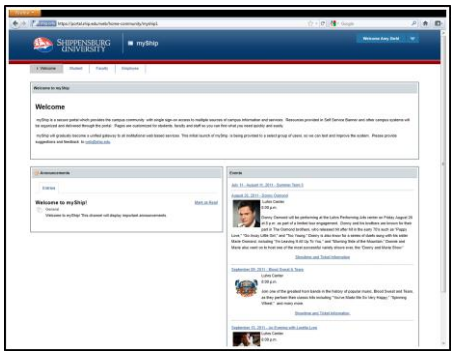
IT SERVICES @ SHIP

STUDENT SERVICES

myShip



https://portal.ship.edu

- Important news and information
- Class scheduling
- Academic record resources
- Advisor and record hold information
- Online bill pay
- Residence and housing
- Emergency Text Messaging
- IT services
- … other helpful forms and services

Computer Labs

In addition to dozens of departmental labs, Ship has five public microcomputer labs on campus available for student access to e-mail, the Internet, specialized software and more.

- **MCT 054** – Open 24/7
- **MCT 158** – Open 24/7
- **Library 112**
- **Grove Hall 106/108**
- **Shippen Hall 240**

All lab computers offer printing capabilities and contain up-to-date software packages used by many campus departments.

Wireless access

Most buildings on campus have wireless network access. The first time you connect, you will be asked to register your device. Just follow the steps on-screen to get connected. Having problems? Bring your device to our Technical Support Center in MCT 054 for assistance.

Printing on campus

Computer Lab printers are available all across campus and are controlled by the Pharos printing system. Ship has a print quota policy in place for each student.

Per Semester Print Quota:
400 pages + 100 pages grace limit
(or $20.00 total)

B&W printer page cost: 1 page or $0.04
Color printer page cost: 10 pages or $0.40

All public labs are also capable of double-sided printing. Choose this option and your account will only be charged 1 page for every 2 pages you print.

You can check your balance by swiping your Ship ID card at any print release station.

You can also access lab printers from your personal laptop connected to our wireless network. For more information on printing, visit http://www.ship.edu/microlabs.

File & Web Space

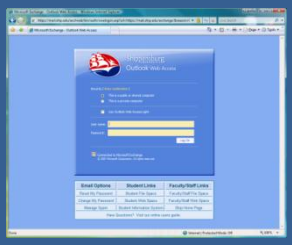
Ship offers server space to store all your files, as well as space to create an academic web site. This space is currently limited to **1 GB** per student. To access your files, just open the My Documents folder on any campus computer. As long as you're logged in, these documents will follow you from place to place. You can also access them off campus or from the residence halls.

For more information, please visit…
https://anchor.ship.edu
http://stufiles.ship.edu
http://students.ship.edu

Access IT Services

- Your Ship e-mail address and password are used for logging in to Ship IT Services
- Go to http://www.ship.edu/admissions and click on Application Status to obtain your e-mail address and set a password
- Your password can be changed or reset at any time at https://password.ship.edu

Ship E-mail – Outlook Web Access



Login from any computer:
https://mail.ship.edu

- Outlook Web Access is used as an official means of communication at Ship.
- You get the best Outlook Web Access experience when using Internet Explorer – but Firefox, Safari, & Chrome work too!
- Student e-mail accounts have **unlimited e-mail storage**.
- Attachments size is limited to **10 MB** per message.
- Deleted Items are kept for 30 days after deletion and then automatically emptied.
- Manage SPAM e-mail messages by logging on to https://barracuda.ship.edu.
- Ship Email also supports IMAP clients such as Thunderbird and Mac Mail as well as smartphone devices including iPhone, Blackberry and Windows Phone. See http://studenthelp.ship.edu for details.

Need Help?

Stop by our Technical Support Center in MCT 054, call ext. 4357 (HELP) or e-mail us at helpdesk@ship.edu

Rev: Aug 2011