New Student Quick Start Guide

Username:       Password:

I. Enrolling in ODU’s Online Password Reset Program: (Passwords expire every 120 Days)
   a. Double Click on Internet Explorer
   b. Go to http://helpdesk.ohiodominican.edu/password
   c. Click Enroll Now
   d. Type your ODU Username and Password
   e. Select your three personalized questions and answers
   f. Click Next
   g. Click Main Menu

   Now that you are enrolled ODU’s Online Password Reset Program, please follow the steps to “II. Reset Your ODU Password”

II. Reset Your ODU Password (Please see reverse side for Password Requirements)
   a. Click Reset Password
   b. Type your ODU Username
   c. Click Next
   d. Answer your personalized questions
   e. Create a new password

   Now that you have changed your password, please follow the steps “III. How to check your class schedule.”

III. How to check your class schedule:
   a. Go to http://oduonline.ohiodominican.edu
   b. Click on the Log In link in the middle of the page.
   c. Log in with your ODU Username and Password
   d. Click on the Students
   e. Click on My Class Schedule
   f. Select the term you wish to see your schedule for, and then click submit

   Now that you have checked your class schedule, please follow the steps “IV. How to check your e-mail account.”

IV. How to check your e-mail…:
   from a Campus Computer:
   a. Double click the Microsoft Outlook shortcut on the desktop. Or you can click Start, Programs, Microsoft Office, and then Microsoft Outlook.
   from your Personal Computer:
   Go to http://webmail.ohiodominican.edu. You will then log in with your ODU username and password.

V. How to find out what is happening on campus (MyODU):
   a. Go to http://myodu.ohiodominican.edu

You have now successfully completed the steps to enrolling in the password reset program, reset your password, checked your class schedule on ODU online, checked your e-mail, and found out what is happening around campus. If you have any questions in the future, please visit http://helpdesk.ohiodominican.edu, or call us at 614-253-3633.
**Password Requirements**

To help keep your personal information safe, the University requires the following password standards.

- Password cannot contain your username
- Must be at least seven characters in length
- Must contain characters from three of the following four categories:
  - English uppercase characters (A through Z)
  - English lowercase characters (a through z)
  - Base 10 digits (0 through 9)
  - Non-alphabetic characters (for example, !, $, #, %)
- Expires after 120 days
- Cannot use any of the last 3 password

**New Student FAQ’s**

**Does ODU offer any discounts on computers?**
Discounts are available from:

**What software do I need?**
In order to connect to the ODU network, every personal computer on campus is required to have virus protection and the latest security updates. Microsoft Office is the campus standard for productivity software.

**Does ODU offer discounts on Microsoft Office software?**
Yes. Discounted Microsoft and Adobe titles are offered. [https://myodu.ohiodominican.edu/eacademywebstore/](https://myodu.ohiodominican.edu/eacademywebstore/)

**Should I buy a laptop or a desktop?**
This is a personal preference. Many students do prefer laptops to desktops because of the flexibility. In addition, if the student needs help with their system, they are able to bring it to the Helpdesk in Spangler Library and receive free support.

**Do I need to buy a printer?**
This is a personal preference. There is printing available in the Residence Halls, Spangler Library and in the technology classrooms. ODU utilizes PaperCut software and each student receives a 500 page print quota each semester. You can read more about PaperCut below.

**What is PaperCut?**
ODU utilizes PaperCut to reduce environmental impact from paper waste. The software monitors the number of pages printed to public printers on campus. At the beginning of each semester, PaperCut allows you enough credit to print 500 pages. Any page after 500 must be paid for prior to printing. You can add money to your PaperCut account in the Business Office (Erskine 133).

**What is the $25.00 on my screen when I log onto an ODU Computer?**
Each semester your PaperCut account resets to a $25.00 credit. Each page printed costs .05 cents and will be deducted from your PaperCut account. There are no additional costs unless you exceed the $25.00 credit.

For more FAQ’s Visit: [http://helpdesk.ohiodominican.edu/IS/faqs.aspx](http://helpdesk.ohiodominican.edu/IS/faqs.aspx)