WATSON’S FALL FYI

FORGOT YOUR BLACKBOARD PASSWORD?

Did you know you can retrieve your Blackboard Password by clicking the “Forgot Your Password” link on the main page?

From there, Blackboard will request certain information that will prompt a temporary password be sent to your active Bloomfield e-mail address.

ACCESSING WEBAVISOR

NOTE: Please access WebMail before logging into WebAdvisor.

1) To access WebAdvisor, please visit http://webadvisor.bloomfield.edu.

2) Click “I’m New To WebAdvisor” in the bottom right hand corner of the screen. Click “OK” on the next screen.

3) Enter your Last Name and either your Student/Employee ID number.

4) Your Username will be displayed to the left and a drop down menu with your Bloomfield email listed to the right. Select the Bloomfield email in the drop down menu and Click “Submit”. Hint: WebAdvisor login usernames are the same as the Campus Computers and Blackboard.

5) Open a New Tab and follow steps to log in to Webmail. A new email from WAAdmin will be in your inbox.

6) The email will have a temporary password to log into WebAdvisor. Temporary passwords will be a series of letters and numbers with a period at the end and must be entered exactly as displayed.

7) Copy this temporary password but DO NOT copy the period at the end.

8) Go back to http://webadvisor.bloomfield.edu and on the top right hand corner, click “Login”.

9) Enter the username and paste the password in the password field and Click Submit. The system will prompt a password change of your choice.

BLOOMFIELD COLLEGE

THE OFFICE OF INFORMATION TECHNOLOGY
185 Liberty Street
HELPDESK@bloomfield.edu
Tel: (973) 748 9000 Ext: 1224
Fax: (973) 748 3682

HELP DESK HOURS

MONDAY 8:00 AM - 8:30 PM
TUESDAY 8:00 AM - 8:30 PM
WEDNESDAY 8:00 AM - 8:30 PM
THURSDAY 8:00 AM - 8:30 PM
FRIDAY 8:00 AM - 4:00 PM
SATURDAY CLOSED
SUNDAY CLOSED

ID CENTER HOURS

MONDAY 11:00 AM - 6:00 PM
TUESDAY 11:00 AM - 4:00 PM
WEDNESDAY 11:00 AM - 4:00 PM
THURSDAY 11:00 AM - 4:00 PM
FRIDAY 11:00 AM - 3:00 PM
SATURDAY CLOSED
SUNDAY CLOSED

The BC Pass can be taken off-hours by special appointment ONLY!

Please give 24 hours notice.
To make an appointment, please call of email Help Desk.
GOODBYE OUTLOOK, HELLO GMAIL!
It’s time for a more committed e-mail service.

Converting your email service from Microsoft Outlook to Gmail?

If so, there are many benefits to making the switch to Gmail and Help Desk is here to help!

Click the links below for helpful tips & tricks that will help the transition run more smoothly.

http://learn.googleapps.com/gmail

https://support.gmail.com/mail/?hn=en
FACULTY AND STAFF TRAINING SESSIONS
Presented by The Office of Information Technology

MASTERING MULTIMEDIA

Friday, March 27
Time: 12 pm - 1:30 pm  Room: COHL 240

Mastering Multimedia is an open forum and Q&A Session offering a general overview of multimedia equipment, Skype, and digitizing basics in the classroom.
PRINT RELEASE STATION NOW AVAILABLE IN LIBRARY ROOM 108!

The Office of Information Technology is happy to announce the addition of a Print Release Station in Library Room 108, allowing users to print, copy, and scan in black & white or color!

A valid Bloomfield College ID (BC PASS) card and a PaperCut account is required for access.

Registered students have automatic access; Faculty and staff who wish to take advantage of this multifunctional device, please contact the Help Desk at HelpDesk@bloomfield.edu for more information.
FACULTY AND STAFF TRAINING SESSIONS

WHAT’S UP, DOCS? is an open forum and Q&A Session discusses the functionality and features of Google Docs.

Friday, March 20 in College Hall 136
Time: 2 pm - 4 pm

CRUIS’N WITH GOOGLE DRIVE is an open forum and Q&A Session discussing Google Drive and what features the service offers.

Friday, March 27 in College Hall 136
Time: 2 pm - 4 pm
Though BC Bucks and BC Flex are accessed by your BC Pass Card & presentation of the BC Pass Card is required to access Schweitzer Cafeteria for all meals, only resident students have a BC Flex account. BC Flex allows resident students to purchase food at the Liberty Street Pizza & Grill ONLY.

BC Bucks is a pre-paid spending account offering a safe and convenient way for all students and staff to make purchases on and around campus. The card is designed to eliminate the need to carry cash.

Students, faculty, and staff must register the BC Pass and add value to their BC Bucks account before using it for purchases. The value in BC Bucks rolls over from semester to semester and from year to year. This feature is open to anyone with a valid and active BC Pass card.

To Register the BC Pass Card:
https://bcpass.campuscardcenter.com/ch/login.html

For more information, Please visit:
http://www.bloomfield.edu/student-life/bcpass/faq
The BC Pass can also be taken off-hours by special appointment.

We ask that requests be submitted within 24 hours notice.

To make an appointment, please call or email us at HELPDESK@bloomfield.edu

Replacement ID for Students, Faculty and Staff (i.e. damaged, lost, stolen) require the following ID:

Receipt from Bursar's Office showing $10 payment for the cost of the replacement BC Pass ID Card and One (1) piece of government issued photo ID such as those indicated above.

-or-

Receipt from Bursar's Office showing $10 payment for the cost of the replacement BC Pass ID Card and TWO (2) pieces of ID from the following list:

- High School ID
- Employer ID or other college ID
- Bloomfield College bill addressed to home
- Credit Card
- ATM Card
- Official birth certificate
- Official marriage license
- Official social security card
- Bank Statement or record
- Health or Dental Insurance Card or Prescription Card

Students, Faculty and Staff Obtaining a BC Pass ID Card for the first time MUST show One (1) piece of Government Issued Photo ID such as:

United States issued driver's license
Passport (any country)
Alien Registration Card
State ID
Military ID
Non-Driver ID

[http://www.state.nj.us/mvc/Licenses/NonDriverID.htm]
Faculty and Staff...

Need Help Backing Up Computer Data?
The Office of Information Technology can HELP!

For more information, please contact the Help Desk!
HELPDESK@bloomfield.edu
remind101

A safe way for teachers to text message students and stay in touch. Free.

All phone numbers are kept private
Schedule texts to be sent at a later date
Messages are one-way, so students & parents cannot reply

For more information, visit Remind101.com