

International Student Orientation

Technology Services Session

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Start
Session!

The graphic features several overlapping arrows pointing right. A large green arrow is at the top, a white arrow is below it, and a blue arrow is at the bottom. The text 'Start Session!' is written in a light blue, sans-serif font and is underlined. The background is a light green gradient.

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.

In this tutorial you will learn how to do the following tasks on Edgewood Express:

Task 1: Viewing and paying your bill on Edgewood Express

Task 2: Log into Blackboard



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A series of overlapping arrows pointing right: a blue arrow, a white arrow, and a green arrow, all set against a background of horizontal green lines.

Edgewood Express



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.

Edgewood Express (continued)



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.**



[Edgewood
Express
\(continued\)](#)

Blackboard



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.

Task 2: Logging in to Blackboard - COMPLETE NOW!

- 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 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” OR by using TrainIT (information to follow).*

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Technology Assistance Center



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://my.edgewood.edu/sites/services/itso/default.aspx>

608-663-6900

DeRicci 104

technology-assistance@edgewood.edu

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Technology Assistance Center (continued)



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



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Technology Assistance Center (continued)



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**



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Technology Assistance Center (continued)



TrainIT: Online, On Demand, Self Paced Learning Center

- TrainIT is Edgewood College's online, on demand, self paced learning center available to you. Here you will find many resources for Microsoft Office (Word, Excel, PowerPoint), Adobe (Photoshop, Flash, Dreamweaver) & more. If your faculty asks you to create a PowerPoint presentation and you have forgotten how to do it, go to TrainIT! You will find out how to create the presentation.

Task 3: Go to TrainIT to find resources for Microsoft Office and Adobe Programs-COMPLETE NOW!

1. Go to **TrainIT** <http://trainit.edgewood.edu> You may also access it from buttons on My.Edgewood or Express.
2. Log in using the first part of your Edgewood Email and your new password.
3. Click on the 3rd icon 
4. Search in the Subject Field for MS Office 2010: PowerPoint – Beginning
5. Clicking on the  will open up all of the beginning level PowerPoint modules.
6. Clear the search field by clicking on the  button.
7. Search in the Category Field for Students. Here you will find student specific resources such as Blackboard.



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Easy way to find Technology Links

Blackboard	http://blackboard.edgewood.edu
Library	http://library.edgewood.edu
My.Edgewood	http://my.edgewood.edu
Edgewood Express	http://express.edgewood.edu
Email	http://email.edgewood.edu
Train-IT	http://trainit.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 My.Edgewood and Edgewood Express opening pages

Task 4: Complete the International Student Emergency Contact Survey **COMPLETE NOW!**

1. Go to **My. edgewood.edu**: <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.

I-94 Card



Task 5: Retrieve I-94 Card- COMPLETE NOW!

1. Go to <http://www.cbp.gov/travel/international-visitors/i-94-instructions>
2. Click **Get their 1-94 Number** in middle of page.
3. Read the **Department of Homeland Security Consent** page.
4. Agree to terms, click “*Submit.*”
5. Fill in the blank information.
6. Click “*Get Most Recent 1-94.*”

***If your “Admit Until Date” is NOT D/S contact Sara Friar immediately. If you travel abroad at any time during your program, you should repeat this process to ensure you are always admitted to the US as D/S.**

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Change of Address Form



Task 6: Change of Address Form-COMPLETE NOW!

Anytime you change your address, you must complete this form within 10 days of moving and submit to Sara Friar. This form is located on the Center for Global Education website under “International Students” by clicking “Change of Address” under the Quick Links.

1. Complete the “Change of Address Form” (in red folder).
2. Submit to Sara Friar before the end of this session.

For Undergraduates ONLY



Task 7: Complete the International Student Person Information Sheet **Complete NOW!**

1. *Complete form located in your red folder.*
2. Bring to the Advising and Registration Session on Friday of orientation.

***This form is required to register for courses!**


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Logging Off



Task 8: Log off your computer-COMPLETE NOW!

**Every time you log into an Edgewood computer, you must remember to log off when you are done using it!*

Thank you for completing the technology tutorial session!

