This computer guide includes information available at the time of publication; however, information and policies evolve over time. Therefore, Whitworth reserves the right to change its guidelines without prior notice. All changes are effective at such times as the proper university authorities determine; they may apply not only to prospective students but also to those who already are enrolled in the university. All changes are documented in the office initiating the change. It’s your responsibility to read all of the guidelines found within this book.

Revised February 2021
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Computer User’s Responsibility Policy

The purpose of this agreement is to outline user responsibilities in the legal and ethical use of Whitworth’s computers in order to maintain confidentiality of data, files, computers and networks as well as to protect the proprietary rights of third parties and of the university.

All users have the responsibility to do the following things:
- Check their Whitworth email accounts regularly for messages from the university.
- Participate in assuring legal and ethical use of university computers and user accounts.
- Install and use university-provided antivirus software on personal computers connected to the university network.
- Abide by the Whitworth computer policy approved by the president’s cabinet. Copies are available in computing services, in the student life office and on the Whitworth website.

http://www.whitworth.edu/Administration/InformationSystems/Policies_Standards/ComputerPolicy.htm

Computing and related technology is provided by the university for legitimate applications directly related to a student’s academic and/or professional work, to allow students, faculty and staff to conduct academic research or university-related business, and for communication related to classes and class assignments. Inappropriate uses of this technology include behaviors that:
- impede its intended purpose;
- intentionally block or overload the system or prevent its use by others;
- are solely or mainly for commercial gain;
- are threatening or harassing in nature;
- are destructive or disruptive of educational or community life.

Whitworth’s policy regarding appropriate use of technology prohibits the downloading or viewing of pornographic material other than for legitimate academic purposes. The university operates a filter on the campus network in order to restrict Internet access to pornographic material. The filter applies to all faculty, staff and student computer users on campus. (Exceptions can be found in the full Internet-filter policy on the university website.) Public terminals in the library (including computer labs) are unfiltered in the interest of assuring full access on campus for legitimate purposes. These terminals remain subject to the appropriate-use policy. Finally, all enrolled students’ names are on the campus server; they cannot be removed to keep students from receiving email messages.
There are several computer-based resources you will need to use as a Whitworth student: Pirate Port, Email, Blackboard, and Self-Service.

Summary of computer-based resources:

1. **DUO Security**: Duo Security is a two-factor authentication service that allows you to securely log into your Whitworth applications while off-campus.

2. **Pirate Port**: Pirate Port is a web portal containing information and resources for the Whitworth community. Continuing Studies students have their own Pirate Port site accessed by logging into the main page. Students can use the portal to:
   - access their Office 365 Email account, Blackboard, and Self-Service
   - view important notifications, deadlines, and financial aid and student account information

3. **Self-Service**: Self-Service is used to view course schedules, final grades, program evaluations, and unofficial transcripts.

4. **Office 365 Email**: All students are expected to check their Whitworth Office 365 email account regularly, as it is the official source of university communication.

5. **Blackboard**: Blackboard is a course-management system used as a means to share and disseminate information related to a specific course.

First steps to accessing the computer-based resources:

1. **Use the Whitworth Wireless Connection when on campus.**
   - Wireless connection is available at both campuses. Choose the WhitStudent wireless network and use your Whitworth username and temporary password to connect for the first time. If you have trouble accessing the wireless connection, please check with the office staff, ask the lab technician in the computer lab, or contact the IT Help Desk at 509-777-3911 or helpdesk@whitworth.edu. Follow the steps below to enroll in Password Manager and change your temporary password.
2. **Enroll in the Thycotic Password Reset Server.**

The Thycotic Password Reset Server gives you the ability to unlock or reset your own password. You will need to enroll in this before you can use it for help getting in to your account, so you should do it first thing.

1. Go to Pirate Port and click on “Passwords” in the Campus Systems menu on the right-hand side of the page.

2. On the landing page, click on “Thycotic Password Reset Server.” Keep the Domain as “Admin.” Enter your username and password.

3. You will be presented with your basic profile information and will be prompted to click on “Mark as Verified” to verify that it's correct. You'll also see the security questions section. Click on “Security Questions” and then “Enroll.”

4. You will need to choose three security questions you can easily remember the answers to then click “Continue.” Enter your cell phone number and click “Continue.” You’ll then be prompted to answer the three security questions you chose and fill in a PIN that will be sent to your phone. Follow all prompts to complete the process.

3. **Change your password.**

After utilizing your temporary password to gain access to the Whitworth network and enroll in the Thycotic Password Reset Server, please change your password.

1. Go to Pirate Port and click on “Passwords” in the Campus Systems menu on the right-hand side of the page.

2. Click on the “Thycotic Password Reset Server” link then click “Change My Password.” Input your username and temporary password and click “Continue.”

3. Fill in your new password and click the button to “Change Password.”
Unlocking Your Account:

1. If you forget your password, the Whitworth network will lock you out of access to the wireless network, your email, and password-protected Pirate Port links.
2. If you have enrolled in the Thycotic Password Reset Server, you will be able to unlock your account and reset your password.
3. Go to Pirate Port and click on “Passwords” in the Campus Systems menu on the right-hand side of the page.
4. Click the “Reset My Password” link. Enter your username and then the PIN code that is sent to your cell phone.
5. Answer one of the security questions you set up and choose a new password.
6. If you did not enroll in the Thycotic Password Reset Server, call 509.777.3911 to unlock your account.
1. **DUO Security**

The first time you log into your Whitworth computer systems off campus, you are required to authenticate with DUO. You will be presented with the following screens (this is the mobile version, the computer one is nearly identical):

1) Enter in your network username and password.

2) Click the Logon button.

3) Click Start Setup to begin enrolling your device.

4) Select your preferred option – Mobile Phone is recommended.
5) Enter in your cell number, check the box to verify, then click Continue.

6) Verify the OS of your phone.

7) Install the DUO Mobile app on your smartphone, then proceed.

8) A QR code will show up that you can scan into the app. Open the app on your phone to scan. The code should automatically be detected, scan in, then you click Continue.
9) Finally, you can select your login settings on your paired device.

If you opt to choose an authentication method, you can select each time how to receive your 2-factor request.

A Push is the easiest way and only takes the click of a button!

If you opt for automatic Duo Push (or select Send Me a Push from the options menu) you will get a pop up on your phone with the 2-factor request.
2. **Pirate Port**

   Pirate Port is Whitworth’s information portal that allows you to access all campus systems, campus announcements and events, and your important student information such as your class schedule, financial aid offer letter and billing information at any time from any computer with internet access.

**Using Pirate Port:**

1. Go to [www.whitworth.edu](http://www.whitworth.edu)

2. Click on Pirate Port in the menu at the top of the screen.

3. Click on the “Log In” Button.

4. Enter your Whitworth login username and password, then click Logon*

5. Your Pirate Port site should look similar to the screenshot below:
6. Below is an overview of the Campus Systems section:

<table>
<thead>
<tr>
<th>Campus Systems</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td>is a course management system for syllabi, assignments, discussion boards, and grades.</td>
</tr>
<tr>
<td>Course Eval</td>
<td>is used at the end of each course.</td>
</tr>
<tr>
<td>Email</td>
<td>Click here to go directly to your Whitworth Email Account.</td>
</tr>
<tr>
<td>Forms</td>
<td>Click here to go to a list of university forms.</td>
</tr>
<tr>
<td>Passwords</td>
<td>Click here to reset your password and enroll in Thycotic Password Reset Server.</td>
</tr>
<tr>
<td>Self-Service</td>
<td>is used to view your class schedule, final grades, and program evaluation.</td>
</tr>
<tr>
<td>SharePoint</td>
<td>is used by student workers in the university.</td>
</tr>
<tr>
<td>Transcripts</td>
<td>Click here to order official copies of your Whitworth transcript.</td>
</tr>
</tbody>
</table>

*If you are logged into your Pirate Port home screen, it will automatically log you into most other campus systems.

7. The Campus Links section gives students a central location to access information and instructions. Some of the links will take you to the applications listed in Campus Systems.
3. **Self-Service**

Self-Service is the university’s most robust campus system. It is where you will locate your class schedule, check final grades, view your program evaluation, download unofficial transcripts, apply for graduation, and more!

**Using Self-Service:**

1. In your Pirate Port, click on the Self-Service link under the Campus Systems menu.
2. Enter your username and password and then click “Login.”

**Accessing your Class Schedule on Self-Service:**

Before your first class begins, log into Self-Service to see your class schedule and logistical details of the courses. Information includes:

- The course number and title
- The number of credits
- The name of the instructor teaching the course
- Dates and times the course meets
- The class location
- The course description

*DO NOT USE BLACKBOARD* to look up your class schedule. Not all instructors utilize Blackboard in the same way, so all information may not be present on that site.

To access your class schedule, log into Self-Service then follow these steps:

1. The landing page should look like this. Click “Student Planning.”
2. You will be directed to a page that gives you two options. First is “View Your Program Evaluation” which gives you an idea of how many credits and which classes you will have to complete in order to finish your degree. Second is “Plan your Degree & Register for Classes.” This is where you see your schedule. Click on “Go to Plan & Schedule” under that option.

3. You will see a calendar view of your classes. Unfortunately, the system cannot distinguish between the timeframes each course take place, so click on the Print button or Timeline button for a better view of your accelerated semester schedule.
a) Print view: The courses will be listed in **alphabetical** order by course number.

<table>
<thead>
<tr>
<th>Status</th>
<th>Course Title</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registered, but not started</td>
<td>BU-330-AED: Fund Acctg &amp; Budget Mgmt</td>
<td>Th 6:00 PM - 10:00 PM</td>
<td>Riverfront Office Park, 3</td>
<td>Franklin J</td>
</tr>
<tr>
<td></td>
<td></td>
<td>6/29/2020 - 8/7/2020</td>
<td>Riverfront Office Park, 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sa 8:30 AM - 4:30 PM</td>
<td>Riverfront Office Park, 4</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>7/11/2020 - 7/11/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sa 8:30 AM - 4:30 PM</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>8/1/2020 - 8/1/2020</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Registered</td>
<td>BU-386-E: Readings</td>
<td>5/18/2020 - 8/7/2020</td>
<td>Online Course, ONLINE</td>
<td>Anderson C</td>
</tr>
<tr>
<td>Registered</td>
<td>LS-470W-AED: Strategic Leadership PS Org</td>
<td>5/18/2020 - 6/26/2020</td>
<td>Online Course, ONLINE</td>
<td>Rosheko T</td>
</tr>
</tbody>
</table>

b) Timeline view: The courses will be listed in alphabetical order here as well. Click on each individual course and the section details will appear. Make sure to look at the date ranges of each course to know the order of your courses.
4. Email

As a Whitworth student, you receive a free lifetime Whitworth Office 365 Outlook web access account through Whitworth. Please check your email regularly, as it is the official means of communication between Whitworth and its students.

1. In your Pirate Port, click on the Email link.
2. Enter your username, password and then click Logon.
3. Your screen should look similar to the one below.

4. In addition to your email account, you can also access and download Microsoft Office programs by clicking on the icon in the top left-hand corner of the screen.
**Forwarding your email to another account:**

1. Open your Whitworth email account.

2. Click on the “Settings” icon in the top right-hand corner. Then click on “View All Outlook Settings.”

3. Click on “Mail” in the left menu bar, then click on “Forwarding.”

4. In the screen that opens, select “Enable Forwarding” and enter the email address you would like your messages forwarded to.

5. Click on the “Save” icon at the bottom of the page when finished.
5. **Blackboard (Bb)**

Blackboard is the course management system that your instructors will use for individual courses. Not all faculty use Blackboard to the same extent. Courses only appear in Bb when the course is open and in session. Courses are usually open for viewing the weekend prior to the start of the class but may not open until the first day of class.

1. In your Pirate Port, click on the Blackboard link under the Campus Systems menu.

   NOTE: If you disable cookies or block pop-ups, you must enable them for Blackboard.

2. Enter your username and password and then click “Login.”

**Blackboard Main Page:**
After login, you will be at the Whitworth Bb welcome page, which displays the Bb courses in which you are enrolled along with a standard set of Bb links.

**Connecting to Bb courses:**
To connect to a Bb course in which you are enrolled, simply click on the course link under the **My Courses** section of the page. Inside the course, your syllabus, course information and materials, discussion boards, chats, and related external links may be made available. Blackboard courses may utilize different functions and be set up differently by instructors, so familiarize yourself with each course’s layout. You can return to the Whitworth Bb welcome page by clicking on the tab labeled “Whitworth Blackboard” near the top of any Bb page.

**Navigation within Bb:**
You will connect to various information pages by clicking on the web links. You can use the standard navigation tools of the browser, such as the back and forward arrows, to move around in Bb. You may also use the navigation links provided within the Bb pages.

**Logging out of Bb:**
You can log out of Bb at any time by clicking on the “Log Out” icon at the top right of any Bb screen. If you close your browser, you will also be logged out of the Bb system.

*If you need assistance submitting assignments, posting to discussion boards, viewing grades, etc. within Blackboard, you can find FAQs and video tutorials under the “Blackboard Help” link in the menu bar on the left-hand side of the course page.*
Utilizing the Library Databases

1. Start your research on the library website: [https://libguides.whitworth.edu/main](https://libguides.whitworth.edu/main).

   ![Library Website Screenshot]

   - **Books, eBooks, and articles**: Use the search box on the library’s main page. Use the drop-down menus to search by keyword, title, or author or to search for only books or only articles.
   - **Primary sources, reference books, and article databases**: Use the Research Guides to find resources by subject: primary sources, encyclopedias, and subject article databases.
   - **Interlibrary Loan**: Can’t find your book or article in our library? Under Borrow, Renew, Request, find a form to request an article from another library.
   - **Need Help?**: “How do I...” has instructions and information on library research. Or get help from a Librarian: call, email, or visit the library.

2. Login using your Whitworth username and password (NOTE: this is the same login you use to access your email or Pirate Port).
3. **Off campus, when you access eBooks or a database that has a next to it, you will see this EZProxy popup:**

![EZProxy popup image]

4. **After you enter your information, you will proceed to the database or eBook.**

5. **You should only have to enter your information one time per session. If you turn off your computer or it is inactive for a while, you’ll need to log in again. Occasionally, when users return to a database after being inactive, EZProxy will not allow them to log in. If this happens, try these solutions:**

   - Use a different browser than you used on your previous session
   - Clear the cache of your browser

If, after trying these solutions, you are still unable to access the databases or eBooks, contact the IT Help Desk at 509.777.3911 or helpdesk@whitworth.edu.