



**School of Education
Technology Resource Guide**

Updated March 2009

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LOGGING ON to GANNON'S NETWORK USING a GANNON COMPUTER:

As of March 1, 2009, this is the current list of University computer labs and hours. Please be aware that a professor may reserve a lab by posting the hours of use outside the Lab. If the lab you have chosen is in use for a class, you should be able to find another lab available for your use.

	Palumbo 2023	Palumbo 2248	Zurn 121	Zurn 130	Beyer 209	Library Cyber Café	Waldron Power Rm Lab
Mon	8am-9pm	8am-9pm	8am-9pm	8am-Midnite	8am-9pm	8am- Midnite	*7am-3am
Tue	8am-9pm	8am-9pm	8am-9pm	8am-Midnite	8am-9pm	8am- Midnite	*7am-3am
Wed	8am-9pm	8am-9pm	8am-9pm	8am-Midnite	8am-9pm	8am- Midnite	*7am-3am
Th	8am-9pm	8am-9pm	8am-9pm	8am-Midnite	8am-9pm	8am- Midnite	*7am-3am
Fri	8am-4:30pm	8am-4:30pm	8am-4:30pm	8am-4:30pm	8am-4:30pm	8am-9pm	7am-11pm
Sat	Noon-4:30pm	Noon-4:30pm	Noon-4:30pm	Noon-4:30pm	Noon-4:30pm	10am- 5:30pm	10am-1pm
Sun	Noon-9pm	8am-9pm	Noon-Midnite	Noon-Midnite	8am-9pm	12:30pm- Midnite	*11am-3am

(* Use doors across from the Courthouse on 6th Street in the early morning hours)

Logging on at a Gannon University computer:

- As directed on the screen, simultaneously hold down the “Ctrl”, “Alt” and “Delete” keys.
- Enter the “User name” you have been assigned (Example: cook027)
- Enter your “Password”.
 - For first time users, your password is the last four numbers of your social security # and the capitalized two initials of your first and last name (Example: 2222LC).
 - We recommend you change your password after the first time you log on. You will be required and prompted to change your password every 60 days. You can change your password when prompted or at any time on the Web Portal. (See page 8 for information on the Web Portal.)
- The “Log on to” field should be set at “LAKEERIE”. If it is set for “(. . . .this computer)”, change it to “LAKEERIE”.
- Click on “OK”.

[NOTE: If you are not successful in logging in, call the ITS Help Desk at 814-871-7501. The ITS Help Desk is staffed as follows:

- Monday – Thursday 8:00 a.m. – 9:00 p.m.
- Friday 8:00 a.m. – 4:30 p.m.
- Saturday 12:00 Noon – 9:00 p.m.
- Sunday 12:00 Noon – 9:00 p.m.

At other times, leave a message including your name and your Gannon “User Name”.]

- You will now see the Gannon Web Portal Access Page and behind it the desktop.
- **See the directions on page 8 for using the resources on the Gannon Web Portal.**
- Minimize the Web Portal so you can see the entire desktop. You now have access from the screen’s desktop to the following technology resources:
 - Microsoft Office – Word, Excel, PowerPoint, Publisher, Access
 - Printing to the printer in the lab where you are working
 - As a Gannon graduate student you are entitled to print 400 pages each semester.
 - During class your professor will have paper for the printer.
 - At other times, call the ITS Help Desk at 871-7501 if the printer has run out of paper.
 - If you are using a lab during hours when the ITS Help Desk is not staffed and printing is vital to the work you must accomplish, you may wish to consider bringing paper.
 - A USB port to which you may attach your flash drive.
 - Internet Explorer – for accessing Web-based resources, your non-Gannon e-mail accounts, and searching the Web

LOGGING ON to GANNON'S NETWORK USING YOUR COMPUTER with a WIRELESS CONNECTION:

Wireless networking using the 802.11b/g standard is available in and around all Gannon buildings.

Instructions for wireless setup and log in using the following operating systems are included in this guide and can be accessed at www.gannon.edu/wireless .

- Windows XP
- Windows Vista
- Mac OS X

When you have successfully followed those instructions you will be at a screen with fields for entering your “User name” and “Password”:

- Enter the “User name” you have been assigned (Example: cook027)
- Enter your “Password”.
 - For first time users, your password is the last four numbers of your social security # and the capitalized two initials of your first and last name (Example 2222LC).
 - We recommend you change your password after the first time you log on. You will be required and prompted to change your password every 60 days. You can change your password when prompted or at any time on the Web Portal. (See page 8 for information on the Web Portal.)
- The “Log on to” field should be set at “LAKEERIE”. If it is set for “(. . . .this computer”), change it to “LAKEERIE”.
- Click on “OK”.

[If you are not successful in connecting wirelessly or in logging in, call the ITS Help Desk at 814-871-7501. The Help Desk is staffed as follows:

- | | |
|---------------------|------------------------|
| ○ Monday – Thursday | 8:00 a.m. -- 9:00 p.m. |
| ○ Friday | 8:00 a.m. -- 4:30 p.m. |
| ○ Saturday | 12:00 Noon – 9:00 p.m. |
| ○ Sunday | 12:00 Noon – 9:00 p.m. |

At other times, leave a message including your name and “User Name”.]

- You will now see the Gannon Web Portal Access Page and behind it the desktop.
- **See the directions on page 8 for using the resources on the Gannon Web Portal.**

- Minimize the Web Portal so you can see the entire desktop. You now have access from the screen's desktop to the following technology resources:
 - Printing to the printer in the lab where you are working
 - As a Gannon graduate student you are entitled to print 400 pages each semester.
 - During class your professor will have paper for the printer.
 - At other times, call the ITS Help Desk at 871-7501 if the printer has run out of paper.
 - If you are using a lab during hours when the ITS Help Desk is not staffed and printing is vital to the work you must accomplish, you may wish to consider bringing paper.
 - Internet Explorer – for accessing Web-based resources, your non-Gannon e-mail accounts, and searching the Web

LOGGING ON to GANNON'S NETWORK via the WEB from an OFF-CAMPUS SITE

Remote access is available to Gannon's network for Gannon students via the Web:

- Connect to the Internet on the computer you are using.
- Enter this address as the URL: my.gannon.edu
- Hit the "Enter" key.
- On the "my Gannon" page:
 - Enter the "User name" you have been assigned (Example: cook027)
 - Enter your "Password".
 - For first time users, your password is the last four numbers of your social security # and the capitalized two initials of your first and last name (Example 2222LC).
 - We recommend you change your password after the first time you log on. You will be required and prompted to change your password every 60 days. You can change your password when prompted or at any time on the Web Portal. (See page 8 for information on the Web Portal.)
- Click on "Login".

[If you are not successful in logging in, call the ITS Help Desk at 814-871-7501. The Help Desk is staffed as follows:

- | | |
|---------------------|------------------------|
| ○ Monday – Thursday | 8:00 a.m. -- 9:00 p.m. |
| ○ Friday | 8:00 a.m. -- 4:30 p.m. |
| ○ Saturday | 12:00 Noon – 9:00 p.m. |
| ○ Sunday | 12:00 Noon – 9:00 p.m. |

At other times, leave a message including your name and "User Name".]

- You will now see the Gannon Web Portal Access Page.
- **See the directions on page 8 for using the resources on the Gannon Web Portal.**

RESOURCES on the GANNON WEB PORTAL

Using a computer in a Gannon computer lab, connecting via wireless using your own computer while at Gannon, or connecting to the Gannon network via the Web using a computer at an off-campus site, the previous instructions have taken you to the Gannon Web Portal Access Page.

Enter your “User Name” and “Password” as prompted and then click on “login.”

The following resources are now available for your use:

- Notice the button near the top of the page for “[change password](#)”. We recommend you change your password the first time you log on. You will be required and prompted to change your password every 60 days.
- Notice the “[ITS Help Desk](#)” button near the top of the page. You can click on this button and then follow the instructions to submit a work order requesting help with your use of Gannon’s technology resources, to report a problem, or to search for solutions to your problem.
- We recommend that you scroll down on this page and complete the “[Emergency Notification Setup](#)”.
- You can access your [Gannon E-mail account](#):
 - Click on the “Exchange Mail” tab
 - Choose the premium version.
 - Enter your Gannon e-mail address, which is your “User name@gannon.edu” (Example: cook027@gannon.edu)
 - Enter your “Password”.
 - Use this Outlook email account just as you use your home or school email account to send, receive, delete and save messages.
- If you are registered for graduate credit, you can use “[GUxpress](#)” to check your [grades](#) and to search and [register](#) for Gannon University courses. You can also view your [schedule](#), view your [transcript](#), and view and/or [pay your tuition bill](#).
- Under the “[Faculty Staff Resources](#)” tab, you might find the following links useful:
 - “Nash Library”
 - Under “PUBLICATIONS” click on “Department Webpages”. Here you can follow the “[Education Department](#)” and then “[Graduate Options](#)” links to details on Gannon’s many graduate programs for educators.

Under the “ANGEL-LMS” tab, you can log into ANGEL, Gannon’s learning management system.

- Some graduate course sections will use ANGEL extensively.
- For sections meeting face to face, your professor may ask you to use ANGEL for submitting assignments, accessing resources, or contributing to discussion forums between classes.
- You can also access ANGEL directly by entering “angel.gannon.edu” in the URL address line of your Internet browser.