

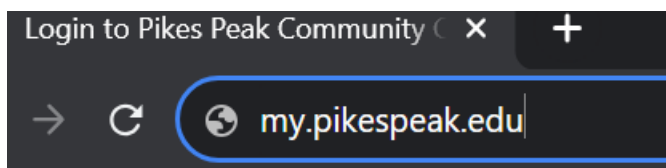
## First day:

PPSC accounts are created automatically right after all the contracts and paperwork are completed by the HR staff. New faculty and staff will receive an email with their PPSC credentials to their PPSC and personal emails. New employees must activate their PPSC account as soon as they get the notification.

### *How to login to portal*

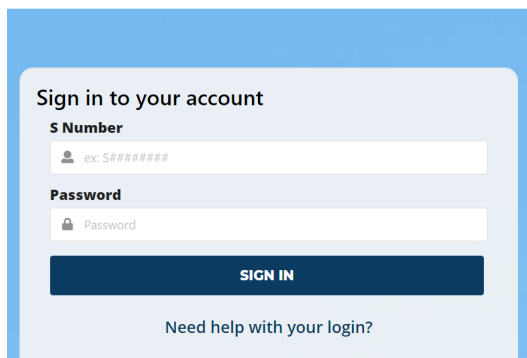
Open a browser and type.

- my.pikespeak.edu



On the sign in screen:

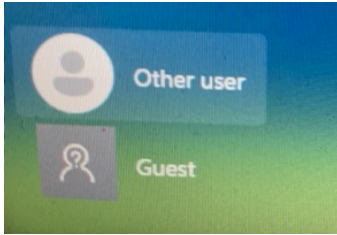
- enter your S number.
- enter your password.
- click sign in.



### *How to login to college PCs*

To log into a college computer/laptop on campus including office and classroom.

First, make sure to select *Other User* on the screen.



- on log in screen, enter your work/college email address.
- enter your password.
- click on submit.



*Email address and password:*

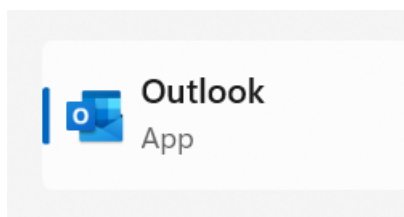
Your work/college email will be [Firstname.Lastname@pikespeak.edu](mailto:Firstname.Lastname@pikespeak.edu)

College uses single sign on. You have only one password for everything except for those who work in finance and need a banner and Cognos accounts.

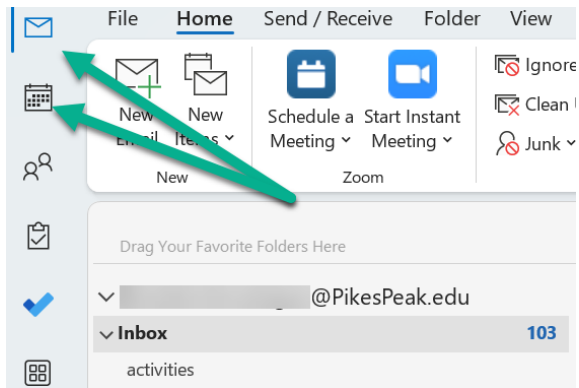
*How to check email on campus*

To check your email on campus.

- open the Outlook application on the computer that you logged in.

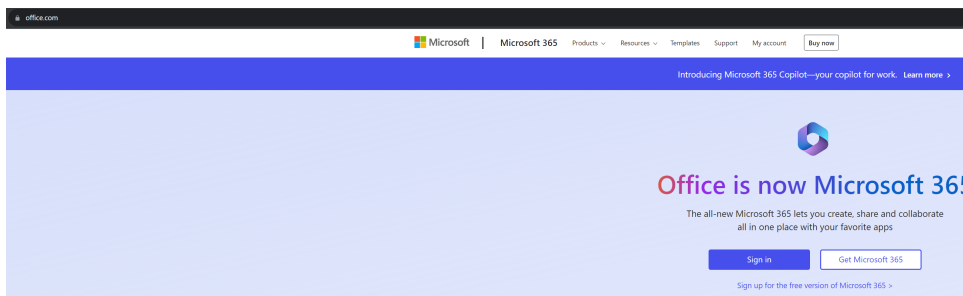


Once the application loads, it will display your emails. You can also check your calendar by clicking on the calendar icon on your outlook application.

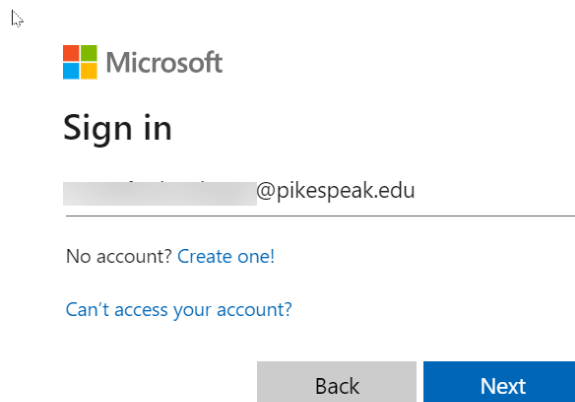


To check email off campus

- open internet browser and type *office.com* and enter.



- once the page loads up. Click on the *Sign in* link.
- enter your work/college email and click next.



- enter your password.



← [redacted]@pikespeak.edu

## Enter password

Password

---

Sign in

- once you enter your password and click on *Sign In*, you will get duo push notifications.
- approve the connection.
- your email will load.

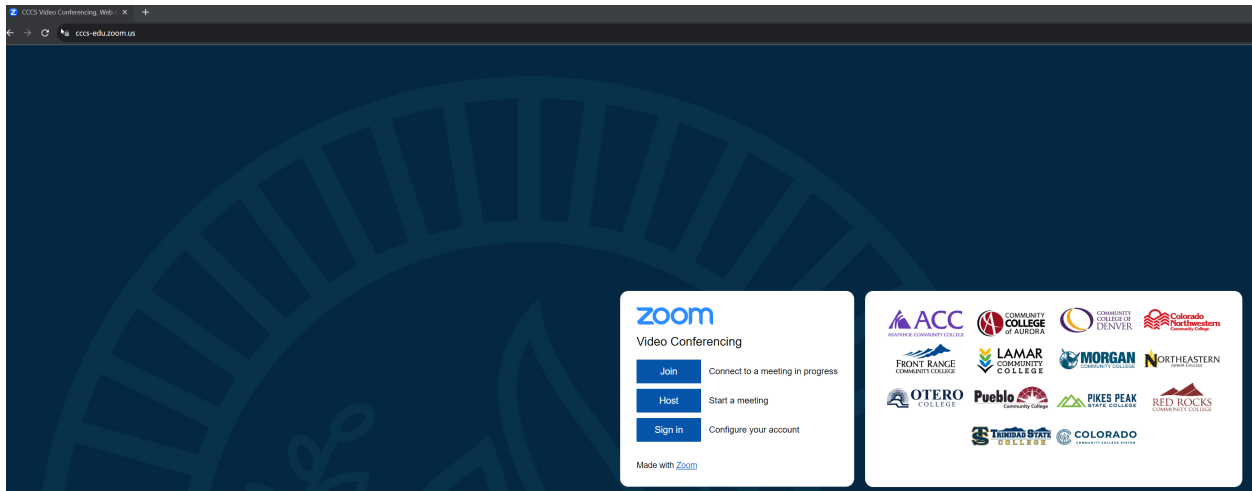
### How to log into zoom

There are two ways you can use zoom.

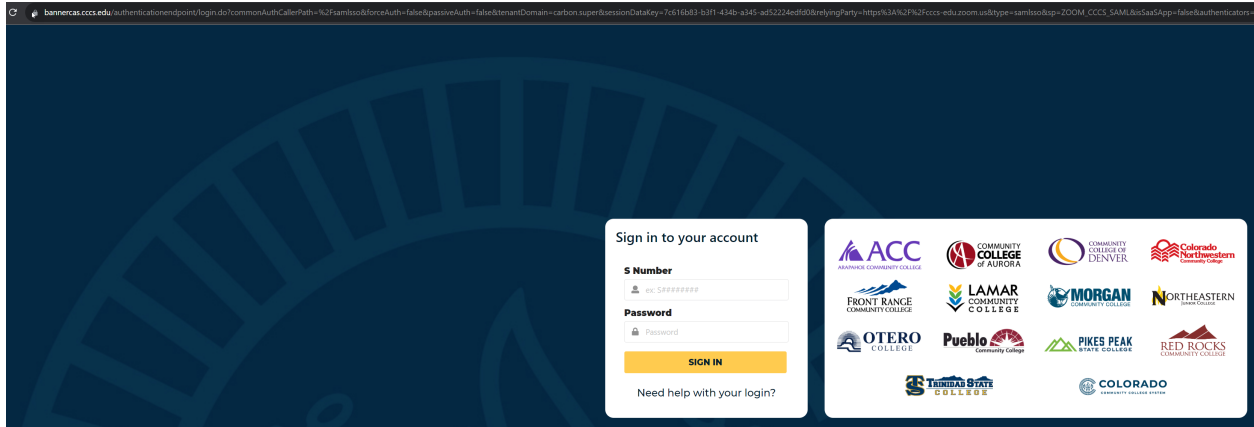
- Online version
- Application version

To use the online version:

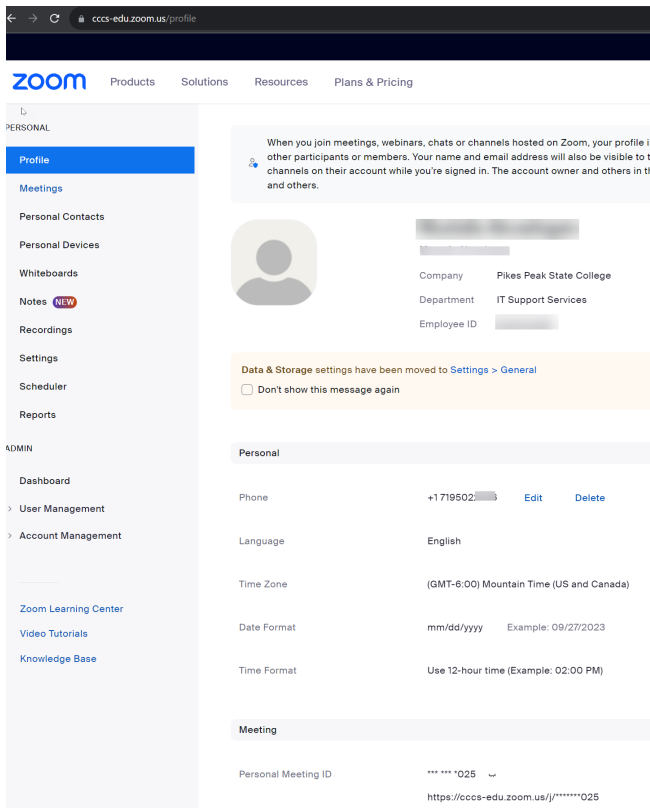
- Open any browser and type: [cccs-edu.zoom.us](https://cccs-edu.zoom.us)
- Click on *Sign in*



- Enter your *S number*.
- Enter your *password*.
- Click on *Sign in*



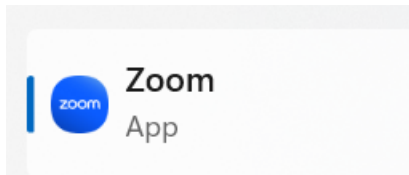
Once you Sign In successfully, your zoom web application load.



To use the application version:

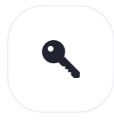
Zoom application has been installed on the college issued computers and laptops.

- Log into your computer/laptop.
- Click on the zoom application either on your desktop or from the start menu.



Once the application opens you will see the following screen.

- Click on the link for *Sign in with SSO*.



SSO



Apple

- Enter `cccs-edu.zoom.us` (you will enter this only one time)
- Enter your *S number*.
- Enter your *password*.
- Click on *Sign in*.

*Note: once you signed in with your credentials, you can click on remember my log in so you do not have to type your username and password every time you use zoom.*

*How to use Microsoft Teams, MS Teams.*

There are two ways you can use MS Teams.

- Online version
- Application version

To use the online version:

- Open up any of the browser and type `office.com`
- Click on the *Sign in* link.
- Use your college email for the username.
- Enter your password.
- Click on *Sign in*.
- Once the page loads, click on the MS Teams application from the left-hand side.

To use the application version:

MS Teams application has been installed on all the college issues computers and laptops. I will load it automatically once you log into your computer/laptop.

If you are not logged in automatically, you can use your college email and your regular password to log in.

### *How to log into SharePoint*

There are two ways to log into SharePoint.

- Online version
- Application version via *OneDrive* application.

To use the online version:

- Open any browser and type: office.com
- Click on *Sign in* link.
- Use your college email as your username.
- Enter your regular password.
- Click on *Sign In*.
- Once the page loads, click on SharePoint link to open SharePoint.

*Note: if you do not see the SharePoint application on the left-hand side, click on the Application Launcher at the top of the page and click on more applications.*

### *Desk IP phone*

Desktop IP phones are only issued to full time employees. Once the employee's account is created, the employee will have a four-digit internal IP phone number and will be assigned an IP phone. To call anybody on campus, all you do is, just dial the four-digit number you are calling.

To make a call outside or statewide call, you need to dial 9-1-area code and the number.

### *Printing*

Printing is done via your employee ID (except classroom printers). All the offices and classrooms have main printers. PPSC uses *print anywhere*, meaning you can send a print job and it will be in printer queue until you swipe your employee ID to retrieve your document. Once you send a document to the printer, it will be in the print queue for 24 hours. If you do not retrieve it within 24 hours, it will be deleted.

### *iPhone (if applicable)*

If an employee's position requires an iPhone and if it was approved by the employee's supervisor, an iPhone will be issues. PPSC uses iPhones as standard for cell phone usage. Issued iPhone will have all the software applications installed for your use.

### *DUO*

PPSC uses *Duo* as multifactor authentication (MFA). It will be installed on every iPhone that is issued to the employee. For the first time, you need to enroll for duo MFA. Once you enrolled, there are four options for using Duo MFA:

1. Smart Phone Mobile App (Recommended).
2. SMS Text
3. Phone Call
4. Hardware Token

The easiest and most recommended method is using the application. This MFA push method will come to your phone Duo application and user either approved or decline the connection.

### *VPN*

PPSC uses Cisco AnyConnect application for VPN access. We require VPN along with Duo MFA connections to access college resources from outside network. Typically, all the applications we use at PPSC are on cloud and do not require VPN (it only requires Duo MFA). In some cases, such Banner access, it does require VPN and Duo MFA from outside the network.

### *How to get help?*

We have a help center site set up for anything you need help with. To access the help center, you can type this URL to your web browser. ***helpcenter.pikespeak.edu***

Once you access this site, you can submit a ticket for *eLearning, IT Support Services, Marketing & Communications*, and you search your favorite topics from your Knowledge Base.

### *Report phishing*

Phishing is something PPSC takes very seriously. We ask all employees not to click on any email, attachments etc., that are coming outside college before the employee knows for sure it is a legit email. If you suspect that an email is phishing, reporting is very simple. On your Outlook application, click once on the email then at the top right-hand side of the application, you will see button says, "*Phishing Alert Report*". Just simply click on "*Phishing Alert Report*"