



RUTGERS
School of Nursing

Technology Orientation

RUTGERS SCHOOL OF NURSING

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Passwords



Create a Strong Password

- Rutgers School of Nursing implements “Single-Sign On”
- When creating a password for your NetID use a **STRONG PASSWORD**. Your **NetID** and Password will be used for other services such as email, logging into the Lab Computers and accessing wireless (WIFI)
- Attached below are the password rules.

Password Rules

- Your password must be between 10 and 63 characters long.
- You cannot reuse your previous password.
- Your password must also contain a minimum of 3 character classes. The characters on the keyboard are grouped into 5 categories known as classes. They are:
 - lowercase letters (a-z)
 - uppercase letters (A-Z)
 - numerals (0-9)
 - punctuation (?!';,.)
 - special characters (~`@#%^\^&*()_+=+{}\[\\|/ <>)
- Spaces, tabs, colon, carriage returns and double quotes are not allowed.

Let's Get Access!

Net ID Identification

Your Universal Rutgers Identification markers are your NetID.

When requesting assistance be sure to have your NetID ready!

Your NetID will be used to access **ALL** electronic resources



Net ID

Password
Strength &
IT Access

Email
Account



Email Accounts



- ✓ Once you activate your accounts you will be assigned **TWO** email accounts.
- ✓ Scarletmail – netid@scarletmail.rutgers.edu
- ✓ Connect Email – netid@sn.rutgers.edu

Your Connect Account is the **OFFICIAL FORM** of communication for the School of Nursing (e.g. of connect account netid@sn.rutgers.edu)

DO NOT CREATE An ALIAS (LEAVE YOUR EMAIL LIKE THE FORMAT ABOVE)

- ✓ To activate your connect email go to netid.rutgers.edu. Click on **Activate or update a service on my account**.
- ✓ Once logged in select Rutgers Connect, at this time you can also activate other Rutgers Services.

- ✓ Only use your Connect email account to communicate with SON faculty and staff.
- ✓ SON Faculty and staff are **NOT** required to respond to email from any other email address.
- ✓ Check this email account by going to connect.rutgers.edu

Email Mobile device

Do NOT install the client for connect on to your mobile device

DO NOT INSTALL Company Portal

Check this email VIA the web-browser on your mobile device

You should still check your Scarletmail because it provides information about University-wide Events

Services Selection

Email service is selected from the available choices. The services that appear are appropriate to your role at the University.

ScarletApps is a Google Apps for Education cloud implementation managed by Rutgers. It provides access to Google Apps such as Gmail, Drive, Calendar, Sites, Google+, etc. for students, faculty, and staff only.

Rutgers Connect is Office 365 provide by Microsoft and managed by Rutgers. It provides access to Office 365 features for faculty, staff and guests.

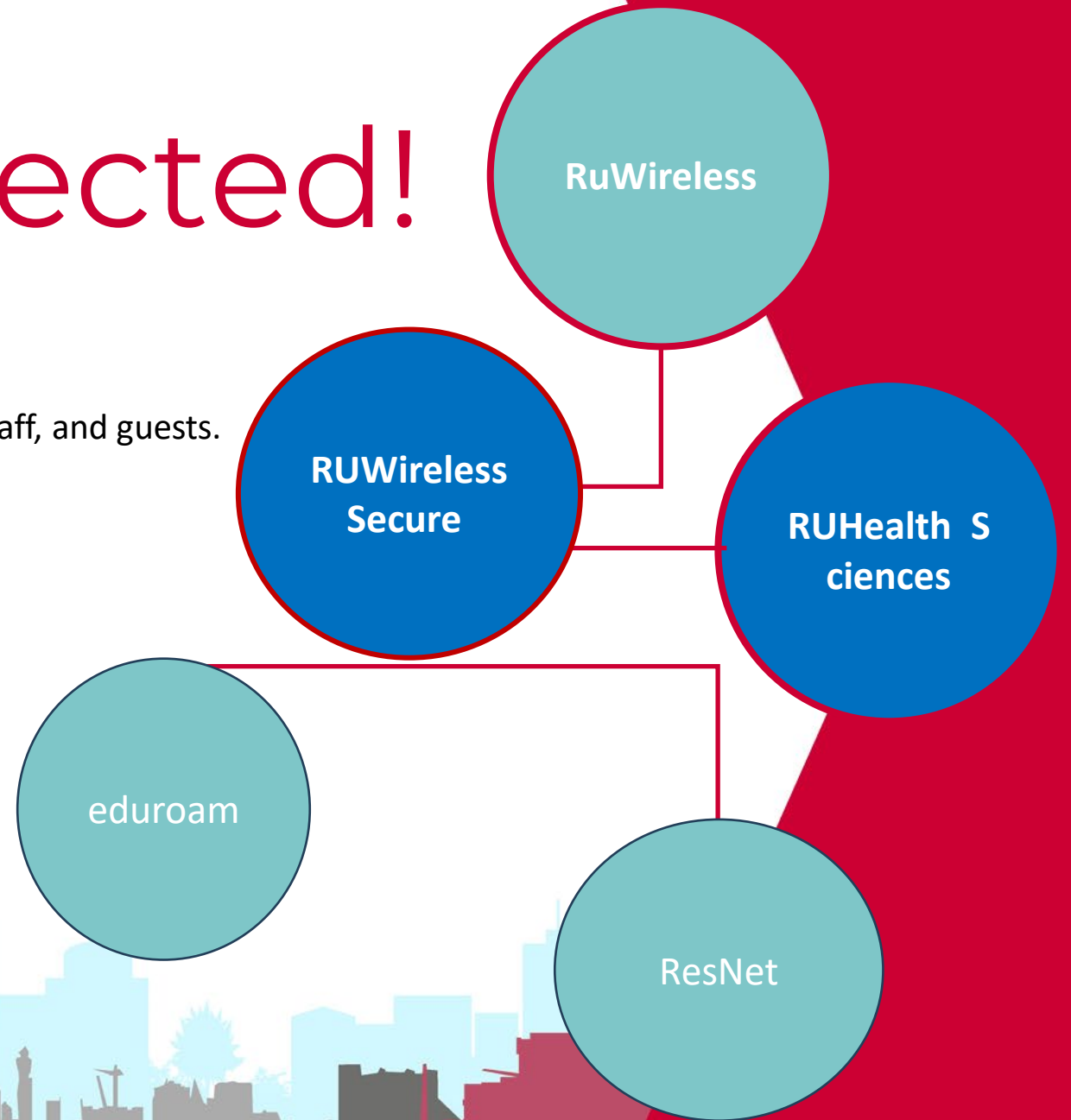
If no service is selected, your NetID will still be activated.

Let's Get Connected!

Network Access

Rutgers provides wireless Internet for Rutgers students, faculty, staff, and guests.

Wireless Connection



RUWireless



- [RUWireless](#)
_This unencrypted wireless network is used by students, faculty, and staff with official Rutgers NetIDs to configure their devices for the encrypted wireless network, RUWireless Secure.
- RUWireless also provides wireless Internet service to guests while at the University. Guest wireless access to the Internet requires acceptance of the [Wireless Terms of Service](#) per session.
- [RUWireless Secure](#)
_This encrypted wireless network provides secure access to Rutgers resources as well as Internet services. Access requires an initial one-time configuration per device and provides automatic future connectivity for those devices.
- [RUHealthSciences](#)
_This encrypted wireless network is for RBHS students, faculty, and staff as it provides secure wireless access to RBHS resources.
- [eduroam](#)
_eduroam® is the secure, world-wide roaming access service developed for the international research and education community. This service allows all Rutgers University students, faculty, and staff to take advantage of free and secure wireless service when visiting an eduroam member university. Visitors from member universities can also have wireless access when visiting Rutgers.
- **Wired Connection**
- [ResNet](#)
[High-speed Ethernet connections are available to Rutgers residence hall students. Visit ResNet](#) to learn how to connect gaming consoles, smart devices, and wired desktops.

Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) is a policy that requires School of Nursing students to bring personally owned computing and mobile devices to campus to access Rutgers University and School of Nursing resources such as email, file servers, and databases, as well as their personal applications and data. This policy is a response to student requests to use their preferred personal devices facilitating easy access to familiar equipment, software, and data. It went into effect during the fall semester of 2018.

BYOD Requirement

Each Student has access to the following software applications.

[Home - Software Portal \(rutgers.edu\)](https://rutgers.edu)

Example of software's you can download below

- Microsoft Office 365
 - Adobe creative cloud
 - Exemplify
 - WEBEX/ZOOM
-

Students who are testing on their PC or Mac Laptops must have a minimum of a 2GHz Intel processor and a minimum of 8GB of RAM for the testing software (Exemplify) to work



Specs/ Windows Laptops

- Operating System: 64 bit version of Windows 10 or greater
- CPU processor: Intel Core i7, Dual Core 2.7 GHz or better (6th-generation CPU or better – except 12th-generation)
- RAM: 8GB or greater
- Hard drive: minimum 500GBs (Traditional or Solid State are acceptable)
- Screen resolution must be 1024×768 or higher
- Integrated webcam with microphone
- Integrated or USB connectable CD drive
- **NO TABLETS, NO CHROME BOOKS & NO IPADS**



Specs/ Macintosh Laptops

- MacBook Pro recommended; MacBook Air is acceptable
- Operating system: 64 bit Mac OS X 12 or higher (Monetrey)
- RAM: 8GB or greater (MacBook Pro comes standard with 8 GB)
- Hard drive: minimum 128GBs
- Screen resolution must be 1024×768 or higher
- Integrated webcam with microphone
- Integrated or USB connectable device
- **NO TABLETS, NO CHROME BOOKS & NO IPADS**



Software

- Software Requirements
- Each Student has access to the following software applications.
- [Home - Software Portal \(rutgers.edu\)](https://rutgers.edu)
- Example of software you can download below
- Microsoft Office 365
- Adobe creative cloud
- Exemplify
- WEBEX/ZOOM
- Box/One Drive
- SPSS can be purchased or can be accessed through virtual lab (Link is accessible above)



Assignments & Exams

- **ExamSoft & Exemplify**
 - **No Access until after Add/Drop Period (Generally after the first 3 weeks of the semester)**
 - **ExamSoft credentials DIFFER from Canvas Credentials**
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What is ExamSoft?

- ExamSoft is a high stakes assessment program that enables exam takers to securely take examinations downloaded on a computer by blocking access to files, programs and the internet during an exam.
- ExamSoft's solution is an internet-based exam delivery option
- Students will use Examplify to take exams and/ or quizzes and mimic professional certification exams.
- BYOD is required for all exams taken outside of a computer lab



User ID and password for ExamSoft

- Accounts will be issued via email once you are enrolled in a class and the professor has decided to use ExamSoft (About 3 weeks after semester begins)
- Before An Exam
- Students should fully charge their device the night before
- Students should update their device the day before the test
- Setting --- Windows Update ----- Check for updates
- Students should login to Examplify on their device



Downloading Exams

- Download the exam if it is available to download
- Once on campus students should verify that their device is connected to the WIFI
- Students must remember to close out all open applications and files before the start of the exam
- The only application and window that should be open/running is Exemplify
- Students need to be sure prior to the exam that they have enough space on their devices, so they are able to upload the exam once it is completed
- If a student is not aware of how to check how much space they have available on their device, students should come to the IT suite prior to inquire how to check



During & After Exam

- Once students start the exam all internet connections will be lost until the completion of the exam
- Once the exam is completed, make sure you reconnect to the WIFI.
- Once the exam is uploaded successfully you will see a green screen that congratulates you on a successful upload of your exam
- Take a screenshot and save this file for your records
- If your exam does not upload, contact IT support (ExamSoft link below)
- [ExamSoft Support](#)
- Login and follow the instructions to perform a manual upload



ExamSoft/Examplify Support

- General Support: Available 24/7 via phone, email and online chat
- Contact ExamSoft | Community & Support
- 866-429-8889
- The ExamSoft Support Team has more advanced instructor, course, and User access and can check for some of these common issues:
- Course, Instructor, Owner, and Roster information
- Login Credentials
- Posted Exams available for Download
- Number of times Exam has been downloaded
- Posting Exams instructor
- Examplify version
- Activity Timestamps
- Uploading Completed Exams



CANVAS

- [Canvas](#) is the official learning management system for teaching and learning at Rutgers. It is used by faculty, staff, and students to access and manage online course learning materials and communicate about skill development and learning achievement.
- **Where do I log in to CANVAS?**
 - <https://canvas.rutgers.edu>
- Canvas Course Shell access is available on the first day of the semester (by Default)
- Canvas Course Registration takes up to 2 business days after student registration is finalized.
- **Canvas HelpDesk**
 - 833-648-4357
 - Help@oit.rutgers.edu



School of Nursing Computer Services



Stanley S. Bergen Building

- Room 640B - Bring Your Own Device Lab with Printer
- Room - GA230 (Student Lounge) 4 Computers with Printer

Ackerson Hall Campus

- Room 201 - Computer Lab
- Room 109 - EOF Computer Lab *EOF Students Only*
- Room 202 - Doctoral Computer Lab *Doctoral Students Only*

New Brunswick

- Room 203 - 110 Paterson Computer Lounge with printer
- Additional print services via Web-Print at the following locations: 104 Bayard room 300
- 110 Paterson - rooms 201 and 203
- 120 Albany - Student Lounge



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