

Baylor College of Medicine

Student Technology

First-Time Student Technology User

Checklist

<http://erc.bcm.edu>

FIRST-TIME USER TIPS

- Your @bcm.edu student email address is used for ALL college email communication. You must check this email account.
- For the best experience, use Google Chrome or Mozilla Firefox to access Blackboard and ExamSoft.
- BCM provides free Wifi on campus. Wifi users must use your BCM ECA and password for access.
- For assistance with a User ID/Username or password: contact the Help Desk, it-support@bcm.edu, 713-798-8737.
- For technical support: email erc@bcm.edu

1 Poll Everywhere – Coming this fall

ONLINE POLLING SOFTWARE

- ☐ >> As a poll is displayed to an audience, students submit responses by visiting a specific web site or by sending text messages to our short code number (22333).

2 Blackboard

LOG INTO BLACKBOARD

- ☐ >> Go to <https://bcm.blackboard.com> and enter your username and password. If this is your first time logging in to Blackboard, enter: USERNAME: BCM username (ECA) PASSWORD: BCM username (ECA)
- ☐ >> Change your password: "Tools" >> "Personal Information" >> "Change Password"
- ☐ >> Download the [Bb Student App](#) for your Android, Apple or Windows devices to study on the go!

3 ExamSoft

LOG INTO EXAMSOFT

- ☐ >> Exam Software for: School of Medicine, School of Allied Health & National School of Tropical Medicine
- ☐ >> Go to <http://www.examsoft.com/bcm> and log in with your BCM username and password. Inst Code: BCM
- ☐ >> Download SofTest to your laptop – be mindful of the computer specifications set by ExamSoft
- ☐ >> Exams will be given through SofTest and set to download 24 hours in advance.
- ☐ >> If you try to log in more than 3 times, your BCM account will get locked. Call the BCM Helpdesk at 713-798-8737 and a support person will unlock your account.
- ☐ >> Download Adobe Reader to view attachments in SofTest
- ☐ >> Additional information available at <https://intranet.bcm.edu/?tmp=/mdprog/softest>

4 vBrick

ACCESS TO BCM VIDEO LECTURE STREAMING

- ☐ >> Go to <http://bcm.rev.vbrick.com/> and log in with your BCM username and password.
- ☐ >> Students will only have video access to the classes and years they are enrolled.
- ☐ >> Students do NOT have the ability to download videos. Has the look and feel of YouTube.

5 E*Value

EVALUATIONS SOFTWARE

- ☐ >> Go to <https://www.e-value.net>
- ☐ >> Changing your login and password can be done by going through My Profile.
- ☐ >> Course percentage scores are on My Folio (Med School Pre-Clinical Courses)

6 Comprehensive Academic Management System (CAMS)

LOG INTO CAMS

- ☐ >> Go to <https://www.bcm.edu/education/registrar/student-portal> log in with your BCM username and password
- ☐ >> Unofficial transcripts, Letter Grades, Financial Aid Info, Student Account Info, Student Directory, Elective Registration (MS1)

7 Software

Microsoft Office 365 ProPlus (5 free Installs)

- ☐ >> Go to <http://mail.bcm.edu> => click on the cog wheel, then go to Office 365 settings => click on Software link => click on install
- ☐ >> Virus Protection – Free Symantec Endpoint Anti-Virus Software
- ☐ >> Go to <https://intranet.bcm.edu/?tmp=it/downloads>
- ☐ >> Cloud Storage - Go to <http://box.bcm.edu> - use your BCM username and password to access
- ☐ >> Using "active sync" to receive BCM email (**Server:** outlook.office365.com|**Domain:** bcm|**Encryption:** PEAP)

Engage in ERC Resources

To find the student handbook online, go to:
<http://intranet.bcm.edu/?tmp=/education/erc/survival>

BCM Ethics Integrity Hotline

Students should report all breaches in professional behavior or mistreatment to the Integrity Hotline at (855) 764-7292 or go to the Integrity Hotline Web Portal:

www.bcm.ethicspoint.com

BCM Resources

Registrar's Office

<https://www.bcm.edu/education/registrar/>

DeBakey Building. M210

registrar@bcm.edu

(713) 798-7766

M-F, 8AM - 5PM

Financial Aid Office

<https://www.bcm.edu/education/financial-aid>

Alkek Building, N104

finaid@bcm.edu

(713) 798-4603

M-F, 7:30AM - 4:40PM

Medical School Student Affairs Office

<https://www.bcm.edu/education/schools/medical-school/student-affairs/>

DeBakey Building, M210

stuaff@bcm.edu

(713) 798-4600

M-F, 7AM - 6PM

GYM

BCM Wellness Center

http://intranet.bcm.edu/?tmp=/finance/wellness_ctr/main

Located at TMC Garage 6, 8th Floor

(713) 798-5810

Library

TMC Library

<http://library.tmc.edu>

133 John Freeman Blvd.

(713) 795-4200

Medical Education Curriculum Office

<https://intranet.bcm.edu/index.cfm?fuseaction=home.showpage&tmp=mdprog/home>

DeBakey Building, M220

(713) 798-7760

M-F, 7:30AM - 5PM

School of Allied Health Sciences

<https://www.bcm.edu/education/schools/school-of-allied-health-sciences>

DeBakey Building, BCM115

(713) 798-7694

Graduate School of Biomedical Sciences

<https://www.bcm.edu/education/schools/graduate-school-of-biomedical-sciences>

Alkek Building

(713) 798-4028

gradappboss@bcm.edu

Graduate Medical Education

<https://www.bcm.edu/education/graduate-medical-education>

Alkek Building, Suite 22D

(713) 798-5928

gme-off@bcm.edu

National School of Tropical Medicine

<https://www.bcm.edu/education/schools/national-school-of-tropical-medicine>

DeBakey Building, BCM164A

(713) 978-1199

tropmed@bcm.edu

BCM Security

<http://intranet.bcm.edu/?tmp=/security/home>

Service Building, Room BCM-112H

(713) 798-3000

Bcm-security@bcm.edu

Open 24/7, 365 days a year

Lost and found is located in this office

Student Services

Click to find out about Disability Services, Wellness & Title IX

<https://www.bcm.edu/education/academic-faculty-affairs/student-services>

Alkek Building, 415A

(713) 798-6950

ERC

CIRCULATION DESK: M-F, NOON - 9PM;
WEEKENDS, 9AM-5PM

>> ERC Hours: 24/7

>> Go to Catalog: <http://bcm.follettdestiny.com>

>> Go to <http://erc.bcm.edu> or Email: erc@bcm.edu

>> Email erc@bcm.edu for technical support.

Printing in the ERC

>> In Printer / Copier Room (M208.01), insert \$1.00 into card dispenser to purchase print / copy card.

>> You can add value to the print / copy card at the Copier Station.

>> Once you have added value to the print / copy card, press the plunger to reclaim your card.

>> Logon to ERC computer with BCM userID and password.

>> Open document to print.

>> Select printer queue (ERC_PRINTER for black and white; ERC_COLOR for color prints).

>> In Printer / Copier room, locate print station computer.

>> Login into the print station computer (username:ercprint / password:Baylor01)

>> Insert print / copy card into small card reader on right of PC.

>> On print station, select print job to print.

>> Confirm to send job to printer.

Work in the ERC

Work-Study eligible students, please contact:

Adrienne Hudson (ahudson@bcm.edu,

(713) -798-7760)

Destiny Instructions

>> Go to <http://bcm.follettdestiny.com>

>> Click the ERC Circulation Desk link

>> Click the login in the upper right and enter your BCM username and password

Virtual Private Network (VPN)

ACCESS BCM NETWORK OFF CAMPUS

>> Go to <http://vpn.bcm.edu> to download client

>> Group: ERC-Default - Then enter BCM username and password

>> For assistance with VPN access, contact the Help Desk: it-support@bcm.edu 713-798-8737

>> ONLY the ERC Group works for BCM resources like Up-to-date (not required for Blackboard)

>> NOTE: the ERC VPN may cause your networked peripherals to stop working at home!