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

Internet Connection

**Wireless:** There are two available wireless networks on campus. “SMC ResNet” is the network used in on-campus housing. “SMC Wifi” is the network found everywhere else on campus. “SMC Guest” is intended to give access for guest and visitors who come on campus. You will need your SMC User ID to gain access.

**Wired:** You can find Ethernet ports in all dorm rooms on campus. Ethernet cords are not provided so you will need to use your own. Wired connections do not require log-in.
www.stmarys-ca.edu/it-services/smc-wifi-wireless

GaelXpress
GaelXpress is the online service where students can register for classes, view grades and transcripts, and accept financial aid. It can be accessed through the my.stmarys-ca.edu portal.
http://gaelxpress.stmarys-ca.edu

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 audiovisual support for class and college events. Students can check out various media equipment.
(925) 631-4266
Library 2nd Floor

Set up email on your phone
To set up SMC mail on your phone, choose Gmail type set up. Key in your SMC complete address. iag3@stmarys-ca.edu and password. Make sure it is a IMAP account.

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

**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

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**GaelLearn (Moodle)**
Some professors use GaelLearn (Moodle) to post assignments, grades, and/or conduct online discussions. Access this service from the my.stmarys-ca.edu portal. Learn more about GaelLearn here:
www.stmarys-ca.edu/it-services/gaellearn-moodle

**Telephone**
Telephone Services provides telephone lines and voicemail to residence halls. There is one land line phone in each dorm room.
www.stmarys-ca.edu/telephone-services

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

**Faculty, Staff, and Student 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

**Cable Television**
Comcast Basic service is provided to residents at no extra charge. Simply connect a cable ready TV or VCR to the cable jack in your room. If you have problems with your cable service, please call (800) 856-2374. http://www.stmarys-ca.edu/service-catalog/comcast-cable-tv

Channel Guide:
http://www.stmarys-ca.edu/it-services/comcast-cable-channels

**Student Laptop Lending**
Students may borrow a laptop for academic purposes for a limited amount of time.
http://www.stmarys-ca.edu/service-catalog/laptop-lending-students

**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