1. Log onto the Loyola network using the UVID and password indicated in your UVID letter. You will be prompted to reset your password. Be sure to follow the detailed password requirements when selecting a new password:
   - No special characters (@, #, etc.), only alphanumeric
   - Maximum 8-12 characters long
   - At least 2 alpha and 2 number characters
   - Include at least one capital letter
   - Do not use a password that you have previously used at LUC. Your new password must differ by at least 1 character from all previous LUC passwords.

2. Watch the orientation video:
   a. Once you have changed your password, and logged onto the computer, click on the Orientation 2015.wmv file that is loaded on the desktop of your computer. You will need headphones to hear the audio. This short video provides an overview of the resources available at SSOM. Please watch this video before continuing on with the rest of this packet.

   When you click to open the video, a Windows Media Player click through may open. Click the recommended settings option to continue.

   Once you have completed the video, please continue on with the rest of this checklist to ensure that your ID is properly synced through the applications.
3. Log into myLUMEN and complete the Informatics Survey:
   a. Open any browser - myLUMEN is set as the homepage:

   ![myLUMEN login page]

   Log into myLUMEN using your UVID and the new password that you just reset.

   b. Select the ‘here’ link to open the Informatics Survey:

   ![Informatics Survey link]

   ![Informatics Survey page]
Use the mouse to select the appropriate answer for each question. After you have completed the last question, press the “Submit Form” button to complete the survey.

Once you have completed the survey, take some time to navigate through myLUMEN and familiarize yourself with some of the options.

4. Log into Moodle:
   a. While logged into myLUMEN, click on myWeb Forum:

   ![Click on Molecular Cell Biology and Genetics (MCBG)]
5. Log into Moodle using your UVID and password:

![SSOM Moodle login page]

6. Click Enrol Me on the resulting window:

![Molecular Cell Biology & Genetics enrolment options]

You are now enrolled in the online discussion forum for the MCBG course. Repeat steps 4-6 for the Student Technology Questions forum.
7. Log into Loyola Outlook (E-mail) to check your account.

   a. Double click the Outlook Icon on the desktop:

   ![Outlook Icon on Desktop](image)

   b. Enter your UVID in the User name field, and your new Password (as set above):

   ![Outlook Web App](image)

   c. Click Log On. Your Outlook inbox will open.

   ![Outlook Inbox](image)
8. Navigate to your U: personal networked server drive storage:
   a. Your U: drive is a folder that has been created for you on an internal server. This drive should act as a storage location for your documents. It provides 5 GB of storage space which can be accessed by you only when logged into a computer on campus. To access your U: drive, double click on the Computer icon on the desktop of the computer and click the drive that has your username on medlabnt:

   ![Computer Desktop with U: Drive]

   b. Your drive space will open. You can access your documents in this space from any student computer that you log into on campus:

   ![U: Drive Contents]