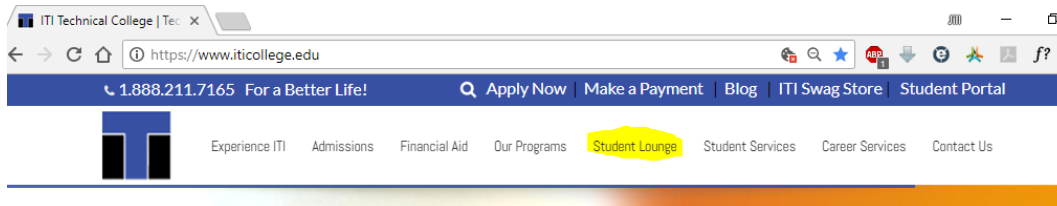# Network Department Welcome Letter

The Network Department would like to welcome you to ITI Technical College. Being a student of ITI's Network gives you access to the Classroom and Library Computers, ITI's Student Portal, and full access to your own Office 365 account. Your login information for these resources is listed on the back of your Student ID. **Please have your Student ID with you whenever on ITI's Campus.**

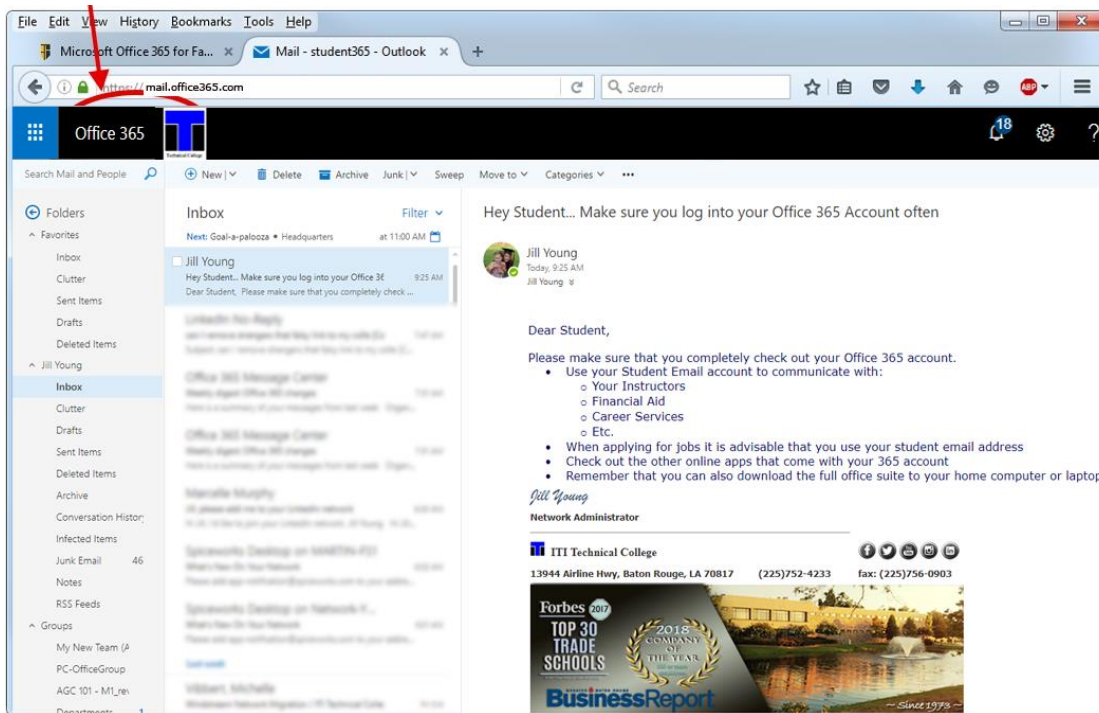If you visit our website, on the white navigation bar, you should see a menu link for the **Student Lounge**.

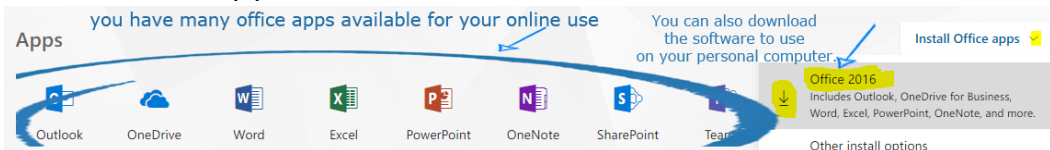**The Student Lounge is the fastest way for you to navigate and communicate with everyone at ITI.**

Please note: The ITI Network Department will setup your Student Email and Your Student Portal Accounts for you, however they will not be accessible until after classes begin. If you experience any issues after the first day of class, please go to the Student Lounge and submit a Network Support ticket.

When you login to your ITI Office 365 account, you should first check out your Student email inbox. Throughout your time here at ITI, you will receive important messages from Admissions, Financial Aid, your Instructors, Career Services, etc. It is important that you check this frequently.

Your 365 account also provides you full access to online versions of Microsoft Word, Excel, PowerPoint and more. Additionally you'll be able to download the latest version of Microsoft Office to your home computer.

Lastly, Make sure to Log into your student portal. This is where you can see the details of your class schedule, your attendance, grades, etc. you can also contact instructors and other departments through your portal.