Library & Information Technology Services

# Studying Abroad: Things to Know

When preparing to go abroad, there are a few things to keep in mind to make your transition to and from campus, as well as your time away, as smooth and easy as possible. This document offers a few things to think about and prepare for which might come up while you are away from campus.

**Bryn Mawr Account and Password**

- Bryn Mawr passwords expire every 6 months. To ensure that your account remains accessible while away, we suggest that you reset your password at http://password.brynmawr.edu just before leaving. You should also set up security questions to manage your password online.
- For more information, consult: http://techdocs.blogs.brynmawr.edu/328

**Webmail**

- Your Bryn Mawr email account will remain active. If you do not plan on checking your Bryn Mawr email while away, you will want to set up email forwarding and/or an automatic responder, as well as filter or unsubscribe from any listservs that may not be relevant to you while on leave.
- Mail forwarding, filters and auto-reply settings can be found by clicking on the gear icon at the top right of your online email at http://webmail.brynmawr.edu
    - **Note:** As part of the College's Data Handling Policy, automatic email forwarding is disabled for College employees. For more information, please consult http://www.brynmawr.edu/computing/policies/DataHandlingPolicy.htm

**Off-Camps File Access**

- Files stored in your network home directory can be accessed off-campus through http://ingress.brynmawr.edu.
- More information on off-campus file access can be found at http://techdocs.blogs.brynmawr.edu/1019

**Off-Campus Library Access**

Library resources can be accessed off campus by logging in to **EZProxy**, located at http://proxy.brynmawr.edu/. However, there is currently a known conflict between the VPN and EZProxy, so you will need to disconnect from the VPN (if currently connected) in order to use EZProxy. More information is available at http://www.brynmawr.edu/library/offcampus.html.

**Internet Safety**

- If you are abroad and you feel your account has been compromised or suspect anyone may have had access to your account, change your password immediately.
- After you reset your password, review your email settings found by clicking on the cog wheel in the upper right corner of your webmail to make sure nothing has been changed in your account.
- Make sure your email is not being forwarded to an email address that is not yours, and that you are still receiving local copies of any messages .
    - If problems persist, call the Help Desk and we can assist you further.
- Remember: No legitimate institution (including Bryn Mawr College) will never ask you for your password, and it should never be given out under any circumstance.

**BIONIC**

You will have access to BiONiC while abroad. If you are having trouble logging in to or accessing BIONIC, make sure you are using Firefox, which is the College's supported web browser. Don't hesitate to keep close contact with your dean as well to keep them informed of any academic plans or changes you may have.

**Questions?** Please contact the Help Desk at 610-526-7440 or help@brynmawr.edu