

Faculty & Staff User Information

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User Names and Passwords at MU - Faculty & Staff

Campus Services/Active Directory User ID or User Name:

User IDs are created automatically once the Human Resources Department has processed your paperwork. The convention used in creating UserIDs is the first letter of your first name, followed by the first seven letters of your last name.

If there is already an account on the system with that same UserID, a unique ID will be created with the middle initial added after the first initial. If this forces the name to more than 8 characters, the last character of the last name will be dropped. If you are unsure what your UserID is, please call the HelpDesk at ext. 4357.

Currently the Campus Services/Active Directory UserID or User Name is the same for all systems with the exception of Colleague:

Email (OWA), Windows 7, My Mansfield, Desire2Learn, PASSHE Employee Self Service, Web accounts, and Wireless access: **require @mansfield.edu.**

WebAdvisor, CommonSpot, and MU One-Card Portal: **do not use @mansfield.edu.**

A Colleague account requires your username preceded by **55** and doesn't require @mansfield.edu

If this changes in the future, you will be notified by Mountie Minute.

Campus Services Password / Active Directory Password

Your **initial** Campus Services password is the first letter of your first name, followed by the first letter of your last name, followed by the "!" and then followed by the first 5 digits of your ID. Ex. John Doe with an ID of 0123456 would be jd!01234

For security purposes, please change your password immediately.

The Campus Services password is used for the following systems: Email (both Outlook & Outlook Web Access), My Mansfield, Desire2Learn, Windows 7, PASSHE Employee Self-Service, wireless access, faculty web accounts, CommonSpot, Online Parking System (AIMS) and MU One-Card Portal.

For all those systems, the password expires every 90 days and must be changed.

Your password can be changed at the following site:

<https://ssl.mansfield.edu/active-directory/>

If your password has expired, you can still use this interface as long as you know your current password.

If you have forgotten your Campus Services password, you can still use this interface.

Employees are encouraged to set up their account for Self-Service by clicking the appropriate link on this page. By running the setup tool, you will be able to reset forgotten passwords in the future.



Welcome to the Active Directory Account Self-Service Portal!

[Change/renew your password](#)

Use this page if you simply want to change your password, or if your **password has expired** and needs updated. You must know your current password in order to use this tool, even if it is expired.

[Setup Your Account for Self-Service](#)

Users should run this tool to assist with using applications or sites that require you Active Directory password. Completing this short setup will allow you to utilize self-service tools for account problems that may arise, such as forgetting your password. **You must run the setup tool before you can use the account reset tool for forgotten passwords.**

[Account Reset Tool](#)

If you have forgotten your password, you may reset your account here. If you have not previously setup your account, using the setup feature, you cannot use this tool.

The portal links will redirect you to the secure site located at <https://password.passhe.edu>

What's my password? -- Which Password?

Windows 7

If you are using your computer, login using your Campus Services user ID (with @mansfield.edu) and password.

If you are using a lab computer or classroom computer, the computer will automatically login when powered on.

Email

Your email account is the **official** means of sending/receiving electronic communications within the campus community. It is the expectation that all official communications will use Mansfield University email addresses.

For more information concerning email, please visit our [email policy](#).

There are two interfaces provided for accessing your email – Outlook (on your office desktop) and Outlook Web Access-OWA (a Web interface available anywhere there is an Internet connection).

Your **Initial** Email Username & password is your Campus Services User Name & password. Your password is the same whether you access your email through Outlook on your desktop or Outlook Web Access (OWA) with a web browser. Your password expires every 90 days and you will be prompted by your computer when it is time to change it. To change your password prior to the 90 day expiration, go to <https://ssl.mansfield.edu/active-directory/>

Email

Outlook

You can access Outlook on your desktop, by clicking on the Outlook icon.

When you open Outlook from your campus computer, you will be automatically signed in to your account.

When logging in to Outlook from a computer that doesn't belong to the university, you will need to enter your Active Directory username and password.

OWA

You can access Outlook Web Access using the "Web Logins" drop down menu in the header of the main university web page.

Your email username & password is your Campus Services User Name (username@mansfield.edu) & password.

My.Mansfield (Campus Intranet):

You can access My.Mansfield using the "Web Logins" drop down menu on the main university page.

Login using your entire Active Directory/Email Username (username@mansfield.edu) and your Active Directory/Email password.

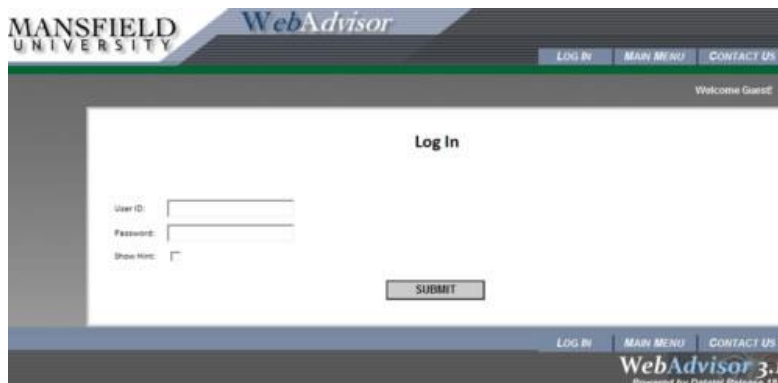


Web Advisor for Faculty – (Colleague Web Interface):

You can access WebAdvisor using the “Web Logins” drop down menu in the header of the main university web page.

This interface provides access to the following information: Search for Classes; Advisee - Transcript, Student Evaluation Record, Schedule, Test Summary, Student Profile, Course Information - Class Rosters & Grading.

Your username for WebAdvisor is your Campus Services username without @mansfield.edu.



The WebAdvisor password is **initially** set to your birthdate (mmddyy), the first initial of the first name and the first initial of the last name. However you will be prompted to change it to a unique password after your first login.

If you have forgotten this new password or you are new to WebAdvisor, and you’ve tried the initial password in the paragraph above and it didn’t work, Click on “What’s my Password” in the bottom right corner of the Main Menu and then click on Reset My Password on the next screen. Follow the directions and a temporary password will be sent to your campus email address. Use the temporary password to login and you will be prompted to enter a unique password that you prefer. The requirements are between 6 and 9 characters and a combination of letters and numbers.

If you have followed the instructions above and are still having problems accessing WebAdvisor, please call the Student Registration and Financial Services' Office at ext. 4411.

Colleague (Student Information System):

If you need access to student information that isn’t accessible through WebAdvisor (Colleague Web interface), your department chair or supervisor needs to utilize the CT online helpdesk interface found on My Mansfield to enter a ticket for Colleague access. They need to include the types of information or screens that you will need to access.

Once your request is granted, you will be contacted with a Colleague password. This password does not allow you access to all areas of the system. Access rights are issued based on the email request and are restricted based on the type of information that is pertinent to your job function. The initial password will be given to you, but you will be prompted to change it regularly.

Faculty Web Account

Faculty Websites

Faculty members can request a web account on the Web server for a personal/courses web site. This space is not to be used as a file repository and copyrighted programs may not be stored in this location. Faculty accounts reside on faculty.mansfield.edu/username/.

The login is the same as your Campus Services username and password.

To request an account or for questions concerning your web account, please access our online Campus Technologies Help Desk and submit a help ticket.

Desire2Learn:

You can access Desire2Learn using the Web Logins on the main university page. For questions, visit the Faculty Resource page.

<http://www.mansfield.edu/desire2learn/faculty-resources.cfm>

If you have a question about D2L's course tools or a general question about D2L:

- Submit your question to the D2L helpdesk via the "**Help-Support Widget**" once logged in to D2L
- Email D2L at helpdesk@Desire2Learn.com
- Call **1-877-325-7778**.

The login is the same as your email/Active Directory account information.



Login

Username:

Password:

Please note your password is case sensitive.

[Forgot Password?](#)

Welcome

Desire2Learn is Mansfield University's new eLearning environment. Students should use their Campus Services ID information to log in. If you are unsure what to use, access [MyAccounts](#) for login information. Faculty/staff will login with their email/Active Directory account information.

Please log in to view courses and take some time to familiarize yourself with the new look and feel. When you login, you will see your MyHome page with your courses. The HELP tab at the top of the page will give you a brief description of the tools.

[Please click here for a System Check before you login.](#)

[Questions??? Visit D2L Resources for Students](#)