NORTHWESTERN HEALTH SCIENCES UNIVERSITY

NWHSU IT

Your Quick Guide to Getting Technology-Ready



- **01 → Get Connected**
  Your NWHSU Account, Office 365 & NWHSU Credentials
- **02 → Know Your Login**
  SSO, MFA & Protecting your Account
- **03 → Get Your Tech Ready**
  Hardware Requirements, Browsers & Tech Check
- **04 → Be Ready for Class**
  Software, LMS, ExamSoft & Colleague
- **05 → Know Where to Go for IT Help**
  IT Help Desk, Resources & Support

5 things to know. 5 minutes. Zero IT surprises.

NORTHWESTERN HEALTH SCIENCES UNIVERSITY

NWHSU IT – Step 1: Get Connected

Your NWHSU Account, Office 365 & NWHSU Credentials

Your first step: Signing in to → Microsoft Office 365 ← using your NWHSU credentials.



What are your NWHSU credentials?

- Your full NWHSU email address
- Your NWHSU password

What does your NWHSU credentials give you access to?

Many applications use the same login info including:

- Microsoft Office 365 (Outlook, Teams, OneDrive, OneNote, Word, Excel etc.)
- Colleague Self-Service
- Learning Management System (LMS) Moodle & Canvas
- NWHSU computers on campus (Library, Clinics, and Labs)
- ExamSoft

NWHSU IT – Step 2: Know Your Login
SSO, MFA & Protecting your Account

→ What is Single Sign-On (SSO)?

Use your **NWHSU credentials** to access multiple applications and services.

→ What is Multi-Factor Authentication (MFA)?

Adds an additional layer of security to your account.

<u>Protect your Account:</u>

By using MFA and a strong password phrases you are ensuring your academic account is secure.

Examples of MFA used at NWHSU:

- Your phone number | Microsoft Authenticator App | Alternate Email



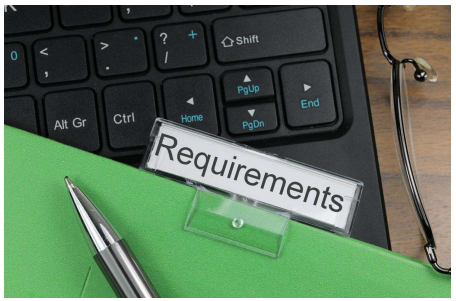
Create a strong 14-character ***"password phrase"***

Examples of Password Phrases used at NWHSU:

- PurplePineapplePenguin | LovingLightLayers | FearfulFireForgetful

***Important:** Never share your password. Avoid passwords that include name, address, phone number, NWHSU, DOB, and year. And never approve an MFA request you did not initiate.

NWHSU IT - Step 3: Get Your Tech Ready
Hardware Requirements, Browsers, & Tech Check



→ Your Computer Matters! ←

Before classes begin:

- Check the NWHSU hardware requirements to **make sure your computer meets the requirements.**
  - Do you have a supported operating system and browser?
  - ***Important:** Safari is not recommended as your primary browser for the NWHSU student experience.
  - Is your device getting regular updates?
  - Does your computer have enough RAM and storage?
  - Does your battery, camera, microphone and home internet work?
    - **→If yes, great! ☺**
    - →If no, make sure that issue is addressed

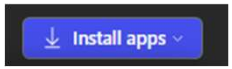
"It works" does not always mean "it meets the requirements."

NWHSU IT – Step 4: Be Ready for Class →Software, LMS, & ExamSoft

→ Know Your Academic Technology Systems ←

Microsoft 365 suite

- *What is it?* →Email, Word, Excel, Teams and more..
- *What to do?* →*D*ownload once you sign into Office 365



Learning Management System (LMS) Moodle or Canvas

- *What is it?* →Courses, assignments and course information
- *What to do?* →Read your syllabus

New Student Resources in the LMS

- *What is it?* →A step-by-step guide going through everything you need to know
- *What to do?* →Check out the New Student Resources in the LMS before class begins

ExamSoft

- *What is it?* →Secure testing and exams
- *What to do?* →ExamSoft will not work until after the first day of class. More information on downloading is on your LMS

NWHSU IT – Step 4: Be Ready for Class →Colleague

→ Know Your Academic Technology Systems←

- Colleague Self-Service -
  - Access your Financial Aid
  - Register for Courses
  - View your Course Schedule

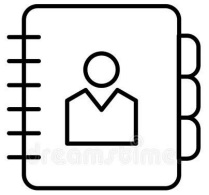
  ***Important:** After your tuition deposit is paid, your status changes from **Applicant → Enrolled Student.** Your login to Colleague Self-Service username and password changes, and your Microsoft account/NWHSU credentials are created. **The information to access your NWHSU credentials is found in your personal email: Subject: "NWHSU | Your User Account Info"**

- Student Application Portal -
  - Manage your admissions application
    - Review and submit admissions documents needed for acceptance into the program
    - Review awarded scholarships during your first term at NWHSU
  - Apply for additional programs at NWHSU

NWHSU IT – Step 5: Know Where to Go for IT Help

Information Technology
Northwestern Health Sciences University
it@nwhealth.edu | x2.nwhealth.edu | 952-214-0840
IT Help Desk ticket or phone support: Mon–Thu 7:30am–7:00pm | Fri–Sun 7:30am–3:30pm
Walk-in: Room 25 (Technology Center) Mon–Fri 7:30am–3:30pm

→ **Get Connected – Set it up.**
→ **Know Your Login – Secure it.**
→ **Get Your Tech Ready – Check the requirements.**
→ **Be Ready for Class – Come Prepared.**
→ **Know Where to Go – We are here to help.**



CONTACT INFORMATION