**UCCS Student Chromebooks**

It is our mission to help you succeed. We know you are on a mission to earn your degree and turn your dreams into reality. That is why UCCS is providing all full-time incoming undergraduate students, including freshmen and transfer students, a Chromebook for the duration of their UCCS academic career.

**Changing Your Password**

When you receive your Chromebook, you will have to change the original password you created in order to connect to your UCCS Chromebook. When you open your Chromebook, you will be directed to the UCCS website. From there, log in using your current password, then access the Account Help tab in the Tools section of the home page. You can update your password from this page.

**Things to Know**

This year, the Chromebooks were funded through the CARES Act, but will be funded in the future by the Student Technology Fee. They are provided to incoming students to enhance their education; they are to be use for educational purposes only. Selling your Chromebook will result in you being charged for the full amount of the device and you are liable if your Chromebook is lost, stolen, or broken… so take care of it!

**Logging on to Your Chromebook**

When signing on to your Chromebook, you will be instructed to enter your email address and password that will be used to log in. UCCS Chromebooks support your @uccs.edu login. You cannot use a Gmail account or another email, because it will not be supported by the UCCS OIT Help Desk.

**Connecting to Your Home Wireless**

When connecting to your home wireless, begin by clicking on the Wi-Fi symbol on the bottom right of your Chromebook screen. Once you click on this, a menu will pop up. In the top left of the menu, you will see the Wi-Fi symbol again. Click on this and it will show you the possible wireless connections around you. Click on your home wireless, enter your password, and get connected.

**What you CAN Put on Your Chromebook**

The Chromebooks provided to you support a limited number of applications that are on the Chrome Web Store. If you want to use a specialized software, you will have to access the UCCS Remote Desktop. Refer to “Need Access to Specialized Software” for more information. Students are ONLY allowed to install applications supported through the Chrome Web Store.

**How to Log onto Canvas**

Open your web browser and type [www.uccs.edu](http://www.uccs.edu) in the search bar. You will be directed to the UCCS Home Page. Under the “Tools” dropdown menu, you will find the link to Canvas. You will then enter your UCCS email and password and will have access to your Canvas account.

**How to set up email through Office 365**

Open your web browser and type [www.uccs.edu](http://www.uccs.edu) in the search bar. You will be directed to the UCCS Home Page. Under the “Tools” dropdown menu, you will find the link to Office 365. You will then enter your UCCS email and password and will have access to your Office 365 email account as well as all Microsoft Office Applications.

**Teams and OneDrive**

SharePoint and OneDrive are used to save the files you are working on. You can access Teams and OneDrive from your Office 365 email. In your Office 365 email, in the top left corner you will see an icon above “New Message” with nine dots in a square. When you click on this icon, you will be able to access your Teams, OneDrive, and all other Microsoft applications. Note: when launching OneDrive, it will prompt you to choose “OneDrive” or “OneDrive for Business”. Please choose “OneDrive for Business”.

**Need Access to Specialized Software**

Remote desktop is used for specialized software. This does not include Microsoft Office products. In order to connect to the Remote Desktop when you are not on campus, you will have to connect to the to the rdg.uccs.edu Gateway. You will use this when you are not connected to the UCCS wireless network. There will be an area in additional options where this will need to be entered. Refer to <https://oit.uccs.edu/remote-desktop-finder> to get connected to the VPN when you are on campus. You are encouraged to not use remote desktop if you are not using a specialized software. Note: You will have to save your session once you begin using remote desktop. This means that when you log off and log back into the remote desktop, you may not be able to connect to the previous remote desktop you were working on if another student is using the same one.

For more information and questions, contact the UCCS OIT Help Desk at helpdesk@uccs.edu