

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

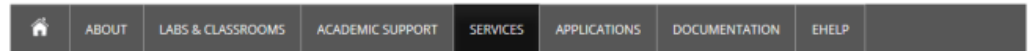
Arts & Humanities
Community & Global Health
Drucker School of Management
Educational Studies
Information Systems & Technology
Mathematical Sciences
Social Science, Policy & Evaluation

STUDENT SERVICES

Admission
Financial Aid
Graduate Student Council
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.

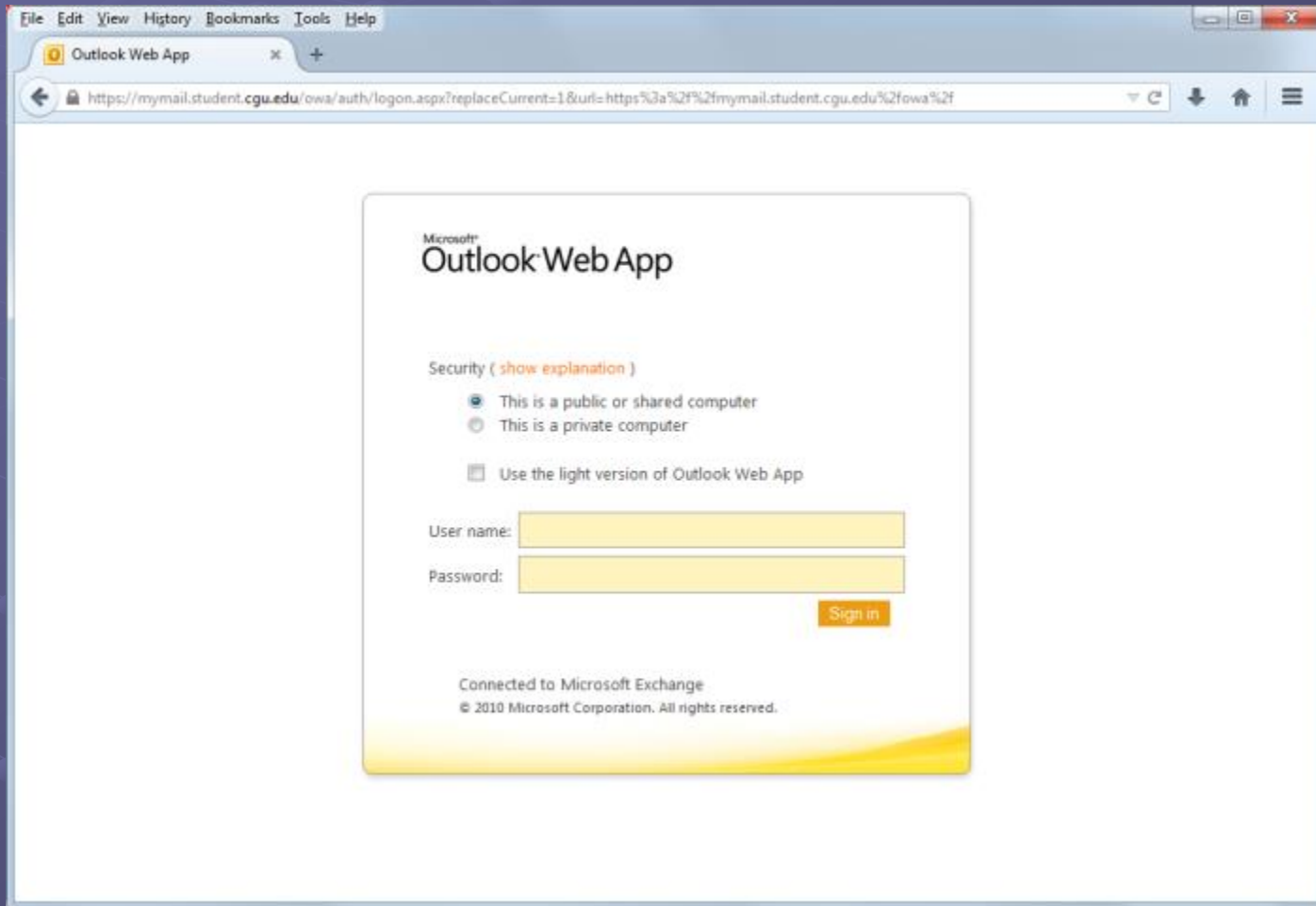


Email

- 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 screenshot shows a web browser window with the title "Outlook Web App". The address bar displays the URL: <https://mymail.student.cgu.edu/owa/auth/logon.aspx?replaceCurrent=1&url=https%3a%2f%2fmymail.student.cgu.edu%2fowa%2f>. The main content area features the Microsoft Outlook Web App logo. Below the logo, there is a "Security" section with a link to "show explanation". It contains two radio buttons: "This is a public or shared computer" (selected) and "This is a private computer". There is also a checkbox for "Use the light version of Outlook Web App". Below these options are input fields for "User name:" and "Password:". A "Sign in" button is located to the right of the password field. At the bottom, it states "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

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.

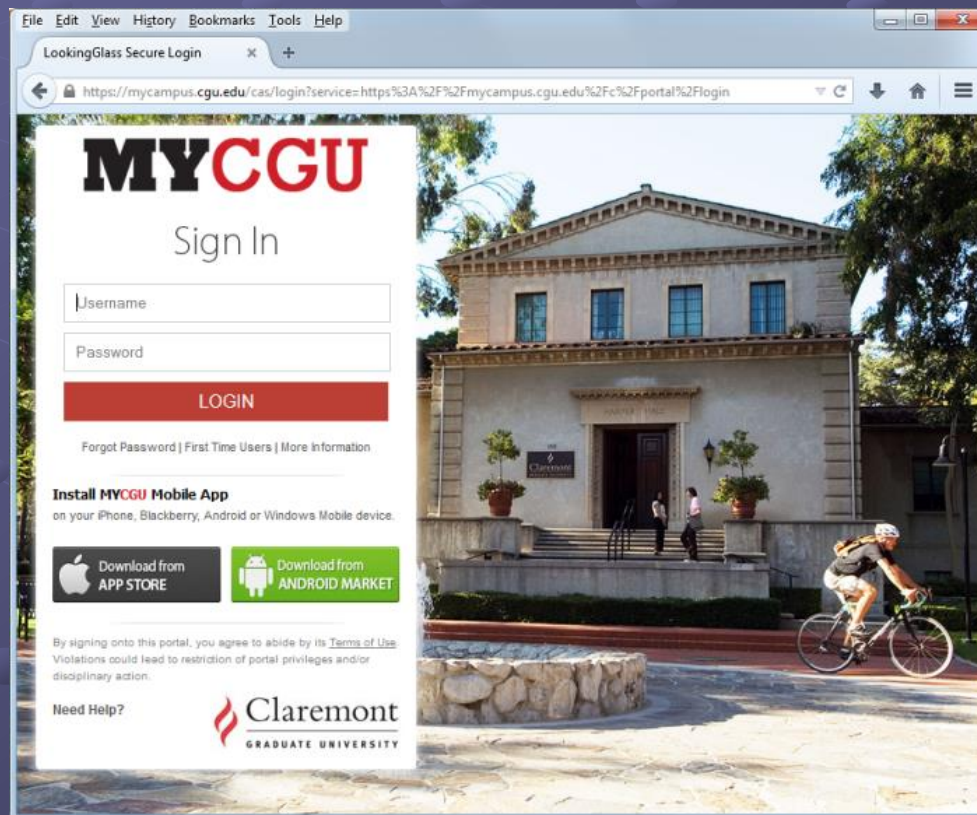


Campus Portal

- 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="password" value="*****"/>	Show Text <input type="checkbox"/>
Question	<input type="text" value="abode"/>	
Correct Response	<input type="password" value="*****"/>	Show Text <input type="checkbox"/>
Question	<input type="text" value="abode"/>	
Correct Response	<input type="password" value="*****"/>	Show Text <input type="checkbox"/>
Question	<input type="text" value="abode"/>	
Correct Response	<input type="password" 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, the 'MYCGU' logo is on the left, a search bar is in the center, and user links for 'Student Test', 'Account Details', and 'Sign Out' are on the right. Below this is a horizontal navigation bar with links: 'MyCGU Home', 'CGU Info', 'Services', 'Student Success Center', 'Feedback', 'Help', 'Communities', and 'Message Center'. On the left side, there is a 'LaunchPad' section with icons for Sakai, Library, Email, Bookstore, My Info, Services, EMS, quizzes, and Acad Tools. Below the LaunchPad are expandable sections 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 about the CGU Writing Center. To the right of the banner is an 'RSS' section titled 'News' with a list of recent news items. Below the RSS section is a 'Claremont Colleges' News' section with a list of colleges (CMC, CUC, HMC, POM, KGI, PIT) and a list of news items.

MYCGU Search Portal... Student Test Account Details | Sign Out

MyCGU Home CGU Info Services Student Success Center Feedback Help Communities Message Center

Edit Preferences

LaunchPad

- Sakai Library Email
- Bookstore My Info Services
- EMS quizzes Acad Tools
- Canvas

My Academic Information My Finances My Personal Information My Credentials CGU Services

Welcome!

... WRITING WELL ...

... are around anyone ...

... of good detective work, the ...

... that has been the whole point of ...

... that Iraq, "not limiting itself to ...

Welcome to the CGU Writing Center

WE OFFER INDIVIDUAL AND ONE-ON-ONE CONSULTATIONS, AS WELL AS WORKSHOPS.

Information to Know

To Receive your CGU Refund Faster

RSS

News

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
- Music Prof. Peter Boyer's work to be featured at Hollywood Bowl opener with rock band Journey

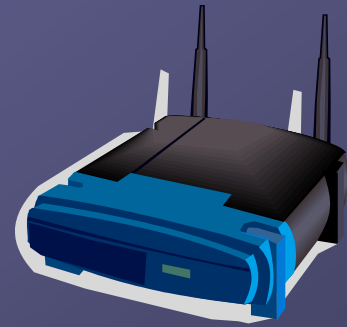
Claremont Colleges' News

SCR CMC CUC HMC POM KGI PIT

Women and Print: A Contemporary View

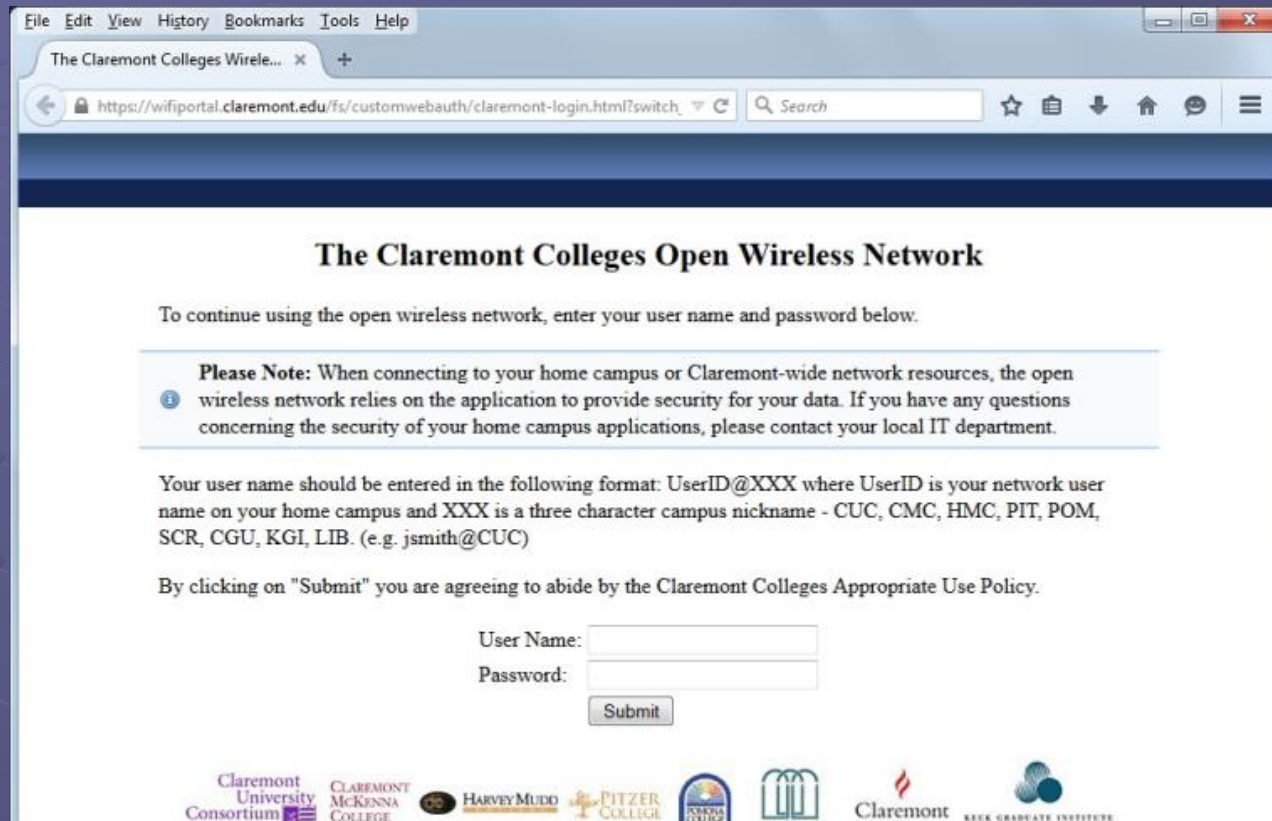
Scripps College is the Focus of Telemundo's

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 title "The Claremont Colleges Wirele...". The address bar displays the URL "https://wifiportal.claremont.edu/fs/customwebauth/claremont-login.html?switch". The page content includes the title "The Claremont Colleges Open Wireless Network", a login instruction, a "Please Note" box with security information, a user name format example, a policy agreement statement, and a login form with "User Name:" and "Password:" fields and a "Submit" button. The footer contains logos for Claremont University Consortium, Claremont McKenna College, Harvey Mudd College, Pitzer College, Scripps College, and Beck Graduate Institute.

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:

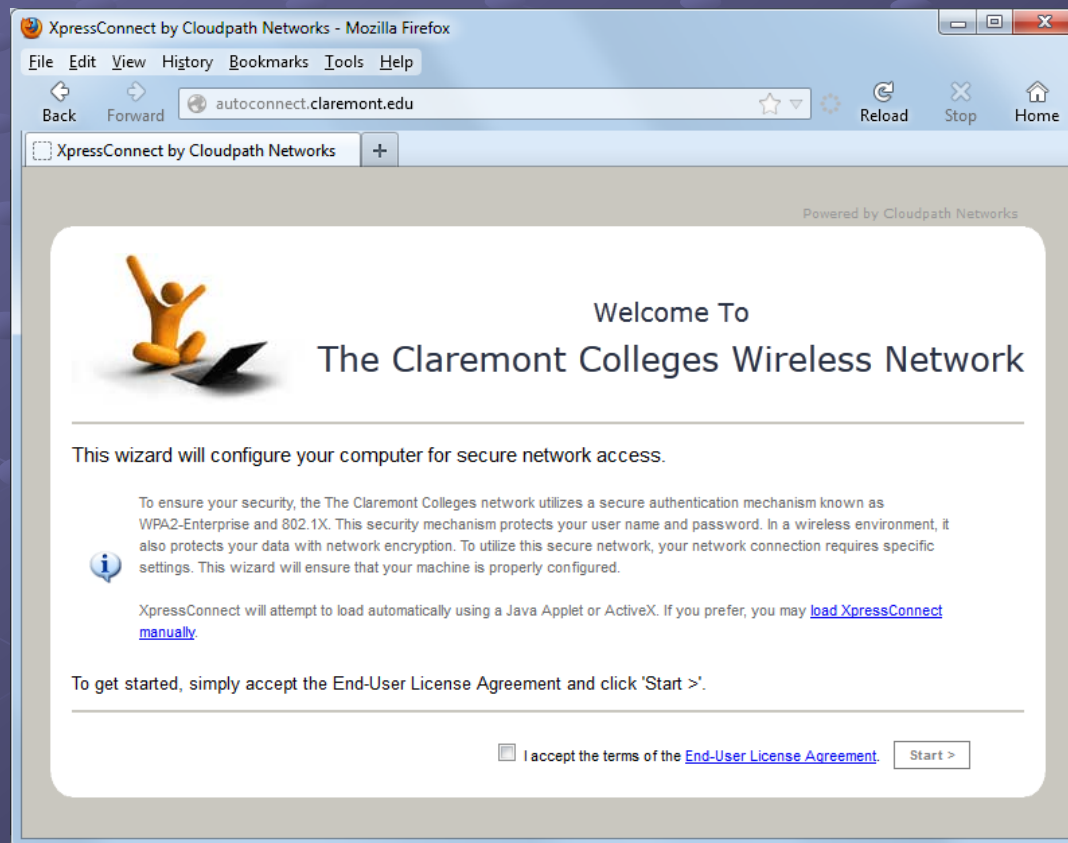
Password:

Claremont University Consortium CLAREMONT MCKENNA COLLEGE HARVEY MUDD COLLEGE PITZER COLLEGE SCRIPPS COLLEGE CLAREMONT 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.



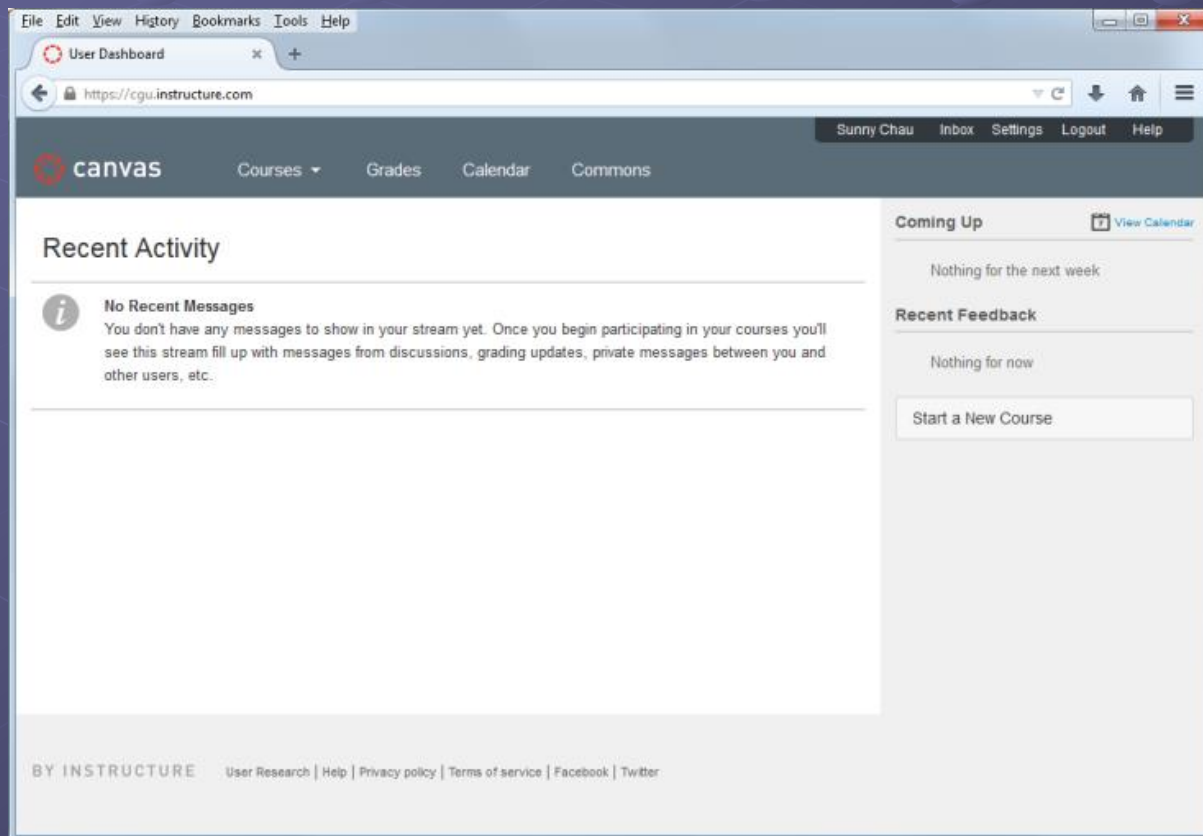
Canvas

- 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.



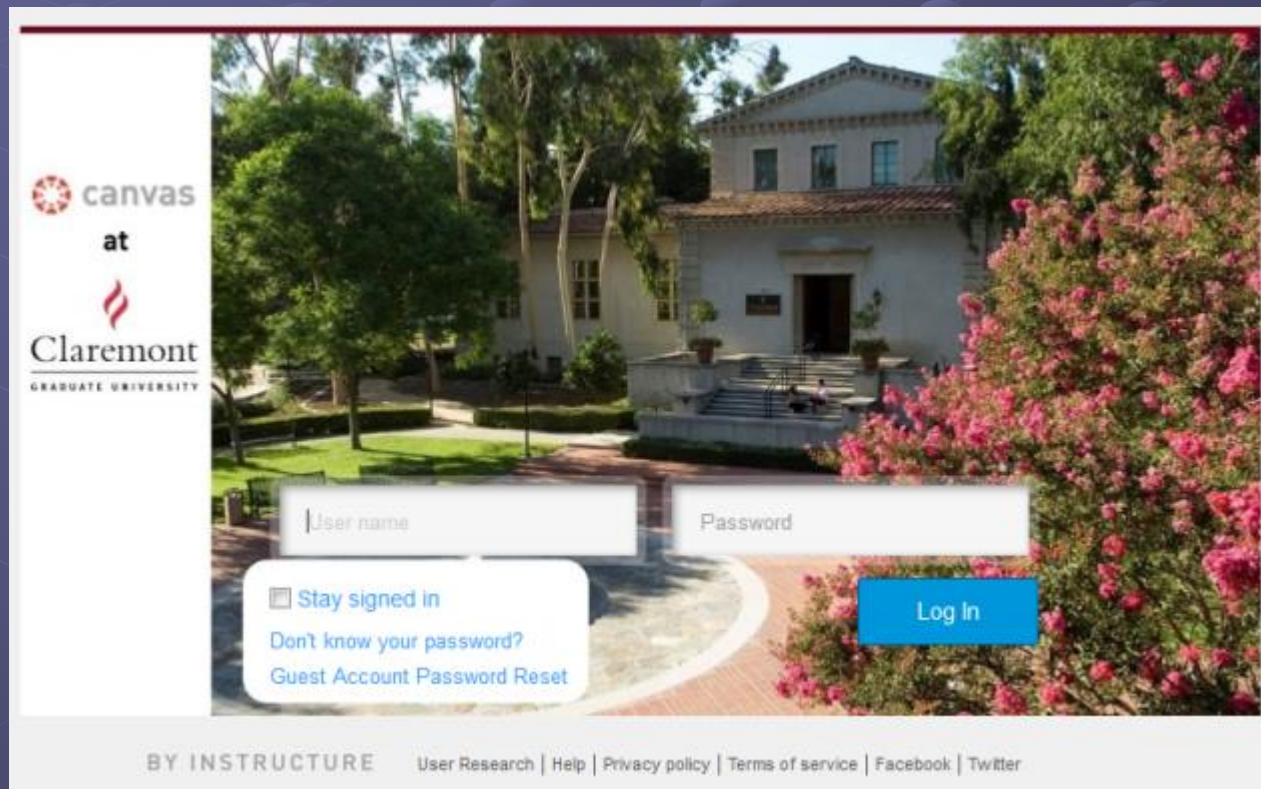
Canvas

- 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

