

1. **Log onto the Loyola network using the UVID and password you set up when you received access to LOCUS.**

2. **Sync Passwords**

The University (LUC) and medical center (LUMC) have different password policies, but you will need access to resources on both sides. To address this, you will need to sync your LUC password with your LUMC password.

VERY IMPORTANT: To sync properly, you need to make sure that the password you have already set and used (for LOCUS, Outlook, etc.) matches the following LUMC password policies

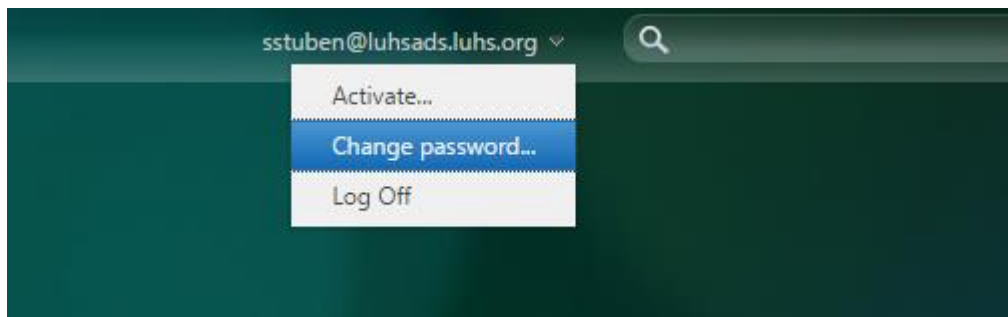
- Password must be 8-12 characters long
- At least 1 capital letter
- At least 2 letters and 2 numbers
- NO special characters (!, @, #, etc.)

*****Does your current password meet these criteria?*****

If Yes:

If your current password meets the criteria above, then you need to change your LUMC password to match your LUC password. Type in apps.luhhs.org into the address bar of a browser, and hit enter.

1. Change your LUHS system (LUHSADS) password to **match the new one you just set for LUC** by logging on to the LUHS Remote Access page (apps.luhhs.org). To login, enter your username; your default password for LUHS has been set to {**First Initial First Name Caps, First Initial Last Name Lowercase, First 6 SSN**}. Leave the default domain LUHSADS:
2. Click **Log On** in the lower right-hand corner.
3. In the upper right-hand corner of the CitrixReceiver home page, click the arrow next to your logon ID to access the 'Change password' option:



4. Enter your old password, and the new password you just set for LUC:

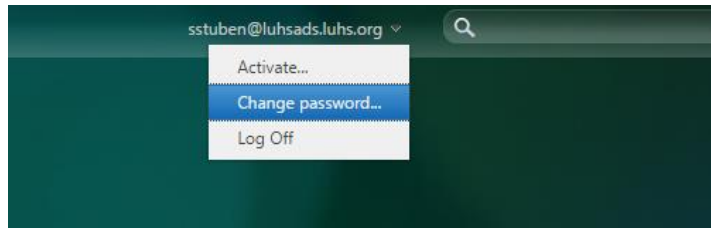
If No:

You must first reset your LUC password, and then set your LUHS password to match:

1. Use the LUC Loyola Password Self Service site to reset your password using the guidelines listed above: <https://lpss.luc.edu/SelfService/>.
2. Change your LUHS system (LUHSADS) password to **match the new one you just set for LUC** by logging on to the LUHS Remote Access page (apps.luhhs.org). To login, enter your username; your default password for LUHS has been set to {**First Initial First Name Caps, First Initial Last Name Lowercase, First 6 SSN**}. Leave the default domain LUHSADS.

In Lab Orientation
Checklist
July, 2016

3. Click **Log On** in the lower right-hand corner.
4. In the upper right-hand corner of the CitrixReceiver home page, click the arrow next to your logon ID to access the 'Change password' option:



5. Enter your old password, and the new password you just set for LUC:

A screenshot of a 'Change Password' dialog box. It contains four input fields: 'User name:' with the value 'ahoyt@luhsads.luhs.org', 'Old password:', 'New password:', and 'Confirm password:'. At the bottom are 'OK' and 'Cancel' buttons.

- a. After you change your password, you should be able to logoff and then logon to the LUHS Remote page above with your new LUC password.

3. 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.

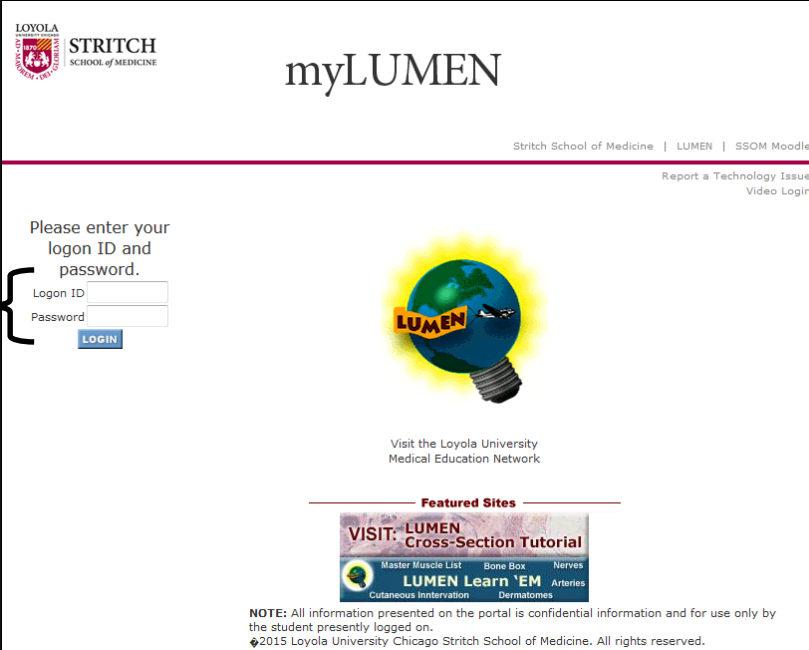
Once you have completed the video, please continue on with the rest of this checklist to ensure that your ID is properly synced through the applications.

In Lab Orientation
Checklist
July, 2016

4. Log into myLUMEN and complete the Informatics Survey:

- a. Open any browser - myLUMEN is set as the homepage:

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



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myLUMEN

Stritch School of Medicine | LUMEN | SSOM Moodle

Report a Technology Issue
Video Login

Please enter your logon ID and password.

Ligon ID

Password

[LOGIN](#)

Visit the Loyola University Medical Education Network

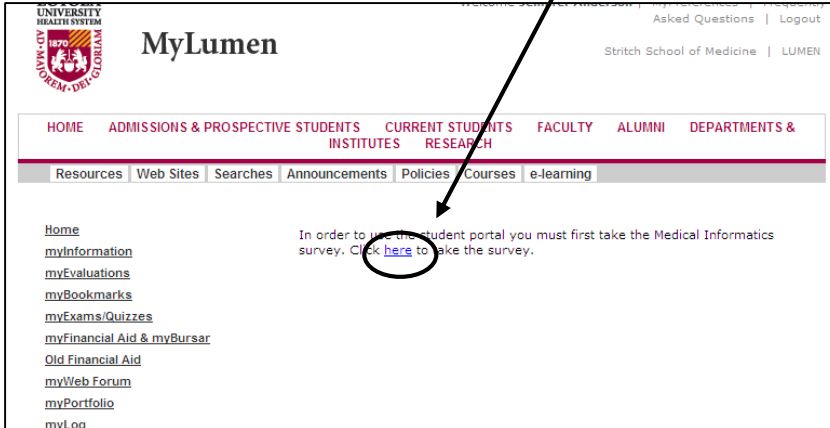
Featured Sites

VISIT: LUMEN Cross-Section Tutorial

Master Muscle List Bone Box Nerves
LUMEN Learn 'EM
Cutaneous Intervention Arteries Dermatomes

NOTE: All information presented on the portal is confidential information and for use only by the student presently logged on.
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- b. Select the 'here' link to open the Informatics Survey:



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MyLumen

Stritch School of Medicine | LUMEN

Asked Questions | Logout

HOME ADMISSIONS & PROSPECTIVE STUDENTS CURRENT STUDENTS FACULTY ALUMNI DEPARTMENTS & INSTITUTES RESEARCH

Resources Web Sites Searches Announcements Policies Courses e-learning

Home
[myInformation](#)
[myEvaluations](#)
[myBookmarks](#)
[myExams/Quizzes](#)
[myFinancial Aid & myBursar](#)
[Old Financial Aid](#)
[myWeb Forum](#)
[myPortfolio](#)
[myLog](#)

In order to use the student portal you must first take the Medical Informatics survey. Click [here](#) to take the survey.

In Lab Orientation Checklist July, 2016

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.

The screenshot shows the myLUMEN survey interface. At the top, there's a header with the Stritch School of Medicine logo and the text 'myLUMEN'. Below the header, there's a navigation bar with links: Resources, Web Sites, Policies, Courses, and e-learning. The main content area contains a survey with several questions. Question 1 asks 'Do you own a computer?' with radio button options: None, PC, Mac, and Both. Question 2 asks 'Which of the following do you have (check all that apply):' with checkboxes for Desktop, Laptop, and Tablet (iPad, Galaxy, etc.). Question 3 asks 'Do you have an iPad?' with radio button options: Yes and No. Question 4 asks 'Which of the following handheld wireless (wifi) devices do you own (check all that apply):' with checkboxes for Laptop, Smart Phone, and Tablet (iPad, Galaxy, etc.). Question 5 asks 'Which of the following do you intend to bring to class daily (check all that apply):' with checkboxes for Laptop, Smart Phone, and Tablet (iPad, Galaxy, etc.). Question 6 asks 'How likely would you be to use video taped lectures? (5 - very likely, 1 - very unlikely)' with radio button options: 1, 2, 3, 4, 5. Question 7 asks 'Rate the level of educational technology at your undergraduate school (5 - very high, 1 - very low)' with radio button options: 1, 2, 3, 4, 5. Question 8 asks 'Rate your skill level in the following areas (5 - very high, 1 - very low)' with radio button options: 1, 2, 3, 4, 5. On the left side of the survey, there's a sidebar with links: Home, myAdvisor, myInformation, myEvaluations, myBookmarks, myExams/Quizzes, myFinancial Aid & myBursar, myWeb Forum, myPortfolio, myLog, myEquipment, Request a Tutor, PCM Session Feedback Form, MSPR (Dean's Letter), Observership/Shadowing, Student Affairs Presentations, and Current Courses. The 'myWeb Forum' link is circled in red.

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

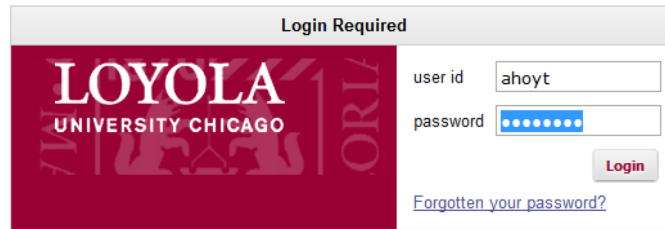
5. Log into Sakai:

- While logged into myLUMEN, click on myWeb Forum:

The screenshot shows the myLUMEN website. At the top, there's a header with the Loyola University Chicago Stritch School of Medicine logo and the text 'myLUMEN'. Below the header, there's a navigation bar with links: Resources, Web Sites, Policies, Courses, and e-learning. The main content area is titled 'WEB FORUM' and contains a 'General' section with a link to 'Student Technology Questions' and a 'Courses' section with links to 'Host Defense' and 'Molecular Cell Biology and Genetics (MCBG)'. A note at the bottom states: 'NOTE: All information presented on the portal is confidential information and for use received this page in error and have not logged on please log out and log in. Always'. The copyright notice at the bottom reads: '©2016 Loyola University Chicago Stritch School of Medicine'. On the left side of the page, there's a sidebar with links: Home, myAdvisor, myInformation, myEvaluations, myBookmarks, myExams/Quizzes, myFinancial Aid & myBursar, myWeb Forum, myPortfolio, myLog, myEquipment, Request a Tutor, PCM Session Feedback Form, and Current Courses. The 'myWeb Forum' link is circled in red. A callout box with an arrow pointing to the 'Molecular Cell Biology and Genetics (MCBG)' link in the 'Courses' section contains the text: 'Click on Molecular Cell Biology and Genetics (MCBG)'.

- Log into the MCBG Sakai discussion board using your UVID and password:

In Lab Orientation
Checklist
July, 2016

A screenshot of a web login page for Loyola University Chicago. The page has a maroon header with the university's name and logo. Below the header, there is a 'Login Required' section. It contains a 'user id' field with the text 'ahoyt' and a 'password' field with blue dots. To the right of the password field is a 'Login' button. Below the password field is a link that says 'Forgotten your password?'.

Login Required

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user id

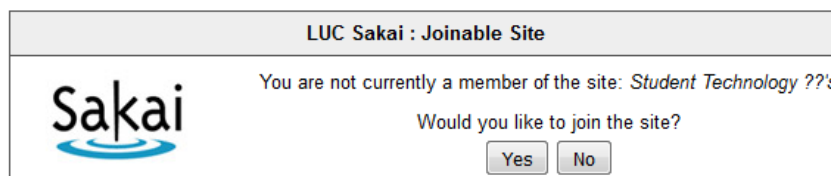
password

[Forgotten your password?](#)

[Login](#)

You should now be logged into the web board and see the list of discussion if you click on Forums.

7. From the myWeb Forum page in myLUMEN (see step 6), click on Student Technology Questions link. A pop up window should open asking if you want to join the site.

A screenshot of a Sakai site joinable site pop-up. The title bar says 'LUC Sakai : Joinable Site'. The main content area has the Sakai logo on the left and text on the right that says 'You are not currently a member of the site: Student Technology ??'s'. Below this text is the question 'Would you like to join the site?' and two buttons: 'Yes' and 'No'.

LUC Sakai : Joinable Site

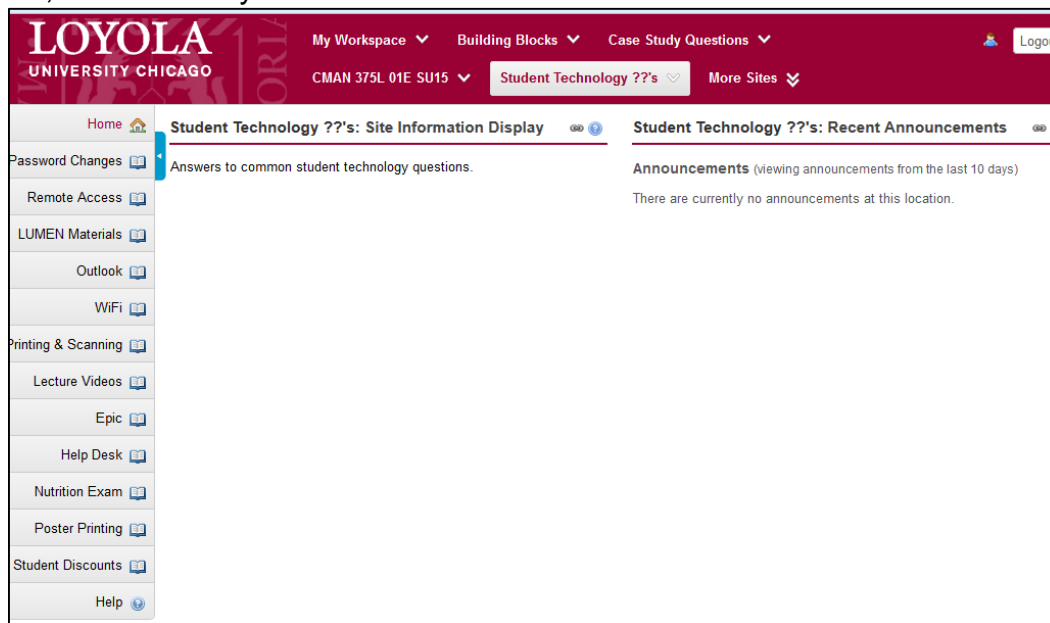
Sakai

You are not currently a member of the site: *Student Technology ??'s*

Would you like to join the site?

[Yes](#) [No](#)

Click Yes, and confirm you can see the available content:

A screenshot of the Loyola University Chicago myLUMEN dashboard. The top navigation bar is maroon with the university's name and logo. It includes links for 'My Workspace', 'Building Blocks', 'Case Study Questions', 'CMAN 375L 01E SU15', 'Student Technology ??'s', and 'More Sites'. There is a 'Logout' button in the top right corner. The main content area is divided into two columns. The left column has a sidebar with links for 'Home', 'Password Changes', 'Remote Access', 'LUMEN Materials', 'Outlook', 'WiFi', 'Printing & Scanning', 'Lecture Videos', 'Epic', 'Help Desk', 'Nutrition Exam', 'Poster Printing', 'Student Discounts', and 'Help'. The right column has two sections: 'Student Technology ??'s: Site Information Display' and 'Student Technology ??'s: Recent Announcements'. The 'Site Information Display' section has a sub-header 'Answers to common student technology questions.' and a list of links. The 'Recent Announcements' section has a sub-header 'Announcements (viewing announcements from the last 10 days)' and a message 'There are currently no announcements at this location.'

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My Workspace Building Blocks Case Study Questions

CMAN 375L 01E SU15 Student Technology ??'s More Sites

Logout

Home

Student Technology ??'s: Site Information Display

Student Technology ??'s: Recent Announcements

Answers to common student technology questions.

Announcements (viewing announcements from the last 10 days)

There are currently no announcements at this location.

Password Changes

Remote Access

LUMEN Materials

Outlook

WiFi

Printing & Scanning

Lecture Videos

Epic

Help Desk

Nutrition Exam

Poster Printing

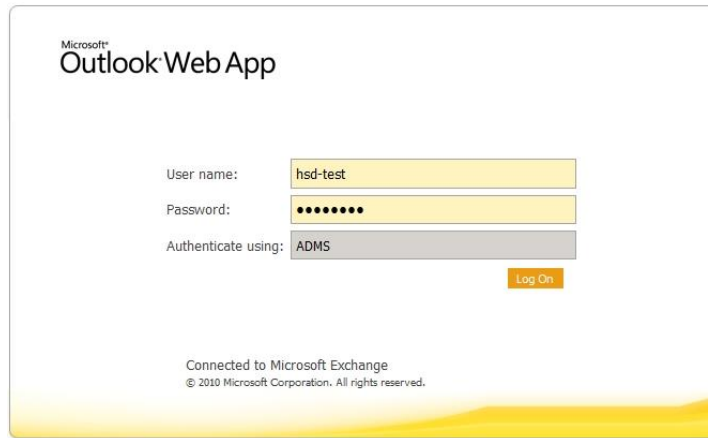
Student Discounts

Help

This board provides information about some frequently asked questions and general educational technology concerns.

8. Log into Loyola Outlook (E-mail) to check your account.

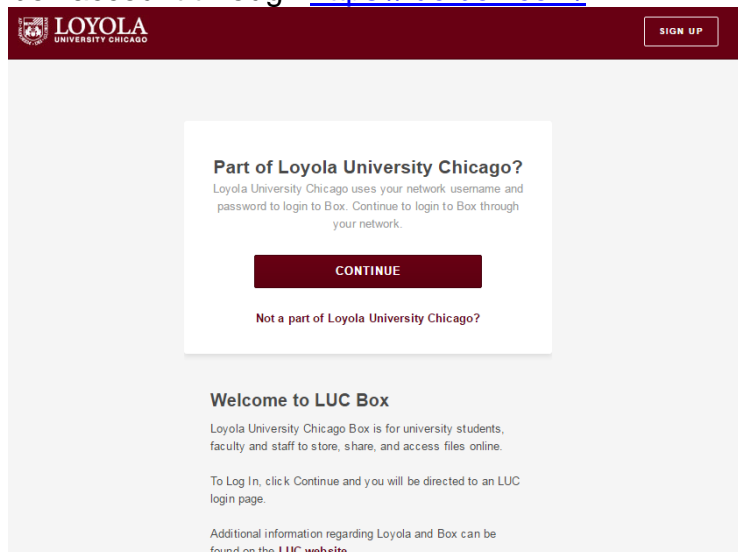
- a. Type in outlook.luc.edu in the address bar of any browser.
- b. Enter your UVID in the User name field, and your *new* Password (as set above):



- c. Ensure that your updated password works.

9. Log into LUC Box:

1. LUC Box is Loyola supported cloud-based storage available to faculty, staff and students. Use this space to save files, and share and collaborate with others. More information is available on the LUC web page: <http://www.luc.edu/its/box-intro.shtml>.
2. Access your LUC box account through <https://luc.box.com/>:



3. Click Continue, and login with your username and password.

That concludes your CALL orientation. Please contact us (calllab@luc.edu) if you have any questions!