

## Grad Tax Technology FAQ, Fall 2010

### **How do I access the internet wirelessly?**

Students can access the internet wirelessly by connecting to the "VLSEexam" network.

### **How do I access my email account?**

Students can access their email account via webmail at: <http://www.law.villanova.edu/webmail> or choose Webmail from the quicklinks drop-down menu on the Law School website: <http://www.law.villanova.edu> .

-Your username is the first initial of your first name, then your last name (e.g., jdoe for John Doe)

-Your password is the first 5 digits of your SSN (you can change this by clicking on 'options' in webmail)

-For instructions on how to configure your VLS email on your iPhone and other mail client configuration settings, click [here](#)

**\*\*\*Please note: all students are given a main campus email account & a law school email account by default. Your law school account is the primary account that your professors and the administration will use to communicate with you. You are required to check your law school email account daily.\*\*\***

### **What is Blackboard and how is it used?**

At Villanova Law we use Blackboard for our online course management system. You can access Blackboard at <http://lawbb8.law.villanova.edu/> or by choosing Blackboard from the quicklinks drop-down menu on the Law School website: <http://www.law.villanova.edu> .

Professors will use Blackboard to communicate with you outside of class by posting assignments, materials and announcements. Keep in mind that professors use it differently. Nearly all of our professors use Blackboard, but there may be a small handful of classes that do not have Blackboard classrooms. Listen to your professors regarding how they intend to use it.

### **How do I log into Blackboard?**

**Username:** VLS Email Username

**Password:** First 5 Digits of Your SSN (no dashes)

**Example:** Jane Doe [jdoe@law.villanova.edu](mailto:jdoe@law.villanova.edu)

**Username:** jdoe

**Password:** 12345

For more information about logging into Blackboard, [click here](#) and follow link to Accessing Blackboard.

### **How do I make sure that I am enrolled in all of my Blackboard Classrooms?**

Grad Tax students are required to manually enroll in all of your classes via Blackboard.

When logged into Blackboard click on the "Courses" tab on the upper left portion of the screen. From the Courses page, you can view the course catalog for the semester by clicking on "Grad Tax Program (Fall 2010)."

Once you find your course, you can enroll by clicking on the “Enroll” button for that course, and then clicking the “Submit” button found on the lower right.

To learn more about Blackboard self enrollment [click here](#) .

### **If I am not enrolled in a Blackboard Classroom, does that mean I am not officially enrolled in the class?**

No. Blackboard uses the unfortunate terminology of bring “enrolled” in your Blackboard classrooms to indicate that you are able to access those classes when logged into Blackboard. If you know you are enrolled in a class, but do not see it on Blackboard, it can mean that (1) either your professor does not use Blackboard, or (2) you need to self-enroll into the Blackboard classroom.

### **Who should I contact with Blackboard questions?**

Justin Barber ([barber@law.villanova.edu](mailto:barber@law.villanova.edu) ; 610-519-6706)

Martin McDonnell ([mcdonnell@law.villanova.edu](mailto:mcdonnell@law.villanova.edu) ; 610-519-6872)

April Barton ([barton@law.villanova.edu](mailto:barton@law.villanova.edu) ; 610-519-5201)

### **How do I print/scan/fax documents?**

The Pharos printing system will enable you to print, scan, or fax documents. To use the Pharos system, you must:

-Obtain a wildcard photo ID. Details can be found at <http://www.villanova.edu/unit/wildcard>

*After obtaining your Wildcard, Gradtax students must stop by the Computer Services office to have their Pharos account activated or send an email to [computerservices@law.villanova.edu](mailto:computerservices@law.villanova.edu) with your wildcard number and number of classes you are registered for. The Computer Services office is located in the library across from the reference desk. Hours of operation are 9:00 AM - 6:00 PM.*

-From inside the law school building, download and install the Pharos client that corresponds to your laptop's operating system. You can find the instructions at <http://www.law.villanova.edu/print>

-Students will have the ability to access the print services anytime they are inside the building by simply sending their jobs to the "VLS Print" printer.

-Walk up to one of the 9 Pharos printers located throughout the building and swipe your Wildcard or login with your law school username and password, and release the jobs you wish to print.

After obtaining your Wildcard Gradtax students are must stop by the Computer Services office to have their Pharos account activated. The Computer Services office is located in the library across from the reference desk. Hours of operation are 9:00 AM -6:00 PM.

# PRINTER LOCATIONS



- Each student will start out each semester *with a \$10* print quota per class. Price per page is as follows:

- Single-sided black & white = .05
- Dual-sided black & white = .08
- 1 Staple = .01

- To Scan, simply login to a Pharos printer, then hit the large arrow button at the top right corner of the touch screen. You can then select 'send to myself' and your scanned document will be emailed to your VLS account.

-To Fax, login to a Pharos Printer, hit the arrow button at the top right corner, select the fax service, and make sure you put an 8 in front of the destination fax #.

## **Are there any PCs available for public use?**

Yes. A computer lab with 25 PCs is found on the lower floor of the library.

## **Where do I take my computer if I have hardware or software related problems?**

If you have a problem with your laptop, or with email/printing/wireless setup/general questions you can stop by the Computer Services department across from the Reference Desk on the main floor of the library.

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Martin McDonnell, Network Administrator  
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