

The Cornish College of the Arts Information Portal & Student Email

An Introductory and Features Highlight Documentation Cornish College of the Arts Information Technology Department

The Cornish College of the Arts Information Portal is built on the Google suite of web-based applications. This includes Google Mail, Google Documents, Google Calendar, as well as other applications. This allows for the Information Portal to receive the same application services that Google provides, as well as make it open for future updated services that Google may make available.

On top of these added applications, there are a number of benefits that come with the new Information Portal. Some of these benefits include:

- **Increased storage space:** Increased storage space (up to 4 gigabytes, versus 30 megabytes) allows you to store more e-mail, documents, and personal web files.
- **Tools that are built with collaboration in mind:** Work together with classmates on documents, schedule events with friends, or post work on the web for viewing.
- **Centralized information site:** The Information Portal is already loaded with embedded content related to Cornish, as well as easy links to all of the new Google Apps features, but with the flexibility to personalize the information you want to see through custom Google Gadgets.
- **Keep your account after you leave Cornish:** Unlike before, you can continue to use your Cornish account well beyond your time at the college. Keep in touch with the Cornish community, interact other alumni, or stay informed with current events at the school.

All of these services will come free for Cornish students and alumni. As a user of the Information Portal service, it is assumed that you have agreed to the Computer System and E-mail Policies outlined in the Student Handbook.

Signing in for the First Time

The Cornish Information Portal is accessed over the internet by browsing to <http://go.arts.cornish.edu>. (fig. 1)

Click on the “Sign In” link at the upper right of the page to log in

(Note: *If an account has already signed on to the portal page from the computer you are working on, you will see the username of the account instead of the “Sign In” link. If it is not your account that is logged in, simply sign out of the portal and sign in again).*

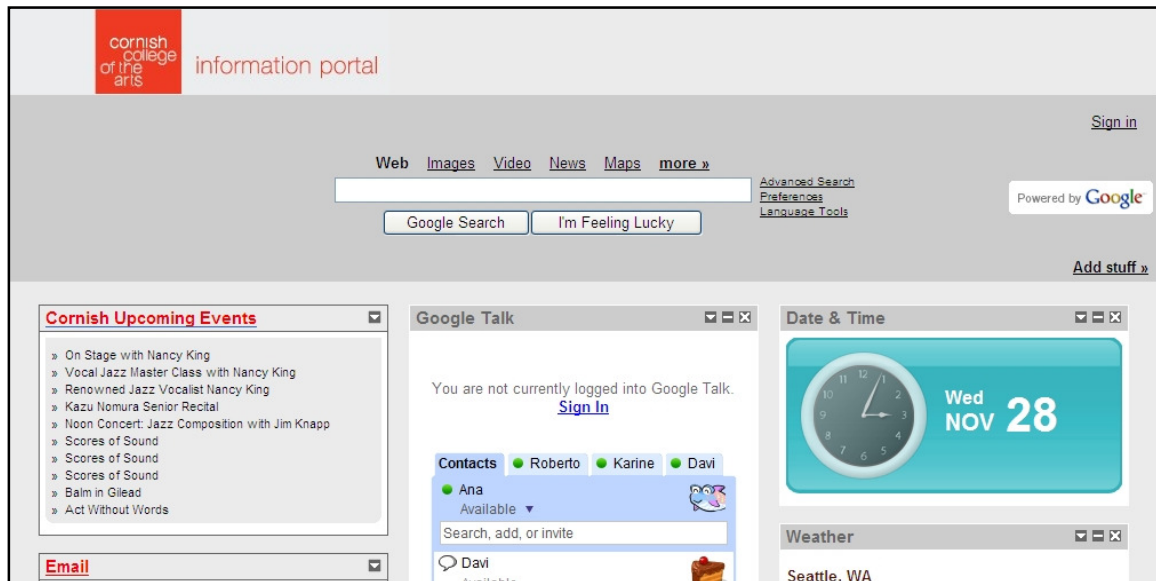


Fig. 1 – The Cornish College of the Arts Information Portal start page.

As a new user, you have been assigned a username and an initial password for your first login. At the sign-in page, type in your username and initial password, then click on the “Sign In” button to log in (Fig. 2).

Welcome to Cornish College of the Arts

Sign in to your account at
Cornish College of the Arts

Username:
@arts.cornish.edu

Password:

Remember me on this computer

Your personalized start page for Cornish College of the Arts

Welcome to the arts.cornish.edu start page, powered by Google. Use this page to access your important services and content - email, calendar, news, weather and more - all in a single place.

- **Stay connected**
Access your email and calendar directly from your start page.
- **Stay informed and entertained**
Customize your start page to include news, stock quotes and fun content from across the web.
- **Make it your own**
Personalize the look and layout of your start page, in just seconds

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Fig. 2 – The sign-in page.

When you log in for the first time, you will be prompted to create a new password for your account, as well as agree to the Terms of Service for your account (*Fig. 3*). Create a new password, re-enter it again, type in the security verification characters, then click on the button at the bottom of the page to accept the terms of service and activate your account.

Welcome to Cornish College of the Arts

Setup your account for Cornish College of the Arts

Your Cornish College of the Arts account will give you access to the hosted services enabled for your domain.

Name: Demo User

Login name: demo.user@arts.cornish.edu

Choose a password: Minimum of 6 characters in length. [Password strength](#)

Re-enter password:

Language: English (US)

Type the characters you see in the picture below.

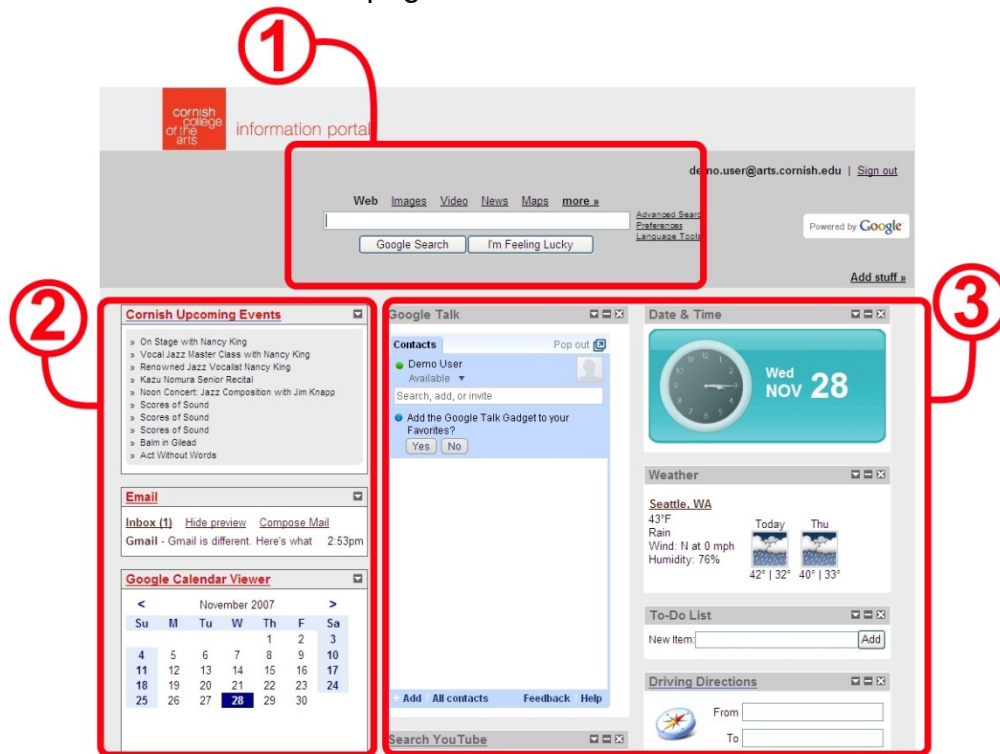
Letters are not case-sensitive

Fig. 3 – The initial password reset and confirmation page.

After you activate your account, you will be taken back to the Information Portal start page.

The Portal Start Page

The sections of the start page are as follows:



- 1) **Google Search bar:** Use this section to quickly search the web.
- 2) **Cornish Content Column:** This column displays Cornish relevant information and links to key services, such as e-mail, calendar, and documents.
- 3) **Customizable Gadget Area:** This section contains iGoogle Gadgets as defined by you. iGoogle Gadgets are add-ons that are created by third parties that have many different uses: You can find gadgets that allow you to create to-do lists, do quick dictionary searches, or link to multimedia content on the internet. The section has a number of Gadgets preset for you on your first login, but you are free to add or remove any of these items. To customize your gadgets, simply click on the “**Add stuff >>**” link to the upper right of this section, and choose the gadget you’d like to add to your start page.

For more information on the Start Page, please refer to http://www.google.com/a/help/intl/en/users/start_page.html.

Checking Your E-mail

You can access your Cornish e-mail two ways: By clicking on the **E-mail** link in the Cornish Content Column after you sign into the Information Portal Start Page, or by browsing to <http://mail.arts.cornish.edu>. Signing into the Mail website

bypasses the Portal Start Page, and takes you directly into your e-mail inbox. You can access other sections of the Information Portal when you log into the Mail section by clicking on the various links in the upper left of the page.

Other Relevant Portal Links

There are several website addresses associated with various parts of the Information Portal that allow you to directly access services directly, bypassing the Start Page entirely. The list of URL's are as follows:

<http://mail.arts.cornish.edu> – E-mail access; explained in the previous section

<http://calendar.arts.cornish.edu> – Calendar access

<http://docs.arts.cornish.edu> – Document creation, storage and sharing access

<http://pages.arts.cornish.edu> – Web page creation and publishing (not available to the public at the time of this document's posting)

<http://sites.arts.cornish.edu> – Web content creation and sharing

Features Details Brief (taken from the Google Apps information site):

The following information are brief descriptions of the varying Google Apps that are a part of the Cornish Information Portal. The links following each description lead to help pages relevant to each application.

For general help on Google Apps, you can refer to

<http://www.google.com/support/a/users/>.



Gmail: Up to 4 gigabytes of storage for each account, search tools to help people find information fast, plus instant messaging and calendar tools built right into the email interface.

<http://www.google.com/a/help/intl/en/users/gmail.html>



Google Talk: Your users can call or send instant messages to their contacts for free -- anytime, anywhere in the world. File sharing and voicemail is included, too. Google Talk can be accessed through Gmail, the Information Portal start page, or by downloading a standalone client.

<http://www.google.com/a/help/intl/en/users/talk.html>



Google Calendar: Your users can organize their schedules and share events, meetings and entire calendars with others. Your organization can also publish calendars and events on the web.

<http://www.google.com/a/help/intl/en/users/calendar.html>



Google Docs -- Your users can create documents, spreadsheets and presentations and collaborate with each other in real-time right inside a web browser window. <http://www.google.com/a/help/intl/en/users/dands.html>



Google Page Creator -- Create and publish web pages for your domain quickly and easily with this what-you-see-is-what-you-get page design tool.

http://www.google.com/a/help/intl/en/admins/page_creator.html

Supplemental Help Websites

Additional information about Google Apps can be found at the following links:

General Help with Google Apps - <http://www.google.com/support/a/users/>

E-mail Help - <http://www.google.com/a/help/intl/en/users/gmail.html>

Calendar Help - <http://www.google.com/a/help/intl/en/users/calendar.html>