

Commencement 2015

Congratulations graduates! See a social media recap of this year's festivities and watch video of the full ceremony.

[MORE >](#)



Events

SCHOOLS AT CGU

Arts & Humanities
Community & Global Health
Drucker School of Management
Educational Studies
Information Systems & Technology
Mathematical Sciences
Social Science, Policy & Evaluation

STUDENT SERVICES

Admission
Financial Aid
Graduate Student Co
International Student
Registrar
Student Accounts
Student Resources

IT Orientation Office of Information Technology

Office of Information Technology

- [OIT Home](#)
- [Administrative Computing Services](#)

OIT Services

The Office of Information Technology at Claremont Graduate University provides strategic technology solutions in order to support CGU's mission of preparing a diverse group of outstanding individuals to assume leadership roles in the worldwide community through research, teaching, and practice in selected fields.

The chart below shows the full suite of technology solutions that OIT provides. **Please click on any service that is in blue to see more information.**

Service	Description	User Group
Help Desk	OIT provides 24x7 assistance for technology related issues.	Students, Faculty Staff

Welcome to Claremont Graduate University.
In this presentation, we will introduce you to
the many services provided by the Office of
Information Technology to assist you with
your studies.



Computer Account

- In order to access most of the services provided by the Office of Information Technology (OIT), you will need a computer account.
- Your account user name and password will be given to you during your academic department orientation.



Computer Account

- If you did not receive your account user name and password, you can go to ACB 303 (9am to 4.30pm, Monday to Friday) and someone there can help you. You will need a photo id.
- You can visit ACB 303 with your photo id if you have forgotten your password and need it reset.

Computer Account

- You can also call our help desk at 909-621-8174 to have a forgotten password reset.
- And you can visit the campus portal website (mycampus.cgu.edu) to have your password reset.

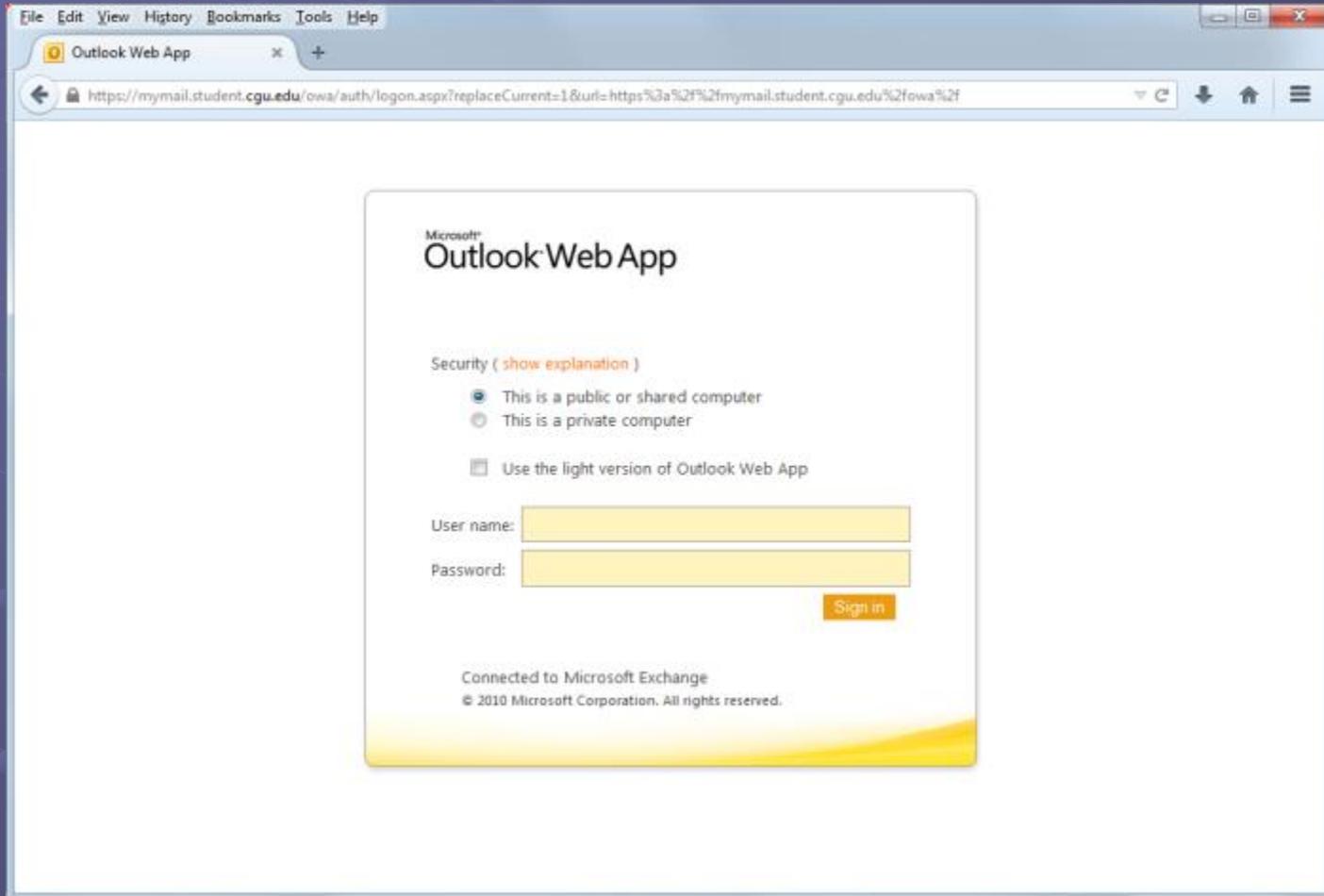


Email

- All CGU students are given an email account. The email address is `firstname.lastname@cgu.edu`.
- To read your email, visit the campus portal website (`mycampus.cgu.edu`) and click on the email icon.
- To visit the email web page directly, go to `https://mymail.student.cgu.edu`



Email



The image shows a browser window with the Outlook Web App login page. The browser's address bar shows the URL: <https://mymail.student.cgu.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmymail.student.cgu.edu%2fowa%2f>. The page content includes the Microsoft logo, the title "Outlook Web App", a security section with radio buttons for "This is a public or shared computer" (selected) and "This is a private computer", and a checkbox for "Use the light version of Outlook Web App". Below these are input fields for "User name:" and "Password:", followed by a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

File Edit View History Bookmarks Tools Help

Outlook Web App

<https://mymail.student.cgu.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmymail.student.cgu.edu%2fowa%2f>

Microsoft
Outlook Web App

Security ([show explanation](#))

This is a public or shared computer
 This is a private computer

Use the light version of Outlook Web App

User name:

Password:

[Sign in](#)

Connected to Microsoft Exchange
© 2010 Microsoft Corporation. All rights reserved.

Email

- CGU provides a spam or junk email filtering service. For more information on how to use this service, please visit the Email FAQ web page: <http://www.cgu.edu/emailfaq>.
- The Email FAQ web page also provides answers to the most commonly asked questions about email.
- Or you can contact our Help Desk at (909) 621-8174.



Campus Portal

- All students enrolled in coursework have access to CGU's campus portal.
- The portal provides secure access to:
 - register online
 - view your grades
 - to generate unofficial transcripts and degree reports
 - read important messages
 - view your financial aid and student bills
 - and more

Campus Portal

- To access the student portal, open your web browser and go to <https://mycampus.cgu.edu>



Campus Portal

- The first time you log in, you will have to create your security questions.

MYCGU Search Portal Student Test Account Details | Sign Out

workflow Message Center

Step 1 Update your Password Reset Questions

Please enter four questions and answers in the blank fields below and click the Save button at the bottom.

Question	<input type="text" value="abcdef"/>	
Correct Response	<input type="text" value="*****"/>	Show Text <input type="checkbox"/>
Question	<input type="text" value="abode"/>	
Correct Response	<input type="text" value="*****"/>	Show Text <input type="checkbox"/>
Question	<input type="text" value="abode"/>	
Correct Response	<input type="text" value="*****"/>	Show Text <input type="checkbox"/>
Question	<input type="text" value="abode"/>	
Correct Response	<input type="text" value="*****"/>	Show Text <input type="checkbox"/>

Optional Step 2 Choose A New Password

New CGU Users: Please follow this step to change your password. Your password should be:

1. A minimum of 8 characters in length and
2. Meet at least 3 of the 4 criteria - 1 uppercase letter, 1 lowercase letter, 1 number, 1 symbol (_!#\$-@)

New Password:

Verify New Password:

Step 3 Click the button below!

Campus Portal

- After logging into the portal, there are links along the top and along the left side

The screenshot displays the MYCGU Campus Portal interface. At the top left is the **MYCGU** logo. To its right is a search bar labeled "Search Portal...". Further right are links for "Student Test", "Account Details", and "Sign Out", along with user profile icons. A navigation bar below the search area contains links for "MyCGU Home", "CGU Info", "Services", "Student Success Center", "Feedback", "Help", "Communities", and "Message Center".

On the left side, there is a "Edit Preferences" section and a "LaunchPad" area with icons for Sakai, Library, Email, Bookstore, My Info, Services, EMS, quizes, and Acad Tools. Below these are links for "My Academic Information", "My Finances", "My Personal Information", "My Credentials", and "CGU Services".

The main content area features a "Welcome!" banner with a collage of images and text: "Welcome to the CGU Writing Center" and "We offer individual and on-line consultations, as well as workshops." Below the banner is a "Information to Know" section with the heading "To Receive your CGU Refund Faster".

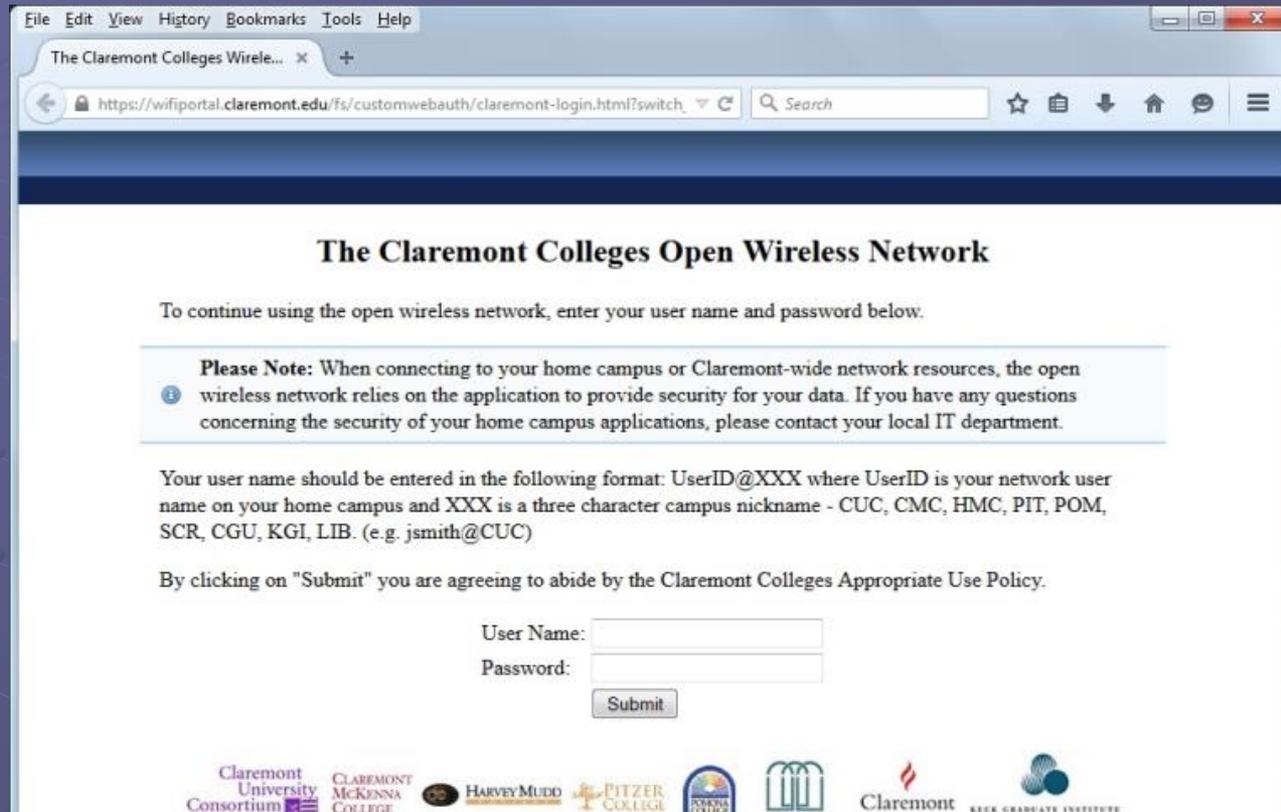
On the right side, there is an "RSS" section with a "News" sub-section. The news items include: "The latest news for CGU.", "Educational Studies Prof. Carl Cohn leads high-profile study into Washington, D.C. school reforms", "Marketing Prof. Jenny Darroch identified as most influential scholar in field of knowledge management", and "Music Prof. Peter Boyer's work to be featured at Hollywood Bowl opener with rock band Journey". Below the RSS section is a "Claremont Colleges' News" section with a "SCR" filter and buttons for CMC, CUC, HMC, POM, KGI, and PIT. The news items include "Women and Print: A Contemporary View" and "Scripps College is the Focus of Telemundo's".

Wireless Networks



- If you have a laptop, you can access CGU's wireless network in any of the classrooms or labs by opening your web browser.
- Please use your normal CGU user name and password for logging in
- We highly encourage you to connect to the more secure Claremont-WPA wireless network, and only use the plain Claremont network if you have problems

Wireless Network



The screenshot shows a web browser window with the address bar displaying <https://wifiportal.claremont.edu/fs/customwebauth/claremont-login.html?switch>. The page title is "The Claremont Colleges Open Wireless Network".

The Claremont Colleges Open Wireless Network

To continue using the open wireless network, enter your user name and password below.

Please Note: When connecting to your home campus or Claremont-wide network resources, the open wireless network relies on the application to provide security for your data. If you have any questions concerning the security of your home campus applications, please contact your local IT department.

Your user name should be entered in the following format: UserID@XXX where UserID is your network user name on your home campus and XXX is a three character campus nickname - CUC, CMC, HMC, PIT, POM, SCR, CGU, KGI, LIB. (e.g. jsmith@CUC)

By clicking on "Submit" you are agreeing to abide by the Claremont Colleges Appropriate Use Policy.

User Name:

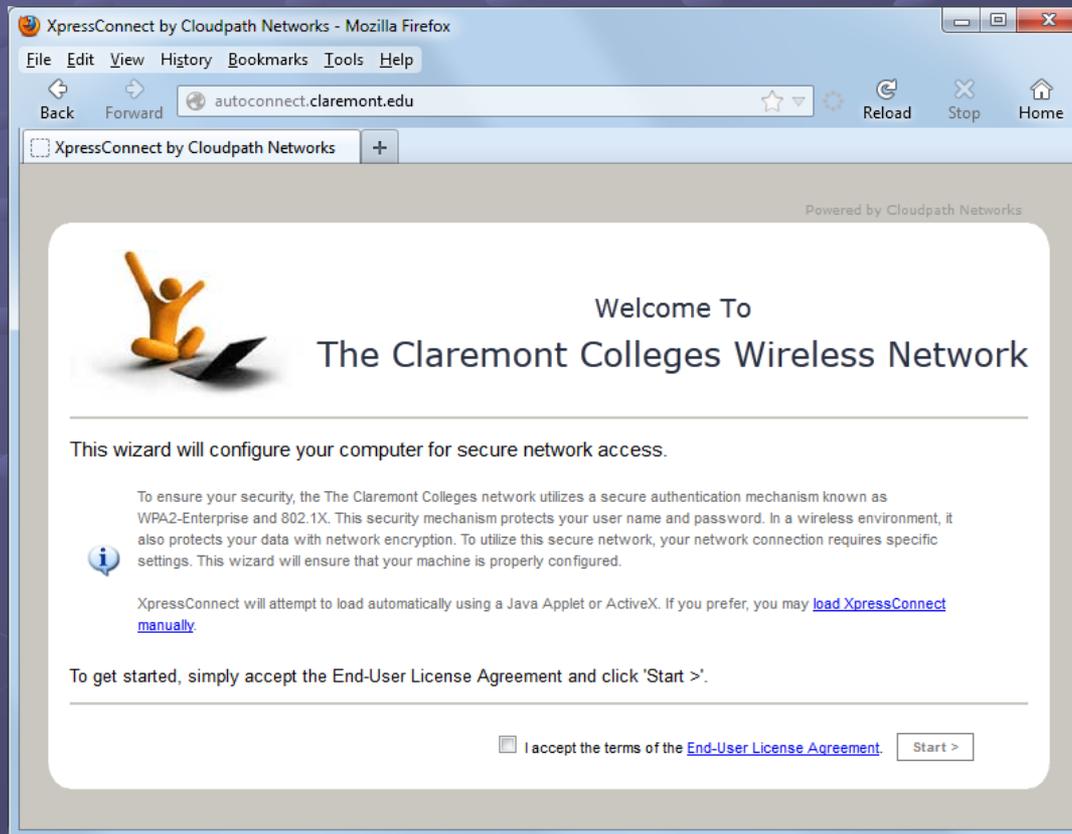
Password:

At the bottom of the page, there are logos for the following institutions: Claremont University Consortium, CLAREMONT MCKENNA COLLEGE, HARVEY MUDD, PITZER COLLEGE, CLAREMONT COLLEGE, Claremont, and BECK GRADUATE INSTITUTE.

The plain Claremont wireless network will automatically take you to the above log in page. Make sure you follow the instructions on this web page very carefully.

Wireless Network

For details on how to connect to the Claremont-WPA wireless network, connect to the plain Claremont network and visit www.cgu.edu/pages/9449.asp for detailed instructions.



The screenshot shows a Mozilla Firefox browser window with the address bar set to autoconnect.claremont.edu. The page content includes a logo of a person sitting on a laptop, the heading "Welcome To The Claremont Colleges Wireless Network", and a message: "This wizard will configure your computer for secure network access." Below this, an information icon is followed by text explaining the use of WPA2-Enterprise and 802.1X for security. A link to "load XpressConnect manually" is provided. At the bottom, there is a checkbox for "I accept the terms of the End-User License Agreement" and a "Start >" button.

XpressConnect by Cloudpath Networks - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Back Forward autoconnect.claremont.edu Reload Stop Home

XpressConnect by Cloudpath Networks +

Powered by Cloudpath Networks

 Welcome To
The Claremont Colleges Wireless Network

This wizard will configure your computer for secure network access.

To ensure your security, the The Claremont Colleges network utilizes a secure authentication mechanism known as WPA2-Enterprise and 802.1X. This security mechanism protects your user name and password. In a wireless environment, it also protects your data with network encryption. To utilize this secure network, your network connection requires specific settings. This wizard will ensure that your machine is properly configured.

 XpressConnect will attempt to load automatically using a Java Applet or ActiveX. If you prefer, you may [load XpressConnect manually](#).

To get started, simply accept the End-User License Agreement and click 'Start >'.

I accept the terms of the [End-User License Agreement](#).

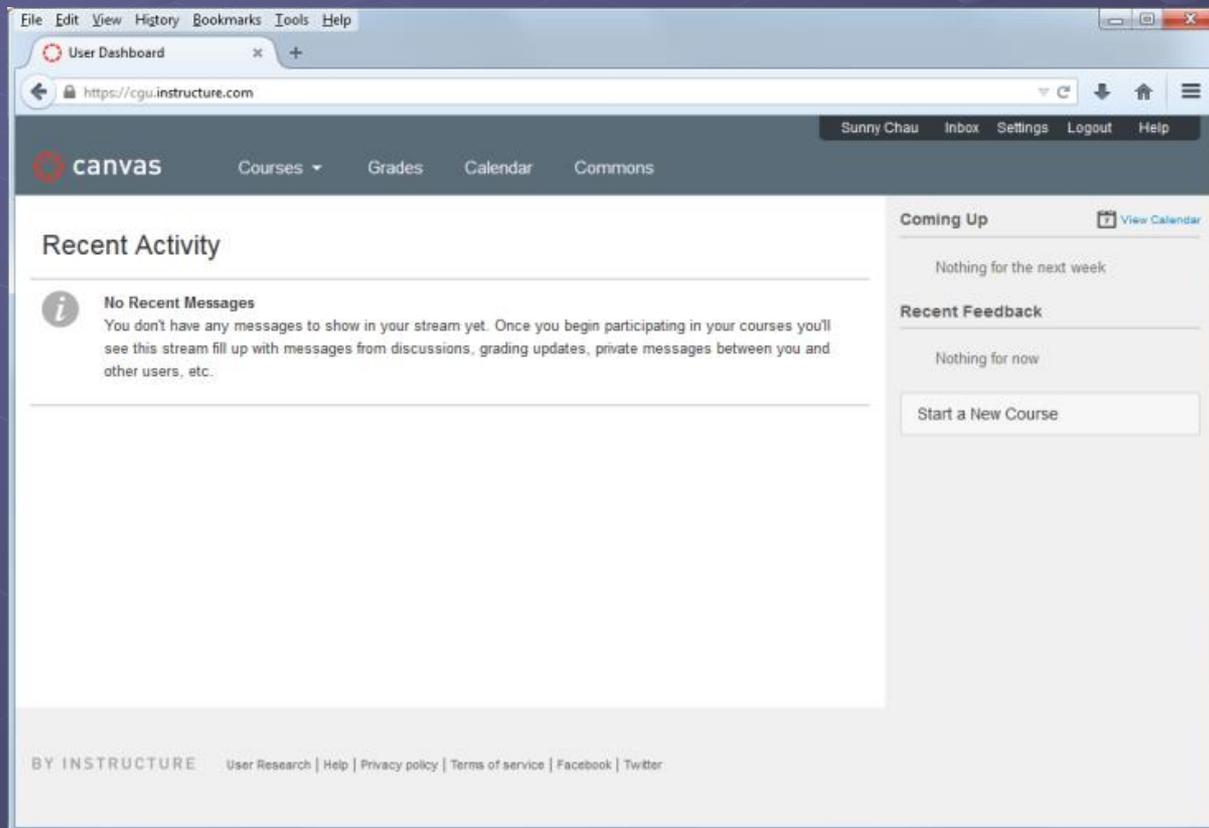
Canvas

- Canvas is the learning management system used here at CGU. Professors may distribute reading materials, hold discussions, assign homework, and do many other course related activities through this system.
- You are automatically added to your enrolled courses' Canvas course site.



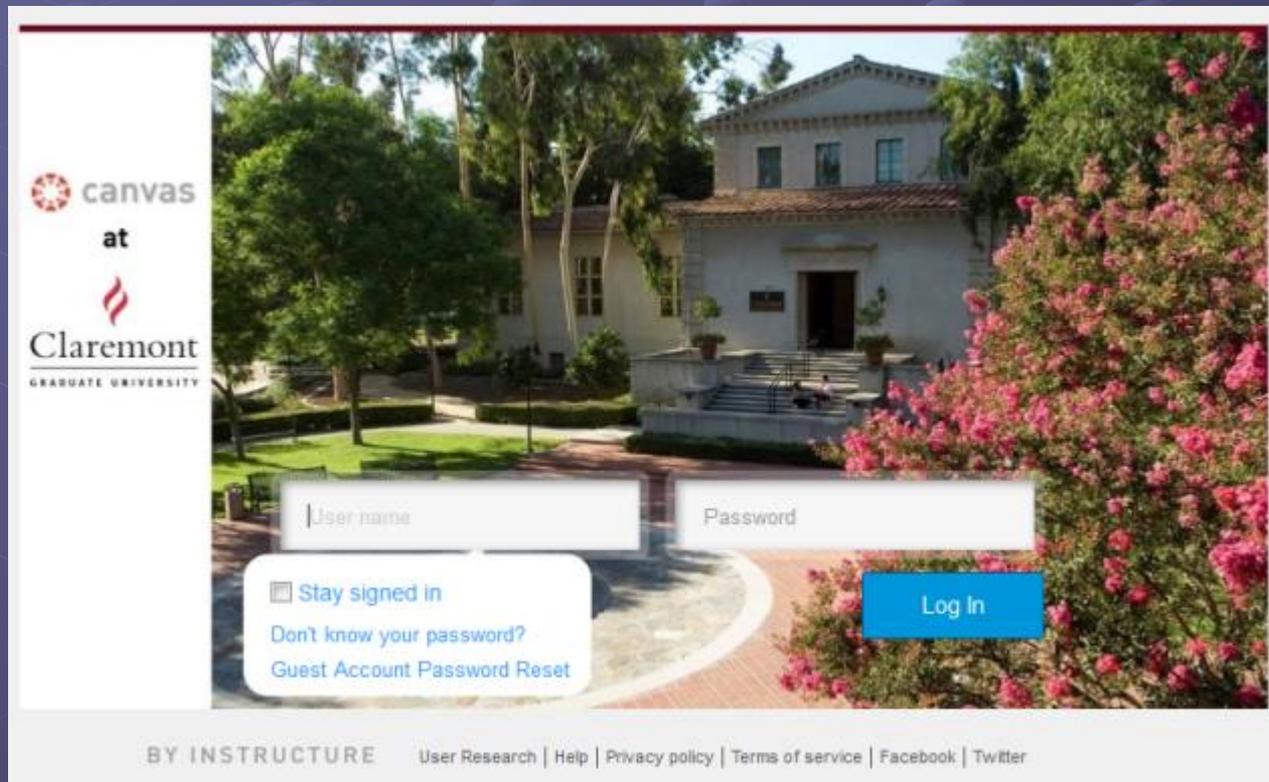
Canvas

- To log into Canvas, visit the campus portal web site (mycampus.cgu.edu) and click on the Canvas icon.



Canvas

- To visit the Canvas web page directly, go to cgu.instructure.com and log in with your CGU user name and current password.



Computer Labs

● We have student computer labs throughout the CGU campus:

- ACB 118
- ACB 126 – may be used as a classroom on some days
- Burkle 18
- Harper 8
- Math Lab
- DPE Lab
- Housing Lab

ACB 118 Lab



Computer Labs

● Hours

- ACB 118 & 126: M-Sun, 8:30am to 12 midnight
- Burkle: M-Fri, 8:30am to 10pm; Sat, 8:30am to 6pm
- Harper 8: M-Fri, 8:30am to 10pm; Sat, 8:30am to 6pm
- Hours for the other labs are determined by their department
- Hours will vary during the summer and breaks.
- For the most up to date information, please check the signs posted on the lab doors.

● Please, no food or drink is allowed near the computers. Thank you.

Computer Labs

● Saving your files

- Our lab computers receive regular software updates and maintenance and will automatically erase all data files at that time
- Please save your files to a flash drive



- You can also temporarily save your file onto the computer so that you may then upload the file to a cloud based storage solution, such as DropBox, OneDrive, or Google Drive



Computer Labs

- We have lab attendants available to assist you with problems . Their hours are:
 - ACB 118: M-Sun, 8:30am to 12 midnight
 - Harper 8: M-Fri, 8:30am to 10pm; Sat, 8:30am to 6pm
 - Burkle: M-Fri, 8:30am to 10pm; Sat, 8:30am to 6pm
- The lab attendants will step out of the lab to set up classrooms for classes throughout the day.



Computer Labs

- All of the lab computers have Internet access, Microsoft Office, and a set of statistics programs.
- Most labs will also have a few Mac computers.
- There are scanners in the ACB 118 lab, the Burkle lab, and the Harper lab.



Printing in the Labs

- There are black and white laser printers in all of the computer labs. There are also color printers in the computer labs.
- You will be charged for printing in the labs.
- The printing prices are subject to change, so please check with the lab attendant for the current prices.



Printing in the Labs

- We only accept Claremont Cash as payment for your printing. For more information on Claremont Cash, go to <http://cards.cuc.claremont.edu>
- When you print your documents, a pop up window will appear telling you the cost of the print job and asking you to confirm or cancel the job.



Equipment for Loan

- Equipment, including laptops, data projectors, video cameras, and tripods, are available for loan to students in ACB 118.
- You can request the equipment to be reserved for you through the staff at your academic department.



Equipment for Loan

- You are allowed to check out equipment for a maximum of 3 days, and you must wait one week before checking out the same type of equipment again.
- Contact the Audio Visual Department for more information: av@cgu.edu or visit <http://www.cgu.edu/pages/266.asp>



How to Get Help

● Account user name, password, or email problems:

- ACB 303, M-F 9am to 4.30pm
- Email: helpdesk@cgu.edu
- Call (909) 621-8174 or (800) 630-8893

● Printing account or equipment loans:

- ACB 118
- Email: av@cgu.edu
- Call (909) 607-3695

● Canvas: call the help desk and specify that you need Canvas assistance

