D.Min.
Information Technology Resource Guide

A Step-By-Step Tutorial
Updated May 2018
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Informational IT Overview
Data compiled by D.Min. Office in collaboration with Evangel IT Support Staff

Hello, D.Min. Participants! We are excited you are pursuing your doctoral educational studies with the Assemblies of God Theological Seminary. To help connect you with the various network resources available to you, the AGTS Doctor of Ministry Office has compiled this helpful guide to assist you. Questions may be directed to the EU Help Desk via email at helpdesk@evangel.edu or by calling (417) 865-2815, ext. 8368.

--The D.Min. Team (John, Ava, Lois & Geneva)

Evangel Login
A username will be sent to your personal email at the time of acceptance. Your username will be a combination of your last name and student ID number. Please take time to memorize this since it is so important to your success at AGTS (Evangel).

When creating a password, it must be at least 17 characters in length and it is a good practice to include a capital letter and a number for greater security. Your password will be good for 365 days. A notification will be sent to your Evangel email when it is time to change your password. For more information about password security, resetting password, etc., please go to https://help.evangel.edu/hc/en-us/articles/115003282703-Student-Password-Reset.

Campus WiFi
As a student you will be able to connect to the Evangel WiFi which is located in most of the public areas on campus, using your username and password.

Computer Labs
Microsoft Office and the ability to print is available campus wide. In addition to the computer lab in the AGTS building, view a list of computer labs on the Evangel campus (including hours and software). When using computer labs, please remember to log off, this will help protect your information.

Student Email
https://studentmail.evangel.edu
Access your 50GB mailbox online at http://studentmail.evangel.edu
Instructions:
Email Setup for iOS
Email Setup for Android
How to forward your email

Web Software Services
Student Portal: http://web.evangel.edu/portal/student/
Course Commons: https://help.evangel.edu/hc/en-us/articles/202448915-Course-Commons
Android and iOS apps are available for Course Commons, and are located on each brands app store.
Web Software Services (cont.)
Helpdesk: https://help.evangel.edu
Web Printing and WiFi printing

Additional Benefits

IT Helpdesk Support: Will provide basic support for students to access email and office products, and will also give advice for solving other computer issues.

Office 365: As a student you are given Office 365 for free that can be installed on your personal computer. This provides Microsoft Office Products including Word, PowerPoint, Excel, and a 1TB of OneDrive storage. To activate your account, just use your Evangel Email on the following Web page: http://products.office.com/en-us/student/office-in-education.

Other software may be available to you for your specific degrees. Please contact your academic department to see if software is available.

Questions? Contact the Help Desk via email at helpdesk@evangel.edu or by calling (417) 865-2815, ext. 8368.
To help make the transition to campus as smooth as possible, additional details for several of the resources listed in the “Informational IT Overview” are provided below.

- **Password/Username Verification:**
  
  As you plan for your arrival at AGTS, make sure you can access everything you need on our network. Use the link below to verify your username and password.
  

- **Resetting or Changing Password:**
  
  If you forgot your password, you need to change or reset it by going to https://help.evangel.edu/hc/en-us/articles/115003282703-Student-Password-Reset and following the instructions.

  To update your current password:
  - Login to the Student Portal with your current password and select the "Change your password" link located in the upper left corner of the screen.
  - OR
  - Login to a campus computer with your current password and press "CTRL + ALT + DELETE" and selecting the "Change password" option.

- **WiFi Registration:**
  
  When arriving on campus with a new device, please follow the following steps to connect to the EU WiFi.

  1. Find "Evangel" wireless on your device and connect to it.
2. You will automatically be taken to a login page/popup. Enter your Evangel Username and Password and **click 'Join'**.

3. Next, you will now need to choose to trust the wireless certificate by **choosing 'Continue' or 'Trust'** on the Certificate page.

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**Evangel WiFi Connections**

**Evangel**: This connection is best used for laptops, phones, tablets, and desktops that have wireless.

**EU-Other**: Why have this connection? This is for devices that cannot use the standard “Evangel” WiFi (e.g., Devices like AppleTV, Chromecast, FireTV, etc.). You will need a Passkey to get your device on EU-Other. **Learn how to connect to EU-Other** ([https://help.evangel.edu/hc/en-us/articles/205722675](https://help.evangel.edu/hc/en-us/articles/205722675)).

**EU-Guest**: This is for university guests who need temporary Internet access. **EU-Guest provides 16 hours** of Internet access while the network is available from 7 a.m. to midnight. **Learn how to connect to EU-Guest** ([https://help.evangel.edu/hc/en-us/articles/206331565](https://help.evangel.edu/hc/en-us/articles/206331565)).
• **Forwarding University Email to your Personal Email:**

  A **Step-by-Step Guide** on how to forward your evangel email to your personal email address is listed below.

**Step 1.**

- First, log in to your student email by going to [studentmail.evangel.edu](http://studentmail.evangel.edu) or following the links on the student portal and click on the gear button in the upper right hand corner and the click on “options”.
From that screen click on Organize Email (1.)
- Then select Inbox Rules (2.)
- Then click on the “+” symbol (3.)
Step 3.

A drop down box will appear, from menu select “Create a new rule for arriving messages…”
A new window will appear with these options:

- Give a **Name** (title) to your forwarding rule *(1.)*
- Select "It was sent to…" *(2.)*
- Enter your student email address (...@evangel.edu) in the To: section and press okay *(3.)*
- Select “Redirect the message to…” in the next drop-down field *(4.)*
- Enter your personal email in the To: field and press okay *(5.)*
- Save your work by pressing the save button *(6.)*
Accessing & Using Course Commons:

For issues accessing Course Commons try a password rest.

Once you are logged in use "Help" for assistance.

Information on Accessing Courses and Getting Help in Course Commons.

1. Course Commons
   This course will use Evangel’s Course Commons system.
   Login at: https://courses.evangel.com/

   Use your Evangel username and password to login.
   To access the course, hover over or click Courses at the top of the page after logging in.

2. Before the class starts:
   a. Students will have access to Course Commons and this course seven (7) days before the official beginning of the semester. This does not mean all course content will be ready. Release of course content will be the prerogative of the professor.

   b. Students have until seven (7) days after the semester begins to complete financial registration. If financial registration is not completed by the seventh day, course access will be revoked and all submitted work will be lost.

3. Course Content:
   a. All course content (syllabus, modules, course materials, dropboxes, quizzes, exams, discussions, grades, etc.) will be located on the navigation pane on the left hand side of our course.
   The Navigation pane may differ from course to course.

   b. At the end of a semester, students will have limited access to the course through Course Commons. Only access to already submitted work and grades will be available.
4. Personal Settings:

   a. After logging into Course Commons, be sure to go to Settings and adjust your personal profile settings.
   b. Add in a profile picture of yourself (Smile!)
   c. Set your notifications: set how you’ll be notified (EU email, personal email, text, Facebook, Twitter, etc.) and how often.
   
   d. Need help figuring out how to do all that? Be sure to check the Canvas Help Guides or go here: Navigating Your Canvas Profile

5. Help:

   a. Course Commons Help can be found by clicking the Help button in the upper right corner after logging in. Because the Course Commons is powered by the Canvas Learning Management System, all help guides and helpdesk tickets are through Canvas.
   b. Be sure to look at the Canvas Student Quickstart Guide: Canvas Student Quickstart Guide

By clicking Help, you’ll be able to...

   a. Submit a question directly to your instructor
   b. Access Canvas Help Guides
   c. Submit a Course Commons Helpdesk Ticket

Direct Link - Canvas Help Website: https://help.instructure.com/home

6. Course Commons Troubleshooting:

   a. Question about a quiz or course content?
      
      Contact your instructor, first!
   
   b. Technical question about the Course Commons?
      
      Click Help and submit a ticket through Report a Problem.
   
   c. Can’t access Course Commons?
      
      Contact the EU IT Helpdesk: 417-865-2815 x8368 (phone) or helpdesk@evangel.edu (email) or help.evangel.edu (web)
   
   d. Obtain document entitled “Guidelines to Access and Download Files from Course Commons” from the D.Min. Office for additional helps in accessing and printing documents.
• **How to Print Remotely Using Web Print:**

You may print jobs remotely or from a device by using PaperCut’s Web Print feature. PaperCut provides each user access to their account information, including web printing, which allows your print job to be released by sending directly to printer or with the swipe of your “prox” card (e.g., Student ID card).

1. To **login** to PaperCut, click on this link: [https://print.evangel.edu](https://print.evangel.edu) and use your **Evangel Username** and **Password** as your login information.

![Login Screen](image)

After you login, click on “Web Print” located on the left side of the screen and then “Submit a job”.

![Web Print Screen](image)

2. Then, **click** on the button labeled “2. Print Options and Account Selection>”. The “Follow Me” virtual printer is already selected for you. **Note:** There are no printers to find.

![Printer Options Screen](image)
3. The next couple of steps will allow you to **a)** enter the number of copies desired and **b)** “upload your document(s)”.

   File types are limited to PDFs, Microsoft’s Excel, PowerPoint and Word documents.

4. Click on the **“Upload & Complete”** button to see your job’s “status and cost”. **Note:** There is **no cost assessed** to students for printing remotely on campus.

5. When Status displays **“Held in a queue,”** click on the link and **select** any printer located in the AGTS Building (e.g., **AGTS Library, AGTS Student Lounge**, etc.). See screen shot below.
6. Finally, after choosing printer, select “Release Print” or “Release All” from the menu screen. All of your queued jobs will appear and be ready to print (e.g., print all or print individually by document name). Note: Print jobs waiting for release expire in 24 hours.
• **Library Resources and Research Information:**

AGTS has an extensive 135,000-volume library designed to support Doctor of Ministry course offerings. D.Min. participants may borrow books and acquire photocopies of journal articles. Available materials will normally be shipped within 24 hours of receipt of the request. Materials may be requested from the AGTS Library directly via email (library.circulation@agts.edu) or phone (800-467-AGTS or 417-268-1063). In addition, many resources for theological study are often available online or through local libraries or local interlibrary loan programs. Materials may also be requested from the AGTS library by utilizing the interlibrary loan services of a local library.

◆ **AGTS Materials Available to Doctor of Ministry Participants**
All books in the circulating collection are available for loan to AGTS participants provided they have not been placed on reserve for courses. (Reference books, periodicals, microfilms, audio-visuals, and certain dissertations and theses are available for use in the AGTS library only.) Scanned copies of journal or magazine articles may be purchased from the AGTS library at a cost of 10 cents per page. Unless a participant requests a direct invoice, the cost will be billed to the individual’s account in the Bursar’s Office.

◆ **Access to Licensed Online Resources**
Doctor of Ministry participants will have access to all of the online databases and resources licensed by the Evangel University Libraries. See the library’s web page at [aggts.edu/lib/](http://aggts.edu/lib/). These databases include: full-text databases available through EBSCOhost (the ATLA Religion Database with ATLASerials, Old and New Testament Abstracts, Educational Resources Information Center – ERIC, Jewish Studies Source, Humanities International Complete and EBSCO databases such as Academic Search Complete and the EBSCO eBook Collection); eHRAF (Electronic Human Relations Area Files for cross-cultural and intercultural studies); Pro Quest Research Library, including the Pro Quest Dissertations & Theses Full Text database. A current student portal account ID and Password is required for access to these databases.

◆ **Book Loan Period**
The loan period for books checked out to Doctor of Ministry participants is 60 days. The due date is indicated on the date due slip in the back of the book.

◆ **Book Renewal**
Books may be renewed for one additional 30-day period if not already requested by another individual. To renew books, the participant must contact the AGTS library staff in person, through email or by phone. When the call is placed to renew books, the call number, title and author of each book must be specified properly to renew the book. In the event that a renewal is not possible at that time, the participant will be informed.

◆ **Recall of Books**
Books on loan to AGTS participants are subject to immediate recall if needed for reserve at the AGTS library. Also, after the initial two weeks that books are checked out, if the books are needed by other individuals, they are subject to immediate recall. Recalled books will be given a modified due date and will be considered overdue if not returned in the mail within 48 hours of the new due date.
MOBIUS Materials Available to Doctor of Ministry Participants

AGTS is a member of the Missouri Bibliographic Information User System (MOBIUS) and shares a common Web OPAC (Online Public Access Catalog) with other MOBIUS libraries. D.Min. participants may place holds through the Web OPAC for circulating books from other MOBIUS schools. The requested books will be sent to the AGTS Library or to any other participating Missouri academic library selected as a pickup location. The loan period for MOBIUS books is four weeks with two four-week renewal periods possible. However, once the initial loan period has ended, MOBIUS books are subject to recall. It may be possible to mail some items to out-of-state D.Min. participants in certain instances. However, it would be necessary to work out the specific details with the library staff. *Please note the loan period would include any amount of time needed to ship the item from AGTS to the participant and the amount of time needed to ship the item back to AGTS.

For complete library policies, please consult the library’s web page at www.agts.edu/lib/.

AGTS Library FAQ’s

1. How do distance students access the EBSCOhost database in the AGTS Library from their homes?

You may access the EBSCOhost database on the AGTS Library web page at: agts.edu/lib/. When you click on the EBSCOhost link, enter your Evangel user name and password.

2. Can participants have AGTS library books mailed to them at their homes?

Yes, participants need to email or call the AGTS Library (email (library.circulation@agts.edu) or phone (800-467-AGTS or 417-268-1063). The loan period for AGTS books is 60 days with a 30-day renewal period if requested.
“Informational IT Overview” Footnotes *(Web Links)*


    EU-Guest:  https://help.evangel.edu/hc/en-us/articles/206331565;  
    EU-Other:  https://help.evangel.edu/hc/en-us/articles/205722675


4.  https://studentmail.evangel.edu

5.  https://help.evangel.edu/hc/en-us/articles/200946099-Setting-up-email-on-iPhone-Ipad-or-Ipod-Touch


