

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

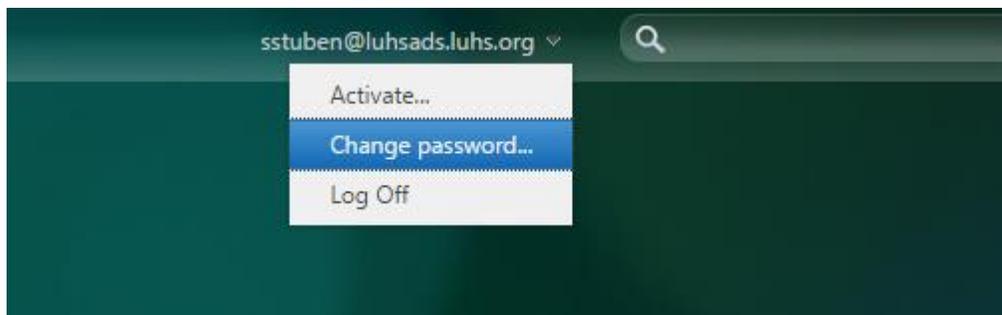
- Password must be 8-12 characters long
- At least 1 capital letter
- At least 2 letters and 2 numbers
- NO special characters (!, @, #, etc.)

**\*\*\*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.luhs.org](http://apps.luhs.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.luhs.org](http://apps.luhs.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.luhs.org](http://apps.luhs.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.

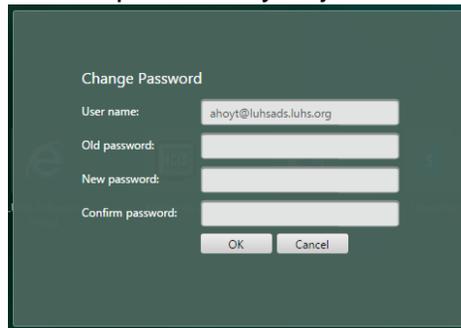
In Lab Orientation  
Checklist  
July, 2016

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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. 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.

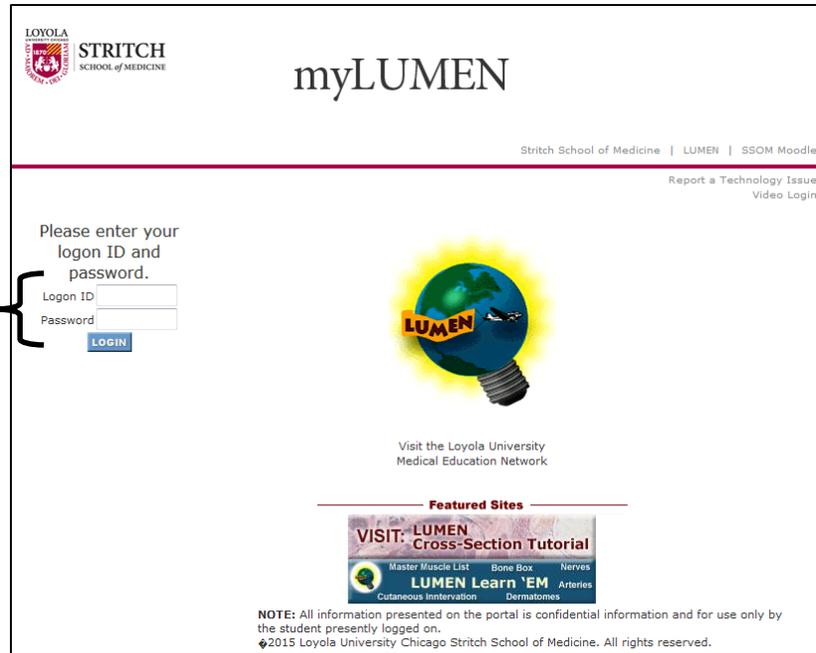
Once you have completed the video, please continue on with the rest of this checklist to ensure that your ID is properly synced through the applications.

In Lab Orientation  
Checklist  
July, 2016

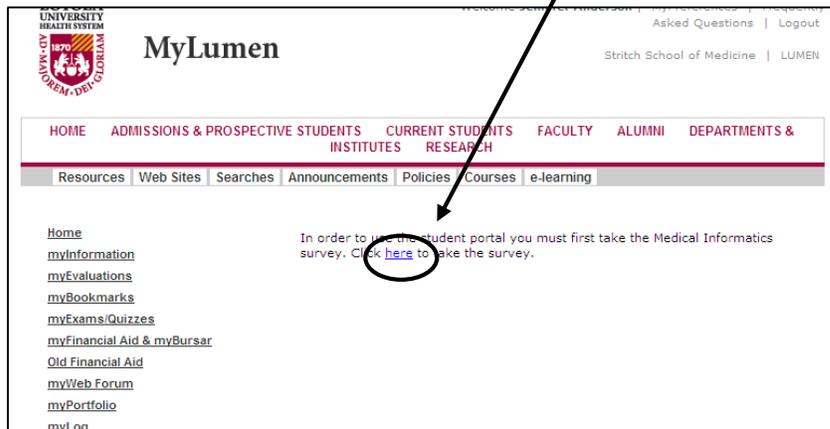
4. Log into myLUMEN and complete the Informatics Survey:

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

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



b. Select the 'here' link to open the Informatics 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.

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:

LOYOLA UNIVERSITY CHICAGO  
STRICTH SCHOOL OF MEDICINE

# myLUMEN

Resources | Web Sites | Policies | Courses | e-learning

**WEB FORUM**

**General**

- Student Technology Questions

**Courses**

- Host Defense
- Molecular Cell Biology and Genetics (MCBG)

**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**

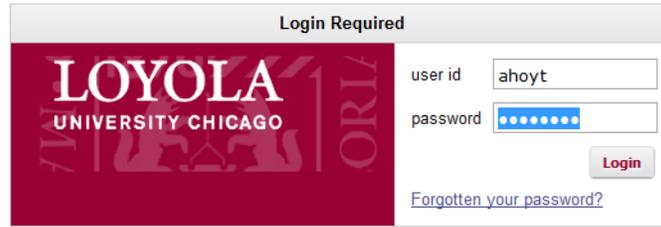
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[PCM Session Feedback Form](#)

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

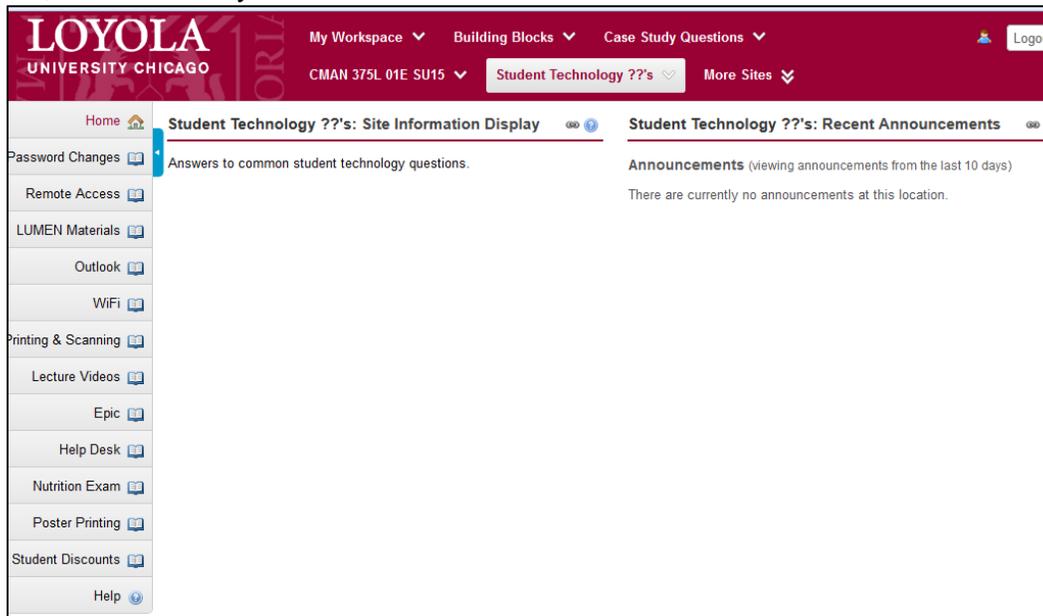


You should now be logged into the web board and see the list of discussion if you click on Forums.

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.



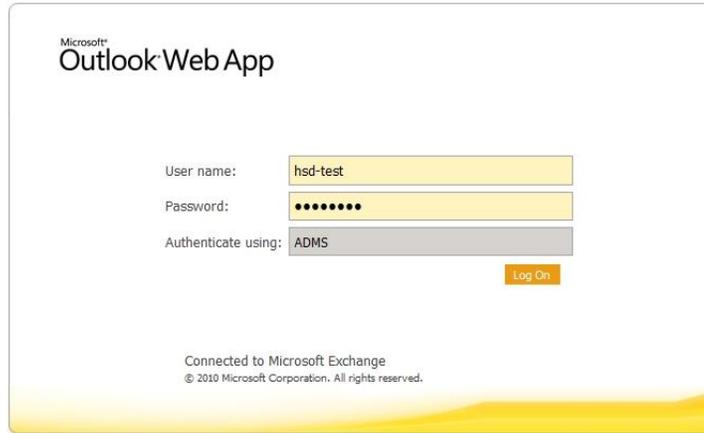
Click Yes, and confirm you can see the available content:



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.**

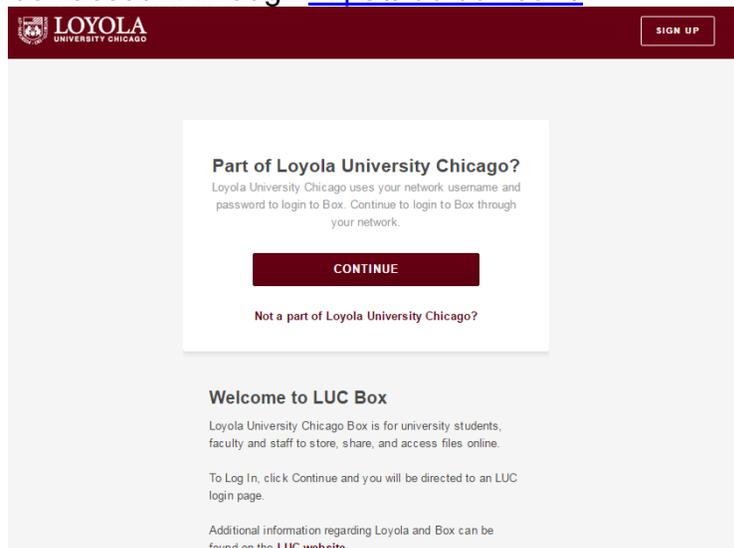
- a. Type in [outlook.luc.edu](http://outlook.luc.edu) in the address bar of any browser.
- b. Enter your UVID in the User name field, and your *new* Password (as set above):



- 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](mailto:calllab@luc.edu)) if you have any questions!