

Office of Information Technology or **IT** provides computing resources and technical support for all faculty, staff and students and manages the “shared” resources on the campus network and connectivity to the Internet.

Hastings College also provides wireless network access in all campus buildings. Students who live on campus can connect their devices (computers, phones, tablets) to the campus network. They can connect to the wireless network “HC” or connect directly in their rooms using an Ethernet cable by plugging into the blue Ethernet wall jack in each room. Cables are available in the Bronco Bookstore. Students needing assistance with getting their devices connected to the HC network can call or stop by our IT HelpDesk.

### Student On-Line Resources

Hastings College provides on-line resources to students within MyHC. Here are **some** of the things available from each tab:

MyHC	Campus Calendar Announcements	Student Billing	Answers on replacing id card, check cashing, money management, viewing balances
Academic	Student Resources View Schedule/Grades	Financial Aid	View Available Campus Jobs View Loan/Scholarship/Grant Info
Campus Connect	Find Campus Offices / Locations	HR/Payroll	View Information As A Student Worker

To access MyHC directly, open a web browser and go to the following website: <http://myhc.hastings.edu>. You can also find it with the “Quick Links” from our website at: <http://www.hastings.edu/quicklinks>.

**Log into any of the quick links with the username and password sent to your email account.** In MyHC, the following resources are available in the Quick Links section, along with their descriptions.

### Broncboard

Broncboard is the college’s on-line course management system. Here you gain access to course materials on line and interact with professors and fellow classmates. Current students can access **Broncboard** from the MyHC Quick Links site.

Students are automatically enrolled in their courses for the current term and can view their classes with a quick link within their Broncboard “Home Page”. For questions or problems with Broncboard, contact the IT HelpDesk.

### HC Google Account

Hastings College provides a google account to every student. Students are encouraged to read and understand the College’s Appropriate Use Policy, located in the Information Technology links in **MyHC**. Faculty, staff and campus organizations will send information to this account. To check your email, go to [google.hastings.edu](http://google.hastings.edu) and log in with your full email address and password.

### IT HelpDesk

Located in the Hazelrigg Student Union, the IT HelpDesk is manned by Hastings College students to provide basic computer support. Hours open are posted for Sunday thru Friday. To contact the IT HelpDesk on campus, dial extension 1337; for off-campus support, dial (402) 461-1337.

To submit a ticket, click on IT HelpDesk from the MyHC Quick Links and log in with your username and password.

1. Click on “New Ticket”
2. Select your **Category** and a **Priority Level**
3. Add a **Subject Line** & then fill in the **Details** section
4. Click **Submit**

An email is generated to not only the members of the IT Staff but also to our student workers for a response. The IT HelpDesk ticketing system also contains a **Knowledge Base**. Students can browse articles for help (ie: connecting their smart phones to their HC account).

## Self Service

Self-Service is accessible within MyHC. Jump to the Self-Service (tab) to check grades, register for classes, review your academic plan, and make on-line payments.

## Business Portal

From the Payroll (tab) in MyHC, you can access the business portal. The business portal is for any student employees. Here you can access and submit your employee timecards and view paycheck information. More information is available from the business office once you become employed.

## Campus Computer Locations

For your convenience, computers are available campus wide. Here is a list of the locations of the campus computer labs:

<p><b>Fleharty Center</b> 24 Windows Computers Mon-Fri 8am-5pm</p>	<p><b>Gray Center</b> 26 Macintosh / 3 Windows Computers Mon-Thur 8am-11pm Fri 8am-5pm; Sun 4pm-11pm</p>	<p><b>Hazelrigg Student Union Study Lounge</b> 8 Windows Computers Open 24 hours per day</p>
<p><b>Hurley-McDonald Learning Center</b> 18 Windows Computers Mon-Fri 8am-5pm</p>	<p><b>Perkins Library</b> 24 Windows Computers Mon-Thur 7:30am-11:30pm; Fri 7:30am-5pm Sat 12pm-5pm; Sun 12pm-11:30pm During School Breaks: Mon-Fri 8:30am-4:30pm</p>	<p><b>Wilson Center</b> 51 Windows Computers Mon-Thurs 8am-11pm Fri 8am-8pm; Sun 4pm-11pm</p>

## FOB's, Printing & Scanning

All Hastings College students will need to have a security FOB. In addition to accessing the dorm and/or apartment with your FOB, you will be able to access the 24-hour computer lab and exercise room in Hazelrigg Student Union, as well as print from any computer lab.

When students print from their account on a lab computer, the job is sent to a temporary storage file on the network. They can then swipe their FOB at any lab printer on campus within 1-hour to pick up their print job. Detailed instructions are posted in each computer lab. If a student has problems printing with their FOB, they can contact the IT HelpDesk.



### \*\* Disclaimer \*\*

The IT HelpDesk will review any IT related issues and provide information on what actions can be provided. We will, however, at times request that you find a local store to perform the repair. HelpDesk is not responsible for damages or broken devices.

## The Bronco Weekly

The Bronco Weekly is sent out every Sunday and includes weekly HC campus events. You can add information at: [hastings.edu/broncoweekly](http://hastings.edu/broncoweekly) and click on "this form" to submit your information. Deadline for submission is Friday at 11:00 AM.

## Computer Purchase Recommendations

Hastings College does not sell computers; however, if you are considering purchasing a new computer for use, you can view our Computer Recommendations, located in the Information Technology links in MyHC. Also, some classes may require that the student purchase a **flash drive** for backup or for turning in assignments.

## Account Termination

When a Hastings College student withdraws from school, they will have 2 months before their account is deactivated. Graduating students now have the option to keep their account active for an unspecified, extended amount of time. If you register for classes for the next upcoming semester, your account remains active.

## Getting Connected

All students with devices connecting to our campus network are required to have virus security software and ensure the software is kept up to date with current virus signatures. IT strongly encourages the installation of (and can assist in the installing of) spyware removal tools that are available for free on the Internet (i.e., Microsoft Security Essentials, SpyBot & MalwareBytes). Once connected, students can access the internet and college network services. To access and connect to our wireless network, “HC”, log in with your Hastings College username and password.

If your device does not support a “WPA2 Enterprise” connection, please contact the IT HelpDesk. This will include devices such as smart TVs, Apple TV and Chromecast.

