

# UWGB Information Technology Student Guide



## Need Help?

Contact the IT Help Desk, IS1150

**Phone:** (920) 465-2309

**Email:** [helpdesk@uwgb.edu](mailto:helpdesk@uwgb.edu)

### Fall/Spring Semester Hours

Mondays-Thursdays 8:00am-6:30pm

Fridays 8:00am-4:30pm

### Summer/Winter Hours

Mondays-Fridays 8:00am-4:30pm



## Office 365

<https://www.office.com/>

### Sign in and click on Install Office

Your UW-Green Bay account allows you to install Office 365 for FREE on five devices – including mobile.

<https://lnkd.in/gpNAC46>

### Explore 10,000+ Courses on LinkedIn Learning Today

FREE for all students. Download the app or follow the link.



## canvas

<https://www.uwgb.edu/canvas/>

**Find Your Course Materials here.**



## Connect to Wi-Fi

**Eduroam:** Available campus-wide for students. Students should connect their laptop, smartphone, and tablet to Eduroam using their UWGB email address and password.

**UWGB-IoT:** Available only in housing. Students should register TVs, gaming consoles, and smart devices to UWGB-Iot prior to connecting: <https://wireless.uwgb.edu>

**UWGB Guest:** Available campus-wide for guests only. Guests should connect to UWGB Guest using their email address.



## Scan Copy Print

**Scan to Email:** FREE at 3<sup>rd</sup> Floor Cofrin Library.

**Scan to PC:** FREE at 3<sup>rd</sup> Floor Cofrin Library and IS1129 Lab.

**Copy:** 10¢ per 8.5x11 page at 3<sup>rd</sup> Floor Cofrin Library.

**Print:** 10¢ per B&W 8.5x11 page, 30¢ per Color 8.5x11 page at 3<sup>rd</sup> Floor Cofrin Library, IS1129 Lab and all Printer Kiosks.

**Pass Points Deposit:** <https://cardoffice.uwgb.edu/login.php>

**U-Print-It Account:** <https://uprintit.uwgb.edu/>



## Secure Your Account

**Reset your UWGB password every 180 days.**

Use the Password Reset Tool or Forgot Password Tool at [www.uwgb.edu/reset/](http://www.uwgb.edu/reset/). Update authentication methods that are used to verify who you are at <https://aka.ms/ssprsetup>.

**Report Phishing emails** to [abuse@uwgb.edu](mailto:abuse@uwgb.edu).

**Learn more about UWGB technology at:**

<https://www.uwgb.edu/remoted/learning-remotely/>

<https://www.uwgb.edu/information-technology/>