D.Min.
Information Technology Resource Guide

A Step-By-Step Tutorial
Updated September 2019
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Informational IT Overview

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 studenthelp@evangel.edu or by calling (417) 865-2815, ext. 4357.

--The D.Min. Team (John, 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://web.evangel.edu/community/?p=IT&i=1485&t=1.

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, you may contact the Help Desk to secure a complete list of computer labs on the university campus. When using computer labs, please remember to log off. This will help protect your information.

Student Email

https://www.evangel.edu/current-students/

Access your 50GB mailbox online at https://www.evangel.edu/current-students/

Instructions:

• How to forward your email

Web Software Services

Student Portal: http://web.evangel.edu/portal/student/
Course Commons: Login to Course Commons and click on “Course Commons Student Orientation”.

YOUR CALLING. OUR PASSION.
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 studenthelp@evangel.edu or by calling (417) 865-2815, ext. 4357.
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://web.evangel.edu/community/?p=IT&i=1485&t= 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.

Evangel WiFi Connections

Evangel: This connection is best used for laptops, phones, tablets, and desktops that have wireless and is more stable and preferred for students.

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://web.evangel.edu/community/?p=IT&i=1487&t=).
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.

Steps 1-3.

- First, log in to your student email by going to https://outlook.com/evangel.edu.
- Click on the “gear button” in the upper right hand corner (2.)
- Select “Search all settings” (3.)
Steps 4-7:

- Type “Forward” and choose the item “Forwarding” (4.)
- Click on “Start Forwarding” (5.)
- Enter your alternate email address in the “Forward my email to:” (6.)
- You may want to check “Keep a copy of forwarded messages” if you want them to also stay in your Evangel account - Click “Save” (7.)
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/](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 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](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 Course Commons?
      **Submit ticket to EU Help Desk, studenthelp@evangel.edu**
   c. Can’t access Course Commons?
      **Contact the EU Help Desk: 417-865-2815 x 4357 (phone) or studenthelp@evangel.edu (email)**
   d. Additional questions?
      **Login to Course Commons and click on “Course Commons Student Orientation”**
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 and use your Evangel Username and Password as your login information.

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

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.
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:

The Cordas C. Burnett Library is the major information resource center of AGTS, incorporating both a physical resource center along with an increasingly vast array of digital resources that can be made available to students throughout the world. The two-level physical facility provides students with a pleasant, quiet atmosphere and a wealth of resources for the pursuit of serious graduate study. The library has a 135,000-volume capacity and its holdings currently consist of 127,726 bound volumes, 80,312 microforms, 5,561 audiovisuals, approximately 160 current periodical subscriptions, and a significant number of indexing and full text online databases that are collectively licensed by the Evangel University libraries. These collections include extensive biblical, theological and missiological materials, augmented by the Flower Pentecostal Heritage Center located at the National Leadership and Resource Center of the Assemblies of God in Springfield, as well as a collection of counseling resources.

The facility includes a computer center that provides access to productivity software, library resources and the Internet. The computer center is equipped with computers and a copy machine/printer. AGTS students may use the library’s copy machine to scan and save copies of documents, either using USB drives or their personal email accounts, and for color printing. A wireless network is accessible throughout the facilities and students can send their laptop or home computer print jobs to the library’s copy machine/printer.

The AGTS Cordas C. Burnett Library is part of the Evangel University Library System that includes the collections of the Klaude Kendrick Library (main campus) and the James River Leadership Campus Library. The materials from the various collections are integrated into one common online catalog and can be searched simultaneously.

Evangel University libraries provide students and faculty access to a number of online databases and publisher back files that significantly enhance the library’s collection, serving as periodical indexing tools while also providing full-text access to a wide range of electronic resources, including journals and eBooks. Available 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. The library provides a “Discovery” search option through EBSCO which enables students to search most of these databases and the online catalog of the EU/AGTS libraries holdings simultaneously. Students can do this by using the “Search Everything” search box on the EU Libraries homepage (https://library.evangel.edu).

See below for instructions to access the online research databases licensed by the EU libraries from off-campus:
1. Submit a search using the “Search Everything” search box provided on the libraries’ home page (https://library.evangel.edu) or click on any of the individual database links provided on the library’s A-Z Databases page.

2. If this is the first time you have tried to connect to an EU library database during your browsing session, you will need to perform the following steps as well.

3. A Login page will open. Enter in the following information in the spaces provided: **Please Note: This is the same login that you would use to place MOBIUS or SWAN book requests or to access your library account.**

   - **Your Name**
   
   - **Library ID.** Your library ID will be your Evangel student number (the number that appears in your student card’s barcode), followed by the letters “EU” (all caps). For instance, your ID may look something like this: 10002345678EU The number should be very similar to what appears in your student portal login but with some extra zeros inserted to bring the total number of digits to 11. As a general principle, it will likely be three additional zeros inserted immediately after the initial number. However, some may need to add a larger total of zeros.

     If you need to verify your student number, the home page of your student portal account will have the full number listed near the top of the screen.

   - **Password.** If you have not already created a password, you can do so by entering a sequence of letters/numbers and clicking on “Submit.” You will be responsible for creating and remembering your own password. Please keep in mind that this is a separate password from what you create for your student portal account, although you are free to use the same sequence of letters and numbers. If you forget your password, you can create a new one by selecting the “Forget your password?” option or by contacting the library’s Circulation Desk for help.

   - **Click Submit.**

The AGTS library can provide further access to print materials beyond those housed in the Evangel University libraries by virtue of EU’s status as a member of the MOBIUS consortium. MOBIUS creates a virtual collection of the more than 29 million items contained in the libraries of its member institutions and creates a single user interface that allows faculty and students to request library materials using any personal computer in any location with access to the Internet. Requested materials may be delivered to the AGTS library within as few as one or two days of being requested by the MOBIUS Delivery System. Local libraries that participate in MOBIUS include Baptist Bible College, Cottey College, Crowder College, Drury University, Missouri Southern State University, Missouri State University, Ozark Christian College, Ozarks Technical Community College and Southwest Baptist University. The library also offers computer-assisted interlibrary loan services through OCLC that enable patrons to borrow books from other non-Consortium libraries throughout the country.
These resources enable AGTS students to deal effectively and efficiently with their information needs. As students grow in their experience and skill, the library can offer virtually unlimited access to resources through the library’s online catalog, MOBIUS, OCLC, the Internet and Interlibrary Loan.

Distance students may borrow books from the Evangel University Libraries’ circulating collections. Library staff will normally ship available books within 24 hours. Scanned copies of articles from the libraries' journal or magazine collections may be requested as well and will be emailed to the student’s account. The standard cost for photocopies is 10 cents per page. Unless the student requests a direct invoice, the cost for copies will be billed to the individual’s account in the Business Office. Students may request materials directly from EU libraries via email (library@agts.edu) or phone (800-467-AGTS or 417-268-1059). In addition, many resources for theological study are often available online or through local libraries or local interlibrary loan programs. For lists of library resources and complete library policies, please consult the library’s web page at https://evangel.library.edu.
“Informational IT Overview” Footnotes (Web Links)

1.  https://web.evangel.edu/community/?p=IT&amp;i=1485&amp;t= sword-Reset

2.  **Evangel:**  https://web.evangel.edu/community/?p=IT&amp;i=1486&amp;t=  
    **EU-Other:**  https://web.evangel.edu/community/?p=IT&amp;i=1487&amp;t=

3.  https://www.evangel.edu/current-students/

4.  https://web.evangel.edu/community/?p=IT&amp;i=1493&amp;t=

5.  https://courses.evangel.edu/courses/1589

6.  https://print.evangel.edu