

Accesses for CNIT Students

This is a list of the different types of accesses that students of the CNIT department are able to get:

- 1) **City College Wireless Network** – You need to use your Student ID to create a password that will be used by your devices when connecting to the CCSF Wifi:
http://www.ccsf.edu/Services/Network_and_Communications/Wlan/index.htm.
- 2) **Free or Discounted Software** – As a Community College student, you can have very nice discounts on software, hardware and accessories. All can be done using the Foundation for California Community Colleges website at
<http://www.foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.aspx>
- 3) **MSDNAA website** – to download Microsoft software – individual account for each student once registered in a CNIT course. The userid will be the email registered in City College as the preferred email at the moment the student registered in a CNIT course for the first time.

http://msdn06.e-academy.com/elms/Storefront/Home.aspx?campus=CCoSF_IT

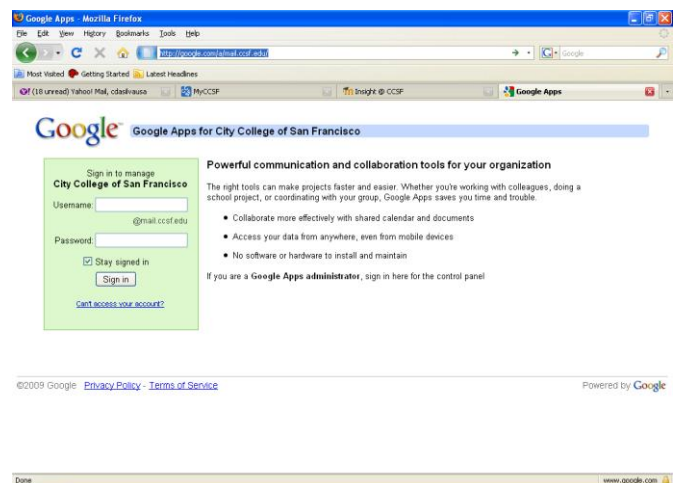
The process to get the file is similar to when you buy a software online – you have the “add to cart” process and then the “checkout” process. You will find the serial number of the software you “purchased” by clicking on the Download button that will be shown during the “purchasing process” – you should print that page as you might need to type the serial number when installing the software. If you got a DVD from your instructor, with the software, you do not need to download the software again, all you need is the serial number.

Many of the products will be downloaded as an ISO file (.iso extension). You can use imgburn to burn this file to a DVD – you can download this software and the instructions to use it at <http://www.imgburn.com/> or you can use Express Burn that you can download from <http://www.nch.com.au/burn>

- 4) **Google email** – Every student has the option of having a City College email account created in the format of username@mail.ccsf.edu where username will be the username given to a student. Students can opt out from this email but the CNIT Department generally recommends that students maintain this email address as some courses use this email to teach other applications linked to this email account (Google Sites, Google Docs etc.).

You can know your City College email username and password when you access your Web4 information

(where you add, drop classes online). When you login in Web 4, select Personal Information and then you will find the link about Google Email – select this link and there you will find your username and password. The main page

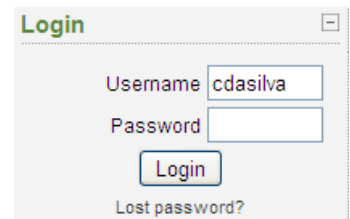


for the Google email is <http://google.com/a/mail.ccsf.edu>. The login page for your Google City College email is shown here.

It is advisable that you login to this account at least to go to the Options (little gear icon beside your email address on the right top side of the email screen) and choose Mail Settings. On the screen that will be shown, click on the [Forwarding and POP/IMAP](#) tab. Follow the instructions on that screen and then, from that point on, all emails that hit the inbox, will be forwarded to your preferred email.

- 5) **Insight (Moodle) website** – <http://insight.ccsf.edu> . A lot of instructors have been adopting this learning management system to post online quizzes, assignments, forums, material for their classes. If your instructor is using this environment, you will have access to this website.

Your username is your student id (in case your student ID starts with “@”, you will substitute this character by “X” – Example: if your student ID = ‘@00192544’, your username will be ‘X00192544’).



In case you have used this environment before, your password should not have changed from the previous semester.

If you are a new student (new user), your initial password will be **changeme** and once you access this website, for the first time, you will be required to change this initial password.

In case you lose your password, you will need to click on the link “[Lost password?](#)” right below the Login button on the main screen (see picture shown here). This password recovery is done in two steps (two emails):

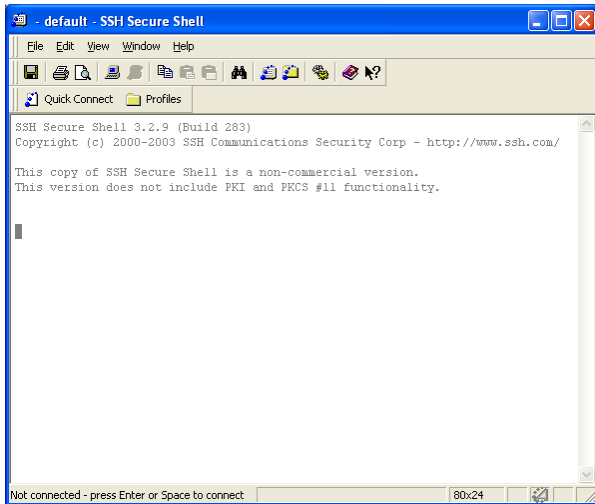
- a) You give your username (student ID) OR the email account that this website has registered for you (if you are not sure of the email account, then you should contact first your instructor or call the Insight Help Desk at 415-452-5689 to make sure you have the right/usual email registered with them). Once you enter your username OR your email, and click Continue, you will receive an email with a link that you should use (this is a security measure to confirm that you are the right person requesting your password to be reset).
- b) After you click on the link in the email, you will read a message “Thank you for confirming....” on the Insight screen and then you will click the button Continue which will then send another email to you now with the initial password for you to access Insight. Once you use that password to access Insight, you will be requested to change that initial password to one that only you will know!

- 6) **Hills Server** – Each CNIT student receives an account at the Hills Server (hills.ccsf.edu) where you can upload assignment files according to your instructor’s directions. Your Hills server username is the same username of your City College (Google) email (refer to item 4 on how to get this information from the Web 4).

The first time you access the Hills Server, you should use the SSH application (as you will need to enter your initial password and change it right away) – you can download this software, for your computer at home, from <ftp://ftp.ccsf.edu/pub/SSH> - the file name is sshSecureShellClient-



3.2.9.exe. Once you save this file in your computer, you can install (execute the .exe file) the application and you

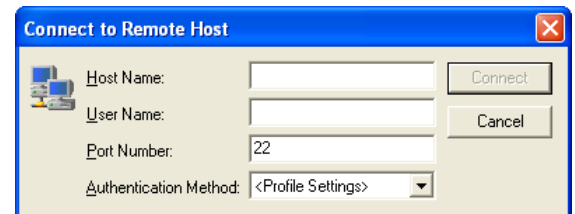


will see two icons on your desktop as shown on the picture on the side (the white icon is the SSH Secure Shell Client and the yellow icon is the SSH Secure File Transfer). This application cannot be installed in MAC Computers as MAC already comes with SSH installed – in this case, you should modify your password at the lab at City College.

If you have used/accessed the Hills server before, your password will not be changed and you don't need to do the process of changing initial password. If it will be the first time you access the Hills Server, then you need to double click on the white icon (SSH Secure Shell Client) which will then open the window shown in the picture on the side.

To connect to the Hills Server, you will need to click on the icon that shows a small computer with a blue monitor (just below the written menu: File / Edit / View.....). This will open a small window as shown in the picture on the right side. You need to use the following values:

- Host Name = hills.ccsf.edu
- User Name = Your username in the hills server



Then click on the Connect button – this will open a small screen for you to enter the password. If it's the first time, your initial password will be your birth date + . + fl (where f is the first initial of your first name and l is the first initial of your last name) in the following format mmmddy.fl, so, if your name is Charles Jones and you were born on June 2nd 1967, your initial password is jun0267.fl – pay attention that sometimes you will need to click the Ok button and retype your password again – this happens only during the first time you are accessing Hills.

After you are logged in, if it's the first time, you will be required to change this initial password. You need to type your Old Password again (birth date + . + fl). When you are typing, the cursor won't move – don't worry, that's the way it is!

If you lose your password, you will need to reset it by going to the ACRC (Batmale Hall – 3rd floor) in the Ocean Campus.

Your instructor will help you with any additional setup you may need to do before transferring files to your Hills Server account.