

Provided by Technology and Information Services - September 2009

AOL Users: After connecting to the internet using AOL you must minimize your AOL browser and then start the Firefox or Internet Explorer browser. WebAdvisor, Blackboard and Webmail will not work correctly with the AOL browser.

WebAdvisor Information

WebAdvisor is St. Joseph's College's online student information system. You can register, check and pay your bill, view your schedule, and more at <http://webadvisor.sjcnyc.edu>

Your login name is your WebAdvisor ID. Your password is your birth date in the format **MMDDYY**. If you do not know your WebAdvisor ID please click the "Account Information" link and then the "What's My User ID?" link. Complete the required fields and click the Submit button. Your WebAdvisor ID will be displayed on screen.

If you have previously logged in to WebAdvisor and have forgotten your password, click the "What's My Password" link and complete the required fields. A temporary password will be sent to your Student Webmail account.

If you need assistance please contact the Registrar's Office or email techhelp@sjcnyc.edu

Blackboard Information

Each instructor has the option to use Blackboard with his/her course. Not all courses are Blackboard-enabled. To log in to Blackboard please visit the following web site: <http://class.sjcnyc.edu>

Login Name and Password

For your login user name and password, please see the instructions located above the login boxes.

Student Assistance

24/7 Blackboard Support is available for all students. Please select the link to the support website or call the toll free telephone number posted on the Blackboard login screen.

Student Webmail Information

Free student web-based email is available for all St. Joseph's students. Webmail is accessible from any computer with an internet connection. Start the Firefox or Internet Explorer web browser and enter in the following web address: <http://student.sjcnyc.edu>

Login Name and Password

For your login user name and password, please see the webmail login instructions link found at the address above or at the link below.

<http://www.sjcnyc.edu/CampusLife/Student-Webmail-Instructions/1044/>

If you are experiencing problems with your student email account please fill out the help form found at the link below and someone will get back to you shortly after. <http://tis.sjcnyc.edu/help/help.html>

Wireless Access

Wireless access is available for students throughout the Long Island & Brooklyn campuses. All available hotspots and printable instructions can be found at this link: <http://tis.sjcnyc.edu/ols/wireless.html>

Please note that you will need to change your webmail password before you attempt a wireless login for the first time. The wireless login authenticates from the webmail system and requires a password change. Copies of the instructions are also available at the circulation desk in the libraries, in the open computer labs, and in the student services office.

If you are experiencing problems with wireless access, please contact a computer lab assistant.

Technology Workshops

Throughout the semester, the Technology and Information Services Department at SJC offers free technology workshops for students. Sessions cover a variety of topics including:

- ✓ **SJC Webmail**
- ✓ **Getting Started with Office 2007**
- ✓ **PowerPoint 2007 Basics**
- ✓ **Word 2007 Basics**
- ✓ **Excel 2007 Basics**
- ✓ **Creating Charts in Excel 2007**
- ✓ **CD Burning and Using Your Flash Drive**

All participants receive a topic handout to take with them after the session. Workshops are open to all students and seating is available on a first-come, first-served basis. Sign up is necessary.

You will find the workshops posted on the bulletin boards throughout the campus. Check your SJC email for the complete schedule of workshops, session changes, and other important information.

Office 2007 Information

All campus computer labs and Smart Classrooms have Office 2007 installed. Office 2007 uses a new file format, XML, which cannot easily be read by earlier versions of Office. A Word document, for example, is saved with a file extension of .docx instead of .doc and a PowerPoint presentation is saved with an extension of .pptx instead of .ppt.

When creating documents in Office 2007, you need to be aware of how and where you will be using the files. If you plan on working on computers that use different versions of Office, or if you are going to share files with others (via email attachments, CDs, etc.), please see the following brief suggestions for dealing with Office compatibility issues. Detailed instructions are available in the open computer labs.

- 1) **If you create a document in Office 2007 and plan on sending it to a user with a previous version of Office or taking it to a computer that does not have Office 2007 installed:**
Save Office 2007 files in a previous version, allowing those with older versions of Office to open the documents without converting them. Instead of using the **Save** option from the Office button in Office 2007, use **Save As** → ... **97-2003 Document** format.
- 2) **If you create a document in Office 2007 and plan on using it in one of the St. Joseph's College Computer Labs or Smart Classrooms:**
You can save the Office 2007 document in the Office 2007 format. All computer labs and Smart Classrooms have Office 2007 installed.
- 3) **If you are an Office 2003, Office XP or Office 2000 for Windows user, and you have received, or expect to receive, documents saved in one of the new Office 2007 file formats you can:**
 - Request the sender to save the document as a lower version Office 97-2003 document.
 - Open the document by using a document converter: the Microsoft Office Compatibility Pack for Word, Excel, and PowerPoint 2007 File Formats. The compatibility pack allows users with previous versions of Office programs to open the new Office 2007 formats (.docx, .xlsx, and .pptx, respectively). All campus computers have the compatibility pack installed.
- 4) **If you are an Office 2007 user and want to open documents created in previous versions of Office:**
When you open an Office 97-2003 document in Office 2007, Compatibility Mode is turned on, and you see Compatibility Mode in the title bar of the document window. In Compatibility Mode, you can open, edit, and save Office 97-2003 documents but you won't be able to use any of the new Office 2007 features.
- 5) **Mac Users:**
Currently, Office 2007 file formats cannot be read on a Mac. Office 2007 users working with Mac users will have to save in one of the older file formats.