INFORMATION TECHNOLOGY
WELCOMES YOU TO OHLONE COLLEGE!

Welcome to Ohlone College! The Information Technology (IT) Department wants to help accommodate your technology needs and get you off to a great start as an employee of our Community College District. Please visit our website at: http://www.ohlone.edu/org/infotech/ for more information about the IT Department.

Having your technology needs met is a multi-step process that involves you, your hiring manager/supervisor/dean, and IT. Some of the requested work may be completed by your start date; however, some access cannot occur until after the date you start. Either on or as soon as possible after your start date, you need to register for an Ohlone Web Services Account at https://accounts.ohlone.edu/register. This web services account will give you access to WebAdvisor and Colleague. This is often referred to as signing up for WebAdvisor.

To register for an Ohlone Web Services Account you will need the following information:
Colleague ID # - Your manager/supervisor/dean will give you this number
Last Name - Legal last name
First Name - Legal first name
Date of Birth - format: yyyyMMdd
Zip Code - The 5-digit zip code you used when you submitted an application to Ohlone

Once you have completed this process, you will receive an Email informing you of your USERNAME. Please keep track of your username, password, and the answer to your hint question. This information will be used should you forget your password. This username and password are used for different areas of access. Your password should be kept private at all times. The Ohlone College IT Department will NEVER ASK YOU FOR YOUR PASSWORD.

As a new employee, you may be eligible to receive the following:
1. Network login to the Ohlone College network*
2. “Your Department” folder on the network*
3. “Your Staff” folder on the Ohlone_1 server*
4. Email account—this can be accessed from your office computer or through the web at https://email.ohlone.edu/*
5. Calendar access*
6. Colleague access—Your manager/supervisor/dean will arrange this access for you as appropriate.
7. Faculty and Staff websites—prior approval may be required. For more information on creating your website, visit http://www.ohlone.edu/org/webcenter/getawebaccount.html. You may also be interested in the Ohlone Web Team’s website http://www.ohlone.edu/org/webteam/home.html.
8. WebCT access—Faculty teaching online classes will need to complete a “Request a WebCT Course Account” form at http://www2.ohlone.edu/instr/onlineeducation/faculty/course_request.html.

*An IT Desktop Services Staff Member will assist you with the initial login/setup.

Once you are up and running, if you have any high tech concerns or need any assistance from the IT Department, please call the Helpdesk at Ext. 7333, or go online to the College’s website: http://help.ohlone.edu. Submitting a service request with the Helpdesk is the fastest way to get help!

Again, please be advised that the Ohlone College IT Department or any other College department will NEVER ASK YOU FOR YOUR PASSWORD. Any requests that you receive asking for your password are SPAM. Please do not ever give out your password to anyone or put it in an Email response to a request asking you for your password.

WELCOME ABOARD AND ENJOY WORKING AT OHLONE COLLEGE!

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