

International Student Orientation

Technology Services Session

Use this handout to help you complete the “tasks” included in the online tutorial. You can find the tutorial on the Center for Global Educations’ website at <http://globaleducation.edgewood.edu>

(Click on “International Students” -- “Current” – “International Student Orientation Resources”)

The Center for Global Educations website is a resource for all international students with F-1 and J-1 visas.

☐ **Task 1: View and pay your bill on Edgewood Express**

**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 DER217.*

ISEP, SACM, StudyUSA, Masaryk do NOT need to make any payments for tuition room or board.

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.**

☐ **Task 2: Log into Blackboard**




**This system provides access to documents, announcements, online discussions and grading for your coursework. It is important to familiarize yourself with Blackboard. Instructions for using Blackboard are available within each Course under the “Tools” tab, by clicking “Blackboard Help for Students”.*

1. 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.
2. Use **Your Edgewood username** (your email without the “@edgewood.edu”) as your username and **your Edgewood password.**

☐ **Task 3: Go to TrainIT and to find resources for Microsoft Office and Adobe Programs.**

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, and PowerPoint), Adobe (Photoshop, Flash, and Dreamweaver) & more. If your faculty asks you to create a PowerPoint presentation and you have forgotten how to do it, go to Train IT! You will find out how to create the presentation.

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.

Task 4: Complete the International Student Emergency Contact Survey

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.

Task 5: Review I-94 Card

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.”
7. Make sure that all information is correct (spelling of name, visa type, etc.). In particular check the “Admit Until Date” to verify that it says **D/S**, which stands for duration of status.
*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**.

Task 6: Change of Address Form

**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.”**
2. Submit to Sara Friar before the end of this session.

Task 7: FOR Undergraduates ONLY

1. **Complete the “International Students Personal Information” sheet.**
2. Bring to the Advising and Registration Session on Friday of orientation.

Task 8: Log off of the computer

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

□ How to Search for Courses

**Undergraduate students will register for classes during the Advising and Registration session of orientation.
You should NOT register for courses at this time, this is meant to be used as a guide for later use.*

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.