DePaul students can complete these steps to get the most out of the technology resources at DePaul.

1. Know your DePaul login credentials

As a DePaul student, you have been issued the following email and login credentials during the orientation process:

- **BlueM@il email address:** Your username@depaul.edu address

- **BlueKey login credentials:** Your BlueM@il email address and the password you setup during the orientation process.

- **DePaul username**: The "username" part of your BlueM@il email address

You will need these credentials to log in to various applications and DePaul systems like Desire2Learn(D2L), Campus Connect, Zoom and Office 365. Because our transition to BlueKey login is still in progress, most systems will request your email address and password, but some systems may still request your username and password. Learn about authentication and password security.

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2. Set up BlueKey multi-factor authentication

Register now for BlueKey multi-factor authentication and self-service password reset. Watch this tutorial video for help registering. When logging into certain DePaul systems, you will be asked to authenticate your identity through Microsoft's multi-factor authentication using a designated device, such as your mobile phone. An increasing number of DePaul systems and applications will use BlueKey multi-factor authentication in the future. Registering also allows you to reset your password without assistance from the Help Desk. Learn more about Microsoft's authentication process or watch this tutorial video.

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3. Access Campus Connect

Campus Connect is your gateway to many web-based services at DePaul. This is where you will register for classes, check your grades, view your tuition account, request transcripts, refill your Demon Express account, and much more. To log in, visit campusconnect.depaul.edu and use your BlueKey login credentials (username@depaul.edu email address and password).

Update contact info: Navigate to the "Profile" tab and make sure your name, address, and contact information are accurate. Make sure to double check for up-to-date contact information under "DPU Alert", which is DePaul's emergency notification system.

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4. Access your DePaul Office 365 account

Sign in to office365.depaul.edu with your BlueKey login credentials. Access Office 365 web apps including Word, Excel OneDrive, Outlook and others, or install Office desktop apps on your personal computer (DePaul-issued computers come with Office apps preinstalled). You can also download Office 365 mobile apps for iPhone or Android. Learn all about how to use Office 365.

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5. Regularly check BlueM@il in Outlook or your preferred email client app

Go to office365.depaul.edu to view your BlueM@il. You can also use the Outlook web, mobile or desktop apps. Many important university communications will go to your BlueM@il. Learn more about student email and university communications. Learn to spot malicious phishing emails.

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6. Activate your DePaul Zoom account

You will likely use the Zoom application to connect with colleagues and while taking online classes. For most classes that use Zoom, you will connect through D2L (see next step). Activate your Zoom account at depaul.zoom.us using your BlueKey login credentials (username@depaul.edu email address and password). Learn more about accessing and using Zoom.

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7. Access Desire2Learn (D2L) and other teaching resources

Desire2Learn (D2L) an electronic course management system used by many professors at DePaul. D2L gives your students online access to course documents, discussion boards, assignment submission, an online gradebook, quizzes, and more. For more information about using D2L, as well as other technology available at DePaul, visit the Teaching Commons and Teaching Guides pages. To log into D2L, visit d2l.depaul.edu and use your BlueKey login credentials (username@depaul.edu email address and password).

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8. Collaborate in Office 365 with Microsoft Teams and OneDrive

Faculty, staff and students all have access in Office 365 to Microsoft Teams, a collaborative tool where your team can chat, make audio and video calls, host meetings, and share screens and files. Learn all about collaborating and working in Teams or OneDrive. Access Office 365 web apps or download the desktop apps at office365.depaul.edu, or download the mobile apps.

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9. Get your DePaul ID Card (if necessary) and Ventra U-Pass

Due to COVID-19, students are encouraged to use the online photo submission option for obtaining an ID Card. Your DePaul ID card gives you access to computer labs, printers, library checkout and more. ID Services offices are located at the Lincoln Park Student Center 109 and Loop DePaul Center 9200. Please check the latest information about ID Services hours due to COVID-19. Pay with your ID Card through Demon Express.

Learn more about Ventra U-Pass. (Due to COVID-19 U-Pass Distribution will not occur until DePaul University Campuses re-open.)

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10. Complete Information Security Awareness training

As a student at DePaul, it's important to be aware of some of the most common cyber security threats. Through this series of helpful videos, you will learn about important topics like email phishing, safe browsing, protecting your identity online and others.

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11. Know how to reach the Help Desk and Genius Squad

You can get help with a wide variety of technology issues in the Knowledge Base, or reach out to the Help Desk (helpdesk.depaul.edu). You can get in-person support with your computer or mobile device through the Genius Squad, located on both of DePaul's campuses. Please check the latest information about Genius Squad hours due to COVID-19.

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12. Download the iDePaul mobile app

iDePaul - In addition to being a convenient hub for university information, students can access other mobile-friendly resources directly on the mobile app. Available for students to download from either the Apple Store or Google Play.

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 13. Download Adobe Creative Cloud (for eligible students)

DePaul is providing students the ability to install Adobe Creative Cloud on their home computers for students enrolled in a class requiring Adobe Creative Cloud apps. These classes will be determined by their college and instructor. Access to the software will be limited to the term in which they are enrolled in one of these classes, and will be free of charge during the time they are enrolled in an authorized class. Learn more about Adobe software access.

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14. Technology in residence halls

Lincoln Park residence hall rooms are equipped with both high speed wired internet connections and wireless internet access. We recommend that you use the wired network as your primary internet connection in your residence hall room, as this network is faster and more secure than wireless networks.

In each residence hall, with the exception of Sheffield Square, one computer with our standard lab experience is available for student use. All residents also have the capacity to print using their personal computer to an Intelliprint printer located within each residence hall (including Sheffield Square).

For more information about technology offered in the residence halls, visit the Department of Housing.

15. Student jobs in technology

To see current open positions and apply, visit Student Employment. When filtering your search by department, look for Information Services.

16. View additional tech resources

As a DePaul student, you can take advantage of free and discounted software from various vendors. Get free unlimited access to thousands of online training courses via LinkedIn Learning. Also, take advantage of discounts on dining, technology, entertainment and more from hundreds of vendors via the Demon Discounts program.

Bookmark important technology links

- Campus Connect
- Desire2Learn (D2L)
- Office 365
- OneDrive web app
- Zoom
- Help Desk
- LinkedIn Learning
- Teaching Commons

Prepare to learn on and off campus. *I will be learning...*

On-Campus

- DePaul WiFi - Connect to the "depaul" wireless network when on campus. When the "DePaul WiFi Setup" page appears, follow the steps on screen. View additional detailed instructions for setting up your devices. We know some devices may have trouble getting or staying connected, but we are confident we can get any device working, so if you are having trouble, reach out to the Help Desk and we will help you.

- Printing on Campus - The Intelliprint system allows students to print from DePaul computer labs and their personal computers. Use your DePaul ID card to pay for prints; you will receive a set amount of free printing credit each quarter. Additional funds can be added via Demon Express as needed. You can also print to the Intelliprint system wirelessly, using the iPrint from

Anywhere software. To print wirelessly from your computer, simply install iPrint From Anywhere on your computer, and you're good to go.

- Classroom Technology - There are over 400 technology-equipped classrooms across the DePaul campuses. These classrooms consist of a computer, LCD projector, amplifier and laptop connectivity. PC Classrooms are hybrid computer labs/classrooms that provide the same teaching experience as regular classrooms, with the addition of individual computers for each student. A PC classroom also provides access to an Intelliprint station in the room. There are PC Classrooms located on both DePaul campuses and they can be reserved through the room reservation process.

- Computer Labs - Computer labs are located on both DePaul campuses. Students may also access a virtual computer lab service, which offers some of the same software available in the labs, available from student's Windows or Mac computer. There are also PC classroom labs on each campus, available by reservation.

Remotely

- A strong internet connection (download speeds of at least 3 Mbps are required for Zoom classes or meetings, and a faster connection of 25Mbps of greater is strongly recommended for a smooth experience).

- Learn with D2L and Zoom.

- Access, share and collaborate with Microsoft Teams and OneDrive cloud storage.

- Access course-related software from anywhere using the new virtual lab service.

Always be aware of information security

- Check that the your personal computer is secure and up to date.

- Review all security recommendations.