

Using the Internet at Middlebury: An Epic Journey

Quest One: Activating

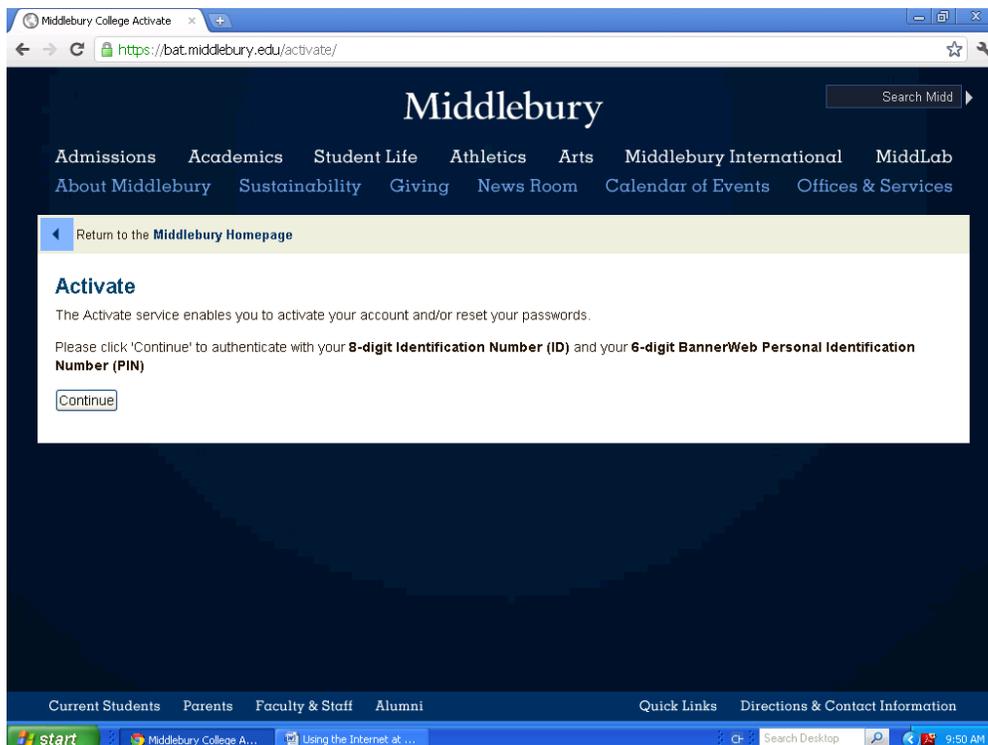
When you first arrive on campus, you may discover that you can already get on the internet from your dorm room via wireless. Good to go, right?

Not quite. There are several realms of the online Middlebury kingdom that cannot be accessed unless you first “activate” them.

These realms include Bannerweb (which has your financial aid information, mailbox combination, and more), your school email account (which we prefer to use to protect students’ privacy and avoid bounced emails), and certain functions on our Chinese School blog. So while in theory you could use wireless and just get by on Gmail all summer, you might miss something important. And we wouldn’t want that.

How to activate:

1. If you don’t have wireless in your room, get an Ethernet cable (available at the College Bookstore in Proctor), or bring your computer down to the Davis Family Library and borrow an Ethernet cable there.
2. Turn on your computer and open your web browser.
3. In the address bar, type “go/activate” and press “Enter.” You should see this screen:



*Activating your Middlebury account
~~Football~~ is like life - it requires
perseverance, self-denial, hard work,
sacrifice, dedication and respect for
authority.*

– Vince Lombardi

→ Read this even if you are already happily checking your personal email on a wireless network in your room!

4. Click “Continue.”
5. On the following page, type in your **ID** (the College ID number on your access card, using two leading zeros to complete 8 digits) and your **PIN** (automatically set as your birthdate in MMDDYY format), then click “Logon”

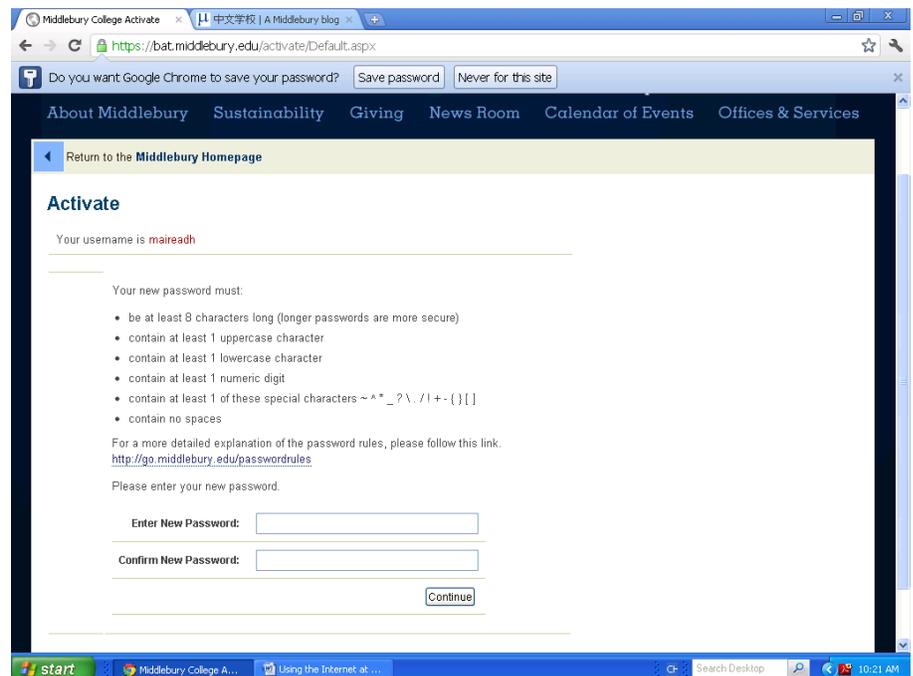
6. If you get an error message like this one, but you are pretty sure you typed the correct ID number and you know your own birthday, see the Helpdesk¹ or your Bilingual Assistant. The school may have an incorrect birthday for you on file.



The screenshot shows a login form with two input fields: 'ID' containing '00183829' and 'PIN' which is empty. Below the fields is a 'Logon' button. A red error message is displayed below the button: 'Error while verifying PIN: Logon failure: invalid User ID or PIN.'

7. You’ll be asked to agree to the “Agreement Statement for Responsible Computing.” Decide if you’re ready to use Middlebury’s internet resources responsibly (no slandering your Bilingual Assistant on Facebook or any such behavior), select “Agree,” and click “Submit.”

8. A new screen will pop up (*poof!*) with your Middlebury College username in red. Yes, you have to remember *both* your 8-digit College ID number *and* your username. Don’t rip your hair out yet! Write them down somewhere where you will remember them.



The screenshot shows a web browser window displaying the 'Activate' page. The page title is 'Activate' and it shows the user's username as 'maireadh'. Below the username, there are instructions for creating a new password, including requirements for length, character types, and special characters. There are two input fields: 'Enter New Password:' and 'Confirm New Password:'. A 'Continue' button is located below the second field. The browser's address bar shows 'https://bat.middlebury.edu/activate/Default.aspx'.

9. Follow the instructions on the page and think of a really awesome password that fulfills all the many requirements, something like I<3u*_*!

10. Type the password in the “Enter New Password” and “Confirm New Password” boxes, and click “Continue.”

11. Woo-hoo! Quest One is complete! The Helpdesk recommends restarting your computer at this point in the journey. So do that now, and while you’re waiting for it to reboot, maybe you can take a look at what lies ahead . . . Bannerweb!

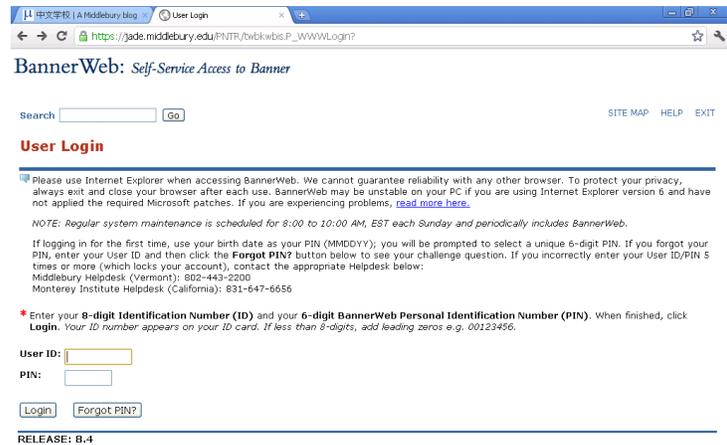
¹ The Helpdesk is located in the Davis Family Library, on the right as you walk in the front door.

➔ Read this even if you are already happily checking your personal email on a wireless network in your room!

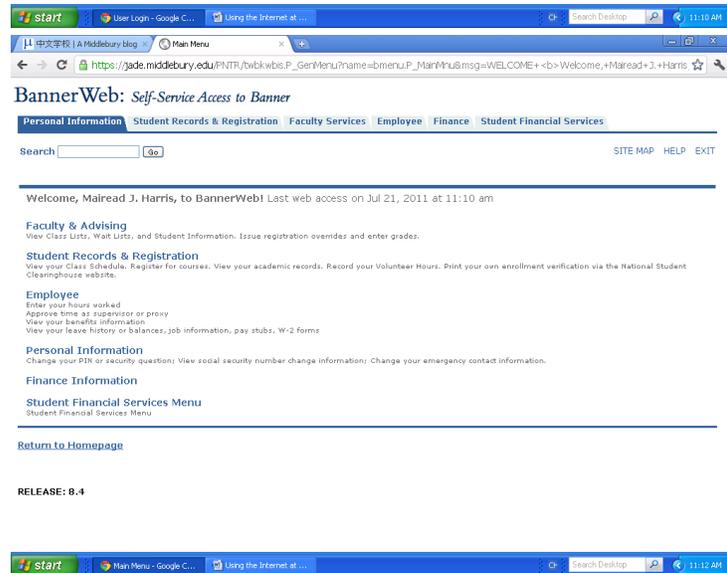
Quest Two: Bannerweb

1. Ready to deal with some “big important stuff”? OK, good! Get your computer ready, open a web browser, and in the address bar, type “go/bannerweb.” If you’re off campus, Bannerweb is located at the bottom of Middlebury’s main page, under “Quick Links.”

2. On the main Bannerweb page, enter your User ID (that same old 8-digit number from Quest One) and PIN (should still be your birthday in MMDDYY format).



3. Now that you’re in Bannerweb, you can do *anything!* Under “Personal Information,” you can see your Middlebury College mailbox combination for your mailbox located in McCullough. You can change your PIN, register your vehicle, and participate in a voluntary Veterans Classifications survey. Awesome! Under “Student Financial Services,” you can access your financial aid and tuition payment information.



MOST IMPORTANT PLACES TO CHECK FOR INFORMATION:

go/chineseschool
go/mail
go/bannerweb

→ Read this even if you are already happily checking your personal email on a wireless network in your room!

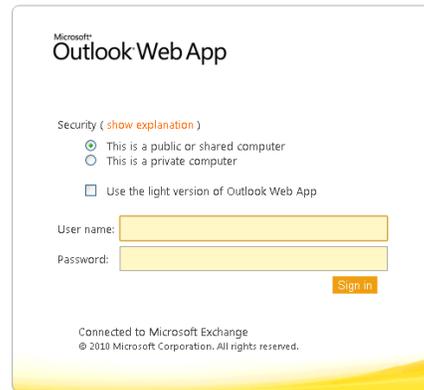
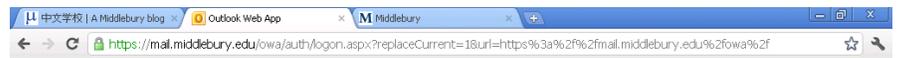
Quest Three: Checking Your “@middlebury.edu” Email

REMINDER: We require students to check their Middlebury College email addresses. We send important information out this way, so we need everyone to be on top of their email.

Keeping your Chinese School email separate from your personal email can be an effective way to maintain the language pledge if you use your Middlebury email as your “Chinese language” inbox – it will be less tempting to open English emails if you only check your personal email once a week. However, if you really prefer not to use Outlook, take the time to set up forwarding so your @middlebury.edu emails go to an inbox you *do* read. Need help? Find your Bilingual Assistant or visit the Helpdesk.

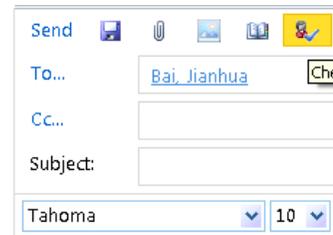
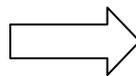
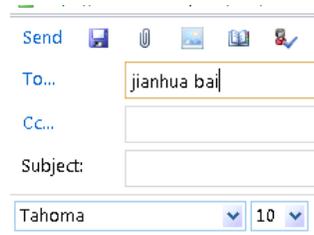
1. In your web browser, type “go/mail” and press “Enter.” If you’re off campus, Webmail is located in the bottom right-hand corner of Middlebury’s website, under “Quick Links.”

2. The “Outlook WebApp” page will appear, giving you, of course, no indication whatsoever that this is Middlebury’s email system. It is, trust us! Look in the browser’s address bar – it says “middlebury.edu.” Type in your username (that’s the one with letters, like “jsmith”) and the password with that you chose while activating your account.



3. Press “Enter.” You’re in!

4. One of the best features of the school’s email is that you can type someone’s name in the “To” field and let Outlook check for you to see what their address is. Unlike your personal email, it’s not pulling from your personal contacts, but rather from Middlebury’s directory, so you can get in touch with anyone without having to look up their email address.



Excellent! Congratulations, you have completed all three Quests!