



*The*  
**Baptist College**  
*of Florida*

"Changing the World Through the Unchanging Word®"

## Student Computing Guide

*Online & Distance Site Students*



### **Information Technology**

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## Introduction

Welcome to The Baptist College of Florida!

Information Technology (IT) has developed this guide to provide new and returning students with information needed to utilize the College's Information Systems.

The Baptist College of Florida provides Information Systems to meet operational, financial, and academic needs. These resources are valuable, and their abuse can have a far-reaching negative impact. IT is responsible for balancing the need for security with practical application.

## Feedback

Questions, comments, and recommendations can be submitted to [IT@baptistcollege.edu](mailto:IT@baptistcollege.edu).

## Support

IT provides and supports the data systems and network resources that make up the College's Information Systems. IT supports faculty, staff, students, prospects and alumni as they use college resources.

## Support for Personally Owned Equipment

IT does not provide support for systems owned by individuals. The Baptist College of Florida's Computer and Information Systems Policy does not allow IT to support student owned computers or computer related equipment.

## Computer & Information Systems Policy

The BCF Computer and Information Systems Policy (CISP) governs all of the College's computers and information systems. This policy can be found in the student handbook and is accessible online at <http://www.baptistcollege.edu/IT/media/CISP.pdf>.

## Copyrights, Trademarks and Intellectual Property

Do not violate the copyright, trade secret, patent or other intellectual property rights of any person or company. Do not install or distribute software products that are not appropriately licensed. Do not make unauthorized copies of copyrighted material.

## Authorized Student Computer Account

In accordance with the BCF Computer and Information Systems Policy, each student is issued an authorized computer account. This account may be used only in accordance with its authorized purposes. You are responsible for safeguarding your own authorized account, specifically the user name (ID Number) and password. All students are solely responsible for all activity on or associated with their account.

After the appropriate account has been created, you are authorized to use your account for the following purposes:

- Logging in to The Baptist College of Florida's online campus, MyBCF <https://mybcf.baptistcollege.edu>
- Baptist College email for academic and personal non-commercial purposes. The email account will be created at the beginning of the semester for which you are admitted or re-admitted.<sup>\*see note below</sup>

**\*Please note:** Baptist College email accounts and network logon accounts will be created **at the beginning of the semester for which you are admitted or re-admitted**. It will remain active as long as you remain a current BCF student not subject to the BCF readmissions policy.

## The password

Your user name (ID Number) and password is the entry point to BCF Information Systems. The password is sent to you by the IT department. This same user name and password will be used for accessing MyBCF and college email.

All network activity is logged by user name where applicable; any activity shown as associated with a particular user name is the responsibility of that user, regardless of who is actually using the account. Do not allow others to use your account.

Keep your password secure to ensure all activity is logged to the correct user.

General guidelines for keeping your password secure are:

1. Do not save your password in your internet browser or in any other software.
2. Do not ask anyone else for his or her password. Do not share your password with anyone.
3. No password should be spoken, written, e-mailed, hinted at, shared, or in any way made known to another.
4. No password should be displayed or concealed on or near your computer workspace.

If you believe someone else may know your password notify IT immediately, and a new password will be issued.

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## MyBCF

MyBCF is our online campus. MyBCF is the website that allows you to register for classes, check your grades, view campus groups, edit personal College information, and access online portions of courses.

The website is <https://mybcf.baptistcollege.edu>.

## Browser Compatibility

The browsers that have been tested and approved for compatibility with this website application are:

- [Internet Explorer 7.0 and 8.0](#)  for Windows XP and Vista
- [Firefox 2.0.0.20, 3.0.7, and 3.5.x](#)  for Windows XP, Mac OS X (Version 10.4 and later)
- [Safari 3.2.1](#)  for Mac OS X (Version 10.4)

Versions later or earlier than these may or may not work properly.

*Note:* Java and JavaScript must be allowed, or enabled, in the browser's configuration. Popups must be allowed from this website as well.

## Using MyBCF

Your "User Name" for MyBCF is your ID number; the password is the one sent to you from the IT department.

Check out the "Getting Started" and "Student Navigation" topics on the left sidebar of the home page for tips about using MyBCF after you log in.

The following is an example snapshot of the login page for MyBCF:



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## Email Guide

Students will be assigned a [baptistcollege.edu](mailto:baptistcollege.edu) email address. This email address will be used for college correspondence. **Your email account will be created at the beginning of the first semester for which you are admitted or re-admitted.** It will remain active as long as you remain a current BCF student not subject to the BCF readmissions policy.

### Outlook Web Access

Check your student email online by visiting: <https://mail.baptistcollege.edu>

Mobile devices like cell phones and handhelds can access a text only version at <https://mail.baptistcollege.edu/oma>

Your user name is your ID Number and the password is the one sent to you by the IT department.

### Unsolicited Commercial Email – SPAM

The College employs several levels of spam prevention including Microsoft Intelligent Message Filter, Microsoft Forefront antivirus and spam filtering, real-time block lists, reverse DNS lookups, and Astaro spam filtering.

If you receive spam in your mailbox, add the sender to the *Blocked Senders List* in Outlook Web Access or your email client; then delete the spam message.

Periodically, check your junk email folder for messages that may have been marked incorrectly.

#### Anti-Spam Resources:

Best practices: <http://office.microsoft.com/en-us/outlook-help/best-practices-to-help-prevent-spam-HA001119422.aspx>

Toward a Spam-Free Future: <http://www.microsoft.com/mscorp/execmail/2003/06-24antispam.mspix>

How to Keep Spam out of Your Inbox: <http://www.microsoft.com/athome/security/email/fightspam.mspix>

### Configuring a Mobile Device or Smart Phone (iPhone, Blackberry, etc.)

For newer versions of the smart phones and PDAs, specify the account type as “**Exchange**” and provide your email address and password. When it asks for the user name, provide your ID number. If it asks for the server name, it is ‘[mail.baptistcollege.edu](mailto:mail.baptistcollege.edu)’. On some versions, it may ask for the Outlook Web Access address – in this case, it is ‘<https://mail.baptistcollege.edu/exchange>’

### Setting up Outlook or Other POP3 Mail Reader

POP3 is available to students for email account access. The settings required are:

1. The email account type is **POP3**.
2. Your email address is usually in the format of **preferredname.lastname@baptistcollege.edu**
3. “**mail.baptistcollege.edu**” is both the Incoming mail server and Outgoing mail server.
4. Your “User Name” or login for the *Incoming mail server* is in the format of “**IDNumber@bcf.edu**”.
5. Your “User Name” or login for the *Outgoing mail server* is in the format of “**IDNumber**”.
6. Use your **password** for *both* the Incoming and Outgoing mail server.

The following are example screens from Microsoft Outlook 2007:



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# Computer Security

## Virus Protection and Firewall

You should run firewall software on any computer connecting to any wireless network. Microsoft Windows and Mac OS X both have built-in firewalls. Computers must be running virus protection with a virus pattern that is no more than 30 days old to be reasonably protected from malware. It is best to update the virus pattern or virus definitions every day.

Several anti-virus resources are listed below for your convenience. The Baptist College of Florida makes no guarantee as to the quality or effectiveness of these products.

### No-charge solutions:

#### Microsoft

[http://www.microsoft.com/security\\_essentials/](http://www.microsoft.com/security_essentials/) (Free for home users.)

#### AVG Anti-Virus

<http://free.avg.com/us-en/download-avg-anti-virus-free> (There is a "Free Edition".)

#### Avast! Anti-Virus

<http://www.avast.com/free-antivirus-download> (Free of charge for home users or non-commercial use.)

#### Spybot Search & Destroy

<http://www.safer-networking.org/en/download/index.html>

### Subscription-based solutions:

#### ESET (NOD32 antivirus)

<http://www.eset.com/>

#### Trend Micro

<http://us.trendmicro.com/us/home/>

#### Panda Software

<http://www.pandasoftware.com/>

#### Computer Associates

<http://store.ca.com>

#### McAfee

<http://mcafee.com/us/>

#### Norton/Symantec

<http://www.symantec.com/norton/index.jsp>

## System Updates

### Microsoft Windows

Windows Update Information: <http://www.microsoft.com/windows/downloads/windowsupdate/automaticupdate.msp>

To get Windows updates immediately, use Internet Explorer, and browse to: <http://windowsupdate.microsoft.com>

Microsoft Security help and support is available for the home user to help you obtain support for security-related issues such as viruses and security updates. [http://support.microsoft.com/contactus/cu\\_sc\\_virsec\\_master?ws=support](http://support.microsoft.com/contactus/cu_sc_virsec_master?ws=support)

Information about security and online safety: <http://www.microsoft.com/protect/default.aspx>

### Mac OS X

Get the Latest Security Updates for Mac OS X: <http://www.apple.com/support/>

To get updates immediately:

1. From the **Apple** menu, choose **System Preferences**.
2. From the **View** menu, choose **Software Update**.
3. Click the Check Now button (or Update Now in earlier Mac OS X versions).
4. In the Software Update window, select the items you want to install, then click Install.
5. Enter an administrator account name and password.
6. After the update is complete, restart the computer if required.
7. Repeat these steps to see if more updates are now available. Because some software updates are prerequisites for others, you may need to repeat these steps several times to complete the software update sequence.