SBU Technology Services!





Computer Labs

Friedsam Library Instructional Lab Friedsam Library Main Lab Murphy Professional Building RM 104 Plassman Hall Annex Lab Walsh RM 104 Plassmann Lounge Plassmann 205

> Dormitory Business Centers Robinson Hall 128 Falconio Hall 126 Francis Hall 123

Technology Services St. Bonaventure University Helpdesk: (716) 375-7600

<u>Email: helpdesk@sbu.edu</u>

<u>Hours</u>: Monday – Friday 8:00am- 8:00pm (during the academic semesters)

Welcome to Technology Services at St. Bonaventure University!

Technology Services provides technology support to all members of the campus community! Scroll down to find out more about what Technology Services has to offer.

Helpdesk

The SBU Helpdesk is here to help answer your technology related questions. We provide student account assistance, virus and spyware removal, help connecting your smartphone to the SBU network and provide support with laptops and tablets. We will not do hardware repairs.

Our office is located on the main level of the library building.

Online Services

<u>SBU Accounts</u>: As a new St. Bonaventure University student, your user ID (username) and password provides you with access to your SBU email account, My SBU, Moodle and more. Your SBU ID gives you access to your personal information - keep it safe.

<u>My SBU:</u> St. Bonaventure's web portal. This secure site allows you to access your email, register for classes, view your transcript, fill out time sheets, and more. You will find many useful links and tools available to you on this site.

Check out the <u>Tech Assistance page</u> for more help & information!

TECH ASSISTANCE

SBU Technology Services!

<u>SBU email:</u> Your St. Bonaventure email account will be used for all official communications from various campus offices and faculty.

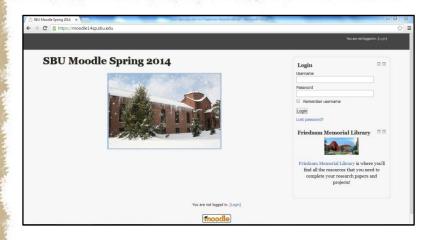
Mailbox Features:

- 50 GB of mailbox space!
- 20MB attachment size limit
- Access email, contacts and your calendar from your smart phone
- You can keep your Bonaventure mailbox when you graduate!
- Share your calendar with coworkers, colleagues, family or friends.
- OneDrive (Previously SkyDrive)-Your own free online storage!

About OneDrive:

- Accessed through <u>https://onedrive.live.com/about/en-us/</u> with SBU email and password
- 25 GB of free, password-protected online storage
- Access with virtually any Web-enabled computer or mobile device
- Drag and drop files from your computer to the web
- Newsfeed- Start or follow a newsfeed, blog or conversation with people you know.
- "Shared folders" option if working on a project with classmates or coworkers
- Download the free App and access or upload documents and pictures anytime, anywhere!

Visit the Tech Services page on our website <u>here!</u>



Moodle

St. Bonaventure University's web-based learning management system is used by many of our instructors to provide syllabi, course materials, grades, and other course related documents and activities to you in a secure online environment. The new drag and drop feature makes it easier to upload assignments.

Go to <u>my.sbu.edu</u> and find Moodle under the academics tab!

Printing Policy

Each student is given 500 sheets of printing paper each semester. When you print to one of our computer labs, your pages automatically get deducted. Unused paper will roll over from the fall semester to spring semester. If you ever need to add anymore printing pages to your account you can do so at my.sbu.edu.

**Print from your personal computer on campus! This service is available on my.sbu under the "Student Services" and then "Student Printing" section.