COMPUTER USER GUIDE

W / Z d   W K Z d _

Table o(} v š   v š •

The purpose of this agreement is to outline user responsibilities in the legal and ethical use of Whitworth's computers in order to maintain confidentiality of data, files, computers and networks as well as to protect the proprietary rights of third parties and of the university.

All users have the responsibility to do the following things:

- Check their Whitworth email accounts regularly for messages from the university.
- Participate in assuring legal and ethical use of university computers and user accounts.
- Install and use the university-provided antivirus software program (the university help desk can recommend free versions available for use) on personal computers connected to the university network.
- Abide by the Whitworth computer policy approved by the president's cabinet. Copies are available in computing services, in the student life office and on the Whitworth website.

Computing and related technology is provided by the university for legitimate applications directly related to a student's academic and/or professional work, to allow students, faculty and staff to conduct academic research or university-related business, and for communication related to classes and class assignments. Inappropriate uses of this technology include behaviors that:

- impede its intended purpose;
- intentionally block or overload the system or prevent its use by others;
- are solely or mainly for commercial gain;
- are threatening or harassing in nature;
- are destructive or disruptive of educational or community life.

Whitworth's policy regarding appropriate use of technology prohibits the downloading or viewing of pornographic material other than for legitimate academic purposes. The university operates a filter on the campus network in order to restrict Internet access to pornographic material. The filter applies to all faculty, staff and student computer users on campus. (Exceptions can be found in the full Internet filter policy on the university website.) Public terminals in the library (including computer labs) are unfiltered in the interest of assuring full acc

There are several computer-based resources you will need to use as a Whitworth student: Pirate Port, DUO Security, Password Manager, Self-Service, Email, and o l } Œ X

^ µ u u Œ Ç } (} b-%a s e di res 6Eurces:

1. W] Œ š se P i l ats p K o t é s l/P b wr eb 1 2o .8t a(l)c) pT]u ta iio iW i(d)8.7 (t)-4.3 (w)4 (o)-6.9 (r)0.8 (tc(a)7 (

í XW] Œ š   W } Œ š

Pirate Port is Whitworth's information portal that allows you to access all campus systems, campus announcements and events, and your important student information such as your class schedule, financial aid offer letter and billing information at any time from any computer with internet access.
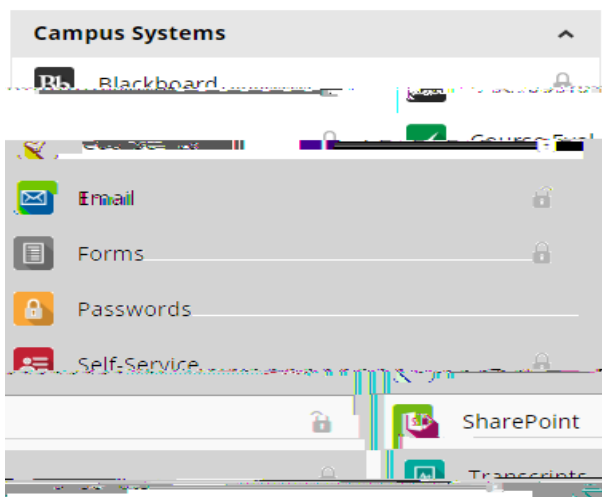
** We recommend logging in as soon as you arrive at the Pirate Port site, as it will tailor the page to you and will act as your single sign to other campus systems located within Pirate Port.

h •] v P   W] Œ š   W } Œ š W

1. Go to www.whitworth.edu

2. Click on Pirate Port in the menu at the top of the screen.

3.   o] l } v šZ   ^ > } P. / v _   µ š š } v

4. Enter your

Blackboard is a learning management system for syllabi, assignments, discussion boards, and grades.

Course Evaluation is used at the end of each course to provide helpful feedback to instructors.

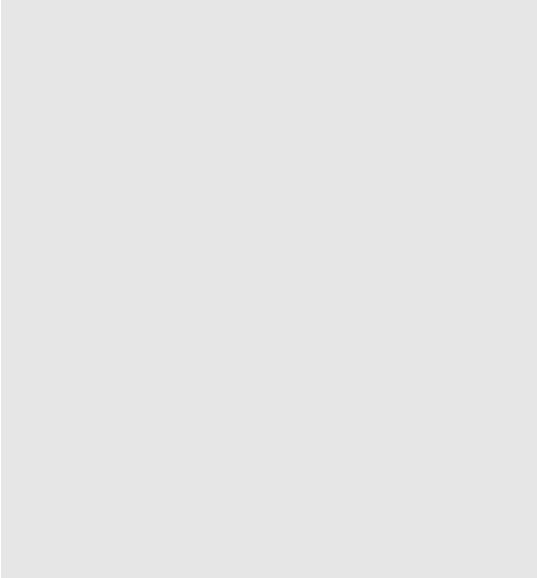Click here to go directly to your Whitworth Email Account.

Click here to reset your password.
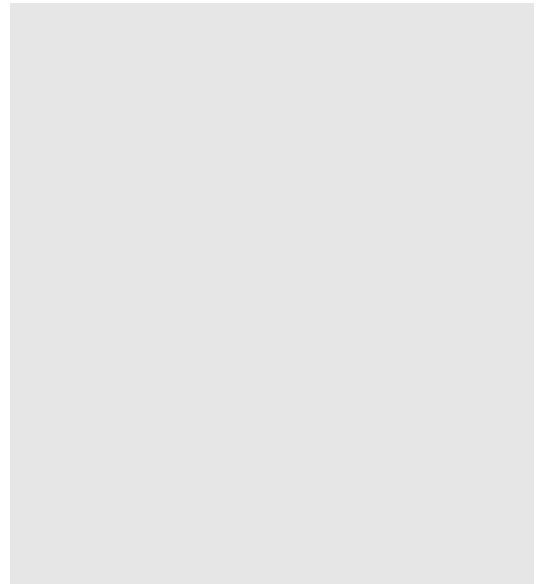
Self-Service is used to view your class schedule

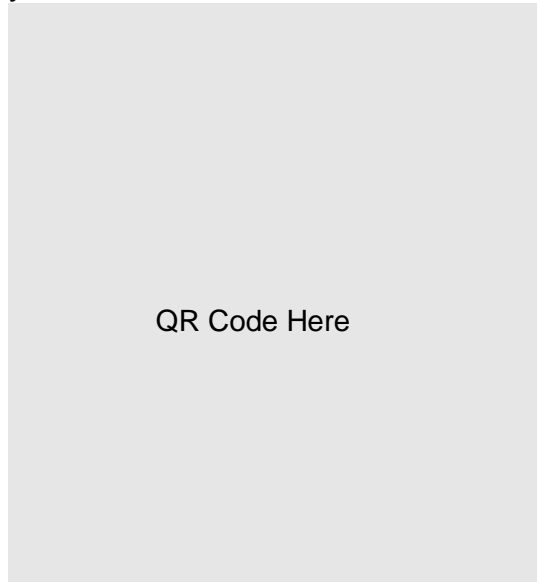5) Enter in your cell number, check the box to verify, then click Continue

6) Verify the OS of your phone

7) Install the DUO Mobile app on you smartphone, then proceed.

8) A QR code will show up that you ca scan into the app. Open the app on your phone to scan. The code should automatically be detected, scan in, then you click Continue.

QR Code Here

9) Finally,you

ï XW •• Á } Œ   D v P Œ

The ManageEngine AD SelfService Password Manager

6. Click "Start setup" to add your DUO
   Multifactor Authentication to your Password
   Reset account.
   Progress through the subsequent steps to link
   your DUO with your password manager.

Z v]Rv R̦ } µ Œ ‰ :• • Á } Œ

After utilizing your temporary password to <0102>6.2 33 (i(o)1.9 ((i)7.7 (a)71 (r)0.8 (e)-0.9 (s

4 X^ o⁀(- Œ À]

Self-Service is the university's most robust campus system. It is where you will locate your class schedule, check final grades, view your program evaluation, download unofficial transcripts, apply for graduation, view financial information, and more!

h •] v P -S Œ(À] W

1. In your Pirate Port, click on the Self-Service link under the Campus Systems menu.

2. er1i(o)-3c f 5n6tTJ

2. z } µ Á] o o] Œ š š } ‰ Poptiõz.s š P] À • Ç } µ two
   First is ^ s] Á z } µ Œ W Œ } P Œ u   À o µ š] } v _ Á Z] Z P] À • Ç } µ
   and which classes you will have to complete in order to finish your degree.
   Second is "Plan your Degree & Register for Classes." This is where you see your

a) Print view: Click on the "Print" icon to see the courses listed with details. The courses will be listed in order by course number.

b)

ñ X u   ] o

As a Whitworth student, you receive a free lifetime Whitworth Office 365 Outlook web access account through Whitworth. Please check your email regularly, as it is the official means of communication between Whitworth and its students.

1. In your Pirate Port, click on the Email link.
2. Enter your username, password and then click Logon.
3. z } µ Œ • Œ   v •Z } µ o   o } } l •] u] o   Œ   š } šZ   } v   o } Á X
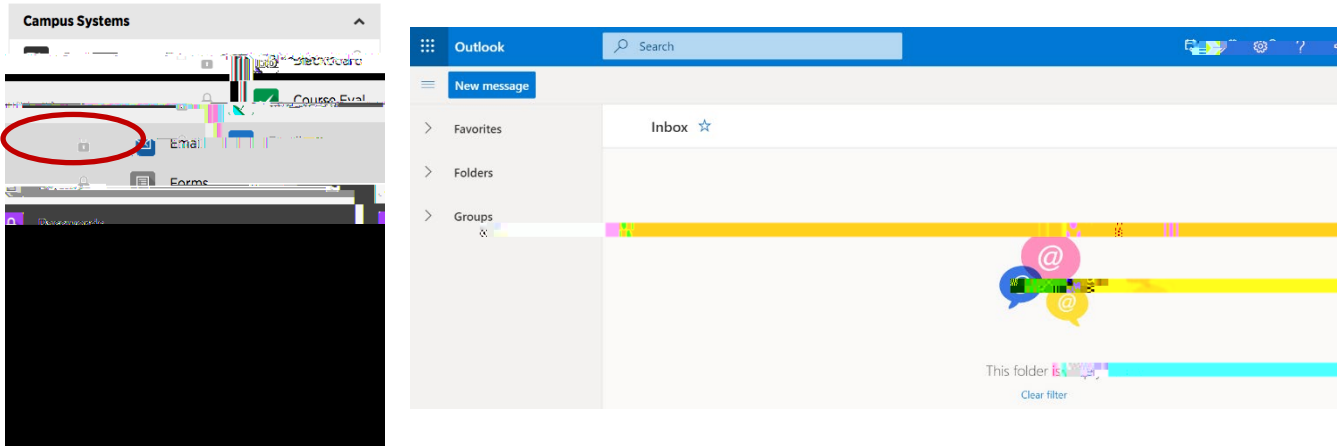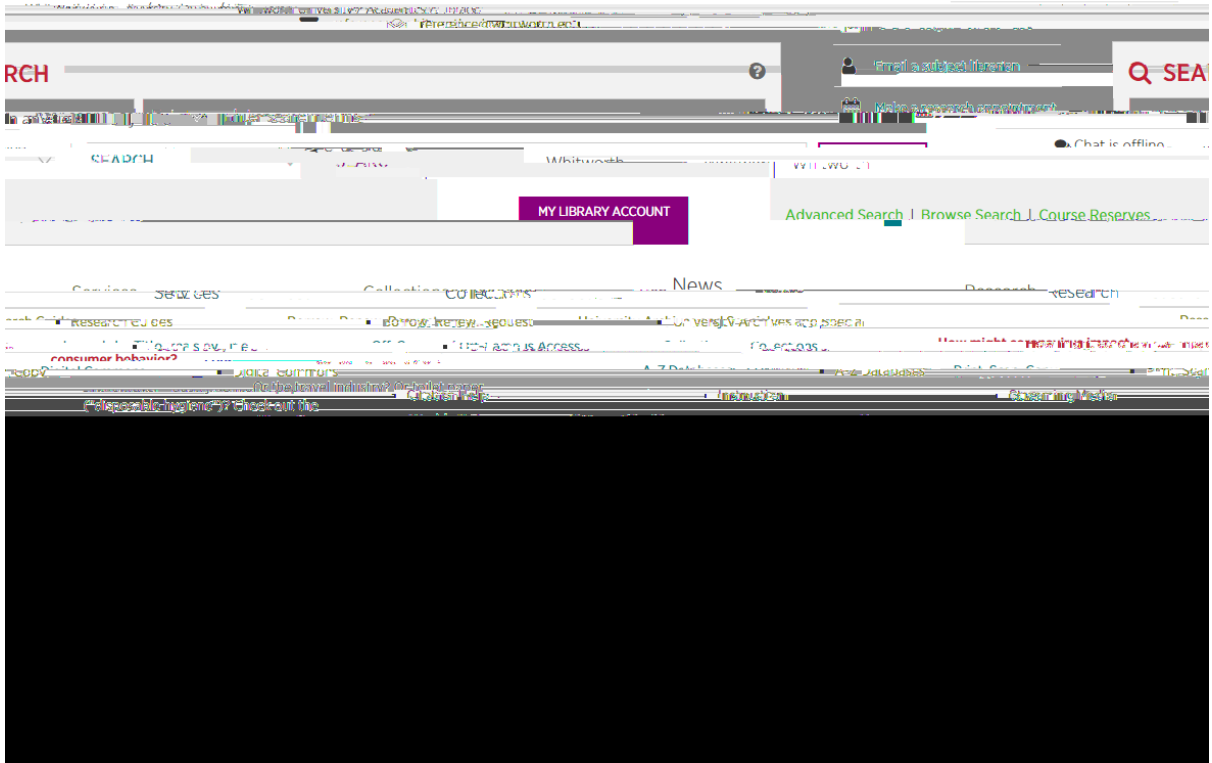

4. In addition to your email account, you can also access and download Microsoft Office programs by clicking on the icon in the top left-hand corner of the screen.

o Blackboard (Bb)

1. Start your research on the library website https://libguides.whitworth.edu/main

} } I • U   } } I • U   v   Œ š]

Use the search box on the library's main page. Use the drop-down menus to search by keyword, title, or author or to search for only books or only articles.

W Œ] u Œ Ç • } µ Œ • U Œ (Œ v } } I • U v Œ š] o š • •

Use the Research Guides to find resources by subject: primary sources, encyclopedias, and subject article databases.

/ v š Œ o] Œ Œ Ç > } v

Can't find your book or article in our o] Œ Œ Ç M h v Œ } Œ Œ } Á U find a form to request an article from another library.

Need Help?

"How do I…" has instructions and information on library research. Or get help from a Librarian: call, email, or visit the library.

2. Login using your Whitworth username and password (NOTE: this is the same login you use to access your email or Pirate Port).

3. K((u‰µ•U ÁZ v Ç}µ •• }}I• }Œ š it, you will š Z
   see this EZProxy popup:

4. (š Œ Ç}µ vš Œ Ç}µŒ]v(}Œu š]}vU Ç}µ Á]oo ‰Œ}

5. z}µ •Z}µo }voÇ Zy}µr information one time per session. If you turn off
   your computer or it is inactive for a while, you'll need to log in again. Occasionally,
   when users return to a database after being inactive, EZProxy will not allow them to log
   in. If this happens, try these solutions:

   o Use a different browser than you used on your previous session
   o Clear the cache of your browser

/(U (š Œ šŒÇ]vP šZ• •}oµš]}v•U Ç}µ Œ •š]oo µv o š
the Help Desk at 509.777.3911 or helpdesk@whitworth.edu