

Information Technology Help

For IT help or questions:

- *Visit the IT website at*
- http://www.pacificoaks.edu/faculty_and_staff

Need further help?

- *Email:*
 - ⇒ helpdesk@pacificoaks.edu
- *Call the Helpdesk:*
 - ⇒ 626.529.8402 or
 - ⇒ 312.467.8600
- *Visit the Helpdesk:*
 - ⇒ 55 Eureka Street



⇒ Room 19

Remember to..

- ..Keep track of your passwords
- ..Make passwords the same on all accounts
- ..Reset your passwords on a regular schedule



Information Technology
55 Eureka Street, Room 19
Pasadena, CA 91103

Website: http://www.pacificoaks.edu/Faculty_and_Staff
E-mail: helpdesk@pacificoaks.edu
Phone: 626.529.8401 or 312.467.8600
Help Desk: Room 19 55 Eureka Street



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Information Technology



Accounts and Passwords

for
Faculty



Accounts and Passwords for FACULTY

At Pacific Oaks College, you will **work with different accounts.**

The accounts are for:

- 1) Email (**Outlook Exchange or Web Access**), Active Directory (**AD**), Library, Wireless
- 2) Faculty Portal (**Intuit/CampusVue**)
- 3) Online Learning Platform (**eCollege**)
- 4) Narrative Grades (same password as Intuit)

This brochure describes the uses of the different accounts and explains the passwords associated with them.

Most of these **accounts** can also be **accessed** through the **school's website**:

1. Click <http://www.pacificoaks.edu>



2. Click **FACULTY & STAFF** in the upper right hand corner

1) Email (Outlook), AD, Library, Wireless,

All these accounts use the same User ID and Password. You can use this User ID & Password to login to your own PC, and also a PC in a classroom or computer lab. You can logon to the Wireless and to the library database with your same computer username and password.

To log in to **webmail**: Click <https://mail.pacificoaks.edu>

To log in to **library database**: Click

<http://proxy.thechicagoschool.edu:2060/V/?func=meta-1>

2) Faculty Portal (Intuit/CampusVue)

Use this account to see your class lists and student information, your class schedule, submit grades to the Gradebook, and record attendance

Intuit– To log in:

1. Click <http://intuit.pacificoaks.edu>
2. Click [Faculty Portal Homepage](#)

To reset your ePortal password:

- Call the Helpdesk at 626.529.8401 OR
- 312.467.8600
- Email helpdesk@pacificoaks.edu

3) Online Learning Platform (eCollege)

Use this account to access online course materials and assignments for both online and blended course offerings.

eCollege – To log in, click <http://po.coursepass.org>

To reset your eCollege password:

- Call the eCollege Helpdesk at 800-767-0536 OR
- Email helpdesk@po.coursepass.org

4) Narrative Grades

Use this account to access online narrative grades. This should be the same username and password as Intuit. There is a link inside intuit or you can go directly to the site.

- Click <http://narratives.pacificoaks.edu>

PLEASE NOTE:

Passwords

If you change the password for one of these accounts, the other account password does not automatically change.

Change all passwords to be the same so they are easier to remember.

Best Practices for Passwords

- **Keep track of your passwords.** Keep your passwords in a secure place and don't share them with anyone.
- **Make passwords the same on all accounts.** To make your passwords easy to remember, use the same password for all your accounts.
- **Reset passwords on a regular schedule.** To maximize your computer system security, remember to reset passwords for all accounts on a regular basis. You won't need to worry about expiration dates on passwords (of course, at the most inopportune times) if you take time to do this.
- You can also change your password on Outlook Web Access (Webmail):
 1. Login to webmail
 2. Click **Options**
 3. Click **Change Password**
- **To reset your eCollege password:**
 - ⇒ Call the eCollege Helpdesk at 800-767-0536 OR
 - ⇒ Email helpdesk@po.coursepass.org