

Dear Students,

The ZSOM Information Technology department would like to welcome you and help guide your first tech steps as our new students! You may refer to this guide as often as needed to help you navigate through all the technical resources we make available for your use on and off-campus.

Have any additional questions? Send us an e-mail at [medicine.IT@hofstra.edu](mailto:medicine.IT@hofstra.edu).

## REQUIRED

### □ **Activate Your Hofstra Network Account**

Please activate your Hofstra network login by visiting <https://www.hofstra.edu/activate>.

Your network account allows you to access the My.Hofstra.edu Portal, and many resources such as the campus wireless network, Gmail and access computers in classrooms and open-access labs.

### □ **Log Into the myHofstra.edu Portal**

Log into myHofstra Portal (<https://my.hofstra.edu/>) using your activated Hofstra username and password. You may navigate the Hofstra portal to access many Hofstra student services and resources online. Find the **my Apps** section to access the apps you will use often.

### □ **Access Your Pride Email (Gmail) and Google Drive (Docs)**

Click on the Gmail icon and the Docs icon under **my Apps** in the myHofstra portal. You may set up email forwarding and add your email to your mobile device.

You may also create collaborative Google files (docs, sheets, etc) through your own Hofstra Google Drive account. [Learn more about Google through Hofstra's Portal Services.](#)

### □ **Access Your one45 Profile**

Used exclusively at the ZSOM, find your course schedule, patient logs, evaluations, grades, and more. You will find the one45 icon under **my Apps** in the myHofstra Portal.

You can add your course schedule to your mobile device and more. [Review the one45 Student Guide.](#)

### □ **Access Canvas Courses**

Find your course readings, materials, and assignments in Hofstra's online learning management system,

**Canvas**. Also found under **my Apps**, you will be able to access your Canvas course pages on your first day of instruction.

### □ **Activate Your Zoom Account and Install Zoom Software**

Visit <https://zoom.us/download> to install **Zoom Workplace desktop app**. Once installed, you may log in by selecting **Sign In with SSO** to activate your Zoom Pro license.

Type in **hofstra** in the open field before 'zoom.us', then click *continue*. Next, enter your Hofstra username and password to sign in and activate your Zoom license.

## RECOMMENDED

### □ **Install PridePrint for Campus Printing**

Every academic year, students are provided with 120 print credits to print anywhere on campus.

To print directly from your personal laptops anywhere on campus and in the ZSOM building, [please visit the PridePrint support site](#) for more software information.

Alternatively, you may use Webprint to upload documents you wish to print.

**Students with MacBooks may use the PridePrint web interface, called WebPrint. Please follow the instructions provided [here](#) to learn how to print via the website.**

### □ **Download and Install Microsoft Office**

Students and faculty get a free Office 365 subscription to install Microsoft Office on up to 5 PCs or Macs and Office apps on up to 5 tablets or phones. Office 365 includes Microsoft OneNote, OneDrive, Word, Excel, and PowerPoint. Microsoft Teams is not included. [Learn more about how to download](#)

### □ **Check Out Educational Discounts for Software/Hardware**

A few additional software/hardware discounts have been negotiated for our students. Please visit <https://medicine.hofstra.edu/it/software-discounts.html> for more details.

## WHEN ON CAMPUS

### □ **Connect to EDUROAM Wireless Network**

Wifi is available through the ZSOM building and Hofstra's campus. Be sure to choose Eduroam vs. 'Hofstra Guest' for secure wifi connection. [Learn more about how to connect your device\(s\)](#) to wifi.

### □ **Locate PridePrint copiers in ZSOM building**

School of Medicine - Room 219, Library North (faxing available)

School of Medicine - Room 219, Library South

School of Medicine - Room 134, East Lounge

School of Medicine West - Room W110