

Undergraduate Technology Orientation

- 1. Emory NetID, Password and Security** – All Emory and Nursing School accounts use your Emory NetID and Password for login. These will get you into all of your Emory accounts and should give you access to most computers and services on campus. **NEVER GIVE OUT YOUR NetID OR Password.** You must reset your Emory password at least once a year. The self-service portal for your password reset is <https://mypassword.emory.edu/sspr>. Your primary email address is your Emory NetID@emory.edu . Your email alias is what you normally use FirstName.LastName@emory.edu .
- 2. Emory Duo** – Duo is a two-factor authentication system that Emory has implemented on multiple services to increase security. Duo is used for Emory email, OPUS, VPN and some PeopleSoft services. Duo is **needed only when you are off campus using Emory services.** For more information go to: https://it.emory.edu/security/services/two_factor/index.html OR the [Duo self-service portal](#).
- 3. Technology Resources**
 - Nursing Technology**– For info go to: <http://www.nursing.emory.edu/technology/index.html> . If you have a general question email: son-help@listserv.cc.emory.edu
 - Emory Technology Support** - For support contact Library and Information Technology Services (LITS) at 404-727-7777 or go to the [Student Technology Support](#) at Woodruff Library.
 - Emory email** – login at <http://email.emory.edu> ; check your mail daily, account cannot be forwarded.
 - Canvas** – Go to <https://canvas.emory.edu/> for login; Go to <http://canvas-support.emory.edu/> for support; All Nursing courses are in Canvas. Check your courses frequently for updates.
 - OPUS** – Go to <https://opus.emory.edu> ; check weekly; your official records, financials, etc
 - Microsoft Office** – To download log into your Emory Email account, <https://email.emory.edu> and click Office 365 logo. Emory students can install on 5 different computers. Emory students can install on 5 different computers
 - Emory Box** - <http://it.emory.edu/box/> Log in; you have 100GB of cloud storage; you can back up your files and share or collaborate with students or others
 - Emory Software** - <http://it.emory.edu/software/> Click on [Software Express](#) and login; this is software licensed by Emory for your use. If you do not have an up-to-date antivirus software on your computer **download and install McAfee Antivirus.** Also **download and install EaglePrint** driver for wireless printing on campus.
 - Emory Unplugged** wireless- Configure your computer and mobile devices to use Emory Unplugged wireless network. When you are on campus select Emory Unplugged network and authenticate with your Emory NetID and Password (see homework assignments).
 - Library Training** - Library training is open to students. EndNote class would be helpful. Being able to cite while you write is important. They also have PubMed and Literature Search classes. Go to: <http://health.library.emory.edu/training/index.html>
- 4. Emory Email on your Smart Phone** – To put Emory Email on your smart phone follow [Emory smart device security guidelines](#). You must: have a security PIN on your phone; allow your phone's content to be encrypted; allow Emory to erase content of your phone if lost or stolen; and allow Emory to erase content of your phone if the password is entered incorrectly ten times. Information for Emory email to your phone or mobile device: [iOS device](#) or [Android device](#).
- 5. Have a Backup Plan** – Back up your data frequently using Emory Box, Microsoft OneDrive (part of your Office 365 account), email or a separate backup drive. You must keep this up to date.

6. **Print, Copy FAX** – Student printing and copying at Emory is managed via the Emory Card System. Please plan ahead and put money on your Emory Card. Go to <http://studentfinancials.emory.edu/how-to-add-funds.aspx> . Printing costs B&W \$0.07 single-sided \$0.10 double-sided; Color \$.30 single and \$.40 double. Scan to email and FAX is free via the printer outside room 101.
Printing (wired or wireless) Instructions – For complete instructions for printing on campus go to <http://it.emory.edu/studentdigitallife/services/eagleprint/index.html>. You can print wirelessly via EaglePrint using the driver or by going to MyPrintCenter, <https://eagleprint.emory.edu/myprintcenter/> and uploading your job. At the printer, swipe your card, select the job and release. Student printers are on the plaza level, first and second floors. The color multifunction printer is outside room 101
7. **Nursing Central** – is a reference APP for your smart phone. You will receive an email from support@unboundmedicine.com with the subject **Emory Nursing Central Account Access**. Follow the instructions to create your account, download the APP and then activate it by entering your new account information. If you don't see the email please check your Junk Mail Folder. Emory has a site license, do not pay for this APP. You can use Nursing Central from a phone or login on your laptop. Support for Nursing Central is at: <http://www.unboundmedicine.com/support>
8. **ATI Testing** – ATI Testing is a web-based testing and NCLEX-prep program. You will create accounts during orientation. Go: <https://atitesting.com> . Create an account or log into your existing account. During account creation, use your Emory email address and select "Emory U" from the list of institutions. Your class will get orientation to this during another session. For ATI your computer needs to meet the requirements on this webpage: <http://www.atitesting.com/TechnicalRequirements.aspx>
9. **EHR Tutor** – EHR Tutor is a web based electronic health record training program. You will need to create an account and purchase a two-year license for \$90. Go to <https://my.ehrtutor.com/signup> and sign in using your Emory Email address, create a new student account and select Emory as your school.
10. **ExamSoft** – Your BSN courses are using a testing program from ExamSoft called Exemplify. In Exemplify you will log in, download exams, open and take them. When complete, the exams are uploaded for grading and posting. We will guide you through installing Exemplify on your computer and taking a practice exam early in the semester.

Listserv – Emory Nursing School uses Listservs to communicate with groups of students, faculty and staff. Please remember these are **only for the official business of the School** and do not use them for personal communications.

Faculty, Staff and All Students	son-everyone@listserv.cc.emory.edu
Faculty and Staff	son-sonall@listserv.cc.emory.edu
Faculty	son-faculty@listserv.cc.emory.edu
All Students	son-students@listserv.cc.emory.edu
PhD Students	son-doctorates@listserv.cc.emory.edu
DNP Students	son-dnp@listserv.cc.emory.edu
MSN Graduate Students	son-graduates@listserv.cc.emory.edu
BSN Seniors	son-seniors@listserv.cc.emory.edu
BSN Juniors	son-juniors@listserv.cc.emory.edu
aBSN2018	son-absn2018@listserv.cc.emory.edu
aMSN2018	son-amsn2018@listserv.cc.emory.edu
aMSN2019	son-amsn2019@listserv.cc.emory.edu