Saint Mary’s ID
Your SMC ID is a 7 digit number found on your wallet size photo ID. Keep your ID with you at all times when on campus. You will need it for checking out books, Oliver Hall and Cafe Louis.

SMC Portal (my.stmarys-ca.edu)
The Saint Mary’s Portal and provides students, faculty, and staff with access to email, Gael Apps, Moodle, GaelXpress and more. You will log in with your username and password.
http://my.stmarys-ca.edu

Wireless Access
SMC WiFi is the wireless network offered on central campus available in the library, Oliver Hall, classrooms, and other public areas throughout campus. To use SMC WiFi, you must log in with your ID and password. NOTE: A wired connection is preferred when conducting classes.
www.stmarys-ca.edu/it-services/smc-wifi-wireless

GaelXpress
GaelXpress is the online service where classes, grades, and payroll information can be found. Access it through the my.stmarys-ca.edu portal or directly at
http://gaelxpress.stmarys-ca.edu

E-Mail
Your Username
Your username is generated for you by administration. It consists of your initials followed by a number.
Example: “Isaac Avery Greg” becomes “iag3”

Your E-mail Address
Your e-mail address is your username followed by “@stmarys-ca.edu”.
Example: iag3@stmarys-ca.edu

Accessing Mail(WebMail)
WebMail, also called CommuniGate, is useful for accessing your e-mail when you are away from the office or traveling.
http://mail.stmarys-ca.edu

Changing Your Password
Users can change their passwords online or by visiting in-person at the Service Desk or Tech Bar. (see below for contact information).
www.stmarys-ca.edu/password

Services
Tech Bar
The Tech Bar is an initial point of contact. Located in Galileo 111. Providing face to face support to answer your technology questions.
techbar@stmarys-ca.edu
Galileo 111

Service Desk
An initial point of contact for computer, technology and IT-related questions and support by phone.
(925) 631-4266
Computer Lab in the Library

Media Services
Media Services provides audio-visual support for class and college events.
(925) 631-4266
Library 2nd Floor

Instructional Technology
Instructional Technology works in support of teaching and learning using technology at Saint Mary’s.
(925) 631-4266
BUG Hall
Virus Protection
To battle computer viruses, we provide a campus-wide site license for Symantec VirusScan. VirusScan is already installed on desktop computers, but can be installed for free on work and home computers.

www.stmarys-ca.edu/it-services/protect-before-you-connect

GaelLearn (Moodle)
GaelLearn is based on Moodle, a Course Management System and is the preferred method for delivering content online.

www.stmarys-ca.edu/it-services/gaellearn-moodle

Telephone
Telephone Services provides telephone lines and voicemail to faculty and staff in conjunction with Comcast Cable Services.

www.stmarys-ca.edu/telephone-services

Google Apps
Saint Mary’s has access to its own instance of all Google Apps, including Google Groups, Google Documents, and Google Sites. Google Apps can be accessed through the toolbar on GaelCal on the my.stmarys-ca.edu portal.

Salli
Salli, based off of Drupal, is the Content Management System for the Saint Mary’s website. Access to Salli editing can be requested online with Web Services.

www.stmarys-ca.edu/web-services/get-to-know-salli

Administrative Information Systems (AIS)
AIS provides support services and data processing for the business services of Saint Mary’s College. GaelXpress, Datatel and Colleague.

www.stmarys-ca.edu/ais

Faculty and Staff Directory
Contact information for all faculty and staff can be found in the directory, located on the Saint Mary’s website and My.Stmarys portal.

www.stmarys-ca.edu/directory

Calendaring (GaelCal)
GaelCal is the official SMC online calendaring system. Users can access it through the my.stmarys-ca.edu portal.

(925) 631-4266

Safe Computing
Practicing safe computing is important not only for your security, but the security of the entire Saint Mary’s campus. While Saint Mary’s supplies virus protection for all campus computers, it is your responsibility to be aware of security issues and to use your computer safely. Some important rules to follow:

1. Do not open suspicious e-mail attachments, especially from people you do not trust or know.
2. Passwords should be at least 8 characters long and be a mix of numbers and letters. Do not make it something easily guessable, like “password” or your name/birth date. Change your password at least once every 6 months.
3. NEVER give out your password, no matter who asks.
4. Lock your computer if you plan on being away from it for more than a moment, and log out when you are leaving for the day.

Phishing
Phishing is a way of getting your personal information by pretending to be a trustworthy source. No Saint Mary’s office—including Administration—will ever ask for your password, Social Security number, or birth date.

NEVER give out personal information online or over the phone.

Classroom Technology Map
These series of pages show room layout, describe the type and number of seats, and list installed instructional media equipment. Additional media equipment is available for checkout or delivery through Media Services.

http://www.stmarys-ca.edu/it-services/classroom-technology-map

Library
The library, also referred to as St. Albert Hall, houses many learning resources. To learn more see:

http://library.stmarys-ca.edu