

User Accounts Overview


Everyone receives an integrated set of accounts for:

- **Medaille360**
- **Domain** (network) data access
- **Blackboard**
- **Email**

Browse to <http://accounts.medaille.edu> to generate your username and default password in the *Computer Accounts Management System* (CAMS). Your Medaille360 account should be useable immediately but your Domain data account may take an hour or so to activate.

Username: _____
Password: _____

Detailed instructions for CAMS and your different account types are available in the *New To Medaille* section of Medaille's **Information Technology (IT)** website at <http://it.medaille.edu>

Passwords – You can change your password – but wait a day. Browse to accounts.medaille.edu (note that there is no www prefix), logon and click the large key  icon at the top. Your new password must be between 10 to 32 characters in length and contain at least one Capital letter, Numeric character in the middle and a Symbol example (?!, \$).

Medaille360 – Once you have a username and password you can logon to <https://360.medaille.edu> or follow the link on Medaille's home page. Once logged-on you have access to your email account via the link on the bottom along with course content and Banner administrative services via the **Student Services** tab. Explore.

Problems? – Email helpdesk@medaille.edu with your name, ID number and a brief description of the problem. Note that you will immediately receive an auto-acknowledgement with a case number. During regular business hours you can also call the helpdesk at 716-880-2282 option 1.

General Info for on-campus computing:

- Don't save data files on your desktop when using a shared computer!
- Periodically "take out the trash" in your email account.
- NO food or uncapped beverages are permitted in the PC lab or the Smart-PC classrooms.
- Remember to **Log Off** when you leave a computer.

Links:

- Email: portal.office.com
- Medaille360: <https://360.medaille.edu>
- Medaille IT website: it.medaille.edu
- Blackboard: blackboard.medaille.edu
- CAMS: accounts.medaille.edu