SCU ELECTRONIC RESOURCES

Checklist:

- Log in to eCampus ............................................ 1
  - Enter Emergency Contact Information ...................... 3
  - Enter Missing Person Contact Information .................. 3
  - Enter SCU Campus Alert Information ........................ 3
  - SCU Electronic Information .................................. 4
  - Create an Authorized Payer in the Bursar’s Office .......... 5
  - Ferpa Release Information .................................... 6
- Log in to E-mail & Test your Password .......................... 7
- Mobile Technology ............................................. 8
- Log in to wireless ............................................... 8
- Digital Millennium Copyright Act (DMCA) Overview ........... 8
  - DMCA Agreement ............................................ 8
- Camino – Course Mangement System ............................ 9
- Technology Training – Additional Resources ................... 10
  - Finding Technology Session Information for New Students 10
  - Have additional Questions? .................................... 10
  - Student Technology Services .................................. 10
  - Google Apps Online Learning Center .......................... 10

Log in to eCampus

eCampus is Santa Clara University's online Student Administration System. eCampus provides students self-service functionality for Admissions, Student Records, Financial Aid, Bursar's office and Housing via the web.

Log in to eCampus from the scu.edu homepage:

Go to the Santa Clara Home page at:
http://www.scu.edu/
Click the 'SCU Login' link on the top right to get to the SCU Login Links page, then click on 'eCampus'

-OR-

Go directly to the eCampus login page at:
https://www.scu.edu/eCampus/

1. Type in your student ID number (e.g., W############)
2. Type in your password
3. Click Login. You are now in the eCampus Student Center

Note: Introduce the 'Forgot your password' feature. The student can get an email with their password e-mailed to them.
Personal Portfolio
This is where the student will maintain address, phone, email information. Walk the student through the emergency contact, missing person, scu campus alert info.

Click on Personal Portfolio at the top of the left hand column
-Click on Emergency Contact Information
-Click on Missing Person Contact Information
-Click on SCU Camput Alert
-Click on SCU Electronic Information
Enter Emergency Contact Information

1. Log in to eCampus
2. Click on Personal Portfolio at the top of the left hand column.
3. Click on Emergency Contacts under Personal Portfolio.

<table>
<thead>
<tr>
<th>Contact Name</th>
<th>Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sara Bush</td>
<td>Phone Number</td>
</tr>
</tbody>
</table>

4. Check your contact name(s). If you need to make changes, click ‘edit’. If you need to add a new contact, click ‘add’ an emergency contact’.
5. Click Save when done.

Enter Missing Person Contact Information

In compliance with the Higher Education Opportunity Act designate a ‘Missing Person’ contact that is different from the ‘Emergency Contacts’ listed above, complete the ‘Missing Person Contacts’ information portion of the Emergency Contact form.

Check the box below if you want this Emergency Contact to be notified in the event that you become a missing person.

Enter SCU Campus Alert Information

1. To enter Campus Alert Information first log in to eCampus
2. Click on Personal Portfolio at the top of the left hand column
3. Click on SCU Campus Alert Information under Personal Portfolio and fill out the fields on the Connect-ED form.
4. Select Active.
5. Click Save when finished.

Note: Use the magnifying glass to search for residence halls for ‘Primary Campus Location’.

Technology Training: [http://www.scu.edu/training](http://www.scu.edu/training)
Questions: (408) 554-3120 technologytraining@scu.edu
SCU Electronic Information
1. In eCampus go to Personal Portfolio
2. Click on SCU Electronic Information
3. Your Email ID is a combination of your first initial and last name.
4. Record Email ID and password for use later.
Bursar’s Office

Create an Authorized Payer in the Bursar’s Office

If you prefer to have your SCU bills go directly to another party, you can set up an Authorized Payer. The Authorized Payer will set up a Payment Profile using the login and password you provide. The Payment Profile is where the Authorized Payer enters the credit card or eCheck information they would like to use to pay SCU bills.

View Bill & Make Payment

This link allows you to view your SCU Bill and Make payments. This link is also where you set up an Authorized Payer(s).

1. Click on Bursar Office
2. Click on View Bill & Make Payment

Set up an Authorized Payer

1. Click on Authorize Payers to set up an account for the person financially responsible for your SCU bills.

Note: If you are paying your own bills, you can set up a Payment Profile for yourself. This will make it easier for you to receive and pay your bills.

2. Click on Add New
3. Enter Name, Login Name, Password and Email for the Authorized Payer
4. Click Add

Add Authorized Payer

In compliance with the Family Educational Rights and Privacy Act of 1974 (as amended), your educational records and your student account information may not be released to a third party (e.g. your spouse, parents, sponsor, etc.) without your written permission. By creating an authorized payer, you are giving written consent for that individual to view your account information and to make payments towards your account.

5. This information will be e-mailed to the Authorized Payer, making it easier for them to pay bills.

Note: Password and Login Name must be at least six (6) characters long and can only use letters and digits.
FERPA RELEASE

Ferpa Release Information

In compliance with FERPA, The Federal Family Education Rights and Privacy Act of 1974 as amended, Santa Clara University (SCU) is prohibited from providing your student financial and non-directory academic information to any third party including parents, spouse, guardian, etc., without a release. This information includes, but is not limited to, all student billing items, awarded financial aid, enrollment status and various student financial or academic information. More information on FERPA can be found at www.scu.edu/ferpa.

Complete the form below identifying to whom you authorize release of your financial and academic information. Fields identified with an asterisk (*) are required.

1. Students must agree to the terms by checking the box.

   CERTIFICATION: By submitting this form, I acknowledge and certify that I am the student listed above and I am authorizing Santa Clara University to release Financial and/or Academic Record information to the party(s) listed below. I approve the information contained in this form. This authorization does not permit third parties to make any changes to this form.

   [ ] I am the student of record and I agree to the terms above

2. Add a person to whom you want to release the information, then check the information you want them to access:
   a. Financial Information
   b. Academic Record Information

Effective as of: 05/27/2013

Name of person to whom you authorize release of information (Not your own name)

*Last Name
Address
City
State
Zip
*Telephone
*Relationship
*Birth month/day
*Security Word

Information to be released - select and check

Financial Information
- Student Account / Billing information
- Awarded Financial Aid
- Delinquent/Internal Collection Activity
- Financial Hints

Academic Record Information
- Enrollment Verification
- Class Schedule (instructor/subject/units)
- Cumulative GPA and Units Completed
- Graduation Status

[ ] Save

3. Save.
E-MAIL MADE EASY

Gmail is the platform for Santa Clara University’s email system. As a student you will have the entire Google Apps for Education suite. This includes: Gmail, Google Calendar, Contacts, Groups, Drive, and Sites. Google Apps for Education is an enterprise level software suite and behaves somewhat differently than the public Google applications.

IMPORTANT: The University expects all students to read their SCU E-mail daily. All official University e-mail is sent to the @scu.edu address.

Log in to E-mail & Test your Password

1. Go to the SCU homepage
2. Click the ‘SCU Login’ link on the top right
3. Test the student login:
   a. On the SCU Login Links page, click SCU Email (Gmail) and Google Apps Sign on
   b. Type in your Username (Note: DO NOT add ‘@scu.edu’)
   c. Type in your Password
   d. Click on LOGIN

Note: This is your SCU Network ID. This is the username and password that is used to login to the wireless network, Windows public machines, and Camino.

Change Your Password

1. To change your SCU Network ID select ‘Manage Passwords’.
2. Select the ‘My SCU Network ID password’ under the ‘SCU Network ID password’.
Mobile Technology
If you would like to get your email on your phone or mobile device you must set-up a mobile password. Show students the instructions on the Online Learning Center.

Step #1: Set your ‘mobile password’.

Step #2: Visit the Online Learning Center and follow the instructions to setup your mobile device. Note: You can setup the Google App for Gmail and Google Calendar or you can follow the instructions to setup the devices native app.

URL for Online Learning Center: https://sites.google.com/a/scu.edu/scu-google-apps-learning-center

Log in to wireless
You can explain that this is the same login the student will need to log in to the wireless network.

1. Network Name (SSID): BroncoWiFi
2. Passphrase / Key: gosantaclara
3. Browser opens with the ‘Santa Clara University Network Login’ page
4. Use the Novell network login above
   Need extra help: http://it.scu.edu/information/Network/wireless/ for more information.

Digital Millennium Copyright Act

Digital Millennium Copyright Act (DMCA) Overview

The Digital Millennium Copyright Act (DMCA) is a United States copyright law that criminalizes production and dissemination of technology, devices, or services intended to circumvent measures that control access to copyrighted works. It also criminalizes the act of circumventing an access control, whether or not there is actual infringement of copyright itself. In addition, the DMCA heightens the penalties for copyright infringement on the Internet.1

DMCA Agreement

Follow the steps below to access the New Student Orientation DMCA Agreement.

1. Go to the Technology Training Web site (www.scu.edu/training).
2. Select the DMCA Agreement from the New Student Information section.
3. Use your NEW @SCU e-mail address and answer the short set of questions.
4. Click to submit the agreement.

CAMINO – COURSE MANAGEMENT SYSTEM

Camino – Course Management System

Camino is a resource for students and faculty that allows students to access course materials through the internet. It also provides a way for faculty to communicate with students outside of class. Faculty and students can post documents and discuss postings in Camino.

1. Log in using the following URL: https://camino.instructure.com/
   - Or - Navigate to Camino using SCU Login

2. Log On using your SCU Network ID and Password.

3. Courses are listed under the 'Courses' dropdown on the menu bar at the top. Each course is a hyperlink. The hyperlink takes you to the landing page for a particular course. Instructors will utilize different features within Camino 2.0. Some of the most popular features are:

   a. Syllabus – The Course Syllabus can be displayed as regular text or as a table.

   b. Files - Files are where you upload course files, syllabi, readings, or other documents. Instructors can lock the folders so students cannot access your files.

   c. Modules – Modules allow you to organize your content to help control the flow of your course.

   d. Submit Assignment – You can submit work on Camino by clicking on 'Submit Assignment'.

   Your instructor will tell you where to get materials needed for the class.
**TECHNOLOGY TRAINING WEB SITE**

Technology Training – Additional Resources

Finding Technology Session Information for New Students

1. Open a browser (our public machines have both Firefox and Windows Internet Explorer.)
2. Navigate to the Technology Training web site at [www.scu.edu/training](http://www.scu.edu/training).
3. Select ‘Services for’, ‘Students’.
4. Return to and complete the ‘Electronic Information Checklist’

**Have additional Questions?**

Use the ‘Contact Us’ form at: [http://www.scu.edu/training/contact_form.cfm](http://www.scu.edu/training/contact_form.cfm) on the Technology Training website. We are a great starting point and will help you find answers.

**STUDENT TECHNOLOGY SERVICES WEB SITE**

Student Technology Services

Students can get additional help on the Student Technology Services web site.
Call Student Technology Services at 408-554-5050 or stop by and visit them on the first floor of the University Library during open hours. Information available on the Student Technology Services website [http://www.scu.edu/techservices/](http://www.scu.edu/techservices/).

**SANTA CLARA GOOGLE APPS TOOLS**

Google Apps Online Learning Center

Our on line learning center is a place where you can continue to build your knowledge of Google Apps. In this training site you will find videos, printable quick reference guides, animations and much more.

Google Apps Online Learning Center: [https://sites.google.com/a/scu.edu/scu-google-apps-learning-center/](https://sites.google.com/a/scu.edu/scu-google-apps-learning-center/)