

## Technology Reference Guide – Employees

<b>Activate your StarID</b>	<p>StarID is a username with the goal of replacing your many login IDs with one ID, one password everywhere. Employees may use their StarID username and password to log into CLC Computers, E-Services, Desire2Learn (D2L), SharePoint and their Hoonuit Learning account.</p> <p><b>To activate your StarID:</b>  <b>Step 1:</b> Visit the website <a href="https://starid.minnstate.edu/">https://starid.minnstate.edu/</a>  <b>Step 2:</b> Click on <a href="#">Activate my StarID</a>  <b>Step 4:</b> Click on one of the five identifiers  <b>Step 5:</b> Enter information and click continue</p> <p><input checked="" type="checkbox"/> Your <b>StarID</b>  2 Letters 4 Numbers 2 Letters  . Example: ab1234cd.</p> <p><input checked="" type="checkbox"/> Your <b>Password</b></p> <p>You create this password. This password is case sensitive and should contain upper and lower case letters, numbers, and a special character and be at least 8 digits long.</p>	<p><b>YOUR StarID</b></p> <p>-----</p> <p><b>StarID Password</b>  You create this password    (This password changes every 180 days)</p>
<b>CLC Campus Computers</b>	<p>To use the campus computers:</p> <p><input checked="" type="checkbox"/> Your <b>StarID</b>  2 Letters 4 Numbers 2 Letters  Example: ab1234cd.</p> <p><input checked="" type="checkbox"/> Your <b>Password</b></p> <p>You create this password. This password is case sensitive and should contain upper and lower case letters, numbers, and a special character and be at least 8 digits long.</p>	<p><b>YOUR StarID</b></p> <p>-----</p> <p><b>StarID Password</b>  You create this password</p>
<b>Email- Office 365 (on &amp; off campus)</b>	<p>To access your Office 365 email account:</p> <p><b>How to access your email on &amp; off campus.</b>  <b>Step 1:</b> Open your web browser, type <a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a> or go to CLC Home page – scroll to the bottom click on Employee email  <b>Step 2:</b> Type <b>YourStarID@minnstate.edu</b> and type your <b>Password</b>.</p> <p>Your actual email address is your <a href="mailto:firstname.lastname@clcmn.edu">firstname.lastname@clcmn.edu</a>.  For example, the name John Smith would be <a href="mailto:john.smith@clcmn.edu">john.smith@clcmn.edu</a>.</p>	<p><b>YOUR StarID</b></p> <p>-----</p> <p>@minnstate.edu</p> <p><b>StarID Password</b>  You create this password</p>
<b>E-Services</b>	<p>To access E-Services to view course assignment, class list, report LDA and enter final grades:</p> <p><b>To Login to E-Services:</b>  <b>Step 1:</b> Visit the CLC website, <a href="http://www.clcmn.edu">http://www.clcmn.edu</a>.  <b>Step 2:</b> Go to <a href="#">Student Quicklinks</a>  <b>Step 3:</b> Click on <a href="#">E-services</a>  <b>Step 3:</b> Log in by typing your <b>StarID</b> and <b>Password</b></p>	<p><b>YOUR StarID</b></p> <p>-----</p> <p><b>StarID Password</b>  You create this password</p>

## Technology Reference Guide – Employees

<b>D2L Brightspace</b>	<p>D2L Brightspace is used in virtually all courses at Central Lakes College and is the platform used for online and hybrid courses.</p> <p><b>To Login to D2L</b>  <b>Step 1:</b> Visit the CLC website, <a href="http://www.clcmn.edu">http://www.clcmn.edu</a>.  <b>Step 2:</b> Go to Student <b>Quicklinks</b>  <b>Step 3:</b> Click on <b>D2L Brightspace</b>  <b>Step 4:</b> Log in by typing your <b>StarID</b> and <b>Password</b></p>	<p><b>YOUR StarID</b></p> <p>-----</p> <p><b>StarID Password</b> You create this password</p>
<b>Long Distance Code</b>	<p>Long Distance code is used to make long distance calls. Please contact the Business Office to receive this information.</p>	<p>-----</p>
<b>SharePoint</b>	<p>To access information found on CLC’s SharePoint:</p> <p><b>How to access CLC’s SharePoint:</b>  <b>Step 1:</b> Open your web browser, type <a href="https://login.microsoftonline.com/">https://login.microsoftonline.com/</a>  <b>Step 2:</b> Type your <b>StarID@minnstate.edu</b> and type your <b>Password</b>.  <b>Step 3:</b> Click Sign in  <b>Step 4:</b> Click on tiles (top left) and Click on SharePoint  <b>Step 5:</b> Click on Main</p>	<p><b>YOUR StarID</b></p> <p>-----</p> <p>@minnstate.edu</p> <p><b>StarID Password</b> You create this password</p>
<b>Copy Code</b>	<p>To make copies or to scan documents using various copiers throughout CLC.</p> <p><input checked="" type="checkbox"/> Your <b>CLC TECH ID</b>  Eight (8) digit numbers that has been assigned to you. This number is located on your CLC picture ID, or printed class schedule.</p>	<p><b>CLC Tech ID</b></p> <p>-----</p> <p><b>All (8)numbers</b></p>
<b>Atomic Learning</b>	<p>Hoonuit Learning offers educational institutions access to a complete training library of over 50,000 short, show-and-tell video training tutorials on over 205 of the most common applications.</p> <p><b>Access to Hoonuit :</b>  <b>Step 1:</b> Log into D2L  <b>Step 2</b> Under the resource drop down, click on Access to Hoonuit  <b>Step 3:</b> Log in by typing your <b>StarID</b> and <b>Password</b></p>	<p><b>StarID</b></p> <p>-----</p> <p><b>StarID Password</b> You create this password</p>
<b>Skype For Business</b>	<p>Skype is instant messaging that we use throughout the college.</p> <p><b>To log into Skype:</b>  <b>Step 1:</b> Double click the Skype for Business icon on your desktop or under all programs.  <b>Step 2:</b> The sign in information will be your full email address  (Ex. Blake Anderson would be firstname.lastname@clcmn.edu)  <b>Step 3:</b> The username information will be <a href="mailto:yourstarID@minnstate.edu">yourstarID@minnstate.edu</a>  <b>Step 4:</b> Enter your StarID password.</p>	<p><b>Sign in: email address</b></p> <p><b>Username sign in:</b>  <a href="mailto:StarID@minnstate.edu">StarID@minnstate.edu</a></p> <p><b>Password:</b>  <b>StarID password</b></p>

An affirmative action, equal opportunity employer and educator. This document is available in alternative formats upon request, by contacting Disability Services, [disabilityservices@clcmn.edu](mailto:disabilityservices@clcmn.edu) or 218-855-8175. Consumers with hearing or speech disabilities may contact us via their preferred Telecommunications Relay Service