

International Student Orientation

Technology Services Session

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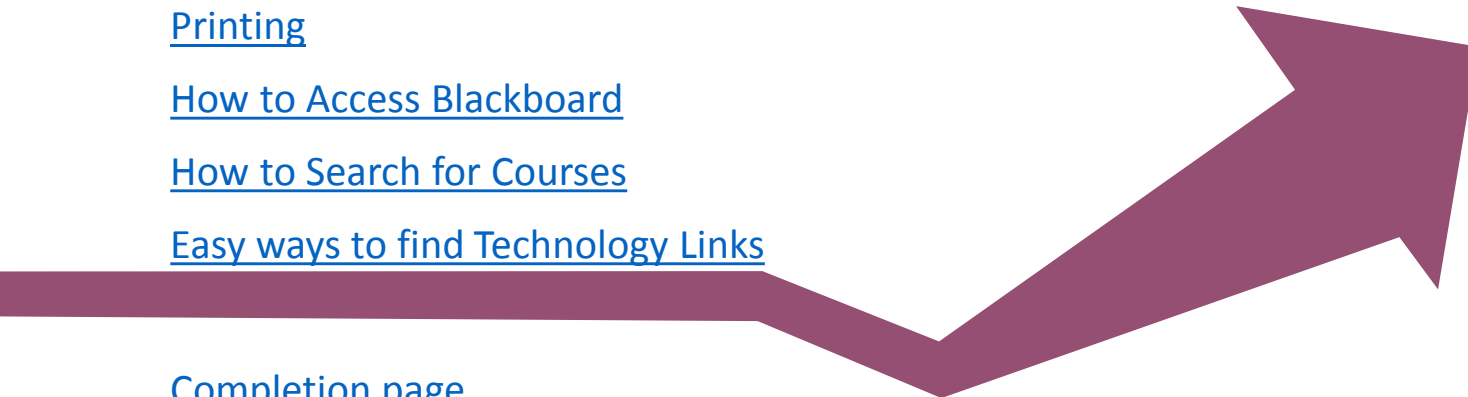
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Edgewood Express

- **Edgewood Express** is the site that you will use to register for courses, view course and grade information, and read campus announcements. All students can search for and view course schedules, descriptions, and personal account information.
- **Returning Edgewood students** can register for classes and purchase a parking permit online.

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Edgewood Express

Transcript Requests and Edgewood Express?

This is where you can check your grades and print *unofficial transcripts*.

Since you have not completed any courses yet, you will not be able to try this now.

What is a transcript?

Your transcript from Edgewood College is an official record of the courses that you have taken at the College, the number of credits you have earned, and the grades that you received.

*Please note that you must contact the Registrar's Office if you need an *official* transcript from Edgewood College.

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Edgewood Express

Task 1: Viewing and paying your bill on Edgewood Express COMPLETE NOW:

1. Go to <https://express.edgewood.edu/ICS/Students/>
2. **Log in with your username and new password.**
3. Within the Students Tab, click on **My Account Info** (in the red header bar at the far left column)
4. Click on **Manage and Pay My Bill** link within Payment Service.
5. Here you can view your bill as well as pay your bill.
6. To pay your bill online, click on **Make a payment.**

This tutorial is meant to teach you how to pay your bill online. You can log in to Edgewood Express after orientation to make any necessary payments. You can also pay your bill in person in the Business Office in DeRicci 217. ISEP, SACM, StudyUSA, Masaryk do NOT need to make any payments for tuition room or board.

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Task 2: Complete the International Student Emergency Contact Survey

**You will need to enter TWO contacts to complete this survey. If you do not have a close friend or family member in the U.S. please use Sara Friar's information below to complete the form.*

Sara Friar
International Student Advisor
1000 Edgewood College Drive
Madison WI, 53711
Phone: 6086632277
Email: sfriar@edgewood.edu

1. Go to <https://edgewood.sharepoint.com/sites/services/center-for-global-education/Lists/Emergency-Information/overview.aspx>
2. Log into your account using your Edgewood email (i.e. hlloyd@edgewood.edu)
3. Click **International Student Emergency Contact Information Form** (on the far left column)
4. Click **Respond to this Survey** at the Red Header Bar.

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Personal Information Updates

Task 3: Personal Information Updates

****Everyone needs to complete this online form by September 1 / February 1 so that the College has your current address in the U.S.***

IF YOU ALREADY KNOW YOUR ADDRESS IN THE U.S., COMPLETE THE FORM NOW.

In the future, you must complete this form within 10 days of moving to a new address. This form is located on the Center for Global Education website under “International Students” by clicking “[Personal Information Updates](#)” under the Quick Links. Once you have completed the form, it will be automatically sent to Sara Friar for processing.

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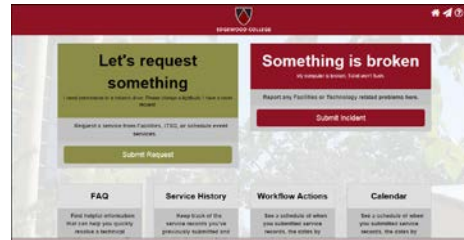
Technology Assistance Center

Technology Assistance Center, also known as TAC, is the place where you kind find technology help on campus. If you need help resetting your password, replacing your college ID, TAC will help you. They can help you with just about everything technology, but they cannot not repair your personal devices.

You may visit them at DeRicci 104, across from the Mail Center.

Call them at 608-663-6900.

OR



Visit <https://services.edgewood.edu> Login using the first part of your EC email and password. Here you may request help or tell us something is broken.

For more information:

Technology Assistance Center

<http://technology.edgewood.edu>

608-663-6900

DeRicci 104

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Technology Assistance Center

Internet Connectivity and WiFi

- Wireless network connections are available everywhere on campus. If your computer has a wireless network card, your computer will be able to automatically detect Edgewood College's networks. The network you should use is name is Edgewood-Internal. You will need to login using your Edgewood College user name and password.
- All residence halls have wireless network connections. The rooms also have hard wire internet connections. For your personal devices, such as gaming computers, the fastest connection is to hard wire those devices. Internet access is activated when students move in.
- Edgewood College does not provide internet service to students, faculty and staff living off campus.

For more information:

Technology Assistance Center

<http://technology.edgewood.edu>

608-663-6900

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Visit <https://services.edgewood.edu> Login using the first part of your EC email and password. Here you may request help or tell us something is broken.



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Technology Assistance Center

Discounts!

Select software and hardware is available to current students at discounted prices through the Edgewood College Bookstore and online. Students with a valid Edgewood username and password can access online discounts at <http://technology.edgewood.edu> under the Technology Purchases tab.

Occasionally, Edgewood College has used computers available for sale to students. Please check with the bookstore for computer availability.

If you have technology questions, please visit the

Technology Assistance Center
<http://technology.edgewood.edu>

608-663-6900

DeRicci 104

Visit <https://services.edgewood.edu> Login using the first part of your EC email and password. Here you may request help or tell us something is broken.

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Technology Assistance Center

Printing

- Students at Edgewood College are given a *400 black & white page print allowance* (\$20) which is renewed every semester. If additional pages are needed, funds may be added to the print account by going to the Library. Please click [this document](#) for information about your print account, how to check your balance and how to add money to the account.
- Also, at Edgewood College you can print using your Windows, MAC and Android devices wirelessly. The document, [“How do I use WebPrint to print wirelessly?”](#) will give you detailed directions.

***ABOVE DOCUMENTS ARE AVAILABLE BY CLICKING THE BLUE LINKS**

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Blackboard

What is Blackboard?

- Some of your courses may have course sites on the Blackboard learning management system. Your instructor will inform you if you need to use Blackboard for your course and what materials you will find on the Blackboard site.

How to Access Blackboard:

- There are many ways to access Blackboard. You can type the following web address into your web browser: <https://blackboard.edgewood.edu/> OR go to <https://express.edgewood.edu/ICS/Students/> and click on the **Blackboard** link.
- Use Your Edgewood username (your email without the “@edgewood.edu”) as your username and your Edgewood password.

**Instructions for using Blackboard are available within each Course under the “Tools” tab, by clicking “Blackboard Help for Students.”*

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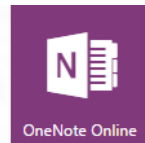
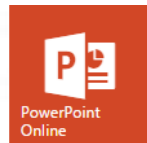
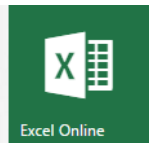
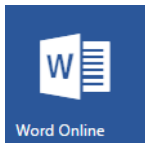
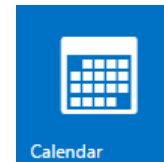
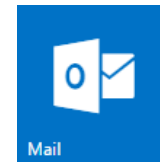
Email, Word, Excel, PowerPoint, OneDrive



Office365 provides you access to a cloud based environment where you can use a version of the Office Suite, free download of the Office Suite and access your email. You also have unlimited cloud storage for files that you can easily share with others. This is all from anywhere and anytime.

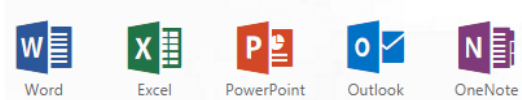
To access Office365, go to <http://office365.edgewood.edu>
User your full Edgewood College email address & password

Click on the tiles to access Email and Calendar:



To access Word, Excel, PowerPoint & OneNote Online

Install Office 2016 on your PC



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Lynda.com

Resource for Technology and More



Lynda.com is a database of over 2,500 video courses in software, such as the Office Suite (Word, Excel, PowerPoint etc.) and Adobe Suite (Photoshop, Dreamweaver etc). Also, there are many videos related to business skills.

To access Lynda.com, go to <http://Lynda.edgewood.edu>
You will need to log in using your full Edgewood College email address and password.

Topics	Software
Business Skills	Access
Communication	Excel
Data Analysis	FileMaker
Leadership	Google AdWords
Management	Google Analytics
Online Marketing	Outlook
Presentations	PowerPoint
Productivity	QuickBooks
Project Management	SharePoint
Social Media Marketing	Word

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Easy way to find Technology Links

Blackboard	http://blackboard.edgewood.edu
Library	http://library.edgewood.edu
Printing	http://print.Edgewood.edu
Edgewood Express	http://express.edgewood.edu
Lynda.com	http://lynda.edgewood.edu
Office365	http://office365.edgewood.edu
Technology	http://technology.edgewood.edu
(Help Desk) Technology Assistance Center	http://helpdesk.edgewood.edu

Notice that the first part of the address changes.
Blackboard Example: <http://blackboard.edgewood.edu>
This is not for all things, but most technology links.

***You can find links on Edgewood Express opening pages**

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How to Search for Courses

1. Go to <https://express.edgewood.edu/ICS/Students/> and **log in with your username and new password**.
2. Within the Students Tab, click on **the Courses and Registration** (far left column in Red type).
3. Click on The **Registration** link (far left column).
4. You can select the “Term” and “Division” for which you would like to add (register) or drop classes. Once the correct term is selected, fill in your search criteria in the Course Search area and click *the Search button*.
5. You can also click on *the “More Search Options”* link to use advanced search criteria, such as searching within a particular course number range, and searching for courses based on time of day and days of the week.
6. The matching course results will be displayed in a list.
7. Each course has a selection checkbox next to its code number (* it will appear after academic advisor releases the hold). Remember : undergraduate students will not be able to register for classes until you meet with an academic advisor.

***Undergraduate students will register for classes during the Advising and Registration session of orientation.**

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Task 4: Print Congratulations Page to bring to orientation OR save and email to Rami Alharbi ralharbi@edgewood.edu.

Congratulations!

You have completed the International Student Technology Tutorial.

I (Name), _____, have completed the required tasks and reviewed the technology tutorial on (mm/dd/yyyy)_____. If I have any technology questions I will contact the Technology Assistance Center (TAC) for help.

