

TECHNOLOGY @ UNLV WHAT YOU NEED TO KNOW

OIT.UNLV.EDU/STUDENTS

ACCOUNTS YOU NEED

ACE oit.unlv.edu/ace

Your access to WebCampus, computer labs, printing, file storage, and more.

Your ACE account username and setup instructions are sent to your personal email address when you're admitted to UNLV. However, you must be **enrolled** in classes and have an active NSHE ID (printed on your RebelCard) to obtain access to services that use the ACE account.

REBELMAIL rebelmail.unlv.edu

Powered by Google, your Rebelmail account is the primary way you will receive official university communications. Don't miss out on important information about deadlines, major campus events, and announcements.

1. Go to **rebelmail.unlv.edu**.
2. Click **Activate Your Account** and follow the instructions to set up your Rebelmail account. If you have already activated your Rebelmail account, proceed to log in.

Your Rebelmail account also gives you access to other Google Apps such as Drive, Calendar, and Groups.

WEBCAMPUS webcampus.unlv.edu

Access class materials online such as assignments, grades, discussions, and more.

Many professors use WebCampus to provide course materials online. Your professors will indicate whether or not they post syllabi, discussions, or class notes in this web application.

1. Go to **webcampus.unlv.edu**.
2. Log in using your ACE username and password

Instructions are available at **wchelp.unlv.edu**.

WI-FI wireless.unlv.edu

With over 1,200 access points installed around campus, you can connect to UNLV Wireless almost everywhere you go. More access points are being added to provide even better coverage. Check **wireless.unlv.edu** for an updated list of wireless hotspots.

You should use the **UNLV-Secure** network, which is more secure and much faster than UNLV-Guest. UNLV-Secure requires a one-time set up process on each device, but then your device can connect automatically when you're on campus.

1. Go to **accounts.wireless.unlv.edu**.
2. Enter your information from your RebelCard, including your L# or NSHE ID.
3. Click **Set Up Account** and follow the remaining instructions.

The UNLV-Guest network is a slower, restricted network meant only for campus visitors.

INTERESTED IN CAMPUS TECHNOLOGY? The Office of Information Technology (OIT) seeks students to participate on the Student Technology Advisory Board. Visit oit.unlv.edu/students for more info.

IT HELP DESK

Phone support available 7 a.m. to 11 p.m., 365 days per year

Do you have questions about computers, software, or your UNLV accounts?

Drop by the IT Help Desk where a technician can assist you with WebCampus, Rebelmail, files, passwords, and other technology issues.

1000 Arts Building

Box 200000 UNLV 89150

Phone: 702-687-3434

Fax: 702-687-3434

MYUNLV HELP

The IT Help Desk can help you with logging in to MyUNLV. For help using MyUNLV, contact Enrollment Services or Financial Aid.

Enrollment Services: 702-687-3434

Financial Aid: 702-687-3434

Phone: 702-687-3434

RESIDENTIAL HALL COMPUTING SUPPORT

Live on campus? In order to set up your wired network connection and computer in the residence halls, contact Rebel Repair. UNLV Wireless is available in the residence halls.

The IT Help Desk does not manage computing in the residence halls and cannot assist with connectivity in those locations.

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UNLV

Office of
INFORMATION
TECHNOLOGY

WEBCAMPUS webcampus.unlv.edu

If you have questions about available course content, refer to your class syllabus or contact your professor for more information.

WEBCAMPUS TIPS:

1. WebCampus times out after 60 minutes if you leave the window idle. Save your work often. We suggest typing posts in an application such as Microsoft Word and then copying and pasting your work into WebCampus.
2. Some tools in WebCampus use Java. Be sure that this plugin is enabled in your browser.
3. Courses are accessible one week prior to the start of the course. Refer to MyUNLV for your course's official start date.
4. The regular WebCampus maintenance period is Saturday morning from **12:01 a.m.** to **6 a.m.** This time is reserved for updates and maintenance. WebCampus may be completely or intermittently unavailable during this time.
5. For additional help, recommended browsers and plug-ins, and a list of known issues/fixes, visit the WebCampus help site at wchelp.unlv.edu.
6. If you need help using WebCampus, please contact the IT Help Desk.

SOFTWARE software.unlv.edu

OFFICE 365

Enjoy free access to Microsoft Office 365 and 1TB of space in OneDrive. Enter your Rebelmail email address at Office.com/GetOffice365 to sign up.

SYMANTEC ANTIVIRUS

Protect your computer from viruses and other malicious software with free Symantec Endpoint Protection. Visit oit.unlv.edu/antivirus to download your copy.

KIVUTO

Get discounts on Microsoft products, SPSS, and more. Go to unlv.e-academy.com, click **Sign In**, and register with your Rebelmail account.

LYNDA.COM oit.unlv.edu/lynda

UNLV students get free access to Lynda.com's 2,400+ video tutorials. Learn everything from the latest software to professional business skills.

SIGN IN

Visit oit.unlv.edu/lynda to sign in and find tutorial playlists to get you started. These playlists will help you get professional instruction on the technology we use at UNLV, when and where you want to learn it, and at your own pace.

TECHNOLOGY POLICIES oit.unlv.edu/about_oit/policies

When using any UNLV technology resource, you are responsible for following the established policies.

COMPUTER LABS oit.unlv.edu/labs

OIT provides over 50 computer labs that include a basic set of software as well as specialized applications that meet specific department needs, like video editing or mathematics programs. Find a list of labs at oit.unlv.edu/labs.

Some computer labs are quiet study areas while others are group work areas. Please be aware of which environment you are in and be considerate of others.

PRINTING oit.unlv.edu/printing

In OIT computer labs, a black and white print costs 3 cents and a color print costs 40 cents. Specialized labs may have additional costs. To print, add money to your RebelCard and follow lab instructions for printing.

After you click Print, documents are held in a queue until you release them to a printer. You can print or delete jobs as necessary. The libraries maintain separate printing procedures and accounts.

YOUR FILES rebelfiles.unlv.edu

FILE STORAGE

Your ACE account includes file storage space on a campus server so you can access your files whenever you need them.

Access your files on the web at rebelfiles.unlv.edu or go to an OIT computer lab, log on to any computer, and double-click on the icon labeled **Your Directory (Y:\) Drive**.

GROUP FILES

If you want to share files or work together with a group of classmates on a project, contact the IT Help Desk to setup a **Groups (X:\) Drive** shared folder.

STATUS PAGE status.unlv.edu

To see if there is a known issue with campus technology, like WebCampus, MyUNLV, and more, visit status.unlv.edu. If you're having issues with a service and the status page shows it's working, contact the IT Help Desk.

GENERAL TIPS

1. Use **strong passwords** and do not share them with anyone.
2. **Do not respond to requests for your private information.** The Help Desk never asks for passwords or social security numbers via email.
3. Be patient at the beginning of the semester. Help Desk call volume is very high at this time. You may be on hold for a while, but we want to assist you.

Office 365

Office 365 gives you access to the latest versions of Word, Excel, PowerPoint, OneNote.



- 1** Visit Office.com/GetOffice365
- 2** Verify your eligibility with your UNLV email address
- 3** Watch your UNLV email for further instructions from Microsoft

Find out more at oit.unlv.edu/office365



Symantec Antivirus

Protect your computer from viruses with free Symantec Endpoint Protection.

Download your free copy at oit.unlv.edu/antivirus

lynda.com




Learn everything from Microsoft Office and Google Apps to marketing and business skills, when and where you want to learn it, at your own pace, for free.

- 1** Visit oit.unlv.edu/lynda to sign in with your ACE account
- 2** Find tutorial playlists on the technology we use at UNLV



IT Help Desk Need help?

The IT Help Desk is available 365 days a year.

-  Call 702.895.0777
-  Visit SU 231 or CBC B113
-  Email ITHelp@unlv.edu

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