

New Student Quick Reference Technology Guide

Welcome to Hampton University

Hampton University is excited to have you as a student and ready to provide you with the tools necessary to support your matriculation. There are several systems that will you need to know in order to access resources such as:

- Financial Aid
- Student Email
- Course Registration
- Online Learning Management System (Blackboard)
- Library Resources



Helpdesk Support

The CIT Helpdesk is located on the 5th Floor of the Harvey Library. The Helpdesk provides Hampton University's computer users with computer account and desktop support, and serves as a point of contact for other CIT services. For IT questions or concerns, the Helpdesk can be contacted in two ways:

- **Student Helpdesk:** 757-728-6931
- **Email:** helpdesk@hamptonu.edu

What is HUNet?

The **MyCampus(HUNet)** link can be located on the **Current Student** page of the Hampton University website. HUNet is a service that allows prospective students to apply to Hampton University; current students can update personal information, register for classes, and view their official grades.

Students must register for classes online (HUNET) and complete any course schedule changes (adding or dropping a course or changing a course section number, etc.) online.

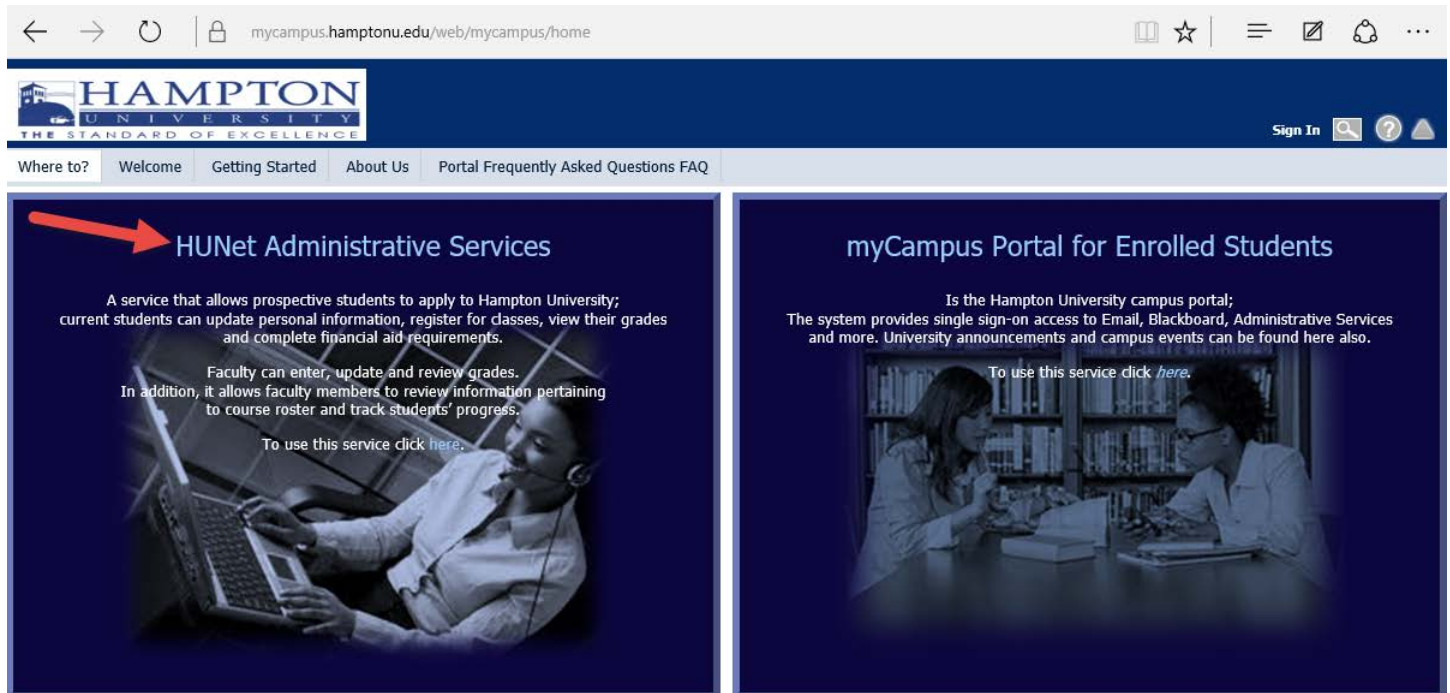
Students who do not register online or who do not indicate ADD/DROP or course section changes online **will not be officially registered, added to or dropped from a course.**



NEW STUDENT QUICK REFERENCE TECHNOLOGY GUIDE

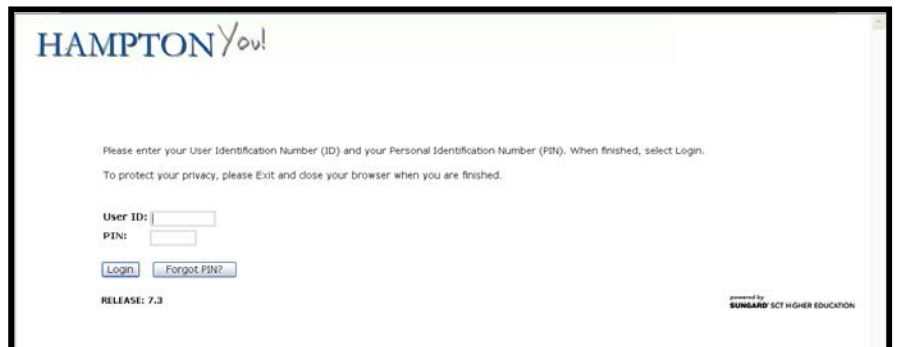
Students must meet with their Academic Advisors to obtain their Personal Pin Number (PIN) and a Registration/Advisement number in order to access online registration information.

Note Students who do not enter their courses into the (HUNET) registration portal are not officially registered and will not receive a course grade!



How to Login to HUNet

1. Click on HUNet Administrative Services
2. Click on Enter Secure Area



3. Type in your UserID and Password
 - a. **User ID = 8 digit HUID#**
 - b. **Password = 6 digit PIN#**



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

INFOTECH

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

- ✓ Campus Computers
- ✓ My Campus Portal
- ✓ Campus WiFi
- ✓ University’s Library Database
- ✓ Atomic Learning

The default login information is:

Username: firstname.lastname (period in between first and last name)

Password: first initial + last initial +last 4 digits of HUID#

Example: britany.smith

bs0030

Note

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 Helpdesk at 757-728-6931 or email EmailAdmin@hamptonu.edu

Password Manager

All Hampton University students must register in the Password Manager system in order to manage their INFOTECH passwords, connect to network based services such as email and remote library access, and to obtain login assistance. To access Password Manager:

1. Click on Current Students
2. Look for Quick Links
3. Click on Password Manager and follow instructions

The Quest Password Manager link is:

<https://huitpsmgr.hamptonu.edu/QPM/User>



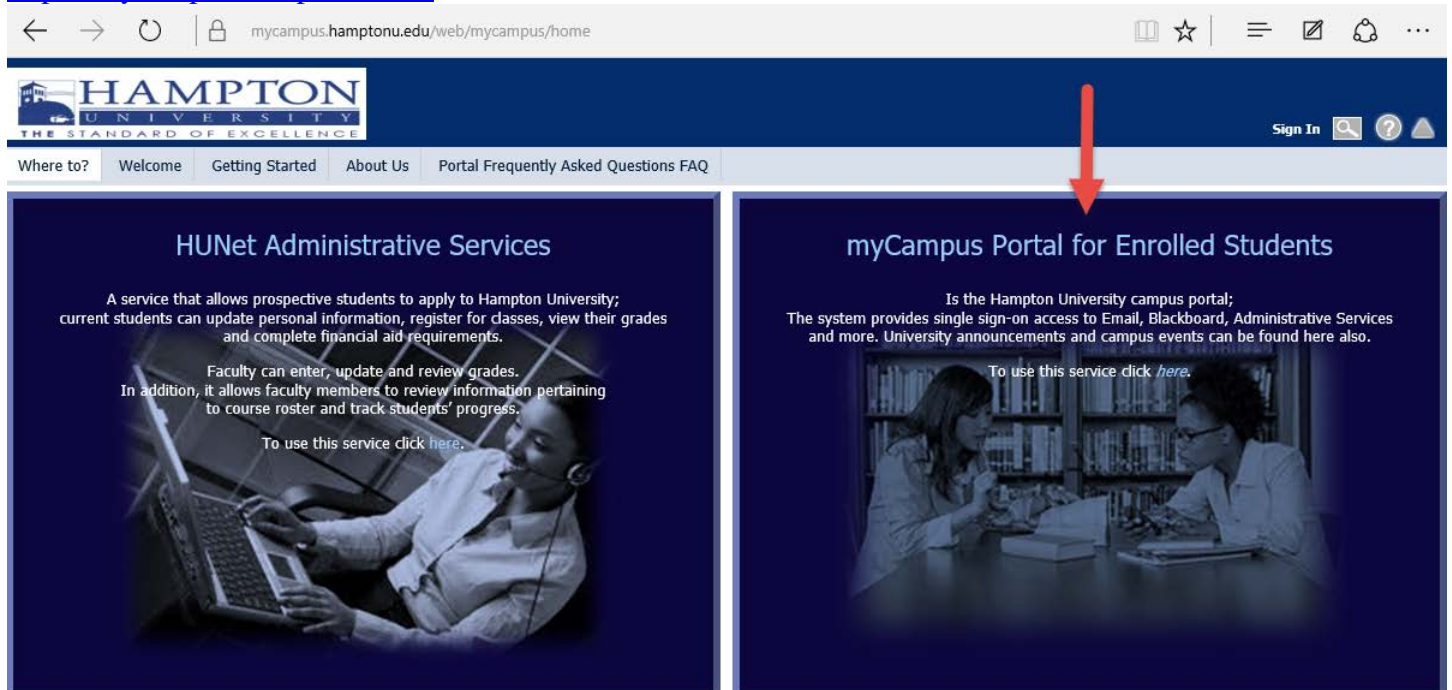
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Note If you change your INFOTECH Password, you are also changing the password for **MyCampus Portal, WiFi, Library Resources** and **Campus Computers**. These systems all require the same password.

What is the MyCampus Portal?

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

<https://mycampus.hamptonu.edu/>





How do I login to the MyCampus Portal?

The default login information for MyCampus Portal is:

Username: 8-digit HUID#

Password: first initial + last initial +last 4 digits of HUID#, or your **INFOTECH** Password

Example: Rodney Wilts

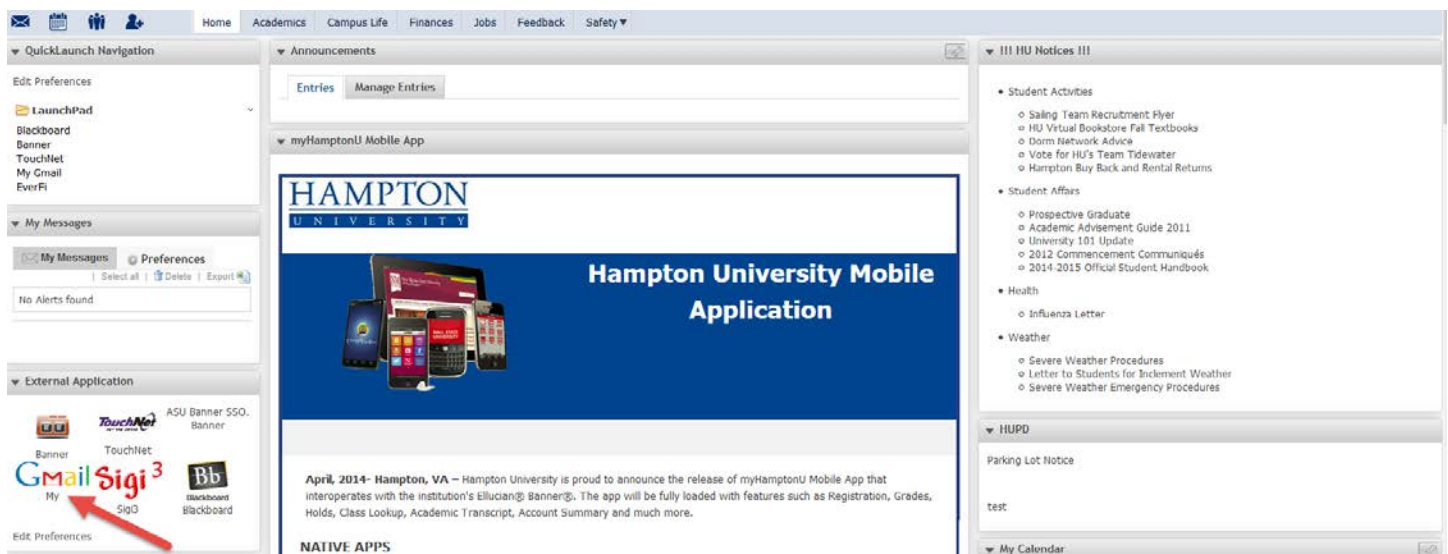
Username: 00852869

Password: rw2869

My 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 login to my Hampton Email?



1. Login to the MyCampus Portal
2. Click on My Gmail

Email Address

firstname.lastname@my.hamptonu.edu

Exceptions: 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. You will be able to access content for courses such as syllabi and assignments, participate in online discussions with instructors and classmates, submit assignments, and take online exams. <https://courses.hamptonu.edu/>

How do I login to my Blackboard account?

The default login information is:

Username: 8-digit HUID#

Password: first initial + last initial + last 4 digits of HUID#

Example: Rodney Wilts

Username: 00852869

Password: rw2869

Login Here

Change Text Size High Contrast Setting

You are not logged in

WELCOME TO BLACKBOARD 9.1

Welcome to your Hampton University e-learning portal. Blackboard Learn 9.1 is designed to enhance your classroom and campus experience. If you are having difficulty gaining access, please email Blackboard Support at bbsupport@hamptonu.edu.

The default format for your username and password is:

Username: 8-digit HUID#
Password: first initial + last initial + last 4 digits of HUID# (the password is case sensitive)

Example: Stuart "Stu" Dents
Username: 00857645
Password: sd7645

USERNAME:
PASSWORD:

Login Forgot Your Password?

Note

Blackboard Accounts do not expire, lockout, or require you to change your password after a certain amount of time.

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 as described in the General Information section. 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?

Remote use of Hampton University electronic journals and other library resources

Website: <http://www.hamptonu.edu/universitieservices/library/>

Username: firstname.lastname (period in between first and last name)

Password: first initial + last initial +last 4 digits of HUD#

What is Atomic Learning?

Atomic Learning is a website that has step-by-step video tutorials on common software such as Microsoft® Office, Adobe® CS6 and Blackboard®, and workshops and technology integration projects on emerging topics such as plagiarism and online courses. Available 24/7 from campus or home, Atomic Learning 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.



New & Noteworthy Resources

<p>Welcome to Atomic Learning ▶</p>	<p>PowerPoint, Excel, and Word ▶</p>	<p>Adobe Creative Cloud Apps ▶</p>	<p>CAREER SKILLS</p> <ul style="list-style-type: none"> ▶ Writing a Cover Letter ▶ Interview Techniques ▶ Effective Meetings ▶ Time Management <p>...and many more!</p> <p>Training for Career Building ▶</p>
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How Can I Access Atomic Learning?

Atomic Learning at can be accessed in one of two ways:

1. From the Hampton University Atomic Learning website (<https://secure.hamptonu.edu/al/>)

Or,

Welcome to Atomic Learning

Atomic Learning is an online training resource that assists you through a library of thousands of short, easy-to-understand tutorial movies and "how do I apply that" trainings. Atomic Learning makes it easy to learn and integrate technology into your classroom.

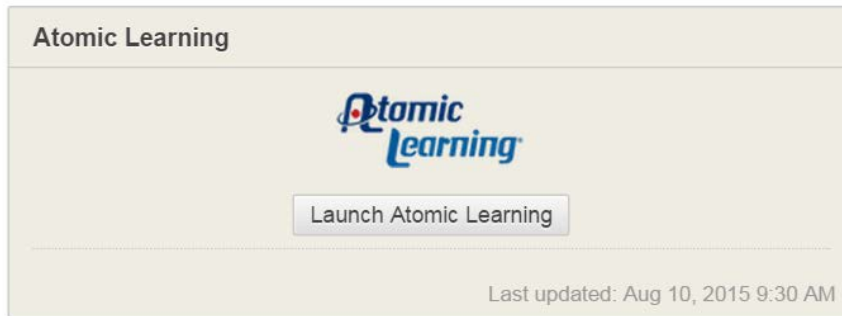
Please Enter Your Infotech Username and Password
Your Infotech username and password is the same pair used to log on to your computer and webmail. Your username is usually your first name dot last name. **Do not include @hamptonu.edu.**

Username:

Password:



2. Within your Blackboard Account (*You may need to scroll down, within the website, to see the Atomic Learning module*)



How do I logon to Atomic Learning?

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

Username: firstname.lastname (*period in between first and last name*)

Password: first initial + last initial +last 4 digits of HUID# (*lowercase letters*)

Example: britany.smith

 bs0030