



## The One-Sheet Guide to Information Technology Services at UST

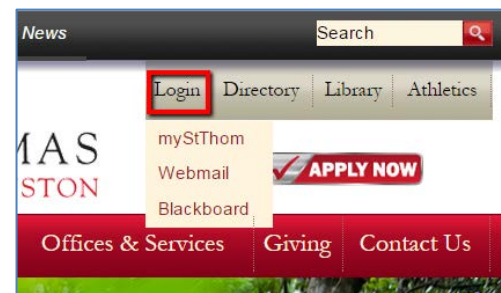
### Celt Login ID

- Your user ID for all online resources at the University of St. Thomas, including:
  - myStThom
  - Blackboard
  - Webmail
- Must be activated at <https://clas.stthom.edu> before first login
  - Verify your identity with UST ID number and last 4 digits of your SSN (or equivalent)
  - Set up security questions for resets
  - 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

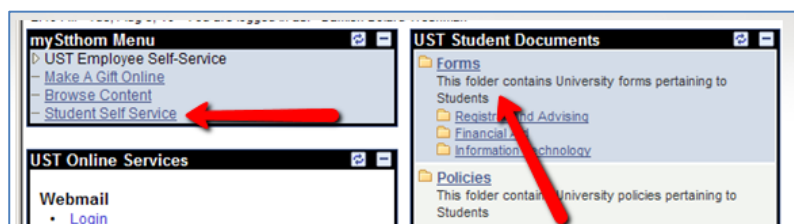


### Webmail

- <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

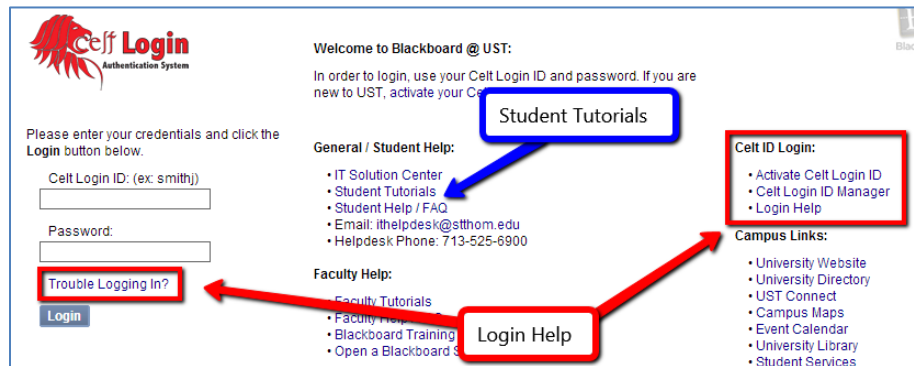
### myStThom

- <https://peter.stthom.edu>
- Also known as the myStThom Portal
- Access point for registration, grades, online payments, financial aid acceptance, etc.
- Most important links:
  - **Student Self Service** for grades and financial information
  - **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



## Blackboard

- <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> (preferred)
  - Email [bbhelp@stthom.edu](mailto: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

### Main Help Desk

713-525-6900

[ithelpdesk@stthom.edu](mailto:ithelpdesk@stthom.edu)

M-F 8:30 am to 5:30 pm

### Blackboard Support

713-942-5965

[www.stthom.edu/bbhelp](http://www.stthom.edu/bbhelp)

M-F 8:30 am to 6:30 pm; Sat. 10:00 am – 6:30 pm  
(summer hours vary)