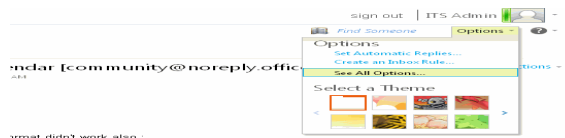
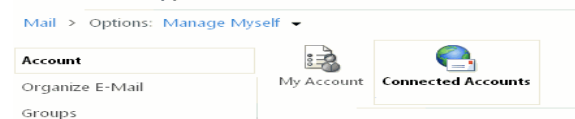


How to Forward Your Marygrove E-mails to your Personal E-mail Account:

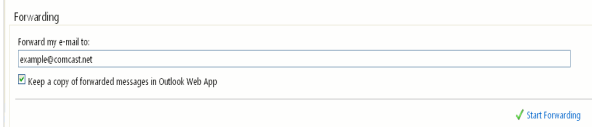
Just below your name in the upper right select "options" and the select "see all options..."



At the next screen click on "Connected Accounts"



Then in the forwarding section enter your personal E-mail address and click on "start Forwarding"



**** **Please note:** some departments and instructors may not accept e-mails coming from your personal e-mail account. You may need to log into Office 365 to reply to messages that are forwarded to your personal e-mail account.

Visit the STICC!

Student Technology Instruction & Collaboration Center (STICC) provides lab space and assistance to students needing to write papers, create spreadsheets or presentations, scan documents, and access Blackboard and E-mail.

Location: Lower Level of the Library
Room # 012 Phone: 313-927-1582

Computer Usage Policy

Use of computers on campus is governed by the Marygrove Computer Usage Policy. The policy can be found by going to:

<http://www.marygrove.edu/current-students/resources/it-department/computer-usage-policy.html>

How to Get Help

Marygrove College has a Technology Service Desk to assist you on and off campus. The Service Desk is available 24 hours a day 7 days a week by calling:

313-927-1282

OR

877-448-1767 (Off Campus)

**Please remember to log out of computers
to protect your information**



Information Technology Services

Information Technology Services provides resources to assist you with your learning experience at Marygrove College. Our department maintains and supports:

- ◆ Computer desktops and programs used for classes provided by Marygrove College
- ◆ Web applications used to access the Student Information System online
- ◆ Network access to "My Documents" folder
- ◆ On-campus wireless access in designated area's
- ◆ Assisting with logging into on campus Marygrove computers and applications
- ◆ Access to the Blackboard Course Management System
- ◆ Assistance with logging into Office 365
- ◆ Printing accounts via onsite application

Quick Tips

Accessing your Marygrove Accounts

To obtain your username, go to:

- <https://webadvisor.marygrove.edu>
- Click on the 'What's My User ID' link
- Follow the prompts to obtain your username

Your initial student password will be provide by your [Student Business Representative](#)

**Your e-mail address is:
your username + @marygrove.edu
(i.e. mjones@marygrove.edu)**

Your username and password will work in all computer labs, Blackboard, E-mail, and WebAdvisor.

Logging Into Computers on Campus

To log on to desktops in Computer Labs and the Reference Library, use your username and password. If you have not logged on before, your initial password will be your **password that was provided by your Business Rep.**

Your new password should have the following:

- One upper case letter
- One lower case letter
- Must contain one number
- Must be at least 7 characters
- Can not used first or last name

Call the Service Desk if you need assistance.

How to Access E-mail

Marygrove College uses Office 365 for students to access college related e-mail. All official college e-mail will be sent to your Marygrove e-mail account. To access e-mail, log in at:

<http://login.microsoftonline.com>

Information to Assist with Configuring E-mail on your Mobile Phone

Username: Use your Marygrove e-mail address

Server name: m.outlook.com

Domain: PRODMARY

Use SSL

Accept all SSL certificates. If needed more instructions are available by request.

How to Access WebAdvisor

Use WebAdvisor to access the Student Information System online. It allows access to:

- Accept your Financial Aid
- View 1098-T Forms
- Register for classes
- Account Information
- View your grades
- Request a transcript
- View academic profile
- Submit Graduation Applications

To access WebAdvisor, use the following link:

<https://webadvisor.marygrove.edu>

How to Access Blackboard

Blackboard is Marygrove's web-based course-management system where you will find course materials, discussion boards, virtual chat, online quizzes, and more.

Information Technology Services also has a tab for more tips and tools.

To access Blackboard, use the following link: <https://blackboard.marygrove.edu>

Printing on Campus

- How to release documents waiting in the Student HLD
- Swipe the barcode on your Marygrove student ID card through the reader

OR

- Enter your Marygrove ID number then press the Enter key
- Enter your 4 digit pin code, and then press the Enter key (1st time users will need to create a new pin)

Your print job will execute automatically. Look at the LCD on the printer to check the status

- ◆ To add an amount to your printing account, go to the business office or use the kiosk in the library