Account Information for New Community Members

Welcome to Bryn Mawr College! This handout will get you started on some of the services that you will use during your time here. More information about these services is available online at http://techdocs.blogs.brynmawr.edu or from the Help Desk.

Getting Started

For incoming students, the password you received to check your application status is your College password. This password will log you in to all college services including BiONiC and your email. College passwords expire every 6 months.

If you never received a College password, or your password doesn't work, visit the Help Desk located on the first floor of Canaday, or call us at 610-526-7440, to obtain a password. Be sure to bring a photo ID or be prepared to answer some quick security questions.

Passwords obtained from the Help Desk are temporary and should be changed as soon as possible.

Your College password is used for the following services:

- Office 365 (Email, Calendar, and OneDrive)
- BiONiC (Registration, Grades, Employee Pay and Benefits)
- Blogs
- Moodle (Online Course Materials)

- Printing
- Network File Storage
- Logging in to Bryn Mawr College computers
- Off-Campus access

To get started using your accounts, walk through the following steps.

1) Changing Your Password for the First Time

To set up your account for the first time, please call the Help Desk at 610-526-7440 during our open hours listed here: https://www.brynmawr.edu/lits/hours

Once the Help Desk has set up your account, visit http://password.brynmawr.edu to change your password to something of your preference.

2) Logging in to Office 365 (Email, Calendar, OneDrive, and More)

Go to http://webmail.brynmawr.edu and use your College email address and password to log in.

College administration, staff, faculty, and course-related communications are sent to your Bryn Mawr email account. You will need to check it regularly — students may choose to set up a forward to read email through another account (such as Gmail). More information is available at http://techdocs.blogs.brynmawr.edu. Note that if you hold a campus job handling confidential information you may be prohibited from forwarding your email.

3) Logging in to College Computers

Faculty and staff members are provided with College computers (in the case of visiting and interim professors, your assigned office will be equipped with one). In addition, any community member may use public computers in Canaday, Collier, and Carpenter Libraries. Students may also be asked to log in to computers for classes or labs.

Log in with your username and password at any College computer to print and access files. Be sure to log out when you are done!

4) Connecting Your Personal Computer/Device to Wireless

Since you have a College login, you should connect any personal computers or mobile devices to **eduroam**, our secure wireless network. On many devices, you can simply connect to this network and be prompted for a username and password — you must use your full Bryn Mawr email address (*username*@brynmawr.edu) and your password to connect.

Some devices cannot connect to eduroam because they are not compatible with the security protocols. If you are unable to connect to eduroam, visit the Help Desk on the first floor of Canaday Library with your device or see http://techdocs.blogs.brynmawr.edu/category/wireless/ for more information.

5) Accessing Your Network Storage

You can automatically access your network drives from any College computer. Each individual is granted a personal network drive (H: on a Windows machine, or in the Mac dock), and each faculty or staff member will also have at least one additional drive which houses network storage for his or her department.

To access your drives from your personal computer while on campus, please consult the instructions at http://techdocs.blogs.brynmawr.edu/856. For off-campus access, instructions are available at http://techdocs.blogs.brynmawr.edu/1019.

You can also choose to store files on OneDrive, Office 365's cloud-based file storage. You have 1TB of OneDrive storage, and you can easily share files or access them from almost any device. See http://techdocs.blogs.brynmawr.edu/5821 to learn more.

6) Logging in to Moodle

Moodle is our Learning Management System and houses online resources for College courses, groups, and organizations. To log in to Bryn Mawr Moodle, visit http://moodle.brynmawr.edu and log in with your username and password. Please note: Enter your username only. Using your entire email address to log in will not provide the correct access and will not function properly.

If you are taking or teaching classes at Haverford, visit http://moodle.haverford.edu log in to Haverford Moodle with your Bryn Mawr username and password in the same format you used for Bryn Mawr Moodle. If you are taking or teaching classes at Swarthmore, use your Swarthmore-issued username and password to log in at https://moodle.swarthmore.edu.

7) Accessing BiONiC

BiONiC (http://bionic.brynmawr.edu) is the College electronic records system. It is used for registration, grades, employee benefits and payroll information, and many administrative functions. If you are a new student, you are already familiar with BiONiC as it is used for parts of your application and financial aid process.

Your College password will also be used for Blogs (http://blogs.brynmawr.edu), off-campus access to library databases, and for other functions throughout your time at Bryn Mawr.

All use of any College system is governed by the College Acceptable Use Policy found at:
http://www.brynmawr.edu/computing/policies/AcceptableUse.htm.
Protect your password; never give it to anyone, especially via email or an unverified website.
LITS staff will never ask you for your password.

Frequently Visited Web Sites:

- **Password Reset:** http://password.brynmawr.edu
- **Office 365 (Email, Calendar, and OneDrive):** http://webmail.brynmawr.edu
- **Moodle:** http://moodle.brynmawr.edu
- **BiONiC:** http://bionic.brynmawr.edu
- **Tech Documentation:** http://techdocs.blogs.brynmawr.edu
- **Computing Home Page:** http://www.brynmawr.edu/computing
- **Library Home Page:** http://www.brynmawr.edu/library

Questions? Contact the Help Desk at 610-526-7440 or help@brynmawr.edu, or visit us on the 1st floor of Canaday Library.