



**BENEDICTINE**  
**COLLEGE**

INFORMATION TECHNOLOGY



# PRE-ARRIVAL ACTIONS

## RAVENZONE

### Access RavenZone *Benedictine College Web Portal for Current Students*

Go to **www.benedictine.edu**.

- 1 Click on **RavenZone** in the top right of your screen.
- 2 Enter your username and password.
- 3 The same username and password is used across multiple Benedictine platforms. Your password is case-sensitive, and the first letter of the password is capitalized when initially set up. While not required, it is strongly suggested that you change your password at first login to protect your information.

» » To change your password, click on **Student Email** and update it within Microsoft Office 365 Outlook. Remember that when you change your password, you change it for all platforms, including RavenZone.

## RAVENZONE PROXY USER

### Designate a Parent/Guardian as a Proxy User (optional)

- 1 Log in to **RavenZone**.
- 2 Click on your username in the top right of your screen and select **View/Add Proxy Access**.

The page will display a list of people/relations from which you may grant proxy access to your RavenZone account. It also displays any active proxy user(s) already set up.

» » If you do not see the name of a person you wish to select as a proxy user, please email Kathy Kinney in Software Support at **kkinney@benedictine.edu**; she will establish the proxy user relationship.

- 3 Once you have selected the person you wish to make a proxy user, **click on the radial button** that indicates the level of access you wish to grant the user.
- 4 Click **Save**.

## FINANCIAL AID

### Accept or Decline your Financial Aid

- 1 Log in to **RavenZone**.
- 2 Click on **Financial Aid**, and in the Checklist section, select **review and accept your financial aid award package**.
- 3 Proceed to **accept or decline** the components of your aid.
- 4 Personnel from the Office of Financial Aid will contact you if any items necessary to process your aid are missing.

## CLASS SCHEDULE

### View and Print your Class Schedule (available once you are enrolled in classes)

- 1 Log in to **RavenZone**.
- 2 Click on **Student Planning** and select **Option 2: Plan Your Degree and Register for Classes**.
- 3 Your class schedule should appear on the screen. If it does not, click on the **Student Planning** pull-down menu (near the top left of the page) and select **Plan & Schedule**. You may need to use the forward arrow (at the left side of the page) to select the appropriate semester.

## EMAIL

### Check your Benedictine College Email (activated June 1 for the fall term; December 1 for the spring term)

- 1 Log in to **RavenZone**.
- 2 Click on **Student Email**.
- 3 Enter your username and password. Use your entire email address when you sign in.
- 4 Click **Sign In**.
- 5 You will be required to provide account information and details to set up multifactor authentication at the first login. Click **I Accept**.
- 6 Click the **OK** button once you have chosen the appropriate language and current time zone.  
  
Microsoft Office 365 Outlook is a web version that gives you two inboxes by default: one labeled **Focused** and another labeled **Other**. **We strongly recommend that you disable your Focused inbox.**
- 7 Open your student email (it shows a **Focused** and **Other** email tab).
- 8 Just to the right of the **Other** tab is **Filter**.
- 9 Click **Filter** and uncheck **Show Focused Inbox**. It will now show **Inbox** (Focused and Other will be gone). All email will now go to Inbox.

## BLACKBOARD

### Access Blackboard (available once you are enrolled in classes)

- 1 Log in to **RavenZone**.
- 2 Click on **Blackboard**.
- 3 Enter your username and password.





## TEXTBOOKS

**View your Required Textbooks** (lists available for viewing beginning July for the fall term, December for the spring)

- 1 Log in to **RavenZone**.
- 2 Click on **Blackboard** or on **Virtual Bookstore**.
- 3 View your list of classes and required books.

In the Virtual Bookstore, consider clicking “Notify Me” to receive a notification when your professor posts course items. Check your email regularly in case your professors email you the course items for a specific course. You also may opt to purchase your books through another vendor. Be sure to use the required book’s ISBN # and edition when searching with alternate vendors. Some required books may not be available for purchase through other vendors. Textbooks are not available for purchase in the Raven Store.

## RAVEN BUCKS

### Purchase Raven Bucks

Raven Bucks are utilized through your Benedictine Student ID card. You may use your card at all dining locations, vending machines, and the Raven Store. (A minimum of \$5 is required to start your account. There are no fees to use Raven Bucks; they don’t expire.)

- 1 Log in to **RavenZone**.
- 2 Click on **Add Raven Bucks**.



## TEXT ALERTS

### Sign up for Raven Alerts

- 1 Go to **Benedictine.edu/alerts**.
- 2 Click **Register**.
- 3 Enter your **BC email address** and a **mobile number** without dashes or parentheses.
- 4 Accept the terms and click **Activate**. *All Students are automatically enrolled 20 days after the semester starts.*

## PARKING PERMIT

### Order a Parking Permit (after August 1)

Parking permits are provided to residential and off-campus students at no charge. All students must register for a permit to park on campus.

- 1 Go to **Benedictine.thepermitstore.com** to order a permit.



# POST-ARRIVAL ACTIONS

## ELECTRONIC DEVICES

### Register your Electronic Device(s)

To access the Internet, all devices that connect to the BC network must be registered on the college's network. When you open a browser for the **first time on campus**, you will be routed automatically to the registration page. Use your RavenZone username and password to register your device(s). If you are not routed automatically to the registration page, go to <https://register.benedictine.edu>.

**Note: Registration cannot be accomplished until you arrive on campus.**



## PRINTING ON CAMPUS

### Use WEPA

The college offers printing on campus through WEPA cloud-based wireless printers. Your student ID is loaded with credit for 175 pages of black and white printing free of charge. After that, you may pay for copies using Raven Bucks, a credit card, or sign up for an account at [wepanow.com](http://wepanow.com). Students can print from these campus locations:

<b>Cray-Seaberg Hall</b>	Entrance Hallway
<b>Ferrell Academic Center</b>	2 <sup>nd</sup> Floor
<b>Legacy Hall</b>	Next to vending machine
<b>Library</b>	Main Floor
<b>St. Benedict Hall</b>	4 <sup>th</sup> Floor
<b>St. John Paul II Student Center</b>	2 <sup>nd</sup> Floor
<b>Student Success Center</b>	Study Area
<b>Westerman Hall</b>	Front Lobby Hallway
<b>Westerman Hall</b>	Room 125

## QUESTIONS?

Please direct all questions regarding your login for these applications to the Information Technology Department at [IThelpdesk@benedictine.edu](mailto:IThelpdesk@benedictine.edu).

