



*The*  
**Baptist College**  
*of Florida*

"Changing the World Through the Unchanging Word<sup>SM</sup>"

## Student Computing Guide

*Online & Distance Site Students*



### **Information Technology**

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*This document can be accessed on the internet at:*

*[http://www.baptistcollege.edu/IT/media/Student\\_computing\\_guide\\_dis.pdf](http://www.baptistcollege.edu/IT/media/Student_computing_guide_dis.pdf)*

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## Introduction

Welcome to The Baptist College of Florida!

Information Technology (IT) has developed this guide to provide new and returning students with information needed to utilize the College's Information Systems.

The Baptist College of Florida provides Information Systems to meet operational, financial, and academic needs. These resources are valuable, and their abuse can have a far-reaching negative impact. IT is responsible for balancing the need for security with practical application.

The mission statement for the Information Technology (IT) department includes the charge to facilitate computing services that allow BCF to accomplish its mission of educating and training ministers and other religious workers. As such, it may not be appropriate to support all the technology services that are available in a home use environment on the Graceville campus.

## Feedback

Questions, comments, and recommendations can be submitted to [IT@baptistcollege.edu](mailto:IT@baptistcollege.edu).

## Support

IT provides and supports the data systems and network resources that make up the College's Information Systems. IT supports faculty, staff, students, prospects and alumni as they use college resources.

## Support for Personally Owned Equipment

IT does not provide support for systems owned by individuals. The Baptist College of Florida's Computer and Information Systems Policy does not allow IT to support student owned computers or computer related equipment.

## Computer & Information Systems Policy

The BCF Computer and Information Systems Policy (CISP) governs all of the College's computers and information systems. This policy can be found in the student handbook and is accessible online at

<http://www.baptistcollege.edu/IT/media/CISP.pdf>.

At the direction of the Senior Vice President, IT conducts random audits to ensure compliance with the Computer and Information Systems Policy.

## Copyrights, Trademarks and Intellectual Property

Do not violate the copyright, trade secret, patent or other intellectual property rights of any person or company. Do not install or distribute software products that are not appropriately licensed. Do not make unauthorized copies of copyrighted material.

## Authorized Student Computer Account

In accordance with the BCF Computer and Information Systems Policy, each student is issued an authorized computer account. This account may be used only in accordance with its authorized purposes. You are responsible for safeguarding your own authorized account, specifically the user name (IDNumber) and password. All students are solely responsible for all activity on or associated with their account.

After the appropriate account has been created, you are authorized to use your account for the following purposes:

- Logging in to The Baptist College of Florida's online campus, MyBCF <https://mybcf.baptistcollege.edu>
- Baptist College email for academic and personal non-commercial purposes. The email account will be created at the beginning of the semester for which you are admitted or re-admitted. <sup>\*see note below</sup>

**\*Please note:** Baptist College email accounts and network logon accounts will be created **at the beginning of the semester for which you are admitted or re-admitted**. It will remain active as long as you remain a current BCF student not subject to the BCF readmissions policy.

## The password

Your user name (IDNumber) and password is the entry point to BCF Information Systems. The password is sent to you by the IT department. This same user name and password will be used for accessing MyBCF and college email.

All network activity is logged by user name where applicable; any activity shown as associated with a particular user name is the responsibility of that user, regardless of who is actually using the account. Do not allow others to use your account.

Keep your password secure to ensure all activity is logged to the correct user.

General guidelines for keeping your password secure are:

1. Do not save your password in your internet browser or in any other software.
2. Do not ask anyone else for his or her password. Do not share your password with anyone.
3. No password should be spoken, written, e-mailed, hinted at, shared, or in any way made known to another.
4. No password should be displayed or concealed on or near your computer workspace.

If you believe someone else may know your password notify IT immediately, and a new password will be issued.

**No one from the BCF IT department will request your password over the telephone or through any email message. Do not give out this information.**

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## MyBCF

MyBCF is our online campus. MyBCF is the website that allows you to register for classes, check your grades, view campus groups, edit personal College information, and access online portions of courses.

The website is <https://mybcf.baptistcollege.edu>.

## Browser Compatibility

The browsers that are supported for use with this application are:

- Internet Explorer 7.0 and 8.0 for Windows XP, Vista, Windows 7
- Firefox 2.0.0.20 for Windows XP, Mac OS X (Version 10.2 or 10.4)
- Firefox 3.0.7 and 3.5.x for Windows XP, Mac OS X (Version 10.4)
- Safari 3.2.1 for Mac OS X (Version 10.4.11)

Versions later or earlier than these may or may not work properly.

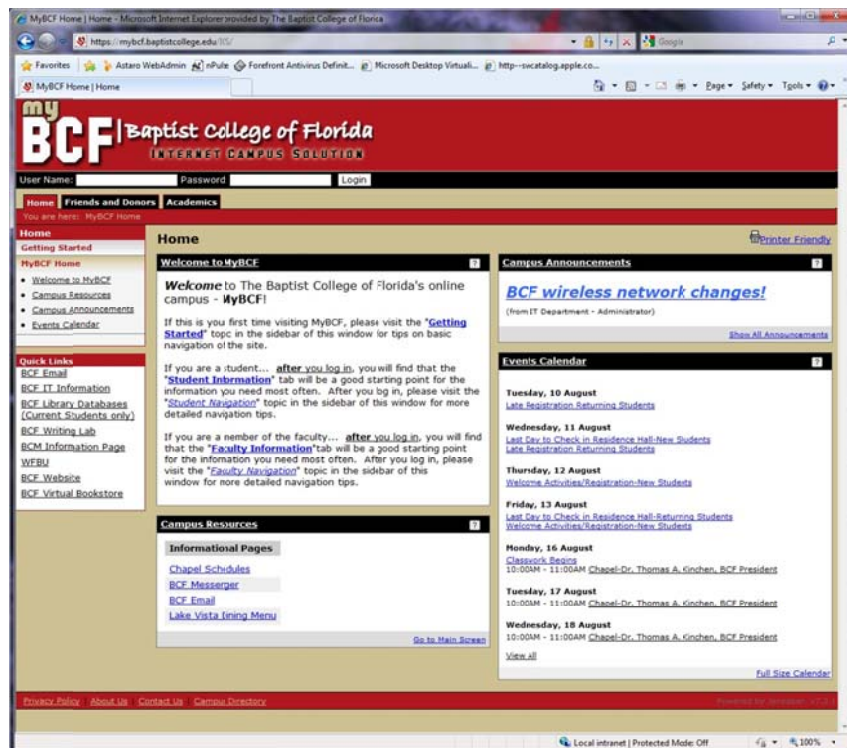
*Note:* Java and JavaScript must be allowed, or enabled, in the browser's configuration. Popups must be allowed from this website as well.

## Using MyBCF

Your "User Name" for MyBCF is your ID number; the password is the one sent to you from the IT department.

Check out the "Getting Started" and "Student Navigation" topics on the left sidebar of the home page for tips about using MyBCF after you log in.

The following is an example snapshot of the login page for MyBCF:



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## Email Guide

Students will be assigned a baptistcollege.edu email address. This email address will be used for college correspondence. **Your email account will be created at the beginning of the first semester for which you are admitted or re-admitted.** It will remain active as long as you remain a current BCF student not subject to the BCF readmissions policy.

### Unsolicited Commercial Email – SPAM and Suspicious Email

The College employs several levels of spam prevention including Microsoft Intelligent Message Filter, Microsoft Forefront antivirus and spam filtering, real-time block lists, reverse DNS lookups, and Astaro spam filtering.

If you receive spam in your mailbox, add the sender to the *Blocked Senders List* in Outlook Web Application or your email client; then delete the spam message. *Periodically, check your junk email folder for messages that may have been marked incorrectly.*

#### Resources:

Best practices: <http://office.microsoft.com/en-us/outlook-help/best-practices-to-help-prevent-spam-HA001119422.aspx>

Toward a Spam-Free Future: <http://www.microsoft.com/mscorp/execmail/2003/06-24antispam.msp>

How to handle suspicious email: <http://www.microsoft.com/protect/fraud/spam/email.aspx>

### Accessing Email

There are several methods to check your email. You may check it using a web browser. You may set up an email client such as Outlook. If the email client has an exchange option, use the exchange option. You may also use POP or IMAP to access your email.

### Outlook Web Application

Check your student email online by visiting: <https://mail.baptistcollege.edu>

Mobile devices like cell phones and handhelds can access a mobile version at <https://mail.baptistcollege.edu/oma>

Your user name is your IDNumber and the password is the one sent to you by the IT department.

### Configuring a Mobile Device or Smart Phone (iPhone, Blackberry, etc.)

For newer versions of the smart phones and PDAs, specify the account type as “**Exchange**” and provide your email address and password. The user name is your “**IDNumber**”. Some devices may require “**IDNumber@bcf.edu**”. The server name is “**mail.baptistcollege.edu**”. On some devices, it may require the Outlook Web Access address which is “**https://mail.baptistcollege.edu**”. If a domain name is required, it is “**bcf.edu**”.

### Configuring an Exchange Client such as Outlook (2007 or later)

Specify the account type as “**Exchange**” and provide your email address and password. Your user name is your “**IDNumber@bcf.edu**”. The server name is “**mail.baptistcollege.edu**”.

### Setting up a POP3 Mail Reader

The email account type is **POP3**. The incoming and outgoing mail server name is “**mail.baptistcollege.edu**”. Your “User Name” or login for the *Incoming mail server* is in the format of “**IDNumber@bcf.edu**”. Your “User Name” or login for the *Outgoing mail server* is in the format of “**IDNumber**”. Use your **password** for *both* the Incoming and Outgoing mail server.

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# Computer Security and Safety

## Virus Protection and Firewall

You should run firewall software on any computer connecting to any wireless network. Microsoft Windows and Mac OS X both have built-in firewalls. Computers must be running virus protection with a virus pattern that is no more than 30 days old to be reasonably protected from malware. It is best to update the virus pattern or virus definitions every day.

Several anti-malware and general computer security resources are listed below for your convenience. The Baptist College of Florida makes no guarantee as to the quality or effectiveness of these products.

### No-charge solutions examples:

#### Microsoft

[http://www.microsoft.com/security\\_essentials/](http://www.microsoft.com/security_essentials/) (Free for home users.)

#### AVG Anti-Virus

<http://free.avg.com/us-en/download-avg-anti-virus-free> (There is a "Free Edition".)

#### Avast! Anti-Virus

<http://www.avast.com/free-antivirus-download> (Free of charge for home users or non-commercial use.)

#### Spybot Search & Destroy

<http://www.safer-networking.org/en/download/index.html>

**OpenDNS** – a web content filtering and security solution

<http://www.opendns.com> (There is a free version.)

### Subscription-based solutions examples:

#### ESET (NOD32 antivirus)

<http://www.eset.com/>

#### Trend Micro

<http://us.trendmicro.com/us/home/>

#### Panda Software

<http://www.pandasoftware.com/>

#### Computer Associates

<http://store.ca.com>

#### McAfee

<http://mcafee.com/us/>

#### Norton/Symantec

<http://www.symantec.com/norton/index.jsp>

## System Updates

Regularly install security patches on your computer operating system.

### Microsoft Windows

Windows Update Information: <http://www.microsoft.com/windows/downloads/windowsupdate/automaticupdate.msp>

### Mac OS X

Get the Latest Security Updates for Mac OS X: <http://www.apple.com/support/>

## Online Safety and Privacy

Please take the time to educate yourself about computer online safety. There are many excellent resources available to you concerning this topic. Following is a link to online safety and privacy information on Microsoft's site:

<http://www.microsoft.com/protect/default.aspx>.

Microsoft Security help and support is available for the home user to help you obtain support for security-related issues such as viruses and security updates. [http://support.microsoft.com/contactus/cu\\_sc\\_virsec\\_master?ws=support](http://support.microsoft.com/contactus/cu_sc_virsec_master?ws=support)