Student Technology Orientation

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IDs and Passwords

1. Access to Email/Information Technology Resources
   (Email, Access to campus servers and the University's online resources.)

   In order to access Villanova's information resources on the Internet and in the University computer you will be required to know your ID and password.

   All Students, faculty and staff are automatically issued an ID and password. A letter with this information will be sent to your home. If you do not know the ID and password, contact the Computer Support Center at (610) 519-7777.

   Your ID begins with your first initial and is followed by all or part of your last name and a number.   \emph{Example: JSMITH01}

\textit{myNOVA}

\emph{myNOVA} is Villanova University’s single sign-on, web portal that provides personalized access to web services (email, Banner web, WebCT/Blackboard. \emph{myNOVA} is available via the Villanova Homepage (http://www.villanova.edu) or directly at http://mynova.villanova.edu. You can customize \emph{myNOVA} so that the information and tools you need and want are available when you log in. Internet Explorer 8 is the preferred browser. Netscape, Firefox and Mozilla are also supported.
Once logged into myNOVA, you will find many helpful links:

**E-mail Link (Top)**

**eLearn Link (Top)**
- Click here to see your class list and a photo of your classmates. (If they have given consent.)
- There are email links here that allow you to send emails to your professor and classmates.

**My Account Link (on Top Left)**
- Click here to change your password, add personal links and give consent to display your wildcard photo on the internet.

Some Useful tabs available in myNOVA are Home, Just for You, My Tab, Student, Faculty or Work@VU (depending on your role at Villanova), and Library.

**Student tab:** Course links in WebCT, Schedule, etc.

**Just for You tab:** Bursar account, grades, etc.

**My Tab** – Customize this tab with direct links to preferred sources.

**myNOVA General Info:**
[http://www.villanova.edu/unit/support/luminis/](http://www.villanova.edu/unit/support/luminis/)

**myNOVA Frequently Asked Questions**
[http://www.villanova.edu/unit/support/luminis/external_faq.htm](http://www.villanova.edu/unit/support/luminis/external_faq.htm)

You will also find many useful links to academic materials, forms, applications, catalogs and other resources on the College of Nursing Student Resources and Materials homepage: [http://www.villanova.edu/nursing/resources/student_materials](http://www.villanova.edu/nursing/resources/student_materials).
Villanova's Gmail System

All students are given an email account. This information is sent to you along with your ID and Password. If you do not know your email address, contact the Computer Support Center at (610) 519-7777.

*Student email addresses are generated using the following convention:*

Villanovauserid@villanova.edu

Villanova Email is accessible from any computer that has an Internet connection and a web browser. Access your email through [myNOVA](http://webmail.villanova.edu) or the following url address: [http://webmail.villanova.edu](http://webmail.villanova.edu).

Directions to configure Outlook or your mobile device for Villanova Gmail are located at the following address: [http://www.villanova.edu/unit/support/email/google/config.htm](http://www.villanova.edu/unit/support/email/google/config.htm).

**NOVASIS**

Villanova's Registrar on the Web
Access via myNOVA or direct web address:

You can access Villanova’s E-Learning resources via [myNOVA Student](http://www.villanova.edu/unit/support/email/google/config.htm) tab or at the web address below: [http://novasis.villanova.edu](http://novasis.villanova.edu)

Novasis access previously required a PIN number (Password) separate from all other university systems. Your ID is the same as your email ID. Pin Number is issued by the registrar. *With the inception of Villanova’s new single-sign on portal, myNOVA, requirement of a separate Novasis pin number may be unnecessary in the future.*

You can:

- View your Grades
- View the Course Catalog
- Register for Courses
  - Change your personal information (phone number, home address, etc.)
- View the Class Schedule

Faculty Can:

- Enter Student Grades
- View Class Rosters
- View Student Transcript information

**Note!!!!**

Each semester advisors will issue a *special registration number* that enables students to register online. Students can register 24-hours a day within the allotted timeframe specified by the Registrar Office. After that timeframe has expired, you must contact the appropriate program office (Undergraduate, Graduate, BSNExpress, etc.) at the College of Nursing to register for classes.
Blackboard Learn

E-Learning at Villanova

You can access Villanova's E-Learning resources via myNOVA Student tab or at the web address below:

https://webct.villanova.edu

The Center for Instructional Technologies (CIT) Department of UNIT assists faculty and students in the design and support of all Blackboard Learn courses. CIT email address is: cit@villanova.edu and the Support page is located at: http://www.unit.villanova.edu/cit/webct/.

Typically, each class will meet in person at the beginning for a general orientation. Faculty will explain the basics of the course and introduce you to the support person assigned to that class.
Student Computer and Print Labs on Campus

Public Computing Sites on Campus:

Tolentine: Room B2 and Room B4
(Open 24 hours a day - 7 days a week)
Multimedia Lab: Room B6
(Open Monday-Friday, 8:00 AM-8:00 PM)

Bartley: Room B3 and Room B6
(Open 24 hours a day - 7 days a week)

Mendel: Room G8
(Open 24 hours a day - 7 days a week)

Connelly Center: Cyber Café
(Open 9:00 AM – 11:00 PM)

Falvey Library: (Open Monday through Friday, 8 a.m. to 5:00 p.m.)

Student Print Locations on Campus:

Mendel 85, Tolentine 2 & 4, Falvey Library, Driscoll Hall 207 and Bartley Print Center.

Locations on campus designated as common printing areas have been equipped with new Canon printers. In addition to the printer, each location will have a print release station. By utilizing your Wildcard, you simply swipe your card at the print release station to print your document(s).

iprint.villanova.edu

Students can also print using Graphic Services’ secure web based print site: iprint.villanova.edu. Using iPRINT, students can submit print jobs 24 hours a day, 7 days a week from anywhere with web access using your LDAP user id and password. Simply login into the site, attach files, customize your print job and pick it up at the Bartley Print Center or Falvey Library on your way to class.
Villanova Wireless Access

Villanova Wireless (VU Mobile) is strategically located throughout campus, including the academic buildings and common areas.

Configuring your PC for Wireless Access:
http://www.villanova.edu/unit/support/wireless/configuration/

Configuring your MAC for Wireless Access:
http://www.villanova.edu/unit/support/wireless/mac.htm

Villanova University Online Book Shop

TEXTBOOK ONLINE ORDERING

The Villanova University Shop has an online textbook ordering option. This e-commerce feature allows Villanova students to purchase their textbooks online and shipped to the address of their choice. The prices and inventory quoted at the online site are real-time, and the same as in the physical store. There are shipping charges incurred for all online orders. To order books online, please go to this link: http://www.villanovabookstore.com/t-booksreservations.aspx
Getting Support

Technology Support Services - TechZONE
Web Address: http://www.unit.villanova.edu/support
UNIT Home Page: http://www.unit.villanova.edu
WebCT Help: http://www.unit.villanova.edu/cit/webct/
Self-Service Help Desk (SSHD): https://sdess.villanova.edu

Help Desk Location:
101 Vasey Hall
Phone: 610-519-7777

The TSS TechZONE supports all Villanova faculty, staff and students. Any computer related problems should be reported to the TSS TechZONE. This can be done over the phone, in person, or via the web.

Self-Service Help Desk (SSHD): https://sdess.villanova.edu. Submit computer related problems via the web in the Incident Management system in SSHD. You can utilize the SSHD Knowledge Base to search for incidents and solutions related to your particular problem or issue.

http://www.villanova.edu/unit/support/sshd.htm

For support, please call the UNIT Help Desk at 610-519-7777.

Contact Information:

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