Information Technology Services Information

Accessing HPU Resources

HPU Network Credentials – The following account information pertains to credentials used to log on to campus computers, HPU email, and the Blackboard system.

User Name – Your user name consists of firstname.lastname as in john.doe. User names in Windows Active Directory are limited to 20 characters, so if your name is longer than 20 characters it will be shortened to fit by dropping the last few letters.

Password – Originally set to the students date of birth in MMDDYYYY format (omit the leading 0 on the month if born January - September). IT Services recommends students change this password as soon as possible. Please see our website for instructions.

E-mail – The University provides an email account for your use at HPU. This account is good from the first day of enrollment until you graduate. The address is <your username>@hputx.edu. You must check this email account as it is the official communication path from us to you. You may create rules to forward it to another account but keep in mind that many accounts such as Yahoo and Hotmail are limited size mailboxes and when full they will not accept new mail. Forwarding mail when the mailbox is full creates a loop and causes problems for the email system. Your HPU Exchange e-mail account is limited to 100MB in size. The HPU Information Technology Services department will not be responsible for mail that is forwarded off campus.

CampusConnect – CampusConnect is the HPU student information system. Students can log in here to access current course schedules, grades, unofficial transcripts, and degree audit information. You can also review your bill, financial aid package information, and link to the Tuition Management System for payment plan setup.

Student ID – Your HPU student id which can be found on your student id card.

Password – Originally set to the students date of birth in MMDDYYYY format (omit the leading 0 on the month if born January - September). IT Services recommends students change this password as soon as possible.

Wireless network – HPU has wireless access in the dormitories, apartments, and other areas on campus. Check the IT Services website for up-to-date information. If you are buying a notebook or PDA please make sure it has WPA2-Enterprise capability. Authentication will be required to access the campus wireless; however there will be some configuration required on wireless devices before your HPU user credentials will be accepted for connection. Please check our website for setup instructions for your specific operating system. You may also bring your device by Packer 203 or 204 and we will help you with the configuration.

Hardware Discounts – Hardware discounts are available from Dell for HPU students. Go to http://helpdesk.hputx.edu/discounts.html for more information. Other retailers may also provide
discounts for students so be sure to check their site when shopping for computer equipment.

**Software Discounts** - Discounts on Microsoft Office, as well as other software, is available here: https://www.varsitybuys.com.

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**Blackboard Information**

**What is Blackboard?**
Blackboard is an Internet based course management tool used by many instructors to offer additional classroom resources. Depending on the course, these additional features may include lecture notes, course syllabi, schedules, handouts, class discussions, and quizzes.

**How do I access Blackboard?**
1. Go to the Howard Payne University home page at http://www.hputx.edu
2. Scroll to the bottom on the home page and click on the “Campus Resources” link. This will take you to a page with a direct link to the HPU Blackboard System.
   (Alternate method: http://blackboard.hputx.edu)
3. Click on the User Login button
4. You will be asked for your Blackboard username and password. This username and password will be created on the morning of the first class day and will be same as the credentials used to access campus computers and your HPU email.
5. Once you are logged in, you will see your courses under the My Courses section on the right. Not all HPU instructors use Blackboard. You will only see courses in which the instructor has decided to utilize Blackboard.
6. Click on any of the course names under My Courses to see class information.

If you have any questions or problems with Blackboard please contact the IT Services Department.

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**Contact Information – IT Services**
Phone: (325) 649-8075 or (325) 649-8040
Email: helpdesk@hputx.edu
Website: http://helpdesk.hputx.edu
Stop by: Packer Administration Building, Room 203 or 204