

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.
- BCM users will have their computing devices inspected by Cisco ISE technology before connecting to the BCM network (Wired LAN, Wifi, and VPN) to enhance security. (Coming Soon)
- 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

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 Exemplify to your laptop by going to the web address above – be mindful of the computer specifications set by ExamSoft
- ☐ >> 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.

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/Hardware

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
- ☐ >> Apple Computer Discount with .edu email address: <https://www.apple.com/us-hed/shop>
- ☐ >> Microsoft Computer Discount with .edu email address: <https://www.microsoft.com/en-us/education/students/deals/default.aspx>
- ☐ >> 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
- ☐ >> **BCM Cybersecurity Technology Deployment (Coming Soon)**

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/>
DeBaakey 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 - 4:30PM

Medical School Student Affairs Office

<https://www.bcm.edu/education/schools/medical-school/student-affairs/>
DeBaakey Building, M210
stuaff@bcm.edu
(713) 798-4600
M-F, 8AM - 5PM

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
Access digital textbooks and journals, study rooms, free Wifi, HCPL resources available, Interlibrary Loans
<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>
DeBaakey 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>
DeBaakey 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
gradapboss@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>
DeBaakey 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.
- » While 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)
- » Multi-Factor Authentication (MFA) is also referred to as dual-factor authentication. The MFA generates a random six-digit number or "Secure Token", which will be generated on your personal mobile device (search for Dell Defender Cloud). You must use the "Secure Token" to access VPN. For assistance installing and configuring the VPN, contact the ERC.
(COMING SOON)