E-Way to UMA!

A roadmap

UMA Software Systems

UMA uses several electronic information and communication tools. It is essential that all UMA students activate their university e-mail accounts (see page 2 for more details) and use these vital electronic resources. This guide will orient you to our systems and their uses, beginning with the big two: MaineStreet and Brightspace.

UMA Portal

The UMA Portal (https://my.uma.edu) is your single sign-on access to all of your electronic resources at UMA, including MaineStreet, your University e-mail, brightspace, and many student resources and information.

MaineStreet

The University of Maine System's student information system, MaineStreet, is THE place where all of your student information records are stored. Access MaineStreet to view your admission status, check your schedule, review your academic information, accept your financial aid award, pay a bill, and update your contact information. Students can access MaineStreet through the UMA portal, or directly at https://mainestreet.maine.edu

Brightspace

Brightspace is the software used in many UMA classes (on-line, ITV and face-to-face) to post course information and syllabi, host on-line class discussions and collect electronic copies of assignments. Students registered for on-line courses are encouraged to log on to Brightspace before the first week of class. Students in non-web courses will be notified by their faculty if Brightspace will be used. Students can access Brightspace through the UMA Portal, or directly at https://courses.maine.edu
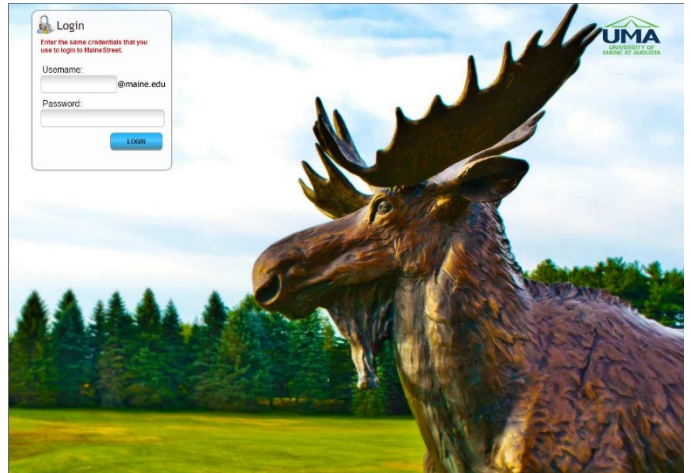
A user guide and more is available on-line:
https://www.maine.edu/information-technology/support/student-information/

USING YOUR LAPTOP AT CAMPUS/CENTERS

1. Make sure you have a wireless network card in your laptop.
2. Open any browser if it does not open automatically.
3. The first time you open a browser while on campus, you will see the following screen to register your laptop; your laptop must be registered to access the university wireless network and other related services.

University of Maine System
Information Technology Services — UMS Network Host Registration

You

This machine is not currently registered. If you would like to register so that it may be used at this location, please click the link labled "Register" below. You will be asked to enter a valid UMS userid and password. Once you have done so, this machine will be registered for use at this location.

Register

Page generated by NetReg 815. Last modified 2007-04-27 10:31:59 -0400 (Fri, 27 Apr 2007).
ITS User Support, support@maine.edu

Click on the link to Register. You will be asked to enter your UMS User ID (see pg 2) and password to complete the registration. For assistance, please contact University Tech Support at 1-800-696-4357.

Identifying the ID

❑ <u>**UMS USER ID**</u> – example: iam.a.student, (username)
  ► **Used as the logon to MaineStreet, UMS e-mail, Brightspace, UMS wireless system & campus computers**
  ⇒ Normally, it is some form of your name to the left of the "@maine.edu" in your UMS e-mail address
  ⇒ Activating the UMS User ID for the first time requires the activation code, which can be obtained by contacting technical support at 1-800-696-4357.
  ⇒ Once activated, your UMS User ID is always used in conjunction with a password.

❑ *(7-DIGIT)* <u>**STUDENT ID**</u>
  ► **Used as unique identifier in the MaineStreet student information system**
  ⇒ The MaineStreet student information system may also be referred to as PeopleSoft or Campus Community/Student Services Center

❑ <u>**UMA PHOTO ID CARD**</u>
  ► **Used for identification, pay-for-print, vendor discounts, etc.**
  Is also referred to as a Student ID, so don't confuse it with your 7-digit student identifier in MaineStreet

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Activating your e-mail account!

To stay informed regarding UMA business, activate your e-mail account by going to the following website: https://mail.maine.edu/um/ActivateAccount

1. Enter your student ID and activation code in the boxes provided and click "continue."
2. You will need to fill in a series of textboxes. After completing the necessary textboxes, click "Activate" to complete process.

Your e-mail account, Brightspace and campus computers will be accessible using this same UMS User ID (john.doe) and password. It is important to remember your password, and know that they must be reset every 180 days.

Ready to start using your e-mail? Log into the UMA Portal: https://my.uma.edu and select the Gmail icon in the LaunchPad.

Already have an e-mail address? For convenience you can forward your @maine.edu mail to a preferred personal or business e-mail address – <u>but remember to keep your forwarding address current</u>. For more information, visit http://accounts.maine.edu/

If you have questions regarding any of these account services, please call the Help Desk at 1-800-696-4357 or via email at techsupport@maine.edu. Support Hours = Monday – Friday 7 a.m. – 8 p.m. & Saturday – Sunday 10 a.m. to 2 p.m.

UMA will use your university e-mail for all official correspondence! **E-Mail is E-ssential!**

Brightspace Orientation
http://courses.maine.edu/

Get started by enrolling in the **UMA Student's Orientation to Brightspace** from the Discover page. This practice course is available to help familiarize yourself with all the features you may encounter in Brightspace with your online course content.

Log into the UMA portal at my.uma.edu > click on Brightspace icon in the LaunchPad > from the top blue navbar select Discover > select and enroll in the UMA Student's Orientation to Brightspace.

For Brightspace tutorials and more information on the technology you will need to access your courses, visit the Student Tech Hub: www.uma.edu/thehub/

For assistance call 1-800-696-4357 or e-mail techsupport@maine.edu

The UMA Photo ID Card
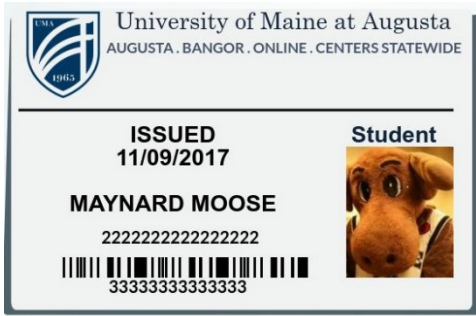
All UMA students registered for the current semester can obtain their first *UMA Card* free of charge at either the ID Card Services Office on the Augusta campus (located at the Information Desk in the Richard Randall Student Center) or at the Admissions Office on the Bangor campus (located in Lewiston Hall). Faculty and staff are also welcome to participate in the *UMA Card* program.

For more information on the UMA card process, please visit http://www.uma.edu/about/umacard/.

Books

Book lists and other class materials available at:

University of Maine at Augusta

uma.ecampus.com

1-800-621-0083

MaineStreet

Through **MaineStreet** you will be able to:

- View and update personal information
- View holds
- View Program Advisor
- View grades
- See admissions status
- View academic history
- Create a class schedule Wish List*

- Register for classes
- View Financial Aid
- Pay Bill
- Read important announcements in the Message Center
- View Transfer Equivalencies
- Review the degree progress report

*Wish List Disclaimer: the Wish List is a scheduling tool available through MaineStreet to assist in creating the ideal class schedule. **By creating a Wish List, you are not enrolling, nor are you saving a spot in a class.**

UMA Student Weekly is UMA's electronic weekly newsletter for students. All registered UMA students will be emailed a weekly notification. The Weekly is also available through UMA's web page, the Portal, and UMA's Facebook and Twitter. Direct any questions about this weekly newsletter to the Office of Student Life in Augusta

More UMA E-Ways

The following E-Ways and additional video tutorials can be found on the UMA website at:
http://www.uma.edu/academics/student-support/navigating-e-connections/

- E-Way to Degree Progress
- E-Way to Registration

More helpful information can also be found on the UMA Portal: https://my.uma.edu

Privacy & Security

What is FERPA?

FERPA stands for *Family Educational Rights and Privacy Act*. FERPA is a federal law that protects the privacy of student education records. From the U.S. Department of Education web site http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html:

> *"FERPA gives parents certain rights with respect to their children's education records. **These rights transfer to the student when he or she reaches the age of 18 <u>OR</u> attends a school beyond the high school level.**"*

What is Public Directory Information? What is considered 'Public Directory Information'?

Public directory information is information that the University may disclose without a student's consent. UMS considers the following data *Public Directory Information*:

- Name
- Degrees and Awards received (including dates)
- Address (includes e-mail)
- Most recent previous educational institution attended
- Phone
- Participation in sports and activities

- Date of Birth
- Class Level
- Program of Study
- Enrollment status (full/part-time)
- Dates of attendance
- Appropriate personal athletic statistical data

Can I restrict the release of my public directory information?

Yes. By default, a student's directory information is *releasable* – release is allowed without the student's consent. You may change this via the MaineStreet Student Center by selecting Privacy Settings under your personal information. If you wish to restrict the release of your directory information, please note the following:

> *"If a student requests that directory information not be released, no information will be released to any requestor, including insurance companies and prospective employers, without the expressed written consent of the student. Nor will the student's name be included in the published Dean's List, student directory, commencement brochure or any other institutional publication or press release."*

Information pertinent to UMA is available on the UMA Home Page at:
http://www.uma.edu/

If you have specific questions or need information you do not find readily available, please drop by your local site/center or you can call your college office or the Academic & Career Advising Centers:

Augusta: 1-877-UMA-1234 ext. 3149   Ellsworth: 207/667-3897   Rumford/Mexico: 207/364-7882
Bangor: 207/262-7805   Houlton: 207/521-3100   Saco: 207/282-4111
Bath/Brunswick: 207/442-7736   Norway/South Paris: 207/743-9322
East Millinocket: 207/746-5741   Rockland: 207/596-6906

COMPUTER LAB HOURS

Hours listed below are standard schedule; however, hours are subject to change due to exceptions. Please visit http://www.uma.edu/directory/offices/information-technology/computer-labs-classrooms/ to see full calendar.

Augusta		Bangor	
Summer		Summer, Fall & Spring	
Katz Student PC Lab		**137 Eastport Hall**	
Monday – Friday:	8 a.m. – 5 p.m.	Monday – Thursday:	8 a.m. – 7 p.m.
Saturday & Sunday:	Closed	Friday:	8 a.m. – 4 p.m.
Fall & Spring		Saturday & Sunday:	Closed
Monday – Friday:	8 a.m. – 8 p.m.		
Saturday:	Closed		
Sunday:	1 p.m. – 5 p.m.		

Help Desk: 1-800-696-4357 or techsupport@maine.edu.
Support Hours = Monday – Friday 7 a.m. – 8 p.m. & Saturday – Sunday 10 a.m. to 2 p.m.

* DO NOT save your documents on any of the campus computers. Each computer is reset to its original state during the boot up process. As a result, your document(s) will be lost if you have saved to the computer's hard drive.

Contact your local site/center for computer lab hours at the centers or visit http://www.learn.maine.edu.