



## Login Guide for MCU Faculty/Staff

### Campus Computer Login:

Can be used for any Marymount campus computer and for logging into the Faculty Portal.

- **Username:** First Initial of First Name + Full Last Name
- **Password:** Given by Human Resources (must be changed on MCU computer)
  - Password can be changed at login by hitting **Ctrl+Alt+Delete** on the keyboard once logged into a University computer
  - Password must contain Capital Letter, Special Character, Number, and be longer than 8 characters.
  - Passwords may NOT include personal information, ID Number, or Username

### Off Campus E-Mail Login:

Access to E-Mail while off campus is possible via the Office 365 portal, this is located at: [webmail.marymountcalifornia.edu](mailto:webmail.marymountcalifornia.edu)

- **Username:** The username for email is the same as your computer login, with @MarymountCalifornia.edu added to the end.
- The full email address is required in the username field.
- **Password:** The password is the same as your primary computer login password, changes to computer passwords made, will be reflected by email within 10 minutes.

**NOTE:** Although there is a change password option on the Office Portal, this is NOT how to change your MCU password. Attempts to change passwords via the Microsoft portal will be unsuccessful.

### [my.marymountcalifornia.edu](https://my.marymountcalifornia.edu) (Full/Part-Time Faculty)

Marymount's learning management system (LMS).

- <https://my.marymountcalifornia.edu>
- **Username:** firstname.lastname (all lowercase with a "." in-between)
- **Password:** Sent via Marymount email

### Faculty Technology Training

All Marymount faculty are required to complete training on how to use classroom technology and the basics of the MyMarymount LMS. If you wish to schedule your training as soon as possible, please contact Maury Hillstrom, Director of Educational Technology, at: [classroomsupport@marymountcalifornia.edu](mailto:classroomsupport@marymountcalifornia.edu)

### Submitting Grades (Full/Part-Time Faculty) (This will be updated once our new Student Management System is in place)

Submit midterm and final grades here.

- <https://efaculty.marymountcalifornia.edu>
- **Username:** First Initial of First Name + Full Last Name
- **Password:** Same as Email Password

### Wireless Access

Wireless network connections are split up for verifying access. MCU Secure will give you a faster connection speed and access to all campus resources. MCU Basic will give you limited connection speed and will require you to log in daily. MCU Guest is designated for campus visitors.

- Search for wireless network named **MCU Secure**
- When you launch your internet browser; you will be prompted for a username/password
- **Username:** First Initial of First Name + Full Last Name
- **Password:** Given by Human Resources

## Got Tech?

Please visit the Got Tech website for all technology related documentation and training resources. Here you will find information on all of our services.

- <https://www.marymountcalifornia.edu/institutional-technology/gottech/>

## Help Desk/Support

- <https://www.marymountcalifornia.edu/institutional-technology/help-desk/>
- **Helpdesk (General Support) Phone Number:** 310-303-7268
- **Diverge IT Direct Phone Number:** 310-765-7205
- **On-site Helpdesk:** OS 106 (James N.)
- **Classroom Support:** Press the “IT” button on classroom phone (and then select Phone Support Option # - see below).

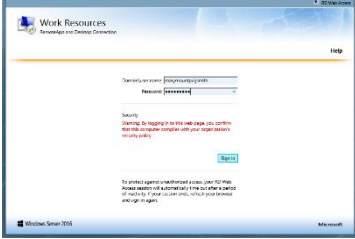
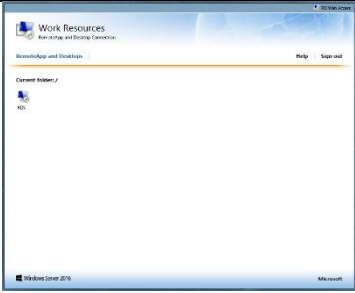

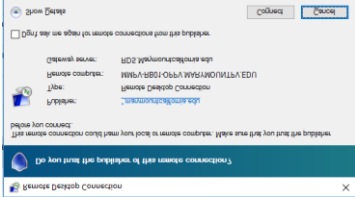
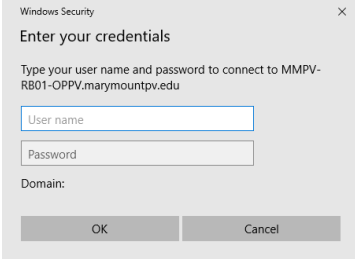
**IT Support by E-mail:** You will receive quicker responses when you directly send support requests to the correct area which handles your specific issue. An email to the support groups below will generate a helpdesk ticket on the board of the corresponding group. Please be as detailed in your description as possible. Make sure to identify yourself and provide contact information so we can reach you.

You may send an IT ticket request from ANY email address (personal or MCU). Keep in mind, IT must be able to identify the person making the request (Name, ID number, and Phone number) to receive adequate support.

<b>Support Group and Phone Support Option #</b>	<b>Services Description</b>
General Services\Operations Group <a href="mailto:generalsupport@marymountcalifornia.edu">generalsupport@marymountcalifornia.edu</a> Telephone Support #1	Student support, phones, copiers, PrintSpot issues, <b>classroom technology &amp; equipment</b> (computer, podium, smartboard, audio, visual, lighting, network) & other general tech services
Application Support Group <a href="mailto:applicationsupport@marymountcalifornia.edu">applicationsupport@marymountcalifornia.edu</a> Telephone Support #2	Assistance with Campus Management products including Campus Nexus Student, Campus Nexus Finance, Campus Nexus CRM, Talisma Fundraising, and Campus Portal, Slate, PowerBI, Faculty Portal (CAMS) & other business application issues
Educational Technology Group <a href="mailto:classroomsupport@marymountcalifornia.edu">classroomsupport@marymountcalifornia.edu</a> Telephone Support #3	Faculty support for Accuplacer placement testing & <b>MyMarymount</b> (D2L learning management system)
Infrastructure Group <a href="mailto:help@divergeit.com">help@divergeit.com</a> Telephone Support #4	Staff/Faculty support for campus internet and wireless, network, desktop support, hardware & server issues

## Marymount Remote Desktop Service (RDS)

In order to login to the new remote desktop capabilities, proceed to the following website:  
[Remote Desktop \(remote.marymountcalifornia.edu\)](http://Remote_Desktop_remote.marymountcalifornia.edu)

<p>1. Login with your MCU Credentials. The format should be marymountpv\first initial of first name + Last name.          So user John Smith would be marymountpv\jsmith</p>	
<p>2. One you are signed in, click on the RDS icon and this will take you to your new remote desktop.</p>	
<p>3. Once you have clicked on the RDS icon, you may be prompted with 2 dialog boxes. Dialog box 1 → Go ahead and click open if this message pops up</p>	
<p>4. Next dialog box will ask if you trust this connection, to which we will click connect</p>	
<p>5. Finally, you will be prompted for your login credentials one last time – Your user ID is domain, + user ID – marymountpv\First Initial of First Name + Last Name and your password used for Email and login.           You will now be logged in and able to access your remote desktop.</p>	

For help, please contact DivergeIT at 310-765-7205 or open a helpdesk ticket by sending an email to [help@divergeit.com](mailto:help@divergeit.com)