



## Online Services at Lander for New Bearcats

Information Technology Services (ITS) provides access to a number of online services for students at Lander University. Those services include:



### What is MyLander?

MyLander is your gateway to digital resources and information from Lander University. MyLander provides single sign on (one username/one password) access to campus updates, personal announcements, Bearcat Web, Blackboard, email, activity schedules, electronic resources, and more. You can access MyLander from the link in the upper right corner on Lander University's home page (<http://www.lander.edu>).



### What is my Username and Password?

Your MyLander user name is the prefix of your Lander assigned email address. You can find out what your username is by logging in to Bearcat Web with your L# and PIN combination (received from the Office of Admissions). For most students the username is `firstname.lastname`. Students with names that are duplicates will have a number appended to the end of the last name. Students with long (over 28 characters) names may find the last letters of the first name truncated. For best results, check your username in Bearcat Web (Personal Information > View E-mail Addresses) before attempting to log in to MyLander. By default passwords for new student accounts are set to the two digit month of your birth + the two digit day of your birth + the last four digits of your social security number (MMDDSSSS). For International students and others that do not have social security numbers, passwords are set to the two digit month of your birth + the two digit day of your birth + the last four digits of your L# (MMDDLLLL).



### What is my Email Address?

All students are issued an official Lander University email account when they register for their first class at Lander University. Once this email address is created, it is the official email address to which all future Lander University communications will be sent. **It is imperative that you check this email account regularly because it is the primary means by which Lander University will communicate with you.** During the next weeks, you will receive email from campus offices including specific information you will need as you prepare to begin your studies at Lander University. As a student, you are required to use and maintain your university provided email account. Email is provided free of charge. Accounts are for individual use and should not be shared with others. Your email account information is listed under the "Personal Information" section in Bearcat Web (see above for more information).



### What is Bearcat Web?

Bearcat web provides access to your student record information, course registration, final grades, and personal contact information. If you have not accessed MyLander yet, you can check inside Bearcat Web to find out your Lander email address and logon user name. The preferred method to access Bearcat Web is through the MyLander portal (see information above). If you log in to Bearcat Web directly, you will need to use your L# and PIN combination. The default PIN (if you have not logged into Bearcat Web before) is set to your Date of Birth in the format MMDDYY. Students that need assistance with this information can contact the Office of the Registrar or the ITS Help Desk at (864) 388-8234.



### What is Blackboard?

Blackboard is the course management system Lander University uses to provide the online components of classes. Blackboard provides an interface for faculty to share syllabi, course notes, discussion space, quizzes, and grade information to students online. The preferred method to access Blackboard is through the MyLander Portal (see information above). If you log in to Blackboard through Lander's homepage, you will need to use your Lander assigned username (e.g. `jane.student`) and the PIN that you use to login to Bearcat Web.



### What is Lander Alert?

Lander Alert provides timely notification via SMS text messaging and email about campus emergencies. Campus emergencies that will be relayed via Lander Alert include severe weather warnings and weather-related campus closings. To sign up for Lander Alert, follow the link from within the MyLander campus portal (see above for more information). Please note that Lander does not charge for use of this service; however, depending on your personal cell phone plan, there may be a nominal fee from your cellular carrier.



### Where do I go for help?

TRACS (Technology Resource Assistance Center for Students) is located on the lower level of Jackson Library. Technicians are available to help you with laptop connectivity to Lander's network, downloading antivirus protection, answering questions about Windows updates, or troubleshooting connectivity in your residence hall. TRACS can also help you to set up your Lander email on your phone or use your gaming system on Lander's network. Please drop by TRACS or call the ITS Help Desk at (864) 388-8234 with questions. During the spring and fall semesters, TRACS is open from 8:00am – 5:00pm Monday – Friday.



Lander University students are eligible to sign up and use Microsoft Office 365 services, including Office 365 ProPlus and OneDrive for Business free of charge through Microsoft's Student Advantage program. This means you can download and install the latest version of Office on up to five PCs, Macs, or tablets and access Office mobile applications on iPhone and Android phones. You will also have 1TB of OneDrive for Business storage per user for homework and schoolwork. This subscription will be active while you remain an active student enrolled at Lander University. More information is available here: <http://www.lander.edu/its/Student-Resources/microsoft-student-advantage>.

**Need Help? Call the ITS Help Desk at (864) 388-8234**