



The American College of Greece

ACG IT Welcome Pack



Created by
Office of Information Resources Management



Table of Contents

Table of Contents

ACG Email user account.....	4
Activate your email.....	4
Enable the password reset process for your email account	8
Installing MS Office 365	10
Activating your Network ID	12
Setup your ACG Network ID Security Profile	12
Choose a new ACG Network password and/or Reset your current password (only the case you remember it).	13
Reset your ACG Network ID password if you do not recall it (requires you have activated the password self-service)	13
Receive IT Support via the online HelpDesk System	16
The Blackboard Ultra – Software as a Service (SaaS).....	17
E-Textbooks – What is Perlego?.....	18
Perlego Procedures	18
Perlego Application	20
Detecting Plagiarism Tool - Turnitin	20
myACG Portal	21
LinkedIn Learning.....	22
What is LinkedIn Learning?.....	22
What you can do with LinkedIn Learning	22
Activate your LinkedIn Learning account	23
LinkedIn Learning FAQ	24
Computer Labs and Printing stations	26
Connecting to ACG Wi-Fi.....	27
Data Storage	27
OneDrive.....	27
Web Services	28
MS Teams.....	28
Bookings.....	28
Qualtrics XM	29
Technology Recommendations	30



Information Technology Services @ ACG

The Information Resources Management (IRM) department plays a vital role in supporting the academic and operational functions of the American College of Greece (ACG). By providing cutting-edge technology and technology services, IRM ensures that teaching, learning, research, creative activities, outreach, administration, and student life are seamlessly integrated with the latest technological advancements.

Services We Provide:

All Hardware and Software Across All Campuses

ACG Email

Blackboard

System Logins

myACG Portal

Online HelpDesk

Wi-Fi

Online Instructional Tools

Security Best Practices

Support

Help Desk Support System: Submit an incident <https://helpdesk.acg.edu/>

Email Support: helpdesk@acg.edu

Monday – Thursday: 9:00 a.m. – 21:00 p.m.

Friday: 9:00 - 18:00 EEST

If you call or email us outside of our listed hours, we will get back to you during standard business hours.

Drop-In Help:

Deree Main Building Campus – Center for the Arts Computer Lab

Monday – Thursday 9:00 a.m. – 20:00 p.m.

Friday: 8:00 am - 18:30 pm EEST

Deree Communications Building – CN1112

Monday to Thursday 9:00 a.m. 21:30 p.m.

Friday: 9:00 am - 18:30 pm EEST



ACG Email user account

Our email system ensures reliable communication with students, faculty, and staff, serving as a crucial tool for sharing important College-related information. Students retain access to their official college email accounts even after graduation.

As new students, you will receive an email at the personal address you provided during admission to ACG, containing information about the credentials needed for accessing online systems. If you do not see this email, please check your Spam folder.

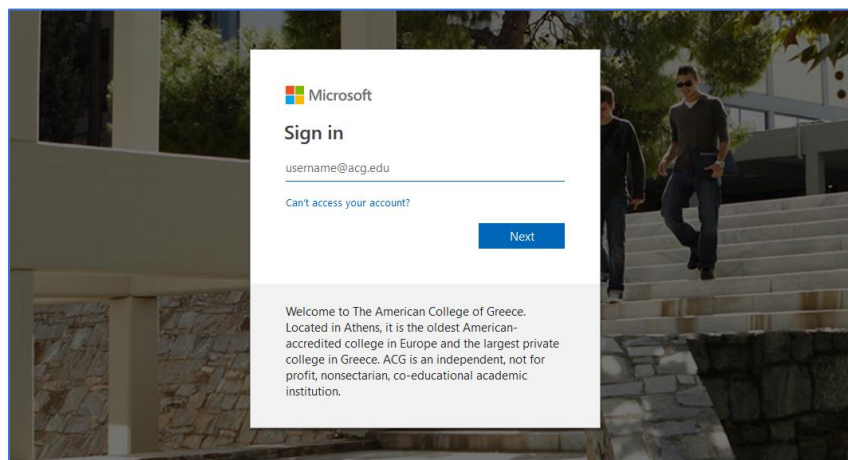
Login to your Office 365 email via <http://webmail.acg.edu> using the credentials provided to you. Your account will resemble the format: username@acg.edu

Keep in mind:

- IT Services will **NEVER** ask you for your username and password by email.
- We recognize that the College website may be monitored by others who exploit changes or disruptions **to send phishing emails requesting usernames and passwords**. These emails might seem authentic and appear to come from acg.edu addresses, but please remember that we will **NEVER** ask for your login details through email.
- Keep your credentials private.
- Always type the URL of the website you wish to visit and do not click links from emails you receive.
- If you suspect account compromise change your password immediately and contact helpdesk@acg.edu.

Activate your email

1. Start your web browser and visit the following page:
<http://webmail.acg.edu> or just use the [Login | Microsoft 365 \(office.com\)](#)



2. Type your full e-mail address at the email field (e.g. user@acg.edu).
3. Type the temporary password that has been given to you at the password field.
4. Click **Next**.



██████████@acg.edu

More information required

Your organisation needs more information to keep your account secure

[Use a different account](#)

[Learn more](#)

[Next](#)

Keep your account secure

Method 1 of 2: Phone



Phone

2

App password

Phone

You can prove who you are by receiving a code on your phone.

What phone number would you like to use?

United States (+1)

Enter phone number

☒ Receive a code

Message and data rates may apply. Choosing Next means that you agree to the [Terms of service](#) and [Privacy and cookies statement](#).

[Next](#)

Please use the correct country and insert your mobile phone number.

Keep your account secure

Method 1 of 2: Phone



Phone

2

App password

Phone

We just sent a 6 digit code to +30 6936855975. Enter the code below.

Enter code

[Resend code](#)

[Back](#)

[Next](#)

Insert the Verification code sent to your mobile device and click **Next**.



Keep your account secure

Method 2 of 2: App password

Phone App password

App password

Start by creating a name for your app password. This will help differentiate it from others.
What name would you like to use? Minimum length is 8 characters.

Next

Create an App password. First enter a friendly name for this action (e.g. MyApp Password) and click **Next**.
Once the App password is created keep it at a safe place) it will not be shown again).

Keep your account secure

Method 2 of 2: Done

Phone App password

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

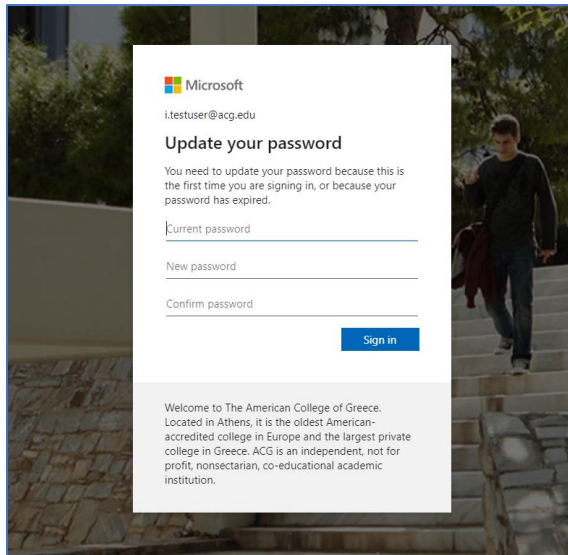
Default sign-in method:

Phone +30 [redacted]

App password [redacted]

Done

Click **DONE**.

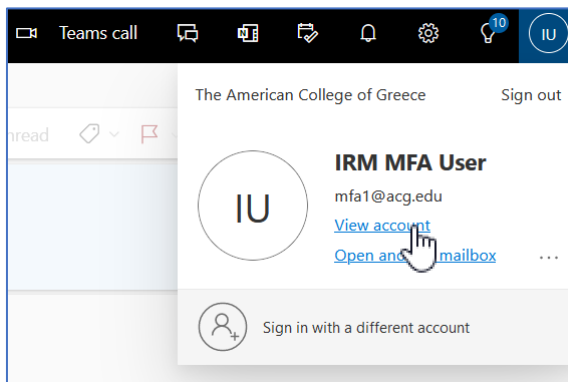


1. Use the next screen in order to **update your password**. Please type the old password and type your chosen new password twice. Click **sign in**.
2. Choose your **language** and **time zone**. Click **Save**.
3. Your email account is now activated.

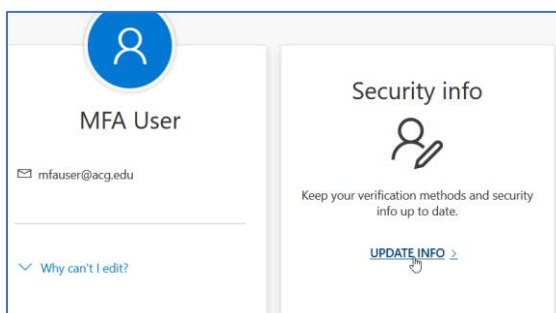
Important

You must add alternative methods for MFA (Multi Factor Authenticator) by following the instructions below:

1. Once you are logged it to the web interface, navigate to **View account properties**



2. Click on **Security Info**.



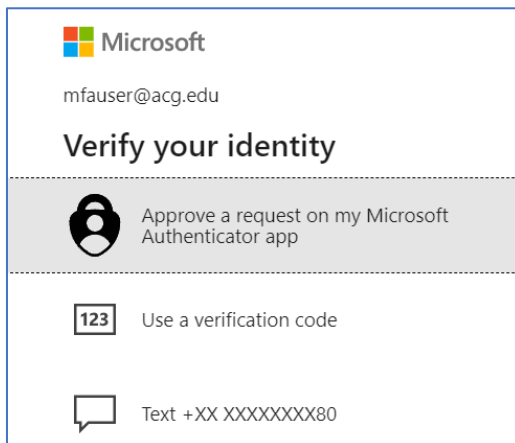


Before you proceed please install the Microsoft Authenticator App on your mobile phone.

3. Choose Add sign-in method. Choose Authenticator app and click add. Click next.
4. Open the Authenticator app on your mobile phone. Tap the + sign. Choose Work or School account. Choose Scan a QR code.
5. Return to your computer and click next.
6. Scan the QR Code displayed using your mobile phone.
7. Click **next**. You are free to give it a try now.

If the Microsoft Authenticator app, option does not work, you are free to use any other authenticator app you prefer (e.g. Google Authenticator).

From now on, whenever you login to your email, after entering the password, you can verify your access using either an **SMS** or the **Authenticator app** (more preferable).



Enable the password reset process for your email account

To be able to reset your email password you need to enable an authentication method.

The authentication methods provided (any of the following is needed) for password reset include:

- Mobile phone (SMS message).
- Alternative Email address.

In order to be able to use the above password reset methods, it is important that you register **both** the above information in the Office 365 portal. To do so please complete the following steps (process should be done only once):

- Visit the following page. (<http://aka.ms/ssprsetup>).
- Provide your login credentials if needed and sign in.
- At the next screen set up a **mobile phone** AND an **alternate email** that can be used for password reset. (Any of the two methods can be used for password reset).
- Click **finish** to complete the process.



You can repeat the steps above if you need to update any of your password reset information. If you do not complete this process, the only way to reset a forgotten email password is through the IRM Helpdesk. If you are unable to access your email account, please visit the IRM Helpdesk in person or contact them at helpdesk@acg.edu for assistance (be sure to bring proof of identity).

Passwords expire every 180 days. A notification will be sent in advance.

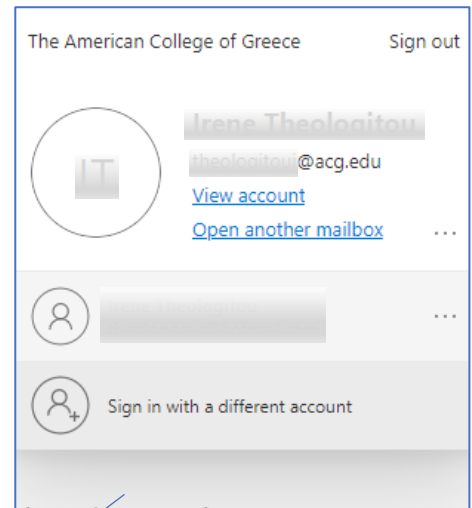


Installing MS Office 365

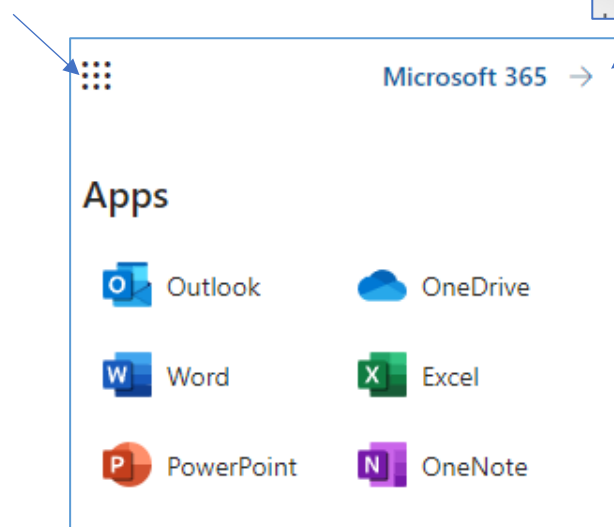
The Information Resources Management department at The American College of Greece provides Microsoft Office 365 A3 Student Plan at no cost. This agreement between ACG and Microsoft allows current students, faculty, and staff to access the latest full version of Office both at school and at home.

Download available only for active students, faculty and staff.

- Access is linked to your @acg.edu email address.
- Sign in to your acg.edu email account using your username and password.
- Navigate to the top right corner of the window, open the Account Manager (the initials of your name and last name), and click on the **View Account** link.



- From the View Account Click "App Launcher" and then
- Microsoft 365.



- In the new tab that opens, follow the on-screen instruction to download the install package and complete the installation. The process, depending on your Internet speed, may take up to 2 hours to complete.

Important

Each subscription license allows you to run Office on up to **five** machines being Mac or PC. You can also run Office Mobile for Android or Office Mobile for iPhone on up to 5 mobile devices.

The software will check in automatically to make sure you are still an active ACG student. If you aren't able to log in for 30 days (for example, if you are



not connected to the internet), the software will operate in read-only mode. You must connect to the internet and log in periodically to maintain your access. If you change your ACG password, you may be asked to re-enter your password. If prompted to log in, remember to use the same username with which you originally signed in (e.g., username@acg.edu).



Activating your Network ID

Use your ACG Network ID to access ACG services, including Blackboard courses, myACG Portal, accessing a computer in ACG's premises and the Library.

ACG network ID account passwords expire every 180 days. An email notification will be sent in advance.

Setup your ACG Network ID Security Profile

1. Visit the ACG Helpdesk system (<https://helpdesk.acg.edu>) and **Login** using your current ACG network username and password.

2. From the main helpdesk screen, choose **My Settings** and scroll down to select **two security questions and answers so as to secure the activation of the self-service password reset service.**

3. **Submit.**

4. **Exit** from the system.



Choose a new ACG Network password and/or Reset your current password (only the case you remember it).

1. Visit the following page: <https://passreset.acg.edu> .
2. Select "Change your ACG Network Password".
3. Enter your username and current password (old password).
4. Enter the new password twice. All passwords should meet or exceed the following guidelines:
 - Contain at least 8 alphanumeric characters (**Required**).
 - Contain both upper- and lower-case letters (**Required**).
 - Contain at least one number (for example, 0-9) (**Required**).
 - Contain at least one special character (for example: ,!\$%^&*()_+|~-=\`{ } [] : " ; ' < > ? , / . ' < > ? , / .) (Optional).
5. Answer the **Captcha** and click **Next**

Update Password

Reset your ACG Network ID password if you do not recall it (requires you have activated the password self-service)

To access Password Self Services from your Internet capable device (provided you have enabled the self-service password reset as explained previously):

- Open your phone's web browser.
- Navigate to the URL for ACG Helpdesk (<https://helpdesk.acg.edu>). This opens the helpdesk login screen.
- Click the Reset Password/Unlock Account link.
- Select whether to start using the Unlock Account or Reset Password Wizard (the process is described below).

Password Self Service Wizard step-by-step



1. Normally you have reached the following screen using any of the method explained above:

Welcome to the American College of Greece Helpdesk!

User Name
p-itheologitou

Password

Log In

☐ Remember Me [Reset Password/Unlock Account](#)

2. Select **Reset Password/Unlock Account**.
3. Choose **Reset Password**.

Unlock Account
If your account is locked, go here to unlock it.

Reset Password
Generate a new, temporary password that you can use to log in.

4. Type in your **ACG network username** and click **continue**.

Reset Password

STEP 1

If you've lost or forgotten your password, use this wizard to receive a new one.

Please provide your user name and domain name.

User Name:

Domain:

Cancel Continue



5. Provide the answers to the security questions and captcha characters. Click **continue**.

The screenshot shows the 'Reset Password' interface at Step 2. A progress bar at the top indicates four steps, with Step 2 being the current step. A green padlock icon with a circular arrow is on the left. The text reads: 'mytestuser1, please answer your security questions to reset your password.' Below this are two text input fields: 'In which city were you born?' and 'What is your mother's maiden name?'. To the right of these fields is a captcha image showing a grid of characters: 'e', 'r', 'k', 'b', '3' in the top row and 'a', 'e' in the bottom row. Below the captcha is a text input field for typing the characters. At the bottom right are 'Cancel' and 'Continue' buttons.

6. Enter your new password twice. Make sure that the password follows the Password Policy Requirements. Click **continue**.

The screenshot shows the 'Reset Password' interface at Step 3. The progress bar now shows Step 3 as the current step. A green padlock icon with a circular arrow is on the left. The text reads: 'Please enter your new password in the fields below.' Below this are two text input fields: 'New Password:' and 'Confirm New Password:'. Below these fields is a section titled 'Domain Password Policy Requirements' with the text: 'Please make sure the new password meets the domain password policy requirements:'. There are three items in this list: 'Old passwords cannot be reused' (with an information icon), 'Minimum password length is 0' (with a green checkmark), and 'Password matches Confirm Password' (with a green checkmark). At the bottom right are 'Cancel' and 'Continue' buttons.

7. Your password has been reset successfully.

The screenshot shows the 'Reset Password' interface at Step 4. The progress bar now shows Step 4 as the current step. A large green checkmark icon is on the left. The text reads: 'Reset user password succeeded!'. At the bottom right are 'Cancel' and 'Continue' buttons.

If you have further questions, please do not hesitate to contact us at helpdesk@acg.edu



Receive IT Support via the online HelpDesk System

IT related issues and requests can be submitted via the ACG online Help Desk. The ACG SysAid Help Desk software automates the handling of service requests, enhancing speed and efficiency. This automation helps the ACG community resolve problems quickly and effectively by providing the necessary tools for better IT support.

Submit a helpdesk incident <https://helpdesk.acg.edu/> and receive support from the first available technician on working days and hours and only for ACG's systems and hardware. Issues concerning personal devices (laptops, phones, tablets and others) are not to be troubleshooted by ACG's IRM Department.

Use your Network ID credentials to login.

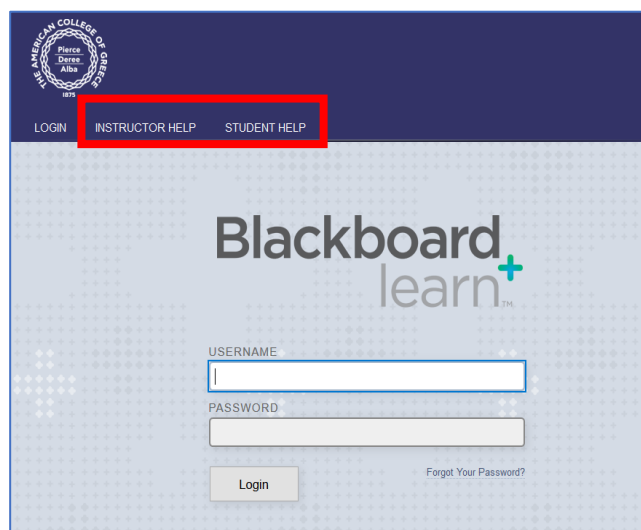


The Blackboard Ultra – Software as a Service (SaaS)

Blackboard Ultra (BB) is a hosted, cloud-based infrastructure in which all updates contribute to the most recent version of the system without significant downtime or service interruptions. Blackboard enables its users to easily exchange information and policies, course material, take assignments and tests, participate in discussions, view grades and notifications.

To access Blackboard type <https://blackboard.acg.edu> in the web browser or access the ACG's Web-site (acg.edu) and via the *Quick Links* choose [Blackboard](#) and use your Network ID credentials to login

Help on how to use the system is available through the Blackboard login page and the link <https://web.acg.edu/web/blackboard/student-help/>



Keep in mind:

- Access is available to the courses in the first day of classes. The instructor needs to make the courses visible to students.
- Students are required to login to Blackboard (Bb) and check their Bb courses for the class coursework, notifications, announcements and any communication via the courses' tools.
- Bb courses are deleted one year after the end of the final examinations for Deree undergraduate courses and two years for Graduate School Courses and Alba Graduate Business School. **Be mindful and save any work needed ahead of time!**
- Once you leave ACG, your Network ID user account is deactivated from all systems.



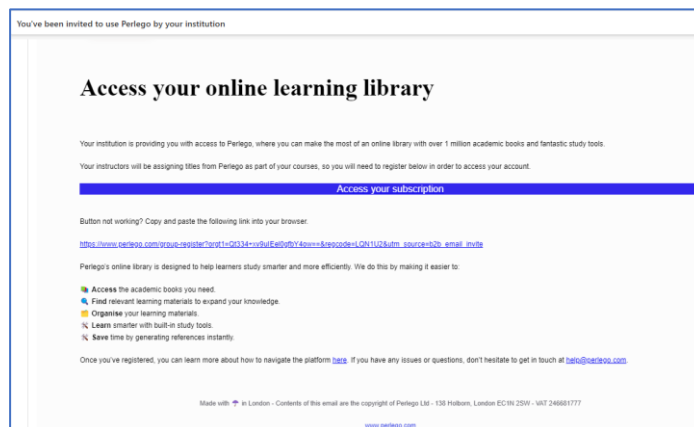
E-Textbooks – What is Perlego?

Perlego is an online library of books, academic texts, and tools that make education accessible to all. It provides an affordable eTextbooks solution for students, learners, and instructors, by partnering with publishers and institutions, such as universities and companies. It has many online books and topics that enhance the learning journey.

There are various ways to access Perlego and create a user account.

1. Activate your Perlego user account via a link send by Perlego

After late registration ends, Perlego sends an email invitation to first-time users/new students to create a Perlego user account that resembles the following:



Perlego Procedures

- Students should not pay to subscribe to Perlego but rather follow the invitation or link provided by the institution.
- In cases where a student mistakenly pays for an account, if they are registered with an acg.edu account, they can request to be moved to the ACG subscription and will receive a refund.
- If they register with a personal email address they will need to contact Perlego via email to help@perlego.com and inform them that they are ACG students and Perlego will cross-check this information with the respective ACG office.
- Access to the Perlego 'ACG titles' is only available to students when they register using their acg.edu e-mail address and not with any other email address.
- Only registered students or students not registered that have a pending re-sit examinations have access to Perlego, once the re-sit period is over, any students not registered are removed.
- If a student does not register for a semester, their access is revoked and is reinstated once they register again.
- After graduation, access is permanently revoked.
- For support, contact library@acg.edu.



2.

2. View the eTextbook(s) through a Blackboard SaaS course

Course participants can access the Perlego eTextbook(s) via a Blackboard SaaS course only if the instructor of the course has added the ebook in the designated area. Therefore, to access a Perlego ebook:

- Visit the course and the eTextbook menu item or any other area the instructor has specified.
- Locate the link to the eTextbook and click it.
- The first time you use Perlego, you will need to register with your @acg.edu email as the username and create a user account. There will be no need to repeat this step in the future.

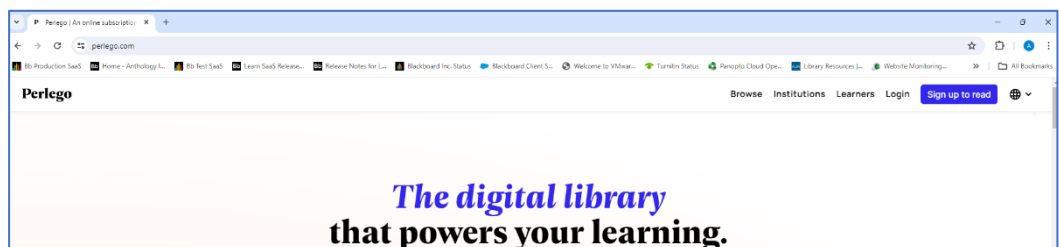
Do not register with a with different email addresses, or you will be asked to pay. After the late registration period ends, all registered students receive an email from Perlego to register for a Perlego user account using their @acg. edu email account.

If by any chance you cannot register or Perlego asks for a free trial or payment, please make sure that:

1. You have cleared the web browser cache.
2. You have refreshed the browser.

3. View the eTextbook(s) through digital library (no need to use Blackboard):

To access and manage the eTextbooks and user account via Perlego visit the website <https://www.perlego.com/> and **use your @acg.edu email credentials to login.**





Perlego Application

Download and Install the Perlego application on your devices from [Google Play](#) and [App Store](#) to have access to the ebooks for offline reading. One can download up to 30 books at a time as PUB books or as PDFs if available. If a book remains inactive for 30 days, the download automatically expires and if it is downloaded in one device, it will not automatically download onto another.

Find further information along with supported devices and operating systems to use the Perlego app can be found in the [Perlego App Minimum Specifications](#) page.

Detecting Plagiarism Tool - Turnitin

Turnitin is a plagiarism detection tool that analyzes student documents by comparing them to billions of web pages to identify possible instances of copying.

Instructors need to first configure Turnitin within a Blackboard course to allow students to submit their assignments. The tool then reviews these submissions, generating an originality report for each document, which is provided to the instructor through the course site after each scan.

More information and instructions on Turnitin can be found to Blackboard micro-site: <https://web.acg.edu/web/blackboard/turnitin-assignment-2/>



myACG Portal

Log in to the [myACG Portal](#) to enroll in courses, view your course schedule and grades, access exam schedules and regulations, receive advising, and find various forms related to tuition, fees, graduation, and more. Use your Network ID credentials to login.

campusweb.acg.edu/ics

Bb Production SaaS Login | Anthology G... Bb Home - Anthology L... Bb Test SaaS Anthology Support Bb Learn SaaS Release... Bb Release Notes for L... Blackboard Inc. Status Blackboard

Username Password Login

THE AMERICAN COLLEGE OF GREECE
Pierce
Deree
Alba
1875

Home Students Admissions ACG-Deree

You are here: [Home](#) > [Home](#) > [myACG at DERE](#)

myACG Portal myACG Portal

Home

Welcome to myACG portal!

- **Current students** log in above and click on the "Students" tab to access your ACG email, calendar, course registration or more.
- **Prospective students** please click on the "[Admissions](#)" tab to inquire, apply for admission, or learn more about DERE – The American College of Greece.

[Privacy policy](#) [About us](#) [Contact us](#)



LinkedIn Learning

The American College of Greece is partnering with LinkedIn Learning for new, on-demand content. LinkedIn Learning offers dozens of Learning Paths, or series of courses in which industry experts teach valuable career knowledge and skills.

Active students, faculty and staff can connect to LinkedIn Learning via this link: <https://linkedin.acg.edu>.

What is LinkedIn Learning?

All students, faculty and staff have access to LinkedIn Learning, a continually growing and evolving library of training videos and tutorials covering a wide range of software, technologies and business topics. Students, faculty and staff members can take advantage of free 24/7 access to the entire library of training; this includes:

- Over 8,000 online courses with over 245,000 videos
- Vast array of subjects and software presented by carefully selected authors, classroom educators, best-selling authors, and recognized authorities
- Rich features including bookmarking videos, chapters or courses for future reference, create collections, make notes and undertake knowledge checks
- Use Learning Paths where industry experts teach you the knowledge and skills to start your career.

What you can do with LinkedIn Learning

- Manage information in your personal profile
- Keep track of your course history and recent activity
- Bookmark your favorite courses or videos
- Earn certificates of course completion and share these on your LinkedIn profiles
- Access from a range of devices
- Create collections

Learning

- Take tutorials to help with coursework
- Learn techniques for your own projects
- Build technical skills to enhance your CV

Teaching

- Assign tutorials for project or course work
- Incorporate individual LinkedIn Learning videos or courses in your curriculum
- Provide tutorials to supplement a teaching

Professional development

- Take tutorials to boost your productivity
- Explore new technologies on your own
- Enhance your CV with LinkedIn Learning



Activate your LinkedIn Learning account

1. Go to <https://linkedin.acg.edu>

Welcome to the American College of Greece Helpdesk!

User Name
p-i

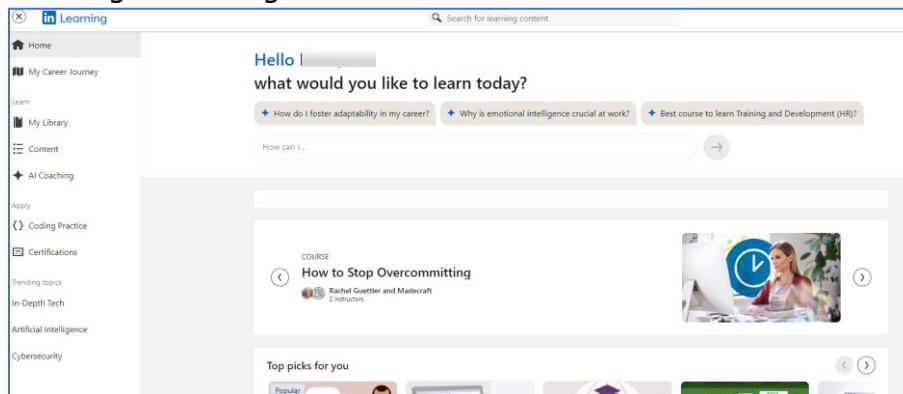
Password

Log In

☐ Remember Me [Reset Password](#) [Unlock Account](#)

2. Log in with you Network credentials (s-example).

3. Navigate through the LinkedIn environment.



LinkedIn Learning is a highly personalized learning experience designed to help you achieve your professional goals through learning you can access anywhere and immediately apply.

We encourage you to connect your LinkedIn account to LinkedIn Learning, so you'll have a richer learning experience powered by the data and insights of the LinkedIn network.

To activate your account and start using the service please refer to this link:

<https://www.acg.edu/current-students/it-acg/linkedin-learning/how-can-i-activate-my-linkedin-learning-account/>



LinkedIn Learning FAQ

What happens to my playlists and digital certificates when I leave ACG?

You must download all of your data before leaving the institution. Unfortunately, when your ACG account is deactivated, you will no longer be able to utilize the LinkedIn Learning service. It is strongly suggested to immediately download certificates for completed courses.

If you would like to continue using LinkedIn Learning after you leave the institution, you can sign up for a consumer account by contacting the LinkedIn Learning customer services where your details may be migrated to a new account. **For students who become inactive, LinkedIn Learning accounts will be updated within one month after the end of the course registration period.**

Who can access LinkedIn Learning?

Current students, faculty, and staff may access LinkedIn Learning. If you do not have access and feel you should, please contact the IRM Helpdesk at +30 210 6009800 ext. 1356, use the IT Self Service or through email at helpdesk@acg.edu.

Who should I contact if I can't sign in?

Contact the IRM Helpdesk at +30 210 6009800 ext. 1356, use the IT Self Service or through email at helpdesk@acg.edu. Please put LinkedIn Learning in the subject line of your support call.

What are the minimum machine requirements for using LinkedIn Learning?

LinkedIn Learning provides documentation on [system requirements](#).

What URL do I use to access LinkedIn Learning?

<https://linkedin.acg.edu>

For new users, once an account is activated, we would recommend the following short courses which include valuable information on how to use LinkedIn Learning:

- [How to use LinkedIn Learning](#)
- [Gain skills with LinkedIn Learning](#)
- [LinkedIn Learning Highlights](#)



I have connected the ACG LinkedIn Learning account with my personal LinkedIn account. What URL do I use to access LinkedIn Learning?

You can use the normal LinkedIn page that you used before. LinkedIn Learning will appear as an additional feature.

For new users, once an account is activated, we would recommend the following short courses which include valuable information on how to use LinkedIn Learning:

- [How to use LinkedIn Learning](#)
- [Gain skills with LinkedIn Learning](#)
- [LinkedIn Learning Highlights](#)

Do I need to create a LinkedIn account?

No. You need only your ACG Network username and password to access the LinkedIn Learning courses. It is strongly suggested that you create a LinkedIn account and link it to your LinkedIn Learning account to take advantage of the full system capabilities.

How do I link my personal LinkedIn profile to LinkedIn Learning?

For information on how to link your personal LinkedIn profile to LinkedIn Learning please use this how to guide.

Can I bookmark my current location in LinkedIn Learning?

Yes, via the bookmarks symbol next to each video title.

Can I access my training history?

Yes. You have access to several reports under the top menu, including recent activity, your video history, and your course history.

Can I obtain 'Certificates of Completion' for completed courses?

Yes. When you finish a course by watching every tutorial in the course, you can receive a certificate of completion. You may print the certificate, e-mail it, or embed your certificate in a blog post or web page including your LinkedIn profiles. These are the best ways to ensure the authenticity of the certificate.

Can I use LinkedIn Learning on mobile devices?

An app is available for iOS and Android devices which allows you to download courses suitable for offline learning.

How do I use the LinkedIn Learning app for my iOS device?

See <https://mobile.linkedin.com/> for information on the LinkedIn Learning App.



Computer Labs and Printing stations

The American College of Greece is committed to providing students with the necessary facilities and equipment to help them succeed in all areas of their studies. ACG offers a wide array of IT resources, including smart rooms, classroom labs, training labs, and specialized labs, which are available for use during class sessions or in students' free time.

You can use ACG's computers in the open access Computer Labs. Use your Network ID credentials to login. **Your ID card is required for verification of your identity in case you need password reset.**

Open Access Computer Labs Locations:

Deree Main Building Campus – Center for the Arts Computer Lab

Monday – Thursday 9:00 a.m. – 20:00 p.m.

Friday: 9:00 am - 18:30 pm EEST.

Tel. +30 210 6009800 ext.1166

Printing station available for B&W and Color printing with quota that is renewed each academic term.

- 300 B&W pages or
- 50 color pages
- Any combination of the above.

Deree Communications Building – CN1112

Monday to Thursday 9:00 a.m. 21:30 p.m.

Friday: 9:00 am - 18:30 pm EEST.

Tel. +30 210 6009800 ext.1007

Printing station available for B&W and Color printing with quota that is renewed each academic term.

- 300 B&W pages or
- 50 color pages
- Any combination of the above.

Library Main Floor

Accessible via Library's working hours.

Printing station available for B&W and Color printing.

Library Lower Level

Accessible via Library's working hours.

No printing available.

Alba Graduate Business School

Daily to Study Rooms.



Connecting to ACG Wi-Fi

Wireless connectivity via the **acgopen Wi-Fi** is accessible in numerous locations across campus, such as libraries, classrooms, dining halls, and outdoor common areas. The wireless network at ACG is available for use by faculty, staff, and students, with coverage areas continually being expanded.

Data Storage

OneDrive

As part of their Office 365 subscription, students receive storage space of 50GBs in OneDrive, a cloud-based storage solution accessible from various devices, including Windows, Mac, web browsers, smartphones, and tablets.

To access OneDrive on Windows, open File Explorer and find OneDrive in the list of files on the left pane. You'll need to sign in using your @acg.edu email user account.

To access OneDrive on a Mac, download the [OneDrive app from the App Store](#). After downloading, sign in to the app, and OneDrive will be available in Finder app.

For smartphones or tablets, download the OneDrive app and sign in to view your files.

- For iOS devices, download the app from the [App Store](#).
- For Android devices, download the app from the [Google Play Store](#).

[Learn to use OneDrive with Microsoft's OneDrive video training.](#)



Web Services

MS Teams

Microsoft Teams is the central hub for collaboration within Office 365, providing services for chat, audio and video meetings, and collaborative file sharing. It integrates seamlessly with Office 365 applications and other tools through extensions. Watch an [introduction video](#) on MS Teams.

Microsoft Teams equips staff, faculty, and students with the tools they need to connect, stay engaged, organize tasks, and communicate effectively to achieve more.

What can Teams do?

Teams are collaborative spaces where faculty, students, and guests can communicate, work together, and share content in real-time. Teams are private and accessible only to members. To create a team, you need an O-Key account. Below are some key features of Teams:

- **Channels:** Channels are organized spaces within a team dedicated to specific content or topics. They can be standard, open to all team members, or private, restricted to select members.
- **Chat and Collaboration:** Chat features range from one-on-one messaging to group chats, with the ability to share, access, and co-edit files like Word, Excel, and PowerPoint documents.
- **Meetings and Calling:** Teams supports audio and video meetings that can be joined from anywhere, allowing screen sharing and recording options.
- **Security:** Microsoft Teams data is encrypted both at rest and during transit, enhancing protection against unauthorized access.

Getting Started

A Teams license is automatically provided when your @acg.edu email account is activated. You can use Microsoft Teams via the web client at <https://teams.microsoft.com> or through the desktop client. [Learn to use MS Teams with Microsoft Teams video training.](#)

Bookings

Microsoft Bookings is a web-based scheduling tool that allows you to manage appointments through an online booking calendar and app. It integrates with Outlook for staff and sends automated notification emails. In Microsoft Bookings, you can create an "About Us" page with details such as your business name, address, phone number, website URL, logo, and business hours.

Access Bookings:

- **Web Access:** Users can easily access Microsoft Bookings through the web by visiting the following link: book.ms.

Via Outlook and Teams



• Outlook and Teams Integration: Microsoft Bookings can also be accessed directly within Outlook and Microsoft Teams. Users can add the Bookings app to the left rail for convenient access:

1. Open Outlook or Microsoft Teams.
2. Navigate to the left rail.
3. Select the Apps icon.
4. Search for Microsoft Bookings.
5. Select **Add** to integrate it into your Outlook or Teams interface.
6. Pin the app to the left rail for easy and quick access.

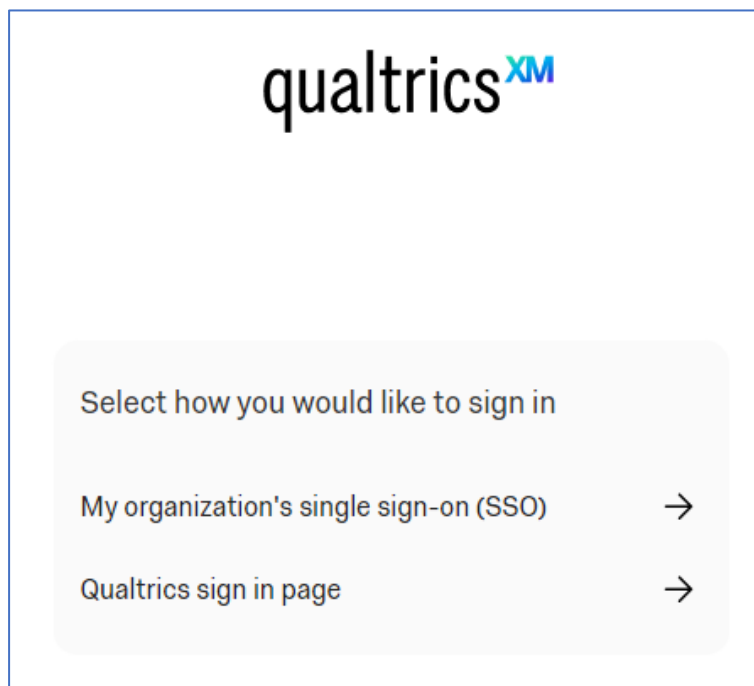
Learn to use Microsoft Bookings [here](#).

Qualtrics XM

Qualtrics is a web-based software that enables users to create surveys and generate reports without the need for programming skills. Qualtrics allows you to conduct surveys, collect feedback, and create polls using a wide range of distribution methods.


To access the Qualtrics platform, visit <https://qualtrics.acg.edu>.

Choose “My organization’s single sign-on (SSO)”.





Login using your Network ID credentials and find detailed instructions on its use [here](#).



Sign in with your organizational account

[Sign in](#)

Welcome to The American College of Greece
Information Resources Management department..

Located in Athens, **The American College of Greece** is the oldest American-accredited college in Europe and the largest private college in Greece. ACG is an independent, not for profit, nonsectarian, co-educational academic institution.

Technology Recommendations

IT @ ACG does not recommend specific laptops, PCs, tablets, or smartphones; however, your major may have particular needs. Be sure that your laptop meets the system requirements for [Microsoft Office 365](#), which are generally compatible with most modern devices. As a Web browser it is suggested to use [Google Chrome](#) or [Mozilla Firefox](#) latest versions.