

E-ssentials

your introduction to technology at
Georgetown University Medical Center
2011-2012

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About *E-ssentials*

E-ssentials is your introduction to Georgetown University's technology systems and services. Start here to learn about the resources available to Georgetown students and visit the Web sites referenced within for more extensive information.

Help Desks Hours of Operation

Below are hours of operation for the Georgetown University offices referenced throughout *E-ssentials*. Operating hours may vary during holidays and intersessions.

The John Vinton Dahlgren Memorial Library is open 24 hours a day, 7 days a week to Georgetown University faculty, staff, students, and GUH (Georgetown University Hospital) affiliates. Dahlgren Library is the health sciences library of Georgetown University. The library acquires, organizes, and provides access to information services, technology, and resources in support of the mission of the University and the Medical Center. The library is staffed Monday through Friday, 8:00 a.m. to 8:00 p.m., excluding University holidays. A GOCard or GUH ID is required at all times for entry to the library.

UIS Service Desk, G-39 St. Mary's Hall

Monday — Thursday, 9:00 a.m. — 9:00 p.m.

Friday 9:00 a.m. — 5:00 p.m.

Sunday 5:00 p.m. — 9:00 p.m.

GOCard Office, G-3 Darnall Hall

Monday — Friday, 9:00 a.m. — 5:00 p.m.

Hoya Computing, G-39 St. Mary's Hall

Monday — Friday, 9:00 a.m. — 5:00 p.m.

Ethical Computing

The *Georgetown University Technology Policies & Guidelines* Web page contains links and information that will guide you in following rules and practices for the use of computer hardware and software at Georgetown. Upon enrollment, you are bound by technology policies, and you are responsible for reading and adhering to these policies. An overview of these policies is available online at <http://policies.georgetown.edu/tech>.

Policies on Acceptable Use

The *Computer Systems Acceptable Use Policy* will guide you “in the acceptable use of computer and information systems and networks provided by Georgetown University.” The *Copyright in the Information Age* guide explains the application of copyright law related to accessing digital information in our academic environment.

The *Computer Systems Acceptable Use Policy* is found online at <http://policies.georgetown.edu/31641.html>.

Copyright in the Information Age

The *Copyright in the Information Age* guide explains the application of copyright law in our academic environment.

Possible consequences of violating copyright law include disciplinary action through the Dean of the School of Medicine, as well as legal action such as a civil lawsuit or criminal charges. Links to these policies are also found on the *Georgetown University Technology Policies and Guidelines* Web page.

The *Copyright in the Information Age* guide is found online at <http://policies.georgetown.edu/copyright/>.

Downloading Movies, Music Legally

Information to help students avoid prohibited downloads of music, movies, and software is found at <http://uis.georgetown.edu/students/legaldownloads/>.

Secure Computing

<http://security.georgetown.edu/>

Georgetown takes computing security very seriously. Keep in mind that you are responsible for keeping your computer and data secure, maintaining safe computing practices, and adhering to university computing policies when you are on the Georgetown computing network and using online resources such as e-mail and Blackboard.

The use of devices that “extend” network access (e.g., routers, switches) is not permitted. A list of banned network extension devices is available at <http://policies.georgetown.edu/33662.html>.

You can register your computer’s hardware address with UIS to be notified immediately if your network port is turned off. Details are available at <http://security.georgetown.edu/students/13941.html>.

Keeping Your Computer Safe and Secure

Make sure your computer is safe and secure by doing the following:

- Schedule automatic updates for your computer’s operating system.
- Install an anti-virus program on your computer as soon as possible. Download a copy from the UIS Software Database at <http://hoyacomputing.georgetown.edu/software/public/index.cfm> (log in with your NetID and NetID password).
- Create strong passwords for all of your accounts and change them annually. Guidance on how to set up strong passwords can be found at <http://security.georgetown.edu>.
- Pay attention to UIS security alerts.
- Never share your NetID password with anyone.
- Protect your computer against viruses and malicious software. See <http://uis.georgetown.edu/email/av.prevention.html> for details.
- Register your computer with the Department of Public Safety (DPS).
- Password-protect your user accounts and disable automatic logins.

Getting Security Help

E-mail (questions, reporting incidents): help@georgetown.edu

E-mail (reporting spam): abuse@georgetown.edu

Telephone: 202-687-4577

For complaints regarding physical security, call DPS at 202-687-4343 or the DC Police Department at 202-727-1000.

Check out the UISO Web site (<http://security.georgetown.edu>) for security alerts and announcements, computing guidelines and policies, and recommendations for protecting your data.

Your ID and More: GOCard (Georgetown One Card)

<http://GOCard.georgetown.edu/>

Your GOCard is your campus identification, access, and debit card. You will need your GOCard to enter Medical Center buildings, which are locked daily after 7:00 p.m. Once inside, you are required to wear your GOCard at all times. You may not deface, pierce, or visually obstruct your GOCard in any way.

Getting Your GOCard

New students must send in their application and photo ahead of time via US Mail or e-mail (GOCardphoto@georgetown.edu). Deposits can also be made online before arriving on campus. You will need your NetID and password to access GOCard services. Visit <http://GOCard.georgetown.edu/> for more information.

Using Your GOCard Debit Account

You can use your GOCard to pay for:

- Meals at the dining hall (GOCard only)
- Snacks and drinks from vending machines
- Printing in libraries and computer labs (GOCard only)
- Copying in libraries and computer labs (GOCard only)
- Purchases at on-campus stores
- Purchases at nearby stores and restaurants. See <http://GOCard.georgetown.edu/where/> for a complete list.

A GOCard debit account is not a credit account. It must be activated by adding money in one of the following ways:

- Deposit via Visa, MasterCard, check, or cash at the GOCard Office.
- Deposit via Visa or MasterCard deposit at the Online Card Office at <http://onlinecardoffice.georgetown.edu>.
- Deposit cash at a Deposit Station. (See <http://GOCard.georgetown.edu/managing/depositing/> for locations.)

Transferring Funds

You may transfer all or part of your Student Account Refund to your GOCard Debit Dollars Account. No waiting for a refund in the mail or for the funds to be available from your bank. For more information, please visit <http://studentaccounts.georgetown.edu/refunds/gocardrefund.html>.

If You Lose or Damage Your GOCard

If your GOCard is lost or stolen, suspend it immediately at <http://GOCard.georgetown.edu/>, then visit the GOCard Office to get a new card. The GOCard replacement fee is \$25. This fee will be waived if a police report is presented when replacing the card.

DEPOSIT STATIONS

Deposit Stations are self-service machines that are found at various locations on the GU campus.

- Preclinical Science building, Caduces Lounge
- GOCard Office (Darnall Hall)
- Dahlgren Library, Ground Floor, copy room
- Leavey Center, Hoya Court corridor
- Lauinger Main Lobby, 3rd floor entrance lobby
- Lauinger 1st Floor, Gelardin New Media Center
- Walsh building, main lobby
- Leo J. O'Donovan Dining Hall, foyer

Deposit Stations in the Preclinical Science and Dahlgren locations will only accept bills in \$5, \$10, and \$20 denominations. Single \$1 bills are not accepted on these particular Deposit Stations.

Student Advantage

Student Advantage membership entitles you to discounts on books, clothes, movies, travel, and other services from national and local retailers. You may purchase Student Advantage online at <http://studentadvantage.com/georgetown> or at the GOCard Office. A 4-year membership is \$50.00 and a 1-year membership is \$20.00.

Getting Help with Your GOCard

Online: <http://GOCard.georgetown.edu/>

E-mail: GOCard@georgetown.edu

Telephone: (202) 687-2700

Walk-in: GOCard Office, Darnall Hall G-3 (Monday-Friday, 9am-5pm)

Your Network Identifier: NetID

<http://netid.georgetown.edu/>

Your NetID enables you to log in to most of Georgetown University's computer lab computers and online services. You will continue to use your NetID to access university systems and services, such as unofficial transcripts in MyAccess, even after graduation.

You are automatically eligible for the majority of online services. You may need to apply for certain additional services, even though you already have a NetID.

Getting Your NetID

NetIDs and temporary NetID passwords are mailed to your permanent address by the Registrar's office or included in your registration packet.

Setting a Permanent NetID Password

The letter that included your temporary NetID password also included its expiration date. To set a permanent password:

1. Think of a strong permanent password. (see page 10)
2. Go to <http://netid.georgetown.edu/>, click **Change Your NetID Password**, and follow the instructions provided.

If you fail to set a permanent password by the expiration date, visit the UIS Service Desk to have it reset.

Protecting Your NetID Password

Telling people your NetID password gives them access to your grades, e-mail, schedule, and more. You may be held accountable if your password is misused.

Change your NetID password immediately if you think someone has obtained it. See "Setting a Permanent NetID Password."

Never share your NetID password and log off all public workstations.

If You Forget Your NetID or Password

You can look up your NetID in the Georgetown University online directory at <http://contact.georgetown.edu/>.

If you forget your NetID password, visit the UIS Service Desk. We recommend you change your password right away at one of the computers at the Service Desk. Bring your GOCard or other photo ID with you. Your password will be reset to a temporary password that will expire in three days. Before the temporary password expires, follow the instructions under "Setting a Permanent NetID Password" on page 9.

Getting Help with Your NetID

The Dahlgren Library and UIS both provide help with NetIDs.

Visit the Biomedical Academic Computing Center (BACC) Lab on the lower level of Dahlgren Memorial Library. You can contact the Library's Information Desk at 202-687-1448. Visit the UIS Service Desk in G-39 St. Mary's Hall or call (202) 687-4577.

A STRONG PASSWORD ...

- Is at least eight characters in length
- Contains at least one uppercase or lowercase letter
- Contains at least one number
- Contains at least one punctuation mark or symbol
(!@#%\$%^&*()_+|~-=\ '{}[]: "; '<>? , . /)
- Is not derived from a dictionary word or simple pattern such as *abcdefgh*

Note: An MSB or Law School password is not changed when a NetID password is changed.

Your E-mail Account: Hoyamail

<http://hoyamail.georgetown.edu/>

All Georgetown University students receive Hoyamail e-mail accounts upon enrollment. Hoyamail is Web-based only (there is no mail client). Most instructors use e-mail to communicate with their students, and official university messages and announcements are sent via e-mail.

Your Hoyamail User Name and Password

Your University NetID functions as your Hoyamail user name. In other words, your Georgetown e-mail address will be yourNetID@georgetown.edu.

Your NetID password functions as your Hoyamail password. New students should reset their temporary password before they access Hoyamail.

Getting Help with Hoyamail

The Biomedical Academic Computing Center (BACC) and UIS both provide help with Hoyamail. For more information on how to log into or use Hoyamail, go to <http://hoyamail.georgetown.edu>.

Visit the BACC in the lower level of Dahlgren Memorial Library or contact the Library's Information Desk at (202) 687-1448.

Your Course Schedule

First- and second-year medical students can download their course schedules onto an iPhone or similar handheld device. Details are available at <http://hoyamail.som.edu/studentsservices/informatics/about/handheldcomputing/75454.html>.

TECHNOLOGY TRAINING

UIS and the Lauinger Library's Gelardin New Media Center offer free technology training classes and computer-based training tutorials. For details, visit <http://uis.georgetown.edu/training>.

Computing Facilities

<http://dml.georgetown.edu/students/5184.html>

Biomedical Academic Computing Center

The Biomedical Academic Computing Center (BACC) is the main computer lab for Medical Center students. The lab is open 24 hours a day, 7 days a week, and is usually staffed on weekdays until 4pm. The BACC is located on the lower level of Dahlgren Memorial Library. The lab is equipped with state-of-the-art computing and audiovisual equipment, a computer classroom, and study rooms.

BACC Equipment

- More than 75 Windows computers
- Flatbed scanners
- Slide scanner
- CD burners
- PDA station
- Black-and-white and color laser printers
- Audio station
- Video station

Logging in to BACC Computers

Log in to BACC computers with your NetID and NetID password.

Printing in the BACC

Black-and-white and color printers are available in the BACC. Pay for printing with your GOCard debit account.

BACC Software Collection

The BACC workstations are equipped with medical, nursing, statistical, media, and office software.

SNHS Computer Lab

School of Nursing and Health Studies students have exclusive use of the SNHS Computer Lab in G-01 St. Mary's Hall. The lab is open 24 hours a day, 7 days a week.

All SNHS students will log in to the lab computers with the same user name and password, which changes every semester. The SNHS Academic Council gives out the user name and password at the beginning of each semester.

To get help, contact SNHS Lab Administrator Chad Gordon at mcg44@georgetown.edu or (202) 687-4678.

24-hour Computer Lab

24-hour computing is available at Dahlgren Library in the BACC Lab, and also with the computers that are placed on each floor of the library. The St. Mary's Hall 24-hour computer lab is always open.

This general-use academic computer lab is open to all Georgetown University students. You will need to log in to the computers with your NetID and your NetID password.

To get help while working in the St. Mary's Hall 24-hour lab, visit the UIS Service Desk in G-39 St. Mary's Hall, e-mail techhelp@georgetown.edu, call (202) 687-4577, or visit <http://uis.georgetown.edu/labs/>.

Getting Help with Medical Center Computing Facilities

For more information about Medical Center computing facilities, visit <http://dml.georgetown.edu/students/5184.html>. For help, contact the Dahlgren Library main Information Services Desk at 202-687-1448 or visit BACC. The Assistant Director for Library Computing Services, Taffy McKeon (ktm4@georgetown.edu), is available in the BACC Lab for walk-in clients or appointments.

Connecting to the Internet

<http://uis.georgetown.edu/connecting/>

You can connect your computer to the Internet through wired or wireless connections. Instructions and assistance are available free of charge from the UIS Student Help Desk, the walk-in Service Desk, BACC, and on the Web.

Wireless Network

Georgetown Wireless Services includes secure (SaxaNet) and unsecure (HOYAS, GuestNet) wireless networks, as well as another network for visitors, called Eduroam.

Visitors from participating institutions can connect to Eduroam at another participating institution using their home institution's credentials. Georgetown is an active member of the Eduroam network. Information about Eduroam is available at <http://uis.georgetown.edu/guwireless/eduroam.html>.

You connect to SaxaNet by logging in with your NetID and password. However, you will first need to configure SaxaNet for your computer before you can connect to SaxaNet. As part of the setup process, when you open a Web browser window, you will be redirected to a Web page that will guide you through the setup process. You perform this setup once for each computer you will use to connect to SaxaNet.

To connect to SaxaNet, you will need the following:

- For PCs: an 802.11a-, b-, g-, or n-compatible wireless card (included with most newer laptops).
- For Macs: an AirPort Extreme card or 802.11a-, b-, g-, or n-compatible wireless card. (**Note:** If you use Time Capsule, turn off your wireless network connection.)

Setup instructions and a list of connection locations can be found online at <http://uis.georgetown.edu/guwireless/saxanet/index.html>. Setup instructions are also available in this *E-ssentials* guide on pages 16-20.

Additional information about Georgetown Wireless Services is available at <http://uis.georgetown.edu/guwireless/index.html>.

Internet Kiosks

You can check your e-mail or search the Web at an Internet kiosk. Internet kiosks can be found at the following locations:

- Caduceus Lounge, Med-Dent building
- LA-6 Corridor, lower level, Preclinical Science building
- ILC Corridor, G-level, Preclinical Science building
- Corridor A, G-level, Preclinical Science building
- Dahlgren Med Library, G-level, Preclinical Science building
- Gelardin New Media Center, Lauinger Library
- St. Mary's Hall, first floor lounge
- Blommer Science Library, Reiss 302
- Sellinger Lounge, Leavey Center

You do not need to log in to Internet kiosks.

Getting Help with Connecting

Visit the BACC in the lower level of Dahlgren Memorial Library, or call (202) 687-1448. Visit the UIS Service Desk in G-39 St. Mary's Hall, or call (202) 687-4577.

Connecting to SaxaNet (Windows 7/Vista)

Note: Make sure pop-up blocking is turned off before you begin. (Be sure to turn pop-up blocking back on after you've completed this procedure.)

1. *Click* on the wireless icon located in the system tray (lower right-hand corner of your computer).
2. *Select* **GU_WiFi_Setup** from the list of wireless networks. If **GU_WiFi_Setup** is not listed, you are at a location that does not have SaxaNet. You can, however, use the HOYAS unsecure wireless network. Click <http://uis.georgetown.edu/guwireless/hoyas.win7vistaconfig.html> to add HOYAS to the list manually.
3. *Open* a Web browser window and then *enter* any URL to connect to. You will be redirected to another Web page that will guide you through the setup process.
4. In the redirect Web page, *click* on the **SaxaNet** link.
5. In the next window, *enter* your NetID and password, and then *click* on the **Verify** button.
6. If you see a security warning, *click* on the **Run** button.

You will then see a series of windows appear and disappear while XpressConnect loads on your computer. (XpressConnect is the software that will configure your computer for SaxaNet.) **Note:** This may take a few moments to complete, depending on the speed of your computer.

If XpressConnect is loaded successfully, you should see a message window stating *XpressConnect has been loaded*.

7. If another security message appears, *click* on the **Yes** button.

8. If you see a message window stating *Wireless Utility Conflict*, click on the **Skip** button.

You will then see a window displayed that states what to do when you see the message bubble shown.

9. Click on the bubble message when it appears in your system tray. You should then see a login pop-up window displayed.
10. In the login pop-up window (at the login prompt), enter your NetID and password, and then click on the **OK** button.

After you've entered your credentials, you should see a confirmation window that states you're successfully connected.

11. Click on the **Done** button.
12. Click on the wireless icon to view **SaxaNet** listed in your available wireless networks list.

You should now be connected to SaxaNet. From now on, when you want to connect to SaxaNet, just click on the bubble window (it should appear in your system tray automatically if SaxaNet is available at that location), and then enter your NetID and password at the login prompt to connect to SaxaNet.

Connecting to SaxaNet (Windows XP)

Note: Make sure pop-up blocking is turned off before you begin. (Be sure to turn pop-up blocking back on after you've completed this procedure.)

1. *Click* on the wireless icon located in your system tray (lower right-hand corner of your computer).
2. *Select* **GU_WiFi_Setup** from the list of wireless networks. If **GU_WiFi_Setup** is not listed, you are at a location that does not have SaxaNet. You can, however, use the HOYAS unsecure wireless network. *Click* <http://uis.georgetown.edu/guwireless/hoyas.winxpconfig.html> to add HOYAS to the list manually.
3. *Open* a Web browser window and enter any URL to connect to. You will be redirected to another Web page that will guide you through the setup process.
4. In the redirect Web page, *click* on the **SaxaNet** link.
5. In the next window, *enter* your NetID and password, and then *click* on the **Verify** button.

You will see a series of windows appear and disappear while XpressConnect loads on your computer. (XpressConnect is the software that will configure your computer for SaxaNet.) **Note:** This may take a few moments to complete, depending on the speed of your computer.

If XpressConnect is loaded successfully, you should see a message window stating *XpressConnect has been loaded*. You will then also see a window displayed that states what to do when you see the message bubble shown.

6. *Click* on the message bubble when it appears in your system tray (lower right-hand corner of your screen). You should then see a login pop-up window displayed.

7. In the login pop-up window (at the login prompt), *enter* your NetID and password, and then *click* on the **OK** button.

After you've entered your credentials, you should see a confirmation window that states you're successfully connected.

8. *Click* on the **Done** button.

You should now be connected to SaxaNet. From now on, when you want to connect to SaxaNet, just click on the message bubble (it should appear in your system tray automatically if SaxaNet is available at that location), and then enter your NetID and password at the login prompt to connect.

Connecting to SaxaNet (Mac OS X)

Note: Make sure pop-up blocking is turned off before you begin. (Be sure to turn pop-up blocking back on after you've completed this procedure.)

1. Select **GU_WiFi_Setup** from the list of wireless networks. If **GU_WiFi_Setup** is not listed, you are at a location that does not have SaxaNet. You can, however, use the HOYAS unsecure wireless network. Click <http://uis.georgetown.edu/guwireless/hoyas.macconfig.html> to add HOYAS to the list manually.
2. Open a Web browser window and enter any URL to connect to. You will be redirected to another Web page that will guide you through the setup process.
3. In the above redirect Web page, click on the **SaxaNet** link.
4. In the next window, enter your NetID and password, and then click on the **Verify** button.

The utility will then go through the process of verifying that you're eligible to be configured for SaxaNet. (**Note:** This may take a few moments to complete.)

5. If you see a window with the message *An applet from cloudpath.uis.georgetown.edu is requesting access to your computer*, click on the **Allow** button.
6. At the login prompt, enter the ID and password you use to access your computer, then click on the **OK** button. (**Note:** This ID and password is not the same as your Georgetown NetID and password.)
7. If you see a window stating *Administrator Privileges Required*, click on the **Back** button to re-enter your credentials. After you've entered your credentials, you should see a confirmation window that states you're successfully connected.

You should now be connected to SaxaNet. From now on, when you want to connect to SaxaNet, just click on the message bubble (it should appear in your system tray automatically if SaxaNet is available at that location), and then enter your NetID and password at the login prompt to connect.

Wired Connections

Public high-speed network ports are available in several public areas on campus.

To connect to the wired network, you will need:

- A CAT-5 or CAT-6 Ethernet network cable.
- A 10/100 Base-T (minimum) Ethernet Network Interface Card (standard on most newer computers).

You can purchase an Ethernet cable at the Leavey Center Bookstore or at any major electronics or computer retailer. You can also purchase online at CDW-G.

3RD YEAR SOM PDA REQUIREMENT

The School of Medicine requires students to own a PDA beginning with the last quarter of their second year. To ensure uniformity of hardware and software, the school of Medicine arranges for a bulk purchase of PDAs and distributes the units to the class.

The cost of the device and its peripherals are included in the mandatory student technology fee. Entering students are advised to keep this in mind when deciding whether to purchase a PDA prior to the school's PDA distribution. There will not be any reductions in the technology fee due to prior PDA purchases.

For more information, see <http://dml.georgetown.edu/students/5224.html>.

Hardware and Software

<http://hoyacomputing.georgetown.edu/>

Hoya Computing assists the university community with finding optimal and cost-effective hardware and software.

Getting Hardware

Through Hoya Computing, you can buy computers and other hardware directly from manufacturers at academic discount prices. Visit <http://hoyacomputing.georgetown.edu> for current promotions.

UIS strongly recommends buying a warranty with your new computer. You can get warranty details from your retailer or manufacturer.

Getting Software

You can download free antivirus software and find information about academic discount pricing for software such as Microsoft Office by visiting the UIS Software Database at <http://hoyacomputing.georgetown.edu/software/public/index.cfm>.

Hardware Repairs

For information about hardware repairs, check the Hoya Computing Web site. If your computer is under warranty, contact your computer manufacturer's technical support.

Hoya Computing can help triage and shepherd you through the repair and warranty process. (If you computer came with any CDs/DVDs, please bring them to campus with you.)

Getting Help with Hardware and Software

To get help, visit the UIS Service Desk, send e-mail to hoyacomputing@georgetown.edu, or call (202) 687-4577.

WEB DEVELOPMENT

Web development (HTML) and Web application development (ColdFusion) accounts are available for academic projects. Apply at <http://web.georgetown.edu/>.

Web development software is installed on all computers in the Biomedical Academic Computing Center (BACC).

Library Research Resources

<http://dml.georgetown.edu>

Dahlgren Memorial Library provides health sciences resources and information services to Georgetown University and GU Hospital.

Library Research and Resources

Dahlgren Memorial Library provides a variety of electronic resources to assist you with your research. All are accessible through the Library's Web site.

- Research databases (including journal databases, drug references, and EBM resources)
- Electronic Journals and e-books
- Library catalog

Off-Campus Access to Research Tools

Use your last name and UID (found on the front of your GOCARD) to access the library's online resources from off-campus.

Library Instruction

Upon request, Dahlgren librarians will conduct library instruction tailored to your needs. For more information, contact Sarah Cantrell, Education Services Librarian, at sec62@georgetown.edu.

BLACKBOARD COURSEWARE

Submit assignments and collaborate on projects over the Internet with Blackboard online courseware at <http://campus.georgetown.edu/>. You will log in to Blackboard with your NetID and NetID password.

Blackboard is not used in all classes. Your instructors will tell you if they require you to use it.

Your Records: MyAccess

<http://myaccess.georgetown.edu/>

MyAccess is a Web application you can use to view your student records any time you need them.

Some Student MyAccess Services

- Register for classes
- View your schedule
- View your grades
- View an unofficial transcript
- View or change records of your permanent, local, grading, billing, next of kin, and alternate next of kin addresses.
- View or pay your tuition and student account, or authorize a third party to do so
- Set up a tuition payment plan

Using MyAccess

1. Go to <http://myaccess.georgetown.edu/> and *click* on the **MyAccess** link.
2. *Log in* with your NetID and NetID password.

Getting Help with MyAccess

Online: <http://uis.georgetown.edu/banner/myaccessstudenthelp.html>

E-mail: techhelp@georgetown.edu

Telephone: (202) 687-4577

Walk-in: UIS Service Desk, G-39 St. Mary's Hall

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New Student Checklist

Welcome to the Georgetown University Medical Center! Now that you are a Georgetown student, a wealth of technology resources is available to you.

Use the *E-ssentials* guide to complete this checklist and start using Georgetown University technology.

- Get your GOCard for identification and access to Medical Center buildings (page 6).
- Set your permanent NetID password (page 9).
- Review the Georgetown University *Computer Systems Acceptable Use Policy* and the *Copyright in the Information Age* guide (page 3).
- Get instructions for connecting to Georgetown's wireless network (page 14).
- Secure your home and laptop computers. Install an antivirus program and set up automatic updates (page 4).
- If you use a Palm PDA or Pocket PC, sync the calendar with your course schedule (page 11).