



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.

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 (CISP)¹ 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 purpose. The student is responsible for safeguarding his/her own authorized account, specifically user name and password (PIN). The student is solely responsible for all activity on his/her account.

The student is authorized to use his/her account for the following purposes:

- Email for academic and personal non-commercial purposes

The PIN

Your user ID and personal identification number (PIN) is the entry point to BCF Information Systems. All network activity is logged by userid where applicable; any activity shown as associated with a particular user id is the responsibility of that user. Keep your PIN secure to ensure any activity is logged to the correct user. General guidelines for keeping your PIN secure are:

1. Do not save your PIN in your internet browser or elsewhere if it has an option to do so.
2. Do not ask anyone else for his or her PIN. Do not share your PIN with anyone.
3. No PIN should be spoken, written, e-mailed, hinted at, shared, or in any way made known to another.
4. No PIN should be displayed or concealed on or near your computer workspace.

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

Email Guide

Students will be assigned a baptistcollege.edu email address. This email address will be used for college correspondence.

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>

Username: ID Number **Password:** PIN

Example: Username: 99999 Password: xxxxxx

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:

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

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

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 “**StudentID@bcf.edu**”.
5. Your “User Name” or login for the *Outgoing mail server* is in the format of “**StudentID**”.
6. Your **PIN** is the password for *both* the Incoming and Outgoing mail server.

The following are example screens from Microsoft Outlook 2007:

Add New E-mail Account

Internet E-mail Settings
Each of these settings are required to get your e-mail account working.

User Information

Your Name: PreferredName LastName
E-mail Address: lastname@baptistcollege.edu

Server Information

Account Type: POP3
Incoming mail server: mail.baptistcollege.edu
Outgoing mail server (SMTP): mail.baptistcollege.edu

Logon Information

User Name: 123456@bcf.edu
Password: *****
 Remember password
 Require logon using Secure Password Authentication (SPA)

Test Account Settings

After filling out the information on this screen, we recommend you test your account by clicking the button below. (Requires network connection)

Test Account Settings ...

More Settings ...

< Back Next > Cancel

Internet E-mail Settings

General Outgoing Server Connection Advanced

My outgoing server (SMTP) requires authentication

Use same settings as my incoming mail server

Log on using

User Name: 123456
Password: *****

Remember password
 Require Secure Password Authentication (SPA)

Log on to incoming mail server before sending mail



OK Cancel

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>.

Browsers

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

- [Internet Explorer 7.0](#)  for Windows XP
- [Firefox 2.0 and 3.0](#)  for Windows XP, Mac OS X(10.2 and later)

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.

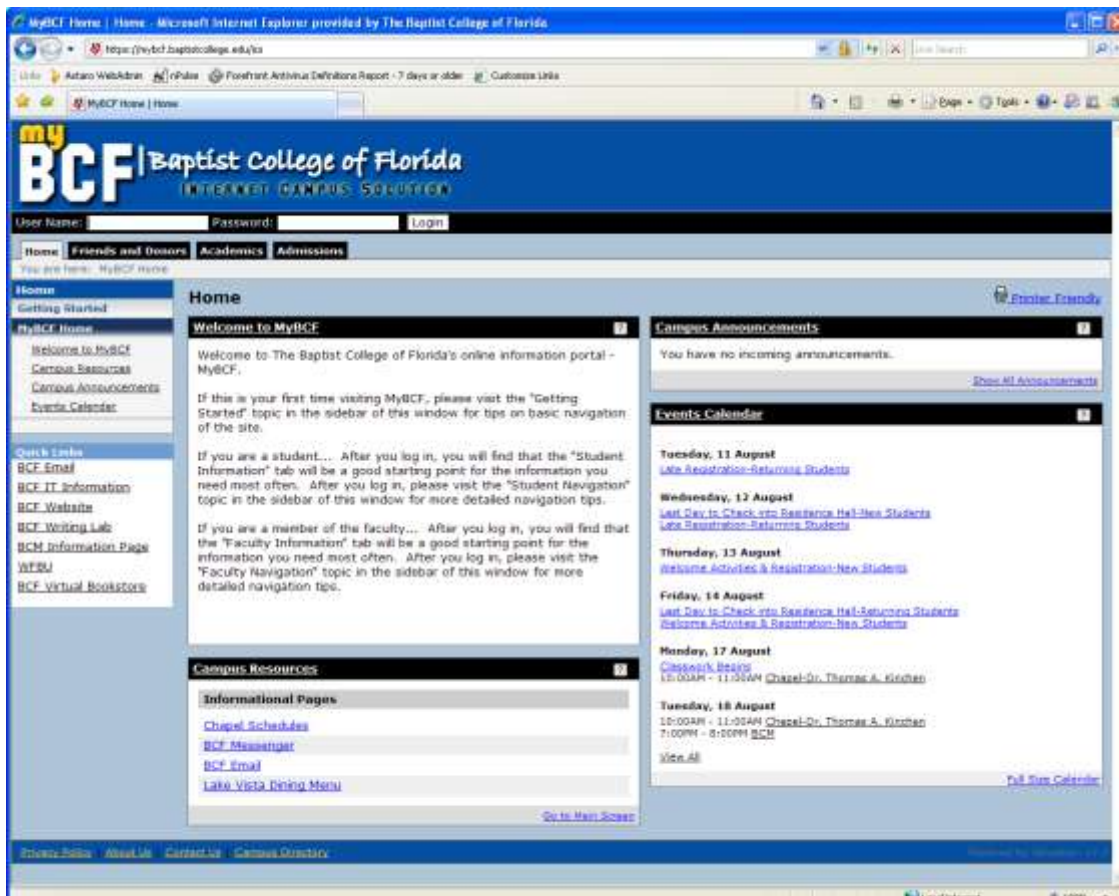
*** The above does NOT apply to using the BCF Wireless Net, only to the website <https://mybcf.baptistcollege.edu>***

Your "User Name" for MyBCF is your Student ID number; the password is your PIN.

Using MyBCF

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:



Computer Security

Virus Protection and Firewall

Computers should be running virus protection with a virus pattern that is no more than 30 days old. It is a best practice to update the virus pattern or virus definitions every day.

Listed below for your convenience are several anti-virus resources. IT makes no guarantee as to the quality or effectiveness of these products.

AVG Anti-Virus

<http://free.grisoft.com/freeweb.php/doc/2/> (Free Edition is the well-known anti-virus protection tool.)

Avast! Anti-Virus

http://avast.com/eng/down_home.html (Free of charge for home users for non-commercial use.)

ESET

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

Trend Micro

<http://www.trendmicro.com/en/home/us/personal.htm>

Panda Software

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

Computer Associates

<http://www.my-etrust.com>

McAfee

<http://us.mcafee.com>

System Updates

Microsoft Windows

Windows Update Information: <http://www.microsoft.com/security/bulletins/automaticupdates.mspx>

To get Windows updates immediately: <http://windowsupdate.microsoft.com>

Microsoft Security Help and Support for the home user is dedicated to help you obtain support for security-related issues such as viruses and security updates. <http://support.microsoft.com/?pr=SecurityHome>

Enhance the security for a Windows PC: <http://www.microsoft.com/athome/security/protect/windowsxpsp2/Default.mspx>

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.