

## I.T. Orientation – TED Las Vegas

### Connecting to SNC Network

- Click on the **‘WiFi’** symbol on the taskbar and select **‘SNC LV’** from the list.
- When prompted for a security key, type in **4Student5**.
- **Mac**
  - If it does not connect automatically, go to System Preferences / Network / Network Name / Select **‘SNC Reno’** / Apply / Enter the security key
- **Windows**
  - If it does not connect automatically, go to Control Panel / Network and Internet / Network and Sharing Center / Connect to a Network / Click on **‘SNC LV’** / Enter the security key

### E-mail:

- How to locate login page:
  - Go to [www.outlook.com/sierranevada.edu](http://www.outlook.com/sierranevada.edu) or
  - Go to <http://www.sierranevada.edu/resources/current-graduate-students/> and click **‘Email’** or
  - While at the SNC homepage, mouse over **‘Students’** / select **‘Graduate Students’** / click **‘Email’**.
- Username/Password info.
  - Username: **Firstname\_Lastname@snceagles.sierranevada.edu**
  - Your original password should have sent to you via email by the I.T. Department. Please contact them if your password needs to be reset.
- E-mail forwarding.
  - Click the **‘gear’** symbol / Search **‘Forwarding’** / Click **‘Forwarding’** / Type the desired email address in **‘Forward my email to:’** / Click **‘Start Forwarding’** / Click **‘Save’**.
  - Be sure to log into your school email account at least once every 90 days so that it will stay active and forwarding will continue.
- Clark County School District
  - The CCSD network is known to block the Office 365 email portal (which is used by SNC students). If attempting to login to your SNC email, please try to do so while connected to a different network (for example: at home, a coffee shop, or your phone’s data network).

### Printers:

- **Mac**
  - Go to System Preferences / Print and Fax / Unlock the **‘Lock’** / Click **‘+’** / Select **‘Default’** / Select desired printer / Click **‘Add’**
    - Ensure that you select **“LV Copier @ Student Print”**
    - The applicable device driver will be automatically installed
  - To print in color, ensure that you have the machine titled **“LV Copier @ Student Print”** installed.
    - To create a color printing profile, open a program such as Word.
    - Click **‘File’** / select **‘Print’** / select **‘LV Copier @ Student Print’** from the list of printers / click **‘Copies & Pages’** / select **‘Printer Features’** / click **‘Paper’** / select **‘Color 1’** / click **‘Printer Default’** next to **‘Color Mode’** / select **‘Color’** / click **‘Standard’** next to **‘Presets’** / Select **‘Save As’** / choose a name for the preset and click **‘OK’**
    - You can now select your color printing profile from the **‘Presets’** field whenever you wish to print to the color copier

## Printers (cont.)

- Windows
  - Click **'Start'** / Search and click on **'Devices and Printers'** / click **'Add a printer'** / click **'Add a network, wireless or Bluetooth printer'** / click **'The printer that I want isn't listed'** / click the radio button next to **'Select a shared printer by name'** / in the field provided, type **\\snc-it-student\LV Copier** / click **'Next'** / click **'Install Driver'** / click **'Next'** / click **'Finish'**
  - To print in color, ensure that you have the machine titled **"LV Copier on snc-it-student"** installed.
  - To enable color mode for the copier, click **'Start'** / click **'Devices and Printers'** / right-click on **'LV Copier on snc-it-student'** / select **'Printing Preferences'** / click the area below **'Color Mode'** and select **'Color'** / Click **'OK'**

## SNCSIS:

- How to locate login page:
  - [https://snc-it-bannapp3.sierranevada.edu:8910/PROD8/twbkwbis.P\\_WWWLogin](https://snc-it-bannapp3.sierranevada.edu:8910/PROD8/twbkwbis.P_WWWLogin) or
  - While at the SNC homepage, click **'Students'** / select **'Graduate Students'** / click **'SNCSIS'**.
- Username/PIN Number.
  - User ID: **Student ID number**
  - PIN for first-time login: **Your birth date in six-digit format**. May 1, 1985 = 050185.
- Contact Tierra Tranquillo in the Registrar's office if you have additional questions or need assistance.
  - Email: [ttranquillo@sierranevada.edu](mailto:ttranquillo@sierranevada.edu)
  - Phone Number: **702-434-6599 x7802**

## Moodle:

- How to locate login page.
  - <http://sncmoodle.sierranevada.edu/>
- Username/Password info.
  - Username is **first initial, last name**: Joe Smith = **jsmith**
  - **Your default password is the same as your original SNC email password.**
- Enrolling in courses.
  - Once you have logged in, **click on the course you wish to enroll in**. You will then be asked if you wish to enroll in the specific course – click **'Yes'**.

## ezProxy – Login for Library Databases

- For accessing [SNC online library](#) databases while off-campus.
- <http://libguides.sierranevada.edu/content.php?pid=123799&sid=1103081>
- Username/Password:
  - Username is **first initial, last name**: Joe Smith = **JSmith**
  - Password is your nine-digit **student ID number**

## Online Courses

- Go to the Graduate Students page (<http://www.sierranevada.edu/resources/current-graduate-students/>) and click **'Online Classes'**
- Your username will be your **SNC email address**.
- Your default password will be your **student ID number**.
- If you require technical support with the Online Portal, please contact the Capital Education Technology Helpdesk at **1-888-948-1289**.

## Helpdesk

- Helpdesk technicians:
  - Steve Hamilton – Senior Computer Support Specialist
  - Forest Goodman – I.T. Coordinator
- How to contact:
  - Email: **snchelpdesk@sierranevada.edu** for service requests
    - **helpdesk@sierranevada.edu** for general questions
    - If attempting to communicate via a non-SNC e-mail account, you are advised to use a service such as Yahoo or Gmail, as some workplace networks block e-mails from SNC.
  - Direct Number: **775-881-7500 (or extension 7500)**
  - Hours available: **8:30am – 5:00pm, Monday thru Friday**