University of Tennessee Health Science Center
Welcome! Technology Orientation 2012

Please note the Acceptable Use Policy in the Computers & the Internet section of the CenterScope Student Handbook (http://www.uthsc.edu/centerscope/). It is important that you read and understand this policy. Please note that the use of computing resources is a privilege, not a right, and appropriate action will be taken if your use of information technology is deemed to be improper.

The following activities must be completed before using UTHSC Computing Resources.
All these activities involve using the web browser (Internet Explorer) on your computer.

Look up your NetID (your USERNAME for computing resources.)
1. Point your browser to http://www.uthsc.edu
2. Enter your name in the People Search to search for yourself.
3. Write down your NetID and default password (First 2 letters of your birth month; last 2 digits of your birth year; last 4 digits of your social security number. EX: Ma839999) (If you were a student at Knoxville, your login has changed to UTHSC) Keep this info in a safe place.
   - You will use this to access the student information system.

Log into Email – Outlook Web Access “Webmail”. Your email address is Your NetID@uthsc.edu
1. Go to http://exchange.uthsc.edu or link from the UTHSC homepage ‘Webmail’.
2. At the login screen, enter your NetID (username) and your default exchange password (First 2 letters of your birth month - 1st letter capitalized; last 2 digits of your birth year; last 4 digits of your social security number. EX: Ma839999)
3. Send an email to Dr. William Brescia
   A. Click on the New icon
   B. Click in the To: box and type: bbrescia@uthsc.edu
   C. Click In the Subject: box and type: This is an email from (your name)
   D. Type a brief message in the body of the email telling me what you like most about orientation.
   E. Click the Send icon

Get Into Banner
1. Go to the UTHSC homepage: www.uthsc.edu
2. Go to the Banner link on the top menu and then click on the first link "Self-Service Login"
3. Login in with your UTHSC Net ID and password
4. Click the "Student" link
5. There are several links in the Student Menu:
   a. Admissions, Registration, Student Records, Student and UTHSC Blackboard
6. You may also click the “Personal Information” tab at the top of the screen
7. Exit out of Banner and close the Browser.

Log into Blackboard.
1. Go to: http://courses.uthsc.edu, or link from the UTHSC homepage
   - Click on the Login here button to the right or the "Login to UTHSC Blackboard" link at the left.
2. Enter your NetID as your username and your default NetID password.
3. Click Login. You should be at the Blackboard portal.
4. Under My Courses, click on “M1 Orientation Course”. Read the brief announcement and follow the instructions.
5. When finished, logout of Blackboard.

View the M1 Class Calendar
1. In OWA (your UTHSC email client), click the Public Folder button from the navigation buttons
2. Click the + sign next to the UTHSC Folder to navigate to the Medicine folder
3. Click the + sign next to Medicine and then next to Students-Faculty
4. Click the 2014 Class calendar button.
5. Log out of the email system when finished. You may go to https://exchange.uthsc.edu/myaccount/ for account information, check quota, mail forwarding, change your password, and other information.
Other things to do (later)

1) Check out the College of Medicine Student Website OLSEN - Only Link Students Ever Need
   http://www.uthsc.edu/Medicine/OLSEN/

2) Access Exam Scheduling System from the OLSEN site click “Exam Signup M1”
   During your fall term (August through December), you will have six online exams. In order to
take those exams, you have to make reservations in either GEB B107, GEB C109 or the
Pharmacy Testing Lab. For the first two exams there are two seatings all other tests are given
at the same time but you can select the lab where you wish to take it. Tests are timed. You
can only reserve the number of seating’s that you need (i.e., one seating per exam).
Reserving more than your allotted number during an exam is an Honor Code violation.

To reserve your seating, simply go to the College of Medicine OLSEN website
http://www.uthsc.edu/Medicine/OLSEN/ click on “Exam Signup M1”. You should see the
following screen.

Enter your NetID and NetID password. You should be able to schedule for any of the
available spaces.

3) Make sure you see all of your M1 course sites on Blackboard. You should see Structural
   Basis of Normal Body Function [COM 1011], Molecular Basis of Normal Body Function [COM
   2012], and Principles of Clinical Medicine [COM 1041]. If you do not see those, please contact
   Dr. Brescia, bbrescia@uthsc.edu.

✓ Password Management Information http://www.uthsc.edu/passwordmgmt/
✓ Questions? Contact the UTHSC HelpDesk at 448-2222 or helpdesk@uthsc.edu
✓ Blackboard Questions? First try to find an answer on the Blackboard help pages:
   http://courses.uthsc.edu/kb.php. If you have an idea to improve the bb help please send them
   your suggestion. If necessary, next contact your instructor. Then contact Keisha Z. Houston
   (Blackboard Support Specialist) at 448-1927 or bb@uthsc.edu. For a brief presentation about
   how to use Blackboard go to the ‘College of Medicine Class of 2015’ course and click on Course
   information. The link there will take you to a recorded lecture.
✓
✓ The Open Access Labs are GEB B110 and SAC 314. Except for occasional closings, labs are
   available 24x7. You must use your UT ID card to enter this lab.