

ACCESSING LOCAL AREA NETWORK (LAN) & E-MAIL 2020

ACCESS TO LOCAL AREA NETWORK (LAN)

1. To access the LAN “Log-On” Window, do Control-Alt-Delete
2. At the “Log-On” window:
 - A. Type in your “User Name”; use lower case letters and your first initial last name together. *Example:* jdoe
 - B. Type in your “Password”; use the last four digits of your SSN + first and last initial (lower case) together + exclamation mark. *Example:* 1234jd!

Note: If you use the numbers keypad on the right of your keyboard – make sure that the “Num Lock” key is on.

 - C. Make sure that the “Log On To” window reads: “TCTI”
 - D. Click on “OK” button
3. At this point your desktop should appear on the monitor screen.

ACCESS TO E-MAIL

To log on remotely through the internet:

1. Go to: <http://mail.bolivarcollege.edu>
2. Log on with your school email address (ex: jsmith@bolivarcollege.edu) and password. Password will be given separately. Click next on the set up box that appears until you get to close. Nothing needs to be done with the set up box.
3. Click ‘do not show again’
4. Go to email

NOTE: Computer usage at both Texas County Technical Institute and Bolivar Technical College campuses is limited to school related work only. We reserve the right to monitor all school computer activity.

LIRN

Type in: <http://www.lirn.net> in address line

Click on: Login

Type in ID #: 43902

Click on Submit

SAVING YOUR WORK

1. Always save your work to the “My Documents” folder; this folder is a dedicated element on the server reserved for you under your log-in ID. Your “My Documents” folder will always be available to you at whatever station you choose to log in. Depending upon the computer to which you are assigned, you may also have the capability to save to a USB flash drive.
2. Be aware that if you choose to save your work to a USB flash drive; these items cannot be used on any other computer than those on campus particularly if you are intending to reuse this saved material in class.
3. To avoid virus contamination, work cannot be brought in from any off-campus computer and loaded on the school’s computers.

PRINTING YOUR WORK

1. Before initiating any printing on your work, make sure you review the “Print” menu to insure that the assigned printer (Student Printer) is available.
2. Select “Properties” button and confirm printing parameters. Note: all documents will be printed front to back as a default, change if required.
3. Select “Valid Access” tab in properties, type in code (last 4 of ssn) in user code space. Press “OK” on “valid Access” tab, then “ok” on print options to print.
4. Most printing problems result from:
 - a. Improper default assignment
 - b. Lack of paper or paper jam
 - c. Overwhelming the computer/printer’s memory with multiple “print” key strokes due to impatience.
5. The school reserves the right to monitor students’ usage of the school’s printers for undue or excessive activity. A limit of 250 copies per semester is standard.

To access Moodle room:

<http://learning.bolivarcollege.edu>

Login:

Username: All lowercase letters – The first initial of your first name and your full last name.

Password: All lowercase letters – The last four digits of your social security number and the first initial of your first name and the first initial of your last name followed by an exclamation point.