

Information Technology Services

Did You Know?



Contact Us

HOURS OF OPERATION

MONDAY-THURSDAY:
7:00am to 10:00pm

FRIDAY:
7:00am to 7:00pm

USEFUL LINKS

ITS WEBSITE
www.sanjac.edu/its

POLICIES & PROCEDURES
www.sanjac.edu/its/support

OFFICE 365 RESOURCES
www.sanjac.edu/its/office365

ITS SECURITY
www.sanjac.edu/its/security

OFFICE 365 EMAIL
<http://outlook.com/sjcd.edu>

TECH SUPPORT ONLINE
www.sanjac.edu/rightanswers

FOLLOW US

FACEBOOK
www.facebook.com/sanjacits

TWITTER
www.twitter.com/sanjacits

SanJac ITS is here for you! We deliver prompt, friendly, and effective customer service. Supporting students and their access to instructional and administrative resources is always our 'number one' priority. For assistance, please contact the ITS Help Desk by using one of the following methods:

Phone: x6137 (on-campus) or 281-998-6137 (off-campus)

Email: TechSupport@sjcd.edu

Online: www.sanjac.edu/rightanswers

Interactive Learning Centers (ILCs)

ITS maintains Open Labs, located in each College Campus ILC Building, that provide a computing environment for students to conduct coursework. Each Open Lab contains a number of available computer systems with access to software applications students can use to develop and complete course assignments. In addition, students have access to printers in order to print needed documents.

To pay for printing students must use a credit card, debit card, pre-paid card, or San Jac Higher One card.

To learn more about the WEPA cloud basing printing service, please visit: <https://www.wepanow.com/user-guide.php>

Location and Hours are available at: <http://sjcblogs.sanjac.edu/its/campus-open-labs/>

FAQs

Our most commonly FAQs are:

How do I sync my Office 365 Student Email Password with SOS?

Students have the option of syncing their student email password with their SOS password. Simply log into the Password Self-Service System at www.sanjac.edu/password to change your SOS password. Once you've changed your password, your student email password will automatically update to match, so you can use a single password to access both!

NOTE: Your password must be between 8 and 16 characters in order for the sync to work correctly.

Is it true that students can obtain Office for free?

Yes, Microsoft Office can be obtained FREE for personal use by currently enrolled and paid students. The benefit is provided through the Office 365 subscription plan under the College's license agreement with Microsoft.

Students may download and install the latest full version of Office 365 ProPlus on up to five personal PCs or Macs. The Office Mobile apps may also be installed on supported Windows Mobile, iOS, and Android devices.

Subscriptions end once you are no longer an enrolled

student at the College. The software will go into a reduced functionality mode once you are no longer eligible.

The software does not require an internet connection for daily use, however, your device must connect to the internet at least once every 30 days to verify the license. The software will go into a reduced functionality mode if it has not been able to successfully verify the license.

To learn more, please visit:
<http://sjcblogs.sanjac.edu/its/office-365/>

How do I log into the SJC Systems if I'm a student and an SJC employee?

Registered and paid students who are also employed (full-time or part-time) at SJC will access the following services as shown below:

SOS and Computers On-Campus

Username: G#  Firstname.Lastname
Password: SOS Password Network Password

Blackboard

Username: G#
Password: Network Password

NOTE: Network passwords will expire at six-month intervals. Employees must create a new password before their current password expires.