



# Student Technology

## ITS COMPUTER LAB

The Information Technology Services (ITS) Computer Lab is located on the main level of the Scoville Learning Center. Students are encouraged to use any of the lab computers to complete course assignments. All computers are equipped with Windows 10, Microsoft Office (Word, Excel, PowerPoint, Access) and Google Apps. Select computers also have Solidworks, Microsoft Visual Studio and other software installed. All computers have DVD burners; some computers also have scanners. High speed laser printing is also available in the lab. Headsets and other items may be borrowed from the ITS Helpdesk by leaving your student ID, military ID, or driver's license. Student Helpdesk Assistants are available to assist with any technical issues you may have.

## EMAIL

SUNY Adirondack automatically assigns college email accounts to SUNY Adirondack students. Your email address is **NetworkID@wolfmail.sunyacc.edu**. Your Network ID and Password may be obtained by logging into Self-Service Banner at <https://banner.sunyacc.edu> [1] using your Banner ID and PIN, selecting the **Personal Information** tab, and clicking on **Lookup Network ID and Password**. Accounts are kept active as long as a student is continuously registered for classes at the college and for a period of time after the end of the semester and graduation.

**Your college email account issued by SUNY Adirondack is the official means of communication** in regard to all business pertaining to the college. You are responsible for checking email frequently and consistently.

## STUDENT PORTAL

The Student Portal provides students with access to email, course schedules, grades, billing, financial aid, and Brightspace (learning management system). It also allows you to access Starfish, which provides an efficient way to communicate with your instructors and advisors, connect with support services that allow you to be a successful college student, and schedule in-person appointments with faculty and advisors. Additional information available on the Student Portal includes a calendar of campus events, internship and employment opportunities, career exploration and services (Career Coach), clubs and activities, and information about student services including assigned academic advisors, tutoring, library, counseling, and ITS Helpdesk services. The student portal may be accessed at <https://mysunyadk.com> using your Network ID and Password.

## SELF-SERVICE BANNER

All students who apply and are accepted to the College will have a Self-Service Banner account created. This account is permanent and stays with the student; it is never deleted and access is never removed. If you have taken non-credit courses in the past, you may already have a Self-Service Banner account that was created at the time you registered for those courses.

Self-Service Banner provides web-based access to class schedules, course registration, grades, academic transcripts, financial aid, and other account information. Understanding this system will be essential to your success at SUNY Adirondack. In order to access Self-Service Banner, please log into the Student Portal and click on the **Banner** link.

**Note:** Your **initial** Self-Service Banner PIN will be your date of birth in MMDDYY format. You will be prompted to change your initial PIN when you log into Self-Service Banner for the first time. If you forget your PIN, please use the "Forgot PIN?" button. The system will lock your account after three failed attempts.



If you do not have access to Self-Service Banner or if your account becomes locked, please contact the Registrar's Office in Warren Hall for assistance.

### **ACCEPTABLE USE OF INFORMATION TECHNOLOGY RESOURCES**

Students are responsible for complying with the full Board-approved policy on Acceptable Use of Information Technology Resources, which can be found on the college's website at ***<https://www.sunyacc.edu/policies>***.

**Source URL:** <https://catalog.sunyadk.com/student-services/computingcenter>

**Links:**

[1] <https://banner.sunyacc.edu>