New Student Information

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New Student Overview

This information is for students who are new to the MLC campus. Please see the New Student Orientation Instructions to get started.

Network Information

Changing Expired Passwords

For security reasons, your password is set to expire the first time you log in and then about every 180 or so days. When prompted, change the password immediately, lest it expires and locks you out of the network.

If you get locked out, you will have to go to IT Services, room 293, with your ID card for assistance or you can visit https://sspr.mlc-wels.edu from any other device and retrieve your password using your Personal E-mail address as listed on Portal.

Instructions

1. A **Confirm… dialog box** will appear when your password has expired. Even though it says, Do you want to change your password? and allows a Yes or No, the result of continually saying No is a locked account.
2. Therefore, choose **Yes**.
3. A **Change Password** window will appear.
4. **Enter a new password**. Use a minimum of 5 characters (anything on the keyboard). Use something your friends won't guess, but you will remember. Previously used passwords cannot be used again.
5. In the next box **retype the new password**.
6. Press **Enter** or click on **OK**.
7. After a short delay, your desktop window should appear.

Logging onto the Network

1. **Turn on the computer. If the computer and monitor are on** but the screen is blank, wiggle the mouse to bring the computer out of “sleep” mode or try turning the monitor off and on again.
2. **Wait** while the operating system loads. (You might have to click the mouse for a Log on box to appear.)
3. **In the Username** box, **type your login username**. You should have already retrieved your username this summer when setting up your course schedule on campus. This username does not include @mlc-wels.edu.
4. **Tab** to or **click** in the **Password** box.
5. **Type in your network password**. If you logged into the Portal previously, use the password you created at that time.
6. Press the **Enter key** or click the **arrow** button.
7. **If you encounter problems during login**, contact **IT Services**, room 293, (507) 233-9100, or support@mlc-wels.edu, for assistance.
8. When you log in, your **password** might be **expired**. See these instructions for changing your expired password.

Additional Information

To get assistance from IT Services:

Stop by room 293 in WCC, ***or*** call Ext. 100 from on-campus or 507-233-9100 from off-campus. Hours are during the school day and after evening chapel until 10 pm. Additional information from Network Services is available online at https://mlc-wels.edu/its.

Computer Locations:

Computers for general student use are located in all dormitories, the library, outside the science area on the second floor of the Wittenberg Collegiate Center, and the Computer Lab 221 on the second floor of Old Main. **Wireless access** is available throughout campus including classrooms, administrative areas, public areas, and dorm rooms.

Logging onto the Network:

If you need help with logging on or changing your password, go to IT Services, room 293, along with your student ID for assistance. **Note:** You can only log onto the network on one computer at a time

Where to Save on the MLC Network:

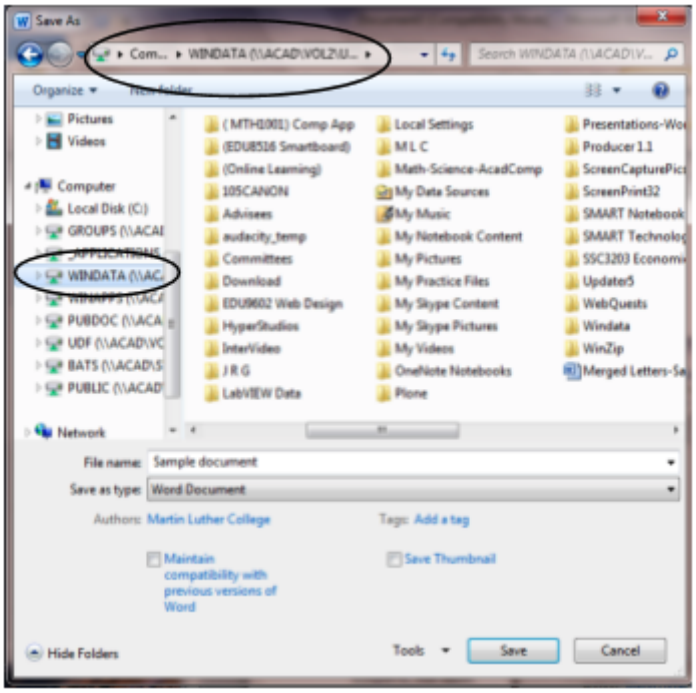
> **Caution:** Do NOT save to the hard drives of MLC computers or you will lose your work!!!

If you save your documents to the **WINDATA (I: drive) on the MLC Network** so you can get at your work from any campus computer and your work will automatically be backed up for you on a nightly basis.

1. To save your work select **Save As**, or simply press the **F12 key**, which will cause a **Save As window** similar to the one to the right to open.
2. As usual, change the file name, document type, etc.
3. **The file needs to be saved to the correct drive, if you hope to get it back later.** Most files saved by MLC faculty and students should be saved to the **WINDATA (\\ACAD\VOL2\USERS\...) (I:)** drive. *(**Caution:** If you are working on a lab computer and save to the **C: drive** (local hard drive), your work will be lost once the computer is turned*

off.)

4. Once you have selected the **WINDATA...(I:)** drive, you can select a particular folder to store your file in, create a new folder, or save directly to the I: drive.



The MLC Portal

The following pages contain information on how to use the MLC Portal for various tasks. **To access the MLC Portal, please visit https://portal.mlc-wels.edu from your web browser of choice** (i.e. Chrome, Safari, Edge, Firefox, etc.).

Portal Overview

The MLC Portal will open automatically when opening some browsers (IE, Chrome, Firefox) on MLC campus computers. It can also be accessed directly at https://portal.mlc-wels.edu.

The Portal contains daily updates and notices to MLC faculty and students, as well as directory type information for the general public.

Once students log into the Portal, (an Acceptable Use Policy may appear the first time), they can access additional personalized information such as their class schedule, email password, mailbox and dorm code, transcripts, recorded absences, surveys, etc.

Accessing Information from Portal

1. Access Portal by visiting portal.mlc-wels.edu.
2. Log into Portal by clicking the login button in the upper right corner.
3. Use your regular MLC Network username and password.
4. Many features of Portal are only available if you have logged in.

Accessing your G Suite (Email) Password

1. Log in to Portal.
2. Click **Directory** and choose **By Person**.
3. Search for your name or click **Me** and your directory information should appear.
4. Next to your **Campus Email** address, click on the blue key. Note that if you have already retrieved your initial password, the blue key will not be there.
5. After you click the blue key, a small window will appear with your initial password. Record that password.
6. Select **Mail** at the top of the Portal screen or visit Gmail and log into your G Suite account.
7. Your email address is your username followed by @mlc-wels.edu.
8. Enter the password you recorded in step 4.
9. Follow the prompts to update your password.
10. Note that this password is different than your MLC Network password to access Portal and Moodle.

Accessing your Mailbox Combination

1. Log in to Portal.
2. Click **Directory** and choose **By Person**.
3. Search for your name or click **Me** and your directory information should appear.
4. Next to **Mailbox**, click on the blue key. Note that if you have already retrieved your combination, the blue key will not be there.
5. Make note of both your **Mailbox number** and your **Combination.** (Perhaps take a picture with your phone)
6. Student mailboxes are located in the LSC above the cafeteria.

Using the MLC Calendars

1. Access the MLC Portal and log in.
2. Click **Information** and choose **Calendar**.
3. Numerous MLC Calendars will be shown, including Athletics, Student Activities, Academics, and Education.
4. Click the **Blue plus sign** in the bottom right corner to add these calendars to your own Google Calendar. It is strongly suggested to add at least the **Academic** and **Education** calendars to your account.

Portal Notifications

Periodically, notifications will appear on the top of the Portal page requiring your attention. Follow the prompts to provide the needed information.

Class Schedule

- Log in to Portal.
- Click **Scheduling** and choose **Schedule Browser**.
- Click the tab with your name.
- Your current semester schedule should appear. To change semesters, click on the blue current semester link at the top right of the schedule and select a different semester.
- To **print** your schedule:
  - Click on the **Print** button in the upper right corner of the screen.
    - If you are on an MLC computer, the computer will default to the printer that is closest to you.
    - On a personal computer, printing will depend on your settings and devices.

Information Verification

It is important that MLC has correct contact information for you. Please follow the instructions below to verify your information on the MLC Portal.

- Go to portal.mlc-wels.edu.
- If you're not already logged in, enter your MLC username and password.
- Click **Directory** from the top blue menu and choose **Information Verification**.
- Read through the information to ensure it is correct.
- If any changes are needed, make note of them in the provided text box and click **Submit**.
  - *Note that changes will not appear automatically. Your information page will be updated after the change has been processed.*
- If no changes are needed, scroll to the bottom and click **No changes to report at this time**.

Information Release

You have control over what information you authorize MLC to share. Please follow the directions below to review and/or update your information release options. You can return to this page on Portal at any time to make changes to your authorizations.

- Go to portal.mlc-wels.edu.
- If you're not already logged in, enter your MLC username and password.
- Click on **Information** in the top blue menu and choose **Information Release**.
- Make any needed changes to your authorizations.
- If you see a blue **Confirm** button, please click it after you've confirmed that your authorizations are correct.

Scheduling Tools

The Schedule Planner tool allows you to select courses and organize them into a daily and weekly schedule. The tool has features that will show scheduling conflicts and help resolve those conflicts. You can add or drop courses, switch courses between semesters and immediately see how your selections affect your schedule.

Note: The use of the Schedule Planner does not automatically register you for your selected courses. Your academic advisor will give you more detailed instructions on registering when the time is appropriate.

Moodle Access

Many course instructors use Moodle to share course materials and grades. Follow the directions below to access the site.

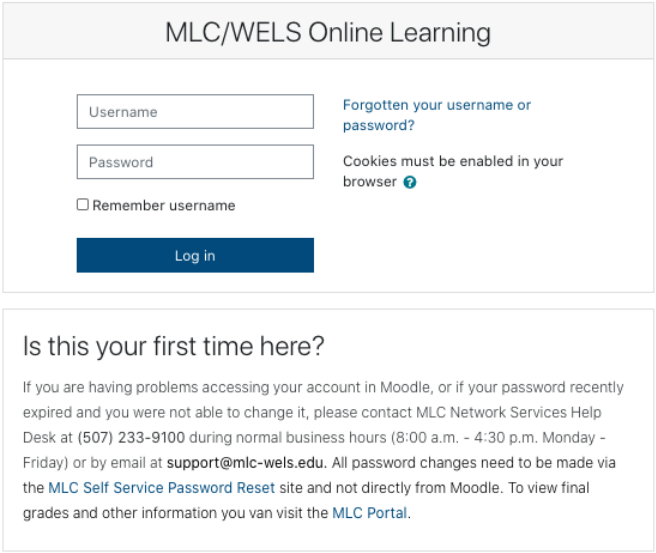
1. Go to https://moodle.mlc-wels.edu
2. A screen requesting your **Username** and **Password** should appear. Use the same username and password as you do for Portal.
3. Once you have entered your Username and Password, click on the **Login** button.
4. After you log in, your Moodle dashboard should appear. If you do not have any courses listed yet, likely your instructors have not opened the course yet. Please check with your course instructor first. If you need additional help viewing courses or using Moodle, please contact Dr. Rachel Renno.

Music Program Entrance Exam Information

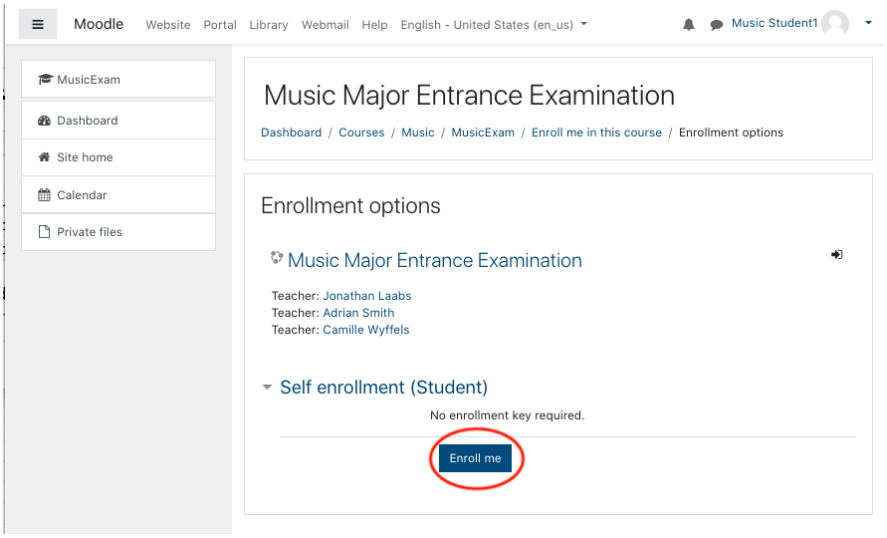
Students who wish to enroll in one of MLC's music programs are asked to take an entrance exam. Once your application has been received and processed, the Music Office will send you information about the exam requirements. The instructions below will help you access the exam site on MLC's Moodle page.

Enrollment Instructions

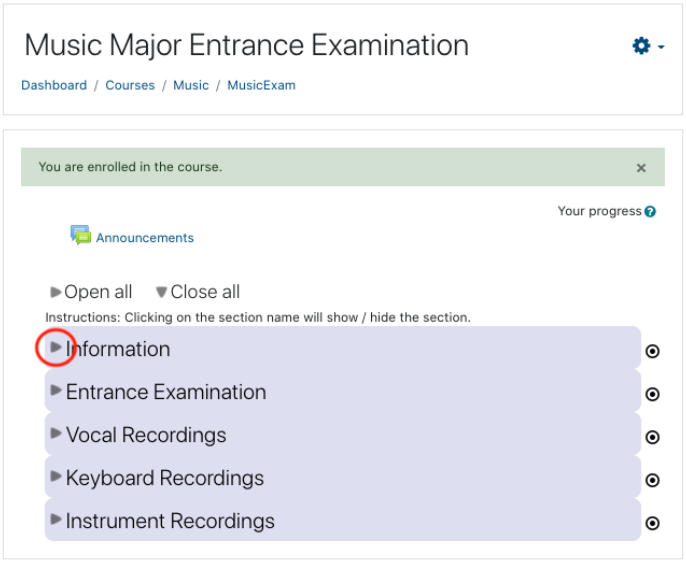
- Click on the exam link from the Music Office.
- On the login page, enter the username and password for your MLC account. This is the same username and password as you've used on the MLC Portal to access your New Student Checklist and course scheduling tools.



- Click the blue **Enroll me** button at the bottom of the screen.
  - *If you do not see this button, go back to the email from the Music Office and click on the exam link again.*



- Follow the directions from the Music Office to access the exam and upload your needed recordings. Click on the grey arrows in front of each section title to expand the sections.



Getting Help

- For questions about your username and password, please see the MLC Accounts page.
- For questions about the exam and recordings, please contact the Music Office.