Information Technology

NEW TO MCKENDREE?



Common questions for new students Accept the 'Authorized User Agreement' Change your McK password Register your Game Console at McKendree West Print Wirelessly



Accessing IT Support

- 1. Click on My McK from the McKendree University homepage
- 2. OR: you can go directly to the My McK landing page: mymck.mckendree.edu
- 3. OR: you can click on the 'Offices' link on the home page

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File Edit	View Favorites Tools Help			
МК	MyMcK ► Home			
lyMcK			3	Search this site
ogin		Get Access to More Content	Quick Links	Campus Resources
Bb	BlackBoard	To Login use mck\username e.g. mck\jjsmith	McKendree Home Page	Bookstore
Blackboard	Blackboard.mckendree.edu	Login	Accessing your M: Drive	Campus Ministries
Bogeys List Bogeyslist.mckendree.edu		5	A-Z Index	Campus Offices
A Course Assessment Assessment.mckendree.edu	Course Assessment		Blackboard Tip Sheet	Counseling Services
	Assessment.mckendree.edu	MCK News	Calendars	Dining
eForms eforms.mckendree.edu		Save 25% on Summer Tuition	Class Changes/Cancellations	Fitness and Recreation
	Email	Jennifer Stroot is a Newman Civic Fellow	Directory	Health Services Human Resources
	Email.mckendree.edu	'Rainbow Run' 5K Paint Race on April 26	Event Registration	
	EBSCO Host Integrated Search	Illinois Poet Laureate at Library on March 27	Faculty Textbook Order Form	Holman Library
	Intranet	Need Help Filing the FAFSA?	Faculty Textbook Order System (New)	Name Badges
MK	Intranet.mckendree.edu		IT Support (Help Desk)	Parking
iveText	LiveText		Public Safety- Ticket Appeals	Printing & Mail Services
(Increate	WebAdvisor		Room Scheduling	Public Safety
WebAdvisor	WA.mckendree.edu		Vehicle Registration (Parking)	Weil Order - Physical Plant
	Campus Alert System		Vehicle Request	
۲	Sign Up and Stay Informed		Website Support	

Resources on My McK

- 1. Quick links to frequently used campus pages and resources
- 2. McKendree Email
- 3. Intranet
- 4. WebAdvisor
- 5. Campus Alert System
- 6. Blackboard
- 7. Others

Click on IT Support (Help Desk)

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	Register your Game Console at McKendree West		2 F
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MK MUN	CKENDREE IVERSITY		3. (
	In order to access and manage your account.	•	You d
	please, enter the following information:	I	prog
	First Name: e.g. John		
	Last Name: e.g. Smith		
	SSN (XXXXXXXX): e.g. 123456789		
	Login		

Enable Your Account

- Click on the link to "Accept the 'Authorized User Agreement'
- Enter your First Name, Last Name and Social Security Number as listed on the blue slip in your FYI packet (inside the envelope)
- 3. Click Login

You can also refer to page 15 in your FYI program for step by step information



Network

Welcome Josie Blasdel

The purpose of this website is to help you in managing your network account. Every member of the McKendree community is entitled to receive a network account. The network account will allow you to logi documents (files) in your personal network sub-directory.

Getting a McKendree network account also implies that you have certain responsibilities in observing a proper use of the account and all the computing services provided at McKendree University. Therefore, you are not a new member of the McKendree community but have not signed a hardcopy of the "Computer Account Agreement" then you must also read and accept the web-based agreement shown on a link

Your account password will expire every 250 days. On this web page we are providing you with an option to change your password off-campus or from a computer not owned by McKendree University.

New Students

Read and Accept the "Computer Account Agreement" This option will automatically enable your network account and email mailbox.

Network Account Password.

<u>Change Your Network Account Password</u> This option will allow you to change your password from off-campus or from a computer not owned by McKendree University.

If Your Account is Locked.

Unlock my Network Account This option will automatically unlocked your network account.

If You Forgot Your Account Password. (For Students Only)

Reset my Network Account Password This option will reset your network account password to the default. Please, do this only if you cannot remember your password.

←	\rightarrow	G	https://myaccount.mckendree.edu/read_accept_computer_agreement.asp
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uthorized Use Agreement - Student

Access to, and the use of, McKendree University computer systems and resources is a privilege granted at the discretion of the University. By signing this agreement, I agree to protect t' are available for legitimate use in the normal course of education and business activities of the University. The determination of "legitimate use" is at the sole discretion of McKendree I

You must read and accept this agreement at the the bottom of the in order to enable your network account.

 I will take appropriate steps to subgrand axees codes and pastwords, to protect against unauthonized use and notify Information Technology of suspected unauthonized use. I will not make unauthonized use of the account intowinghy use technology estoures in any way which is disruptive or damaging to the system or any other user.

- The University permits incidental or ovasional use of computers and systems for personal matters, but the systems are provided with the sole intent of being used for University business
- I will not violate copyright laws with the University's technology resources. Students are responsible for understanding applicable copyright laws
- I understand that removing, relocating, damaging, altering or using resources not in their intended way without proper authorization from Information Technology is in violation of the Agreement.
- I will take proper actions to respect the confidentiality of data, comply with federal and state statutes and University policies regarding access to University data and to not release such data without proper authorization. I
- I understand the technology resources are the property of the University and students have no right to privary on their accounts or equipment. Once the course of studies has been completed, my accounts will be closed after

I accept this agreement.

Accept the Computer Account Agreement

Click on "Read and Accept the Computer Account Agreement' under New Students

Note the other important options available here:

Change Password

Unlock Account

Reset Password

Read and Click 'I Accept this Agreement'



Your network account has been enabled successfully

This is your network account information:

username: jlblasdel

temporary password: fbxxxxx\$ where

f = your first name initial I = you last name initial xxxxxx = last six digits of your SSN \$ = dollar sign character

Your mailbox will be created automatically within the next two hours.

Now you must change your temporary password to a new personal one. To change the password click here: <u>Change Password</u>.

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MK	MU	[Ç N	K	v	EN	N]	Ds	R	E	E Y	

C A https://myaccount.mckendree.edu/iisadmpwd/chgpwd.asp

Domain	MCK
Username	jlblasdel
Old password	
New password	
Confirm new password	

*Password Requirements

Cancel

OK

 $\leftarrow \rightarrow$

Your password needs to be at least 8 characters. It should follow the following rules:

It must contain 3 of the following 4 criteria:

Reset

- English uppercase characters (letters A-Z)
- English lowercase characters (letters a-z)
- Base 10 digits (numbers 0-9)
- Nonalphanumeric characters (e.g. !, \$, #, %, etc)

Change Password

Once you have accepted the Agreement, you will be prompted to change your password.

Click on 'Change Password'

Refer to the blue slip from your folder for your username and temporary password.

- 1. The temporary password on your slip IS the old password
- 2. Follow the password rules
- 3. You CANNOT use any part of your name in your new password

Write the password down on your blue slip to reference later. You will need it to register for classes



McKendree Log-In Info

While you will be prompted to change your password for security purposes, your username will always remain the same.

You will use the same log in information to access all of the student tools listed on the mymck.mckendree.edu homepage.

Log into your McKendree University email

- 1. Click on Email, Yammer, Calendar & More
- 2. Enter your username and password