Sync Into Otis College Technology

New Student Orientation
June 6, 2019

Heather Cleary
Access WiFi

WiFi Network: Otis-Internet
Password: NetAccess14
Dashboard

Quick Access
Single Sign-On (SSO)

https://my.otis.edu

Otis Credentials

- Otis ID # (Xnumber)
- Password
Dashboard Menus

- Otis Dashboard
- Faculty and Staff
- Student
  - Student Home
  - Advising and Academic Support
  - Campus Safety and Security
  - Finances
  - International Students
  - Student Employees
- Registration
- Student Forms

- EMAIL
- O-SPACE
- DEGREE WORKS
- LIBRARY
- TUTORING
- REGISTER FOR CLASSES
- PAY MY BILL
- FIND JOB / INTERNSHIP
- THE HOOT
- OTIS.EDU
- DEGREE WORKS
- TUTORING
- MENTORING
- ADVISING
- DISABILITY SERVICES
- SELF-SERVICE
- PAY MY BILL
- REGISTER FOR MY CLASSES
- MY REFUNDS
- FAFSA
- WAIVE HEALTH INSURANCE
- IGRAD
Change Your Password

Digital Tools

- EverFi
- G-Drive
- LyndaCampus
- One Card System
- Owl Care
- Password Manager
- ResCenter
- Student Self Service
- Travel and External Study

Otis Password Manager is a convenient tool to manage your user account. Please bookmark this page for quick access in case of emergency.

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enroll</td>
<td>First-time users must enroll into the system. Enrollment is a one-time process and takes only a few minutes. <a href="#">Enroll</a> or <a href="#">Re-Enroll</a></td>
</tr>
<tr>
<td>Reset</td>
<td>If you have forgotten your password, you can reset it and unlock your account if needed. <a href="#">Reset Password</a></td>
</tr>
<tr>
<td>Unlock</td>
<td>If your account is locked out, you can unlock it and log in. <a href="#">Unlock Account</a></td>
</tr>
<tr>
<td>Change</td>
<td>You can change your existing password by confirming its current value. <a href="#">Change Password</a></td>
</tr>
</tbody>
</table>

[Change Password](#)
What’s My Email?

first initial + last name @ student.otis.edu
## Sync Email: Add Account

<table>
<thead>
<tr>
<th></th>
<th>iOS</th>
<th>Android</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Settings</td>
<td>Accounts&lt;br&gt;Backup and restore, Smart Switch</td>
</tr>
<tr>
<td>2</td>
<td>Passwords &amp; Accounts</td>
<td>Accounts&lt;br&gt;ACCOUNTS&lt;br&gt;Add account</td>
</tr>
<tr>
<td>3</td>
<td>Add Account</td>
<td>Microsoft Exchange ActiveSync</td>
</tr>
<tr>
<td>4</td>
<td>Exchange</td>
<td></td>
</tr>
</tbody>
</table>
Enter your **account information**

- **Email**: jotis@student.otis.edu
- **Server**: activesync.otis.edu
- **Domain**: OTIS
- **Username**: X20009876
- **Password**: ********
- **Description**: Otis email
G-Drive

- G-Drive apps
- unlimited storage
- access through Dashboard
Transferring Files On Campus

Transfer Drive
- wiped every 3 days
- quickly share files between campus computers
- access “acswinserver” folder for printing on campus

Personal X-Drive
- max size 50 GB
- quick capture of files while working on campus

Class Volume
- used by some faculty to collect coursework
- will show on desktop with faculty’s name
Learning Management System acts as a hub

Content - library e-books, journals, open

Assessment is varied

May include wiki collaboration locally on Wikipedia

Reflective course work takes place

Other 3rd party tools are used like Twitter, WordPress, Blogger, Tumblr

Courses using this model
O-Space: Components

E-Portfolios

My e-Portfolios

ENGL 202/400 A | Time Travel Narratives
Updated 2 weeks ago.
Hits: 31672

ENGL 107 C | Ms. Venturini | Writing...
Updated 2 weeks ago.
Hits: 5951

My Courses

National Parks: Joshua Tree
ILMS 300 B: 12/22/14 - 05/19/15
Integrated Learning Studio

Special Tpcs: Scientific Illus
ILUS 358 B: 12/22/14 - 05/19/15
Illustration

CMS

(Course Management System)
Course Management System (CMS) "My Courses"

Features:
- Discussion Posts
- Assignments
- Handouts
- Resources
- Submission
- Gradebook
- See Classmates
Laptops
(Devices In The Classroom)
Zoom - otis.zoom.us

(SSO) Otis College Credentials
Lynda.com
(SSO) Otis College Credentials

Free Account
grammarly.com/edu
Free Account = sign up w/ Otis College Email

A Better Way to Write
Avoid grammar errors and communicate with clarity and confidence when writing online.
1. Start with cell #
2. Enter Pin
3. Log In with Otis Credentials

Get LiveSafe
Download “LiveSafe” from the App Store or Google Play. Register and fill out your profile. Select your organization. You’re set!

Share info with safety and security
Submit tips related to safety concerns. Attach a photo, video, or audio file. You can even do it anonymously.

Know what’s around you
Use the Safety Map to see where you are in relation to organization buildings, safety places, and other information.

Request help in an emergency
Quickly access emergency numbers. Safety officials can leverage location data in an emergency, allowing for faster response times.

Know what to do in an emergency and other info
Access important information from your organization like just-in-time training.

Tab navigation: Home
Keeps organization-related functionality in one place within the app.

Tab navigation: SafeWalk and Notifications
Virtually walk contacts to their intended destination and know when they have arrived. Access broadcast messages.
Who Can I Ask?

Dashboard
my.otis.edu

Virtual Help
https://otis.libguides.com/tech_help

dashboard.my.otis.edu

helpdesk@otis.edu

One-Stop
(2nd Floor AHMN)

Library Staff,
Student Learning Center Tutors
(Library)

Academic Computing
(AHMN 401)
My Information
(Take a Screenshot)

Heather Cleary
Office: Library 100F
Email: hcleary@otis.edu
Phone: 310.665.6926
Questions?
End