

Check out Medaille's **Information Technology (IT) Website** at **it.medaille.edu** . There you will find more information on your different accounts along with our *New to Medaille* section, frequently asked questions, tutorials, on campus computing information, approved technology list and Blackboard help files. If you can't find it there email us at [helpdesk@medaille.edu](mailto:helpdesk@medaille.edu) or call the helpdesk at **716-880-2282**.


Username: _____
Password: _____

### User Accounts Overview

Everyone receives an integrated set of accounts for:

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| ➤ <b>CAMS:</b> accounts.medaille.edu   | <b>Email:</b> mail.medaille.edu            |
| ➤ <b>MedailleOne:</b> one.medaille.edu | <b>Blackboard:</b> blackboard.medaille.edu |
| ➤ <b>Domain:</b> (network) data access |  |

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.

**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.

### General Info for on-campus computing:

- Don't save data files on your desktop when using a shared computer!
- Place an ID.txt file on your flash drive with your contact info so it can be returned if lost.
- Periodically "take out the trash" in your email account.
- Working on an email attachment involves using the *Save As* command to retain your work.
- 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.

