

New Student Quick Reference Technology Guide

Center of Information Technology



CENTER FOR INFORMATION TECHNOLOGY

The **Center of Information Technology (CIT)** provides technology leadership and support to Hampton University and serves as the primary source of information technology services and support for students, faculty, staff, and researchers. Services and resources include (but are not limited to) operating and maintain the HU network, protecting the integrity of the University's data and critical administrative systems, and operating the student computer lab's Academic Technology Mall (ATM). The CIT is comprised of the following departments:

- Network Services
- Computer Center
- Academic Technology Mall/Help Desk
- Web Services
- Media Productions
- Education Services/Blackboard



This guide will provide you with instructions for the following technology services and resources: **InfoTech, HUNet, Password Manager, MyCampus Portal, Email Account, Blackboard, Library Resources, Atomic Learning, and Help Desk Support.**

Academic Technology Mall/Help Desk Support

The **Academic Technology Mall (ATM)/Helpdesk** is responsible for the support and maintenance of end-user computer systems. This included centralized support for computer accounts, CIT-managed computer labs, software distribution, and on-site computer and network support for Hampton's students, faculty, and staff.

ATM Hours:

Monday-Thursday: 8:30am-11:45pm

Friday: 8:30am-4:45pm

Saturday: 9:00am-4:45pm

Sunday: 3:00pm-11:45pm

For IT questions or concerns, please contact the Student Helpdesk by:

- **Phone:** 757-728-6931
- **Email:** helpdesk@hamptonu.edu
- **In Person:** 5th Floor of the William R. & Norma B. Harvey Library



InfoTech

Your **InfoTech** account will allow you to login to several systems on campus such as:

- ✓ Campus Computers
- ✓ My Campus Portal
- ✓ Blackboard
- ✓ Campus WiFi
- ✓ University's Library Database
- ✓ Hoounit (*formerly Atomic Learning*)

The default login information is:

Username: firstname.lastname (period in between first and last name) *i.e. John.Smith*

Password: first initial + last initial +last 4 digits of HUID# *i.e. js1234*

Note

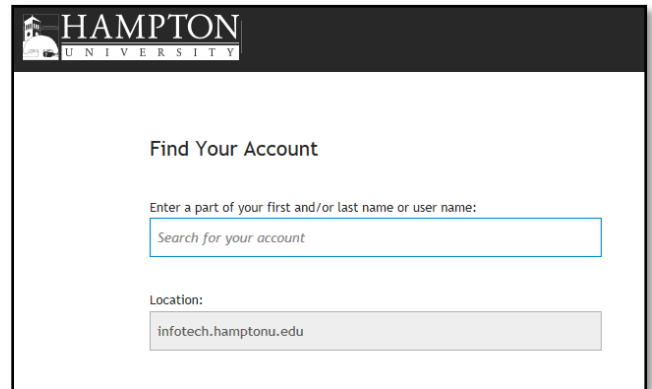
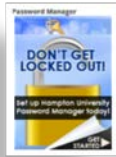
You will be prompted to change your password immediately for security reasons. Every **90 Days** you will be required to change your INFOTECH password. If you cannot login or have forgotten your INFOTECH password, please contact the Student Helpdesk at 757-728-6931 or email at helpdesk@hamptonu.edu.

Password Manager

All Hampton University students should first register in the **Password Manager** system to setup security questions in order to **manage and reset INFOTECH passwords**, in the event of password expiration or account lockout.

To Access Password Manager:

1. Click on **Current Students**
2. Look for **Quick Links**
3. Click on **Password Manager**
4. To find your account/register, the **student finds his or her name**. The system will auto-prompt for registration.



You can also access Password Manager directly at

<https://hupasswordmanager.hamptonu.edu/pmuser>

It is highly recommended that students immediately change their default password. Passwords should adhere to industry accepted complexity standards: A mix of upper and lower case letters, use at least two numbers and two special characters, not use a word that can be found in a dictionary, and have a minimum length of 8 characters. Example: rtHUN3tL0g!n*.

Note

If you change your INFOTECH Password, you are also changing the password for **MyCampus Portal, Email, WiFi, Library Resources** and **Campus Computers**. These systems all require the same password.



What is HUNet?

The **HUNet Administrative Services** system is a service that **allows current students the ability to view/update personal information, course registration, holds, grades, transcripts, account summaries, financial aid information, and more.**

HUNet requires a six digit PIN that is provided by the registrar’s office. It also requires an Alternate PIN that is obtained from your academic advisor in order to access registration information.

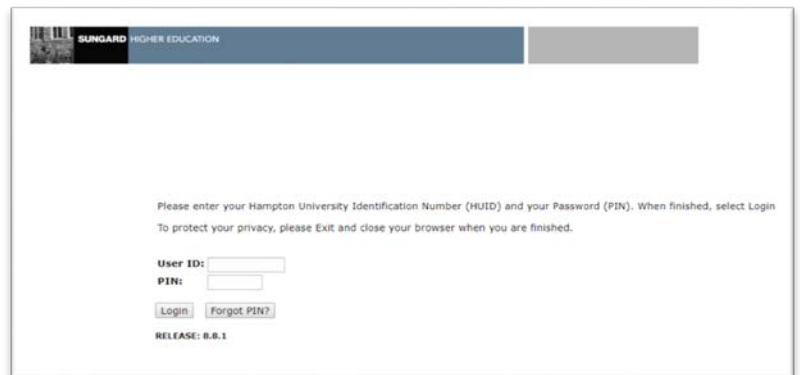
Note **Students who do not enter their courses or do not indicate ADD/DROP or course section changes into (HUNet) will not be officially registered, added to or dropped from a course.**

How to Login to HUNet

1. The **HUNet** link is located on the **Current Students** page of the Hampton University website at <https://mycampus.hamptonu.edu/web/mycampus/home>.
2. Click on HUNet Administrative Services



3. Click on Enter Secure Area
4. Type in your User ID and Password
 - a. **User ID = 8 digit HU ID#**
 - b. **PIN = 6 digit PIN# provided by registrar’s office**

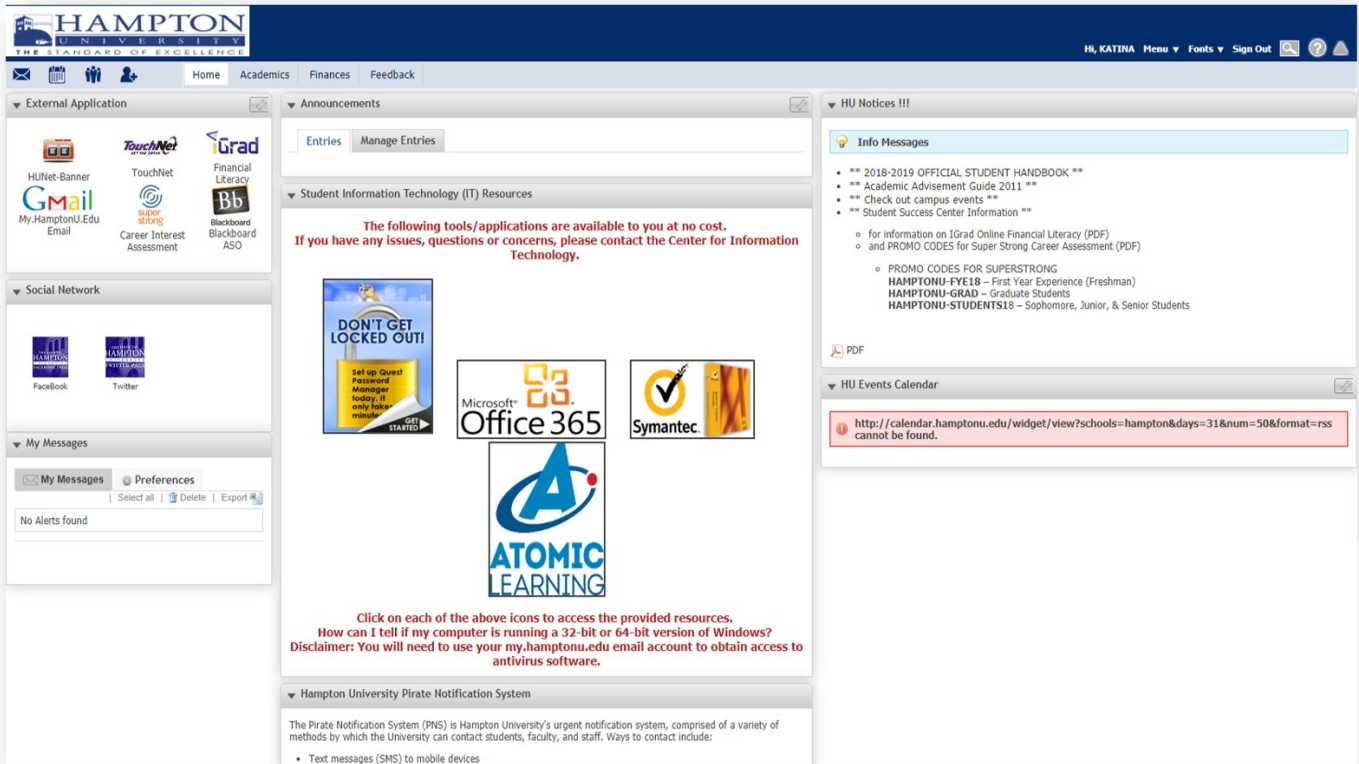


If you have forgotten your PIN and created your security question/answer, you can use the “Forgot PIN” option. **If you did not receive your PIN, you must contact the Registrar’s office to obtain this information** (757-727-5323 or registrar@hamptonu.edu).



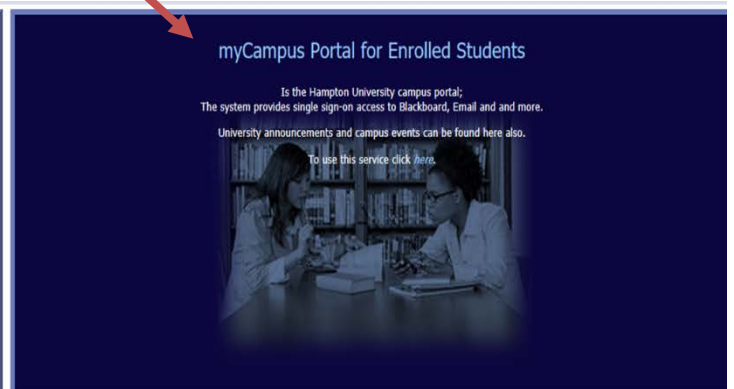
What is the myCampus Portal?

The **myCampus Portal** system provides **single sign-on access to Email, Blackboard, HUNet Administrative Services** and more. University announcements and campus events can also be found here.



How do I log into the myCampus Portal?

The myCampus Portal link is located on the **Current Students** page of the Hampton University website at <https://mycampus.hamptonu.edu>.



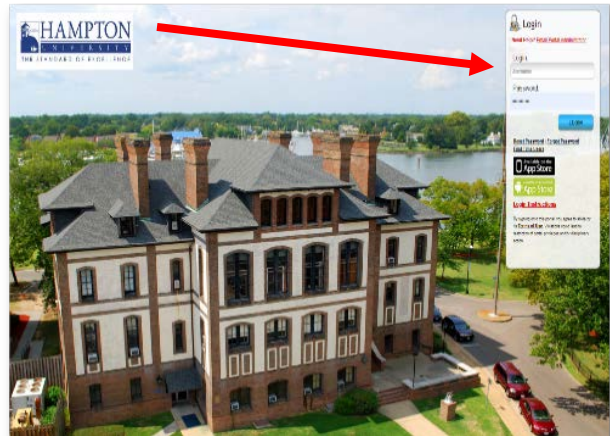


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The login information for **myCampus Portal** is:

Username: 8-digit HU ID# i.e. 12345678

Password: Your INFOTECH Password

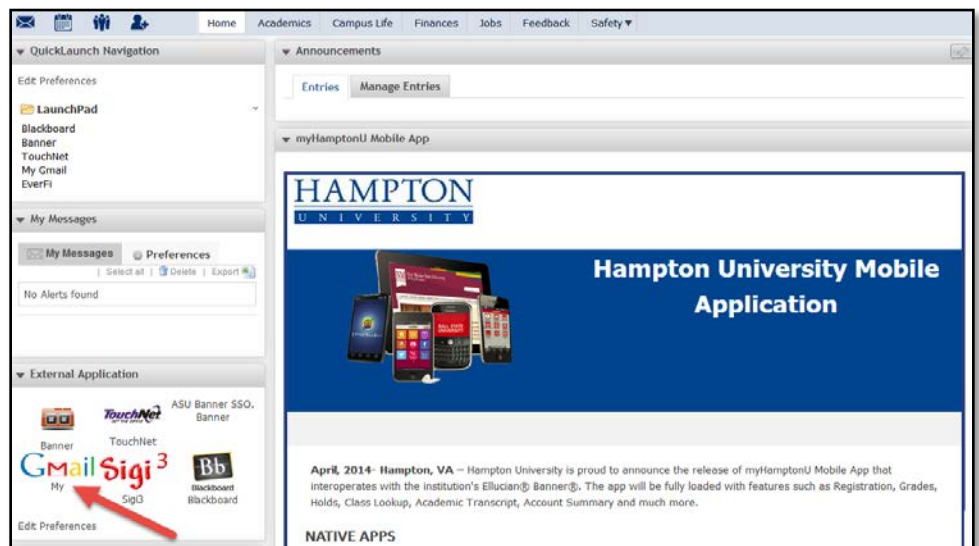


Hampton Email Accounts

All students must use the Hampton University email system for electronic correspondences with Faculty and Administrators. Hampton University Faculty and Administrators will only correspond with you through your University email account.

How do I log into my Hampton Email?

1. Log into the **MyCampus Portal**
2. Click on **My Gmail**



What is My Email Address?

Your email address is as follows: **firstname.lastname@my.hamptonu.edu**

Exception: If you have the same first and last name as another Hampton University student, there may be a number included in your email address.

Note

After you log into your Gmail account, you can view your complete email address in the upper left hand corner of the screen.



What is Blackboard?



Blackboard is our Online Learning Management System. Blackboard provides access to content for courses such as syllabi and assignments, participate in online discussions with instructors and classmates, submit assignments, and take online exams.

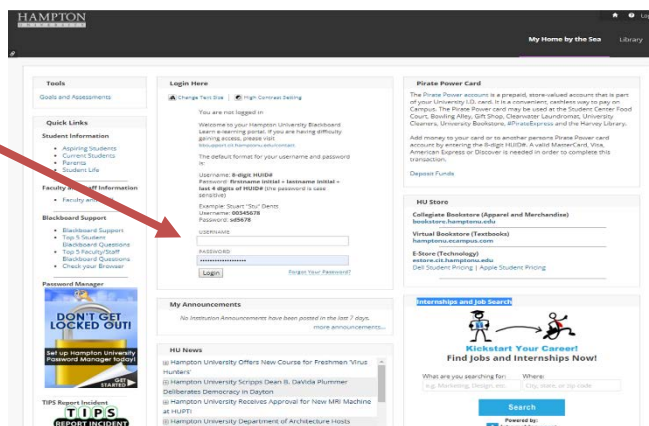
How do I log into my Blackboard account?

Access Blackboard via MyCampus Portal
(recommended)

You can also access Blackboard directly at:
<https://courses.hamptonu.edu>

The default login information is:

Username: 8-digit HU ID#;
Default Password: first initial + last initial + last 4 digits of HU ID# (lowercase letters)



Note Blackboard Accounts do not expire, lockout, or require you to change your password after a certain amount of time. However, it is **highly recommended** that you change your password immediately for security reasons.

Blackboard Support

Blackboard Support is located on the 5th Floor of the Harvey Library. Blackboard Support can be contacted in three ways:

- **Phone:** 757-728-6574
- **Email:** BBSupport@hamptonu.edu
- **Website:** <http://bbsupport.cit.hamptonu.edu/contact/>

Note Blackboard courses are auto-created and auto-enrolled from HUNet. Therefore if your course(s) is/are not visible in Blackboard, verify your enrollment in HUNet. Once verified, either contact the registrar for registration issues or your instructor for course availability.

Blackboard Training

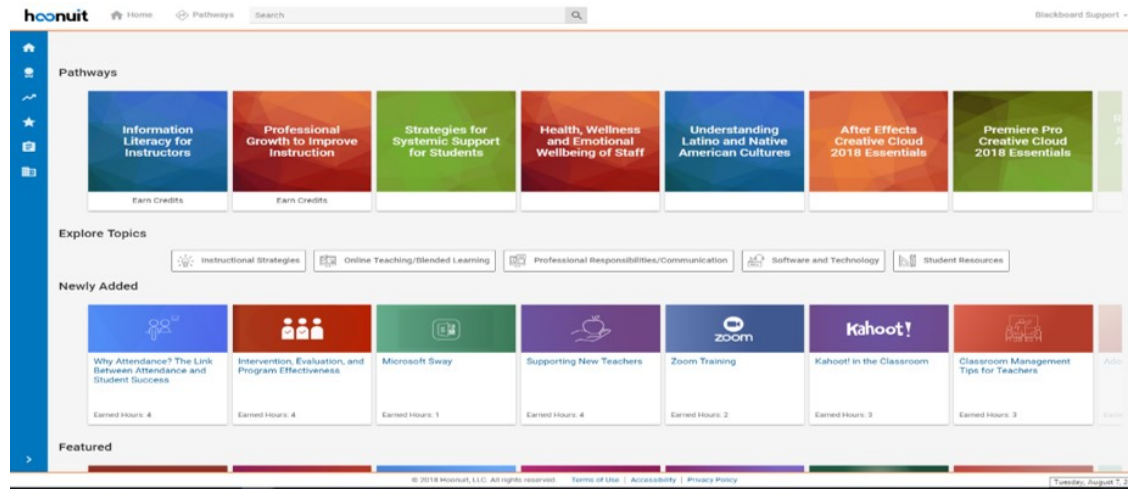
- **Online Videos/Tutorials:**
https://help.blackboard.com/Learn/Administrator/Hosting/Watch_Videos/Blackboard_Videos_for_Students
- **Hoonuit (Formerly Atomic Learning):** Log in using directions on page 8 of this guide and **Search for Blackboard**
- **One-on-One Training** can be requested via email at BBSupport@hamptonu.edu



What is Hoonuit (formerly Atomic Learning)?

Hoonuit (pronounced “who knew it”) is an online technology training and professional development tool and was previously referred to as **Atomic Learning**. It includes over 60,000 step-by-step video tutorials on more than 250 common software and operating systems such as Microsoft® Office, Adobe® Creative Suite, and Blackboard®, and topics such as plagiarism and online courses.

Available 24/7 from campus or home, Hoonuit creates flexible learning opportunities that make it easy for learners of all ages to embrace technology and develop critical skills for success at school, at work and in life.



How Can I Access Hoonuit (formerly Atomic Learning)?

Hoonuit is powered by Atomic Learning can be accessed in one of two ways:

1. From the **Hampton University Hoonuit website**:
<https://www.atomiclearning.com/highed/login/hamptonu>



2. Within **Blackboard** under the “My Home by the Sea” tab, click on “**Launch Hoonuit (formerly Atomic Learning)**”





How do I log into Hoonuit (formerly Atomic Learning)?

Your **INFOTECH** logon information will allow you to get into the Hoonuit website. The default INFOTECH logon is:

Username: firstname.lastname (period in between first and last name) *i.e. John.Smith*

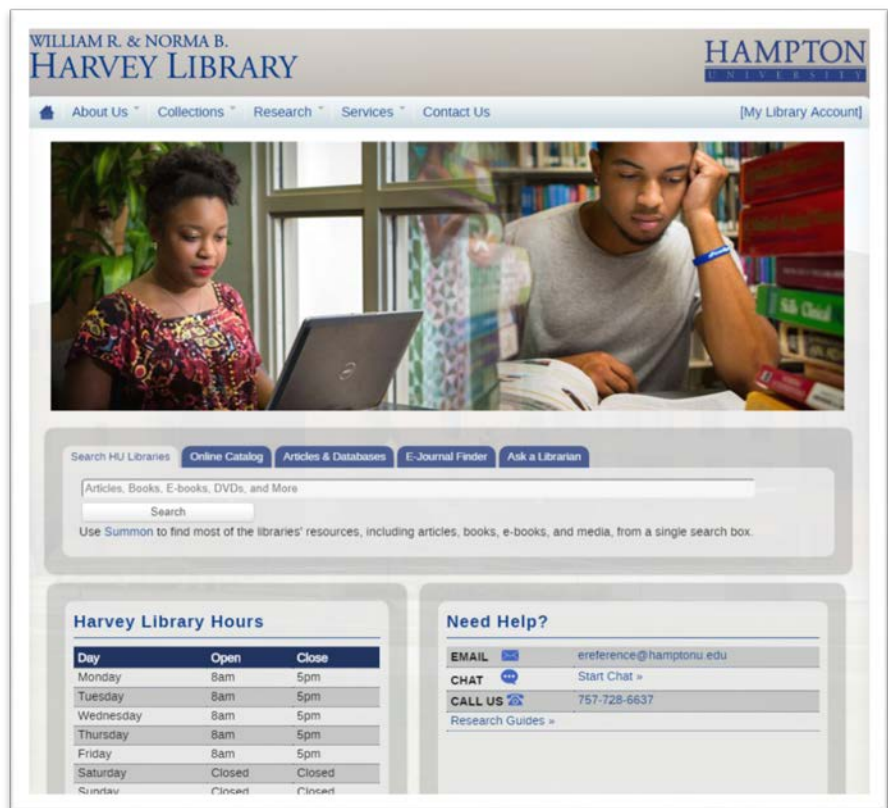
Password: first initial + last initial + last 4 digits of HU ID# (lowercase letters) *i.e js1234*

Hampton University Library Resources

Libraries support the University’s mission to promote learning and excellence in teaching by providing access to a wide array of information resources, services and facilities.

Hampton University has access to the resources of the University libraries. The libraries are enhanced as a result of membership in several networks and consortia, serving academic libraries. The Hampton University Library is a member of the Virginia Tidewater Consortium (VTC), the Virginia Independent College and University Library Association (VICULA) and the Virtual Library of Virginia (VIVA).

The sharing of resources by the network of academic libraries is accomplished through the use of interlibrary loan, reciprocal borrowing, the shared cataloging of materials, online access to holdings, bibliographic databases and cooperative purchasing.



How do I access the Library Resources?

Library Resources Website: lib.hamptonu.edu

Username: firstname.lastname (period in between first and last name) *i.e. John.Smith*

Password: Your **INFOTECH** password