome (www.chrome.com)
- Current release of Safari
- Internet Explorer is not recommended unless you are on the current version of Windows and have the most recent version of IE

Browser version information for Blackboard Learn can be found at https://help.blackboard.com/en-us/Learn/9.1_SP_12_and_SP_13/Student/030_Browser_Support.

- **Pop-up blockers should be disabled on all browsers when using Blackboard**
- **A Blackboard App is also available for purchase for Apple IOS and Android devices**

Computers for Student Use

The Information Technology Services (ITS) staff maintains more than 1,300 networked computers throughout the District. When classes are not in session, students have access to the following computer labs:

Ellsworth Community College

- Kruse Main Hall: Osgood Library (main level) and The Hub (lower level)
- Reg Johnson Hall: 103 (open lab), 104, 107
- Trades & Industries Building: 104
- Residence Halls: Wall Hall, Thompson Hall
- Dale Howard Activity Center: 102
- Hamilton Campus Ag/Renewable Energy Center

Marshalltown Community College

- B.J. Harrison Library
- Rooms 213, 215, 302
- Room 219 (for networking students)
- Student Success Center
- **Grinnell Campus:** Brownells Computer Lab

Information Technology Services/ITS

Technology literacy is an important asset for all college graduates. Information Technology Services (ITS) is dedicated to providing the necessary support for students to enable them to succeed. ITS provides a variety of technology support and services to IVCCD students, faculty, and staff.

☎ **Helpdesk (641) 844-5555**

✉ helpdesk@iavalley.edu

Please include your student ID number when contacting Helpdesk.

2018-2019

Computer Information for Students



www.iavalley.edu


IOWA VALLEY
COMMUNITY COLLEGE DISTRICT
MARSHALLTOWN • ELLSWORTH • GRINNELL
CONTINUING EDUCATION

Computer Access at Our Campus

All employees at our college are granted access to the computer network, PawPass, ANGEL Intranet (soon transitioning to Sharepoint), and email. To use any of these, you need to provide your username or login and your password. Your unique identifier for all purposes of your college employment is your employee **ID number**. This number is also the **username** or **login** you will be prompted to provide when accessing the portals listed above. **You will be given your employee ID number by Human Resources or your supervisor.** It is usually a five or six-digit number belonging only to you. You will be required to change your initial password after the first successful login. Password recommendations are to include both upper and lower case letters, numbers, and special characters. **You will use the same username/ password combination to access all portals.**

1. Network

1. Network – When using computers on campus, you will need to log in to the network first. The network gives you access to computers **on all of our campuses.**

It also enables you to access to your (H:) drive with personal storage space. Your (H:) drive is only available on campus.

2. PawPass

2. PawPass – This is our Student Information System. You can access your class schedule, advising information, register for courses, check your bill, or update your personal info, all by clicking on the Student Records link from the main website or accessing the website directly.

Website: <https://pawpass.iavalley.edu>

3. Blackboard blackboard.iavalley.edu

3. Blackboard – This is our Learning Management System. Blackboard gives you access to course mail, course rosters, calendar, groups, courses, and course grades.

Website: blackboard.iavalley.edu

Make sure to check out the *“Introduction to Blackboard for Students”* course upon logging in to familiarize yourself with the basic features of the Blackboard system.

4. Student email

4. Student Email – All students have access to a College email address. This email will be used as the primary source of communication with all students. Students are expected to check their College email address on a regular basis to receive important information and updates.

Website: <https://ivdmail.iavalley.edu>

Updated July 2018

Student Email Instructions

- Log in at <https://ivdmail.iavalley.edu>
- Your **login ID** is your IVCCD student ID number
- Your initial password is your birthdate formatted as **mmddyyyy**.
- Most users will have an email address as their **firstname.lastname@iavalley.edu**
- Important exceptions: Because of duplicate names, you will need to check your **email address after you log in**. You will see it displayed in the upper right corner of Outlook Web App.

Microsoft Office for Students

As a student at ECC, MCC, or Iowa Valley Grinnell you can obtain a license of Microsoft Office for your personal computer at no cost. You can use this as long as you are an active student.

If you wish to sign up, send an email from your iavalley.edu student email account to Sheryl.Clingerman@iavalley.edu. Please provide your name and student ID number. She will email you back at your student iavalley.edu email a login and password to download and install Office 2013 to your pc or laptop (must be installed on Windows 7 or 8 OS).

Emergency Notifications

The Emergency Notification System (ENS) alerts College students, faculty, and staff via email and SMS/Text in the event of a weather or critical incident emergency. All students are automatically enrolled.

See Emergency Notification links in “PawPass” for more information.

Printing - Copying - Wireless

Contact the library staff at your campus for any printing/copying needs. Libraries are equipped with wireless networks for students, as are many buildings. Student housing also offers network access.