The One-Sheet Guide to Information Technology Services at UST

Celt Login ID

• Your user ID for all online resources at the University of St. Thomas, including:
  o myStThom
  o Blackboard
  o Webmail
• Must be activated at https://clas.stthom.edu before first login
  o Verify your identity with UST ID number and last 4 digits of your SSN (or equivalent)
  o Set up security questions for resets
  o Create password (at least 8 characters, including capital, lowercase, and numerals; symbols permitted, but not spaces)
• Use it wherever the Celt Login Authentication System (CLAS) logo appears
• Passwords expire in 120 days
• Login trouble? Call the IT Help Desk, 713-525-6900

UST Website

• http://www.stthom.edu
• Accessible from any device with an Internet connection
• For access to university resources, click Login, select site from the menu
• Click Offices & Services to browse information about IT at UST

Webmail

• https://mail.stthom.edu
• Main method of communication about important issues at UST
• Your address: <YourCeltID>@stthom.edu
• Mail can be forwarded to your personal email box: Click Options..Local Account..Forwarding to set it up

myStThom

• https://peter.stthom.edu
• Also known as the myStThom Portal
• Access point for registration, grades, online payments, financial aid acceptance, etc.
• Most important links:
  o Student Self Service for grades and financial information
  o Forms to registrar for classes and request financial aid
• Use myStThom to update your contact information, such as address and phone number, when it changes

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Blackboard

- [https://blackboard.stthom.edu](https://blackboard.stthom.edu)
- Blackboard Learn is an online Learning Management System
- Use it to peruse course materials, upload assignment documents, participate in online discussions, email instructors or classmates, take exams, and much more
- Not all instructors use Blackboard for all classes
- Need help? Your first resource for assistance is your instructor
- There are also Student Tutorials and FAQ on the website
- If an instructor cannot help, try one of the following:
  - Help Request form at [http://stthom.edu/bbhelp](http://stthom.edu/bbhelp) (preferred)
  - Email bbhelp@stthom.edu
  - Call Blackboard Support, 713-942-5969 (available 8 am to 6:30 pm Monday through Friday and 10 am to 6:30 pm Saturday)

Emergency Notification System

- Notifies students, faculty, and staff when the campus will be closed due to weather or other causes
- Methods of notification:
  - Phone call
  - Text message
  - Email
  - UST website
- It is important to keep your contact information up to date via myStThom

Good Practices for Protecting Your Computer

- UST IT will NEVER ask for your password via email; if you receive any email asking you to send your password or click a link to reset your account information, delete the message and/or call the Help Desk to confirm
- Keep anti-virus and anti-malware software installed and up to date
- Keep operating system and software up to date
- Choose complex passwords (e.g., *Dyn@m1cDu0*), and change them often
- Guard personal data and passwords
- Never respond to an email message requesting personal or login information (“phishing”)
- Never click unfamiliar or suspicious links
- Never use unsecured Wi-Fi networks for private business
- Use privacy and safety settings on social networks
- Backup your data regularly

Primary IT Contacts and Hours

<table>
<thead>
<tr>
<th>Main Help Desk</th>
<th>Blackboard Support</th>
</tr>
</thead>
<tbody>
<tr>
<td>713-525-6900</td>
<td>713-942-5965</td>
</tr>
<tr>
<td><a href="mailto:ithelpdesk@stthom.edu">ithelpdesk@stthom.edu</a></td>
<td><a href="http://www.stthom.edu/bbhelp">www.stthom.edu/bbhelp</a></td>
</tr>
<tr>
<td>M-F 8:30 am to 5:30 pm</td>
<td>M-F 8:30 am to 6:30 pm; Sat. 10:00 am – 6:30 pm</td>
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<td></td>
<td>(summer hours vary)</td>
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