

Accessing the OCC Wireless Network



Go to **Settings** and **Wireless** on your mobile device or laptop:

Select: OCC-Wireless

See: Welcome to OCC Network Page (if you don't see this open your web browser)

Select: click here to connect to the network

Enter: your OCC username (lower case)

Enter: your OCC password

Login and Accept the Registration

See: Welcome to OCC Network screen

Click on the link to begin



Responsible Computing on the OCC Network

Your OCC network is intended for all your computing and Internet needs. It is a privilege and a responsibility. Please keep in mind the following:

- ◆ OCC students are accountable to the **Acceptable & Responsible Computing Policy** (www.sunyocc.edu/acceptableuse). Take a few minutes to acquaint yourself with it.
- ◆ Keep your computer up-to-date with virus and anti-malware protection. Windows users should ensure they have the most current version. An infected computer or mobile device may need to be prohibited from the network if it is a threat to others.
- ◆ Never communicate online what you would not say to others face-to-face. Use social media and communication tools wisely.
- ◆ Understand copyright laws and never take material from other sources without appropriate citations. Talk to library professionals and faculty for more information.
- ◆ You leave 'tracks' wherever you go on the Internet... your logins, your browsing, e-mail, social media, etc. Be smart !! If you engage in inappropriate or harassing behavior, your activities can be investigated.

Follow the advice below!



*Respect
diverse
opinions &
people*



*Be
considerate
of
others*



*Know
when to
zip it*



*Don't post
anything
you may
regret later*

Student Computing Information

- ◆ Initial login to the OCC network
- ◆ Microsoft Office 365 (e-mail, Word, Excel, etc.)
- ◆ Computers on Campus
- ◆ OCC ITS Helpdesk
- ◆ Computing Security Tips
- ◆ Blackboard
- ◆ Accessing the OCC Wireless Network
- ◆ Responsible Computing Guidelines

Use your OCC username and password to connect to all online College resources.

Your **Username** is:
first initial.middle initial.last name
(*No capitals or spaces*)

Examples

a.a.student
a.a.student2678

Your **OCC e-mail address** is:
username@clasnet.sunyocc.edu

For your first time logging on,
your initial Password is your
7 Digit OCC Student ID# **ie 0654321**

After logging in for the first time you are prompted to change your password.

If you forget your password you can go to **cas.sunyocc.edu** , click on **Forgot Password**. Follow the prompts to reset your password.

Technology assistance is available at:

- ◆ helpdesk@sunyocc.edu
- ◆ 315-498-2999
- ◆ Walk-in : Coulter Hall, Second Floor C214



OCC partners with Microsoft to provide e-mail, Word, Excel PowerPoint and collaboration tools for OCC students and faculty.

To access **Office 365**, go to:

getoffice.sunyocc.edu.

Log in with your OCC e-mail address and OCC password.

From within **Office 365** you can access your OCC e-mail plus Microsoft Word, Excel, PowerPoint and a host of other collaboration tools.



Each student also has significant storage for documents and other digital media in OneDrive, available to you throughout your time at OCC.

Students may install up to five copies of MS Office on different computers and devices. Put them on your primary computer, your cell phone, a tablet or another device, wherever you wish to access them.

Manage your installations by selecting Install Office apps from the Office 365 main screen. Go to: getoffice.sunyocc.edu.

Setting up OCC e-mail on your phone

Go to Accounts and add Office 365

Username: username@clasnet.sunyocc.edu

Password: Your OCC password

Server: outlook.office365.com

Computers on Campus

Academic Computing Center

The main computer lab is located in Coulter Hall , Room C214

ACC hours vary during the year. See students.sunyocc.edu/acc for the most current information.

Coulter Library

The Library is located in Coulter Hall

For hours of operation please see: library.sunyocc.edu

OCC IT Services Helpdesk

Email: helpdesk@sunyocc.edu

Phone: (315) 498-2999

Location: Coulter Hall C214

For most current hours of operation please see students.sunyocc.edu/helpdesk

Computing Security Tips

- ◆ Create a strong user password, don't share it.
- ◆ Be wary of phishing and e-mail scams, students are common targets.
- ◆ Contact the Helpdesk if you ever doubt e-mails that appear to be sent by OCC.
- ◆ Be careful using public wireless, on and off campus, when accessing online services.
- ◆ Avoid posting too much or specific information about yourself on social media.
- ◆ Keep your computers and mobile devices upgraded to latest versions.



Blackboard is OCC's Learning Management System. Instructors post class content and students have access to tools to submit assignments & interact with others in class.

Blackboard is available online 24/7.

Go to: students.sunyocc.edu and click on Blackboard.

Log in with your OCC username and password.

Blackboard Support

For help logging in

Contact OCC ITS Helpdesk

Email: helpdesk@sunyocc.edu

Phone: 315-498-2999

Location: Academic Computing Center, Coulter Hall C214

For all other Blackboard questions, including functions and how to use

Contact Open SUNY Helpdesk

Email: slnsupport@itec.suny.edu

Phone: 1-844-673-6786

Web: Go to: navigator.suny.edu
Click on Current Student Support