

User Accounts Overview


Everyone receives an integrated set of accounts for:

- **MedailleOne**
- **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 MedailleOne 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>.

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 at least 6 characters in length and contain at least one numeric character in the middle.

MedailleOne – Once you have a username and password you can logon to one.medaille.edu or follow the link on Medaille's home page. Once logged-on you have access to your email account via the icon along with course content and Banner administrative services via the **Student Services** tab. Explore.

Your Home Computer – To access MedailleOne successfully from a personal computer you will need to run JavaRT, allow site pop-ups and unblock your firewall. Detailed instructions are provided under the *Student Services* tab, via *My Courses* and scrolling down to the **Helpful Information** section. There's also a *Helpful Links* section to aid in your computer's configuration.

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.

General Info for on-campus computing:

- Don't save data files on your desktop when using a shared computer!
- 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
- Periodically "take out the trash" in your eMail account.

Links:

- eMail: webmail.medaille.edu
- MedailleOne: one.medaille.edu
- Medaille IT website: it.medaille.edu
- Blackboard: Learning.medaille.edu
- CAMS: accounts.medaille.edu