

Technology Basics for HPU Students

As you get started at HPU, the Gateway will provide important information regarding enrollment items submitted, items to be completed, as well as links to campus systems and resources. Check out HPU Gateway at <https://gateway.hputx.edu> and be certain you can navigate to the key areas listed below.

Admitted Student Checklist

Once you have claimed your HPU account, your checklist will populate with up-to-date information regarding items needed to finalize your enrollment. The green check and red x will show you the status of each requirement. Click the name of the item to be redirected to the required forms or additional details.

ADMITTED STUDENT CHECKLIST	
The items below are required to finalize your enrollment. Click the name of the item to be redirected to the required forms or additional information.	
Accepted For Admission	✓
Completed 2019-2020 FAFSA	✗
Completed Financial Aid Application	✗
Paid Housing Deposit	✗
Paid Tuition Deposit	✗
Submitted Health Form	✗
Submitted Housing Application	✗
Submitted Meningitis Shot Record	✗
Submitted Shot Record	✗
Advised and Scheduled for Classes	✗
Submitted Final, Official High School Transcript(s)	✗
Completed Vehicle Registration	✗
Settle Student Account Balance	✗
Completed FERPA Release Form (optional)	
Completed Outside Scholarships Form (optional)	

HPU Email, Office 365, & OneDrive

Student email accounts are provided via Office 365, which not only provides email functionality but also gives students 1TB of cloud-based storage via OneDrive and the ability to download the latest version of Microsoft Office for use on up to 5 personal devices. You must check this email account, as it is the official communication path from us to you.



- You can quickly see the number of unread messages currently in your HPU inbox and click the Office 365 link to be taken directly to your email account.
- Click the OneDrive icon shown here to go directly to your cloud-based storage.
- To access the Office download, check out the instructions at **Menu -> IT Services -> Student Resources**.



Blackboard

Blackboard is an Internet-based course management tool used by many instructors to offer additional classroom resources. Depending on the course, these additional features may include lecture notes, course syllabi, schedules, handouts, class discussions, and quizzes. As a new student, your Blackboard account will be accessible the Wednesday before classes begin. Not all HPU instructors use Blackboard, and you will only see courses in which the instructor has made the course available.

Self-Service Quick Links

The self-service quick links area provides students with a way to view/accept financial aid awards, to view/modify their course schedule, and to view term balance information, grades, transcripts etc. Select the appropriate link to access each area of the system.

SELF-SERVICE QUICK LINKS
View Schedule
Modify Schedule
Term Specific Balance
View/Accept Financial Aid
Grades
Transcripts
Update Address Information



My Finances

The My Finances web part will give an at-a-glance view of your current balance and any recent payments. Select **View Details** to be taken to term specific balance information, as well as a Make Payment link which will allow you to make one-time payments or setup of a payment plan.

Portal Information

Visit **Menu -> Portal Information** in HPU Gateway to find step-by-step documentation on specific functionality with the portal. Instructions useful for newly admitted students include how to view/accept financial aid awards and how to pay enrollment deposits. After you schedule classes, you will go there to find information regarding viewing your course schedule, locating transcripts and grades, etc.

Software & Hardware Discounts – Microsoft Office is available to all enrolled students **free of charge** via the Office 365 download option mentioned above. Other software is available at discounted prices at <http://www.varsitybuys.com>. Hardware discounts are available from Dell for HPU students. Visit **Menu -> IT Services** in HPU Gateway for details. Other retailers may also provide discounts for students so be sure to check their site when shopping for computer equipment.

IT Services Contact Information

Visit **Menu -> IT Services** for general information regarding campus technology and available resources. Specifically, newly admitted students may be interested in the **Student Resources** page, which contains frequently asked questions as well as instructions for connecting devices to HPU wireless and email.

Contact us for questions regarding:

- available campus resources
- email and wireless setup on personal devices
- problems logging on to HPU systems
- personal computer requirements for campus
- internet connectivity issues for campus
- wireless and Ethernet in on-campus housing

Call or Text: (325)-400-3190

Walk-in: Packer Admin Building, Room 108

Email: helpdesk@hputx.edu

Website: <http://helpdesk.hputx.edu>