International Student Orientation
Technology Services Session

Outline for this tutorial

- Edgewood Express
- International Student Emergency Contact Survey
- Change of Address
- Technology Assistance Center (TAC)
  - Internet Connectivity and WiFi
  - Discounts
  - Printing
- How to Access Blackboard
- How to Search for Courses
- Easy ways to find Technology Links
- Completion page
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.
Please note that you must contact the Registrar’s Office if you need an official transcript from Edgewood College.

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.*
Task 1: Viewing and paying your bill on Edgewood Express
Complete NOW!

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 My Account Info (in the red header bar at the far left column)
3. Click on Manage and Pay My Bill link within Payment Service.
4. Here you can view your bill as well as pay your bill.
5. 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.
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 My. edgewood.edu: [http://my.edgewood.edu/Pages/default.aspx](http://my.edgewood.edu/Pages/default.aspx)
2. Click Campus Resources at the top bar.
3. In the site directory, click Center for Global Education.
4. Click International Student -- Emergency Contact Information Form (at the far left column)
5. Click Respond to this Survey at the Red Header Bar.

Next
Task 3: Change of Address Form

- *Everyone needs to complete this online form by September 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 “Change of Address” under the Quick Links. Once you have completed the form, it will be automatically sent to Sara Friar for processing.
Internet Connectivity and WiFi

- All residence hall rooms are wired for access to the campus Local Area Network (LAN) and a hard wire internet connection for each room resident is included in the room fee. Internet access is activated when students move in.

- 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 network while using your computer in wireless areas. The network name is Edgewood-Wireless. No password is required.

- 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
DeRicci 104
technology-assistance@edgewood.edu
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 (TAC) or email them at technology-assistance@edgewood.edu

Website: http://technology.edgewood.edu
Campus Location: DeRicci 104
Phone number: 608-663-6900
Email: technology-assistance@edgewood.edu
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.

*PRINTING DOCUMENTS ARE AVAILABLE BY CLICKING THE BLUE LINKS*
What is Blackboard?

- Some of your courses may have course websites on the Blackboard course 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/](https://blackboard.edgewood.edu/) OR go to [https://express.edgewood.edu/ICS/Students/](https://express.edgewood.edu/ICS/Students/) and click on the Blackboard link on the left-hand side.

- 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.”*
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 (in the Red Header Bar at the far left column).

3. Click on The Registration link (at the far left column).

4. You can select the “Term” and “Division” for which you would like 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.
Easy way to find Technology Links

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<thead>
<tr>
<th>Service</th>
<th>URL</th>
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<tbody>
<tr>
<td>Blackboard</td>
<td><a href="http://blackboard.edgewood.edu">http://blackboard.edgewood.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td><a href="http://library.edgewood.edu">http://library.edgewood.edu</a></td>
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<tr>
<td>My.Edgewood</td>
<td><a href="http://my.edgewood.edu">http://my.edgewood.edu</a></td>
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<td>(Help Desk) Technology Assistance Center</td>
<td><a href="http://helpdesk.edgewood.edu">http://helpdesk.edgewood.edu</a></td>
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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 My.Edgewood and Edgewood Express opening pages*
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.

Please print this page to bring with you to new international student orientation as proof of completion.