An IT Student User Guide on how to effectively use various technological tools and resources for academic and personal purposes at UST.

MICROSOFT 365, BLACKBOARD, MYSTTHOM, AND IT SUPPORT!
The University of St. Thomas IT Student Technicians are a dedicated group of students who provide technical support to the university community. Whether it's troubleshooting computer problems or assisting with software installations, our team is here to help. We understand the importance of technology in today's world and strive to ensure that students, faculty, and staff have access to the resources they need. Several of our student workers have secured IT internships as a result of their experience with us. If you are interested in joining our team, please don't hesitate to contact us at ithelpdesk@stthom.edu. We welcome inquiries from students who are passionate about technology and eager to gain valuable experience in the field.
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Essentials for Getting Started

Welcome to Office 365 at the University of St. Thomas, we are excited to bring these innovative products to the UST community. All students will have access to use Office.

How to log into Office 365 for UST

2. Enter your full UST email (example@stthom.edu).
3. Once you enter your UST email, you will see a password screen that has UST branding as shown below.
4. To log in for the first time, you must know your first and last name as well as your UST ID number. For example, if your name is Captain America and your UST ID is 0123456, the following would be your temporary password:
   - capAME0123456
   - This password uses the format:
     - The first three letters of your first name, all lowercased (cap).
     - The first three letters of your last name, all uppercased (AME).
     - Your seven-digit UST ID number (0123456).
5. Once you have successfully entered your login, you will be prompted to change your password.
6. You will be prompted to add more information, click Next.
7. You will then be prompted to enter either your phone number, an alternative email address, or create and answer security questions.
8. At the next prompt, check the box that states, Don’t show this again, click Yes.
9. You should see the Office 365 homepage upon completion.
Wi-Fi Name/Password

**Name:** UST-STUDENT

**Password:** Li0ns1947

Helpdesk Email, Phone, and Genius Bar

**Email:** ithelpdesk@stthom.edu

**Phone:** (712) 525-6900

**Genius Bar:** Located at the Golden Oolong Tea House. Open from 9AM to 5PM on Monday, Wednesday, Friday.

UST Campus Maps

3D Interactive Map

Printable Map (PDF)
How to Log Into MYSTTHOM

The webpage to sign into MYSTTHOM/PeopleSoft is located at https://peter.stthom.edu. The webpage should look like the following screenshot.

From here, sign in with your University of St. Thomas username (your UST username is the same as your UST email address but **without @stthom.edu** at the end). Your password will be the password you have set to your University of St. Thomas account.

After signing in, you should be able to see your profile. In this menu, there are several tiles, like the image below.
**College Schedular**
Schedule planning and generation.

**Profile**
View your UST ID, names, addresses, date of birth, gender, contact details, and emergency contacts.
You can change some of your personal information, but not all. If you need to make additional changes, contact the Registrar's office.

**Tasks**
View notes, holds, and To-Do list items.

**Academic Progress**
View your degree progress, run What-if Report, apply for graduation.

**Final Grades and Transcripts**
View course history, grades per term, and unofficial transcripts. Request an official transcript, apply for graduation, and change your major/minor. Turn off your popup blocker before requesting official transcripts.

**Advisor and Registration Dates**
View your assigned Advisor information, enrollment dates, and enrollment appointments.

**Immunization Form Upload**
Submit immunization documents.

**Search Classes and Register**
View current schedule, search for classes, enroll/drop/swap classes, and update your Planner.

**Financial Account**
View your account balances, payment history and 1098-Ts. To make a payment or to set up a payment plan, click **Make a Payment**, located on the left menu. Turn off your popup blocker and click the **jUSTPay** button.

**Financial Aid**
View your award summary, accept/decline awards, view need summary, cost of attendance, and expected family contribution. Use the **Change** button to switch aid years.

**UST Resources**
Access student documents and forms, shared governance, and internal reports.
How to Reset Your Password

1. Go to [www.office.com](http://www.office.com).
2. At the top-right, click **Sign in**.
3. In the textbox under **Sign in**, enter your student email address.
4. There will be a prompt to enter your password with UST branding. Click **Forgot my password**.

![Password Reset Screen](image.png)

5. You will be prompted to enter a captcha to confirm you are not a robot. Enter the captcha and click **Next**.
6. In the next window, you will be asked to choose the first contact method Microsoft should use for verification. Select **Email my alternative email** and then select either your **personal email** or your **student email address**.
7. Click **Next**, and then click **Email**. This will send a verification code to the email you have selected.
8. Enter the verification code that was sent to you via your selected email, click **Next**.
9. You will be asked once again to select a contact method. Select your preferred option for verification and follow through with the rest of the steps. (Verification methods will vary depending on the option you select.
10. After completing the verifications, you will be prompted to enter a new password. Click **Finish** after typing your new password in both, the **Enter new password** textbox and the **Confirm new password** textbox.
How to log into Blackboard

It should be noted that if you have not registered for classes, you will not have access to Blackboard. To gain access to Blackboard, you must register for classes.

1. Go to https://www.stthom.edu/.

2. At the top-right, hover where it says LOGIN.

3. Select Blackboard.

4. You will be prompted to enter your full UST email (example@stthom.edu).

5. After entering your UST email, you will be prompted to enter your UST password, followed by being prompted to stay signed in. Check the box that states Don’t show this again and click Yes.
How to log into Microsoft Office

1. Go to [Office.com](http://office.com).

2. Click **Sign in**.

3. You will be prompted to sign in with your email. Here, enter your full UST email (example@stthom.edu).

4. After entering your email, you should now have a window that looks like the following:

5. After entering your password, you will be asked whether you would like to **Stay signed in** along with a checkbox that states **Don't show this again**. Toggle the checkbox on and click **Yes** so you won’t have to sign in again on that device.
Downloading Office365

1. Now that you have logged into Office365, you should be able to download Office365 at Office.com.

2. Click Install apps at the top-right of this window.

3. Select Microsoft 365 apps.

4. The installation file should appear at the bottom-left of the window and should be titled OfficeSetup.exe. Click on it to run it.

If everything is done correctly, you should have a window that looks like the following:

After closing that window, you should be able to open any Office365 program and sign in.
How to setup MFA in Microsoft Office

MFA stands for Multifactor Authentication. It allows for better security during the sign in procedure by using your account’s password alongside another form of authentication. Some examples of these other forms of authentication are biometrics (such fingerprint and face) or your phone number or email address.

Multifactor authentication is used because it is more secure, as it requires more than one piece of evidence to verify the user’s identity. This makes it more difficult for a threat actor to gain access to the account.

Microsoft Authenticator App for iOS and Android

iOS

![QR Code for iOS](image)

Android

![QR Code for Android](image)

How to setup MFA

First, go to Office.com and click Sign in.
When signing in, there will be a prompt that will ask you whether you would like to staysigned in. Click **Yes** if you would like to stay signed in.

After the prompt, click on your profile at the top-right of the page (it will display yourname). Then, click on **View account**.
The next page will display a menu of tiles. Within this menu, select **UPDATE INFO** in the **Security info** tile.

There should be several different authentication methods (phone and email). To add Multifactor Authentication, click **Add sign-in method**.

There will be a prompt that asks you for the specific method you would like to use for MFA. For this tutorial, we will be using **Authenticator app**.

There will be several prompts. Read through them to finish the MFA setup. One of the
prompts will tell you to install an app called Microsoft Authenticator, be sure to install that in the App Store or Play Store.

After completing these steps, you should see an extra option that states “Microsoft Authenticator.” Now, when you sign into your stthom.edu account, you will now be prompted to sign in using the Microsoft Authenticator app.
Installing Malwarebytes

Malwarebytes is an anti-malware program that can be installed onto your Windows device. It is important to keep an anti-malware program on your computer in case of a malware attack. While there are many anti-malware programs on the Internet, Malwarebytes is the most trusted over many others.

How to install Malwarebytes

1. To install Malwarebytes, go to https://www.malwarebytes.com/ and click Free download.
2. After clicking this link, the program should automatically download. If using Chrome, the download will appear at the bottom-left of your browser. If using Firefox, the program will appear at the top-right of your browser. If you do not see the program, go to the Downloads folder on your computer.
3. Open the file name MBSetup.exe in Downloads folder on your computer to run the program. If a prompt appears to allow for administrative access on your computer, click Yes.
4. A window titled Malwarebytes Setup should appear, along with the buttons stating Install and Advanced options. Click Install.
5. The installer will then ask Who are you trying to protect? Click Me or my family and then click Next.
6. You will then be prompted to Include browser protection. Click Skip this for now.
7. The installer will not begin to install Malwarebytes. Your web browser may open a link stating Thanks for installing Malwarebytes and then asking if you would like to upgrade. Unless you would like to upgrade to the paid version of Malwarebytes, close this window as it is not needed.
8. When going back to the Malwarebytes installer window, click Done.
9. The Malwarebytes program will open. Click Get started.
10. You will again be asked if you would like to purchase Malwarebytes Premium or to activate a subscription. Unless you would like to activate Malwarebytes Premium, click **Maybe later**.

11. You will then be prompted for whether you would like to include your email marketing and other cybersecurity news. This is optional, so enter your email only if you would like to receive updates from Malwarebytes. Otherwise, click **Open Malwarebytes Free**.

12. The window should now give you the **Scan** button. Click **Scan** to run a malware scan.

13. Malwarebytes will begin scanning your device to detect any malicious programs that are stored on your device. If any unwanted programs are detected, there will be an updated number under the **Detections** section in the **Scanner** section of the program.

14. By this point, if you are not suspecting you do not have any malware and are also
noticing that your computer is running abnormally slow while the Malwarebytes program is scanning, stay calm, as scanning for malware generally takes a few more system resources to run. Your system will feel as smooth as it was prior to running the scan after the scan is complete.

15. Hopefully your device looks as clean as the result below.

![Scanner](image)

16. If there are any detections from Malwarebytes after it is finished scanning for malware, be sure to quarantine the programs.

You may want to do extra research to fully flush your system of any extra malware in the case that Malwarebytes cannot fully delete a program (i.e., deleting items from the Registry Editor, any extra folders in File Explorer that may have been left, etc. Be sure you absolutely know what you are doing when attempting this). A trustworthy source of PC security information is The PC Security Channel on YouTube.

It may also be a great idea to run a scan through Microsoft Defender (after running Malwarebytes).
How to clear cache in your web browser

Disclaimer: The browsers that are listed are desktop browsers. Any browser that you would use on your phone or tablet will not be documented here.

Clear cache in Google Chrome

1. Launch Chrome on your computer.
2. At the top right, click on the three dots that look like the following:

3. Select Clear browsing data under the More Tools menu.
4. At the top of the Clear browsing data box, select the Time range dropdown and then click All time.

5. Check the boxes next to Cookies and other site data and Cached images and files. You can check Browsing history as well if you would like, but please be aware that doing this will clear your browsing history along with cookies and cache.
6. Click Clear data.
Clear cache in Mozilla Firefox

1. Open Mozilla Firefox and click on the three horizontal lines in the top-right corner of the window to open the menu.

2. Click on Settings from the menu.

3. In the Settings menu, click on Privacy & Security on the left side of the window.

4. Scroll down to the Cookies and Site Data section.

5. Click on the Clear Data button.

6. In the Clear Data window, check the box next to Cached Web Content.

7. Click on the Clear button to clear the cache.

Clear cache in Safari (Mac OS X)

1. To clear the history in Safari on your Mac, select Clear History from the History menu, then click the pop-up menu.

2. Select the time frame for which you want to clear your browsing history.

Clear cache in Microsoft Edge

1. Open Microsoft Edge and click on the three dots in the top-right corner of the window to open the menu.

2. Click on Settings from the menu.

3. In the Settings menu, click on Privacy, search, and services.

4. In the Privacy, search, and services section, scroll down to the Clear browsing data section.
5. **Click on Choose what to clear.**

6. In the **Clear browsing data** window, check the boxes next to **Cached images and files** and **Cookies and other site data.**

7. Choose the time range, **All time.**

![Clear browsing data window]

8. **Click on Clear now** to clear the cache.

**Any Other Browsers**

For any other web browsers that have not been listed, go to the following URL or scan the QR code.

https://www.pcmag.com/how-to/how-to-clear-your-cache-on-any-browser
IBM SPSS

The University of St. Thomas is allowing a select number of students, staff, and faculty to have access to IBM SPSS. With this software, users can utilize tools used for advanced statistical analysis, such as Statistics Base, Advanced Statistics, Categories, Conjoint, Custom Tables, Exact Tests, Forecasting, Missing Values, Regression, and Trends Original.

If you are a student, staff, faculty, or administrator at the University of St. Thomas, click here to acquire a “single-machine license” to download SPSS at no cost.

*SPSS licenses are valid from September 1 through August 31 of the following year.*
Additional Support

For additional support, you can call the help desk at (713) 525-6900 or 1-800-630-8715, or email ithelpdesk@stthom.edu.

For in-person support, the Genius Bar, located at the Golden Oolong, will be open from 9AM-5PM on Monday, Wednesday, and Friday every week. The Murphy Hall will also accept in-person support from 8AM-5PM on Tuesday and Thursday every week.