



**ROBERTS**  
WESLEYAN UNIVERSITY

# Technology Resources Student Guide

**Please walk through each step of this booklet to ensure that all Roberts Technology will work for you. Please call if you need any help.**

## **Included in this guide:**

- 1) Creating/Changing your Password
- 2) Log into the Intranet website (**<https://rwu.roberts.edu>**)
- 3) Checking Your Roberts Google Email
- 4) Logging into your Courses (also known as CMS or Moodle)
- 5) Accessing the Library Resources
- 6) Adding Roberts email to a smartphone or tablet

## **Information Technology Services**

If you need additional support contact the helpdesk:  
**585.594.6898**  
**[helpdesk@roberts.edu](mailto:helpdesk@roberts.edu)**

### **Main Office**

Located in **Anderson Hall**.

The main entrance is in the Quads court yard

### **Hours:**

#### **During Traditional Semester**

Monday - Thursday 8:00am - 8:30pm

Friday 8:00am - 5:00pm

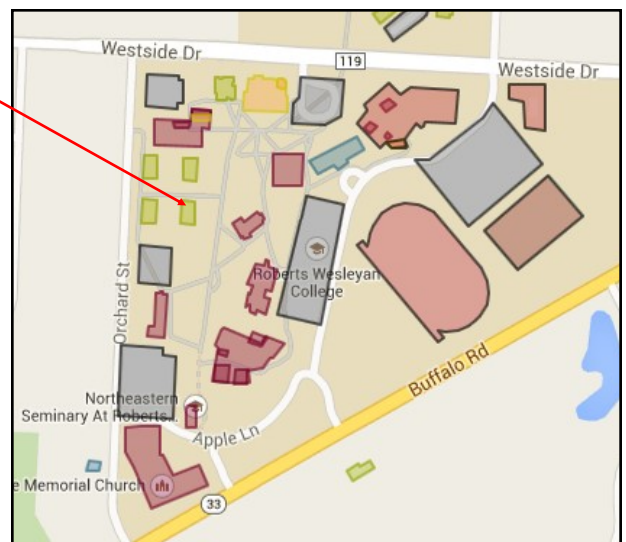
Saturday & Sunday Closed

#### **Summer & Traditional Semester Breaks**

Monday - Thursday 8:00am - 5:00pm

Friday 8:00am - 3:30pm

Saturday & Sunday Closed



# Setting Your Password (First Time)

**1. Open your web browser and type in this web address:**

**<https://www.roberts.edu/changepw>**

**2. Click on "Student" under the Forgot Password/New Account area**



The screenshot shows the 'Forgot Password/New Account' section of the website. A red arrow points from the 'Student' button to the text above it. The page includes a 'Sign In' section with a 'Sign In' button and a 'Forgot Password/New Account' section with a 'Select Your Account Type' label and three buttons: 'Student', 'Faculty/Staff', and 'Alumni/Retired'. Below the buttons is a link to Technology Support: 'If you have trouble changing your password, please contact Technology Support 585-594-6898'.

**4. Fill in the form with the required information.**

**\*\*Note: Your Roberts Email is: lastname\_firstname**



The screenshot shows a form with five input fields and a 'Next Step >>' button. The fields are: 'Last Four (4) digits of SSN', 'First Name', 'Roberts Email (Don't enter @roberts.edu)' (with 'lastname\_firstname' entered), 'Last Name', and 'Date of Birth (MM/DD/YYYY)'. The 'Next Step >>' button is blue and located at the bottom left of the form.

**5. Click on Next Step >> to continue**

**6. Enter your New Password and Re-Type it in the second field to confirm**

**\*\* Be sure to note the password complexity requirements listed at the bottom of the form**



The screenshot shows the password complexity requirements section. It includes two input fields: 'Password' and 'Re-Type Password'. Below the fields is a list of requirements: 'Minimum password length: 8 characters' and 'Strong Password Complexity: Contain characters from three of the following four categories.' The list includes: 1. English uppercase characters (A through Z), 2. English lowercase characters (a through z), 3. Base 10 digits (0 through 9), and 4. Non-alphabetic characters (for example, !, \$, #, %). A red arrow points from the text above to the bottom of the form.

**Minimum password length:** 8 characters  
**Strong Password Complexity:** Contain characters from three of the following four categories.

1. English uppercase characters (A through Z)
2. English lowercase characters (a through z)
3. Base 10 digits (0 through 9)
4. Non-alphabetic characters (for example, !, \$, #, %)
5. **Do not** use either your first name or last name as part of your password

[Change Password](#) or [Cancel And Go Back](#)

**7. Click CHANGE PASSWORD**

**\*\*This will set up your password for: RWU Intranet, Self Service, and CMS/Moodle.**

# Changing Your Password

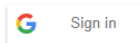
**1. Open your web browser**

**2. Type in this web address: <https://www.roberts.edu/changepw>**

**3. Click on Sign in to change your password**

Sign In

To change your password, sign in with your Roberts account below.



Forgot Password/New Account

Select Your Account Type



If you have trouble changing your password, please contact Technology Support 585-594-6898

**4. Sign in with your current Roberts Email and Password**

**5. Enter your New Password and Re-Type it in the second field to confirm**

\*\* Be sure to note the password complexity requirements listed at the bottom of the form

## Change Your Password

Welcome glantz\_patrick@roberts.edu!

Enter Your New Password:

Password

Re-Type Password

**Minimum password length:** 8 characters

**Strong Password Complexity:** Contain characters from three of the following four categories.

1. English uppercase characters (A through Z)
2. English lowercase characters (a through z)
3. Base 10 digits (0 through 9)
4. Non-alphabetic characters (for example, !, \$, #, %)
5. **Do not** use either your first name or last name as part of your password

[Change Password](#) or [Cancel And Go Back](#)

**6. Click CHANGE PASSWORD**

\*\*This will set up your password for RWU Intranet, Self Service, and CMS/Moodle.

# Log into the Roberts Intranet

## 1. Open your web browser:

\*\* Google Chrome or Mozilla Firefox are recommended

## 2. Type in the following address: <https://rwu.roberts.edu/>

## 3. Type in your Roberts Email in the username box: lastname\_firstname@roberts.edu

## 4. Type in your Roberts Password

If you do not have a Roberts password, one can be created by going to: [www.roberts.edu/changepw](http://www.roberts.edu/changepw)

## 5. Use the following links:

**Academics:** Contains links to the Check Sheets, Course Catalog, Registration, Learning Center, etc.

**Students:** Contains links to the Student Handbook, Employment, Counseling Center, Student Life and other helpful sites.

**Campus:** Contains links to Library, Athletics, Bookstore, Dining Services, Campus Safety and more.

**Email Center:** Check your Roberts email (Gmail)

**Self Service:** This is where you access Grades and Class Registration

**Courses:** Shows a list of your courses. Click on a course and you will be asked to log into CMS/Moodle for that course.

The screenshot shows the Roberts Intranet homepage. At the top, there is a navigation menu with links for Academics, Students, Administration, Campus, and Faculty & Staff. Below the navigation is a banner image showing students in a classroom. Underneath the banner are two blue buttons: "Click here for Roberts Cybersecurity / FERPA / Policy Training" and "Click here for Course Material/Textbook Information". A message box says "Hello to the new Self-service! R-serve is now Self-Service and can now be found at <https://selfservice.roberts.edu>. For training on the new system, go to the Self-service training page found under IT Services". To the right of the message are icons for Email, Calendar, and Social Media. Below the message is a section for "UPCOMING EVENTS" with dates May 1. Further down is a "MY COURSES" section with a "View" button and a "Current Courses" dropdown. The courses are listed in alphabetical order and grouped by semester: Fall 2023, Summer 2023, Spring 2023, and Fall 2022. Each semester has a link for "CSCI 1010 OL1 CLAB - Introduction to Computers & Applications (TERMA)" or "Applications (TERMB)".

ROBERTS INTRANET  
WESLEYAN UNIVERSITY

Academics ▾ Students ▾ Administration ▾ Campus ▾ Faculty & Staff ▾

Click here for Roberts Cybersecurity / FERPA / Policy Training

Click here for Course Material/Textbook Information

Hello to the new Self-service! **R-serve is now Self-Service** and can now be found at <https://selfservice.roberts.edu>. For training on the new system, go to the Self-service training page found under IT Services.

ROBERTS WESLEYAN UNIVERSITY

NORTHEASTERN SEMINARY

RWU Links ▾

Your Links ▾

**UPCOMING EVENTS**

May 1 May 1 May 1 May 1

**MY COURSES**

View Current Courses ▾

(courses listed in alphabetical order)

Fall 2023

[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMA\)](#)

Summer 2023

[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMB\)](#)

Spring 2023

[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMB\)](#)

Fall 2022

[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMB\)](#)

# Logging into Courses (CMS/Moodle)

1. Open your Web Browser
2. Go to the Roberts Intranet  
<https://rwu.roberts.edu>

3. Log into the Intranet

4. Click on name of your course

## My COURSES

View Current Courses ▾

(courses listed in alphabetical order)

Fall 2023

[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMA\)](#)

Summer 2023

[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMB\)](#)

Spring 2023

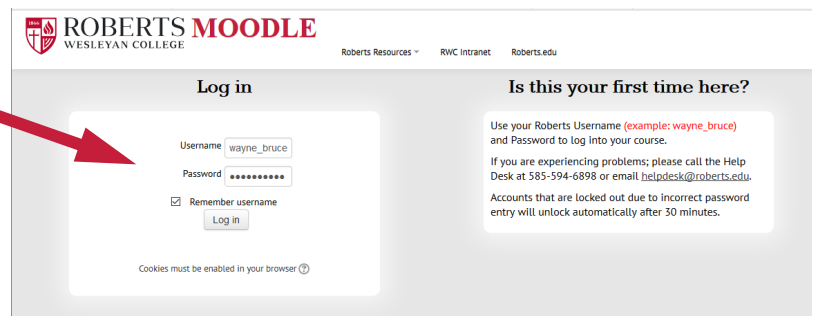
[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMB\)](#)

Fall 2022

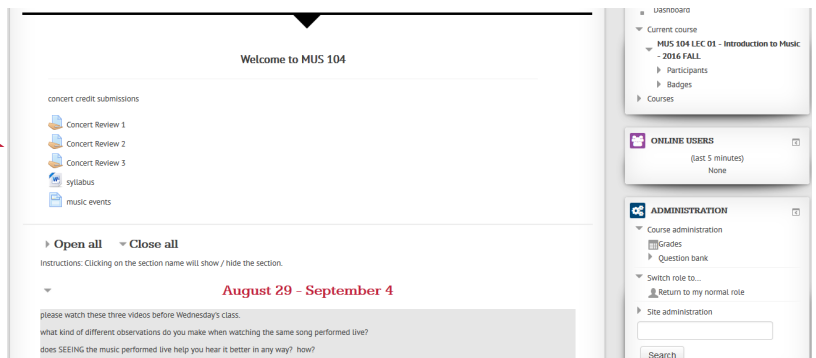
[CSCI 1010 OL1 CLAB - Introduction to Computers & Applications \(TERMB\)](#)

5. Log into the Course (CMS/Moodle)

Username:  
lastname\_firstname



6. Now you can view any class information that your instructor has posted



# Accessing the B. Thomas Golisano Library

<http://library.roberts.edu/>

The screenshot shows the library's homepage with a red navigation bar at the top. The navigation bar includes the logos for Roberts Wesleyan College and Northeastern Seminary, followed by links for RESEARCH, SERVICES, ABOUT, a search icon, and ASK US | CONTACT. Below the navigation bar is a large banner image of the library building at night. Overlaid on the banner is a 'TODAY'S HOURS' box stating 'Tuesday, November 29: 8 am - midnight' and a red box with the text 'B. Thomas Golisano Library'. Below the banner are two main content areas: 'SEARCH FOR...' and 'NEWS & EVENTS'. The 'SEARCH FOR...' section has buttons for 'Books/Media' (Golisano Library Catalog, WorldCat), 'Journal Articles' (Electronic Resources), and 'Journal Titles' (Search). The 'NEWS & EVENTS' section features a '#IntlWriteIn' event with a 'VIEW ALL' link and a '#NaNoWriMo Celebration & Open Mic on 12/1' event.

Start the search by selecting from the Golisano Library Catalog or Electronic Resources.

By Selecting Electronic Resources, you will enter into our vast database of Journals, Articles, Books and many other resources. →

## Need Assistance...

Contact a Library clicking on Ask Us, or Contact at the top right corner of the page.

## Electronic Resources

Search the list below of Golisano Library electronic resources to find what you need

The screenshot shows the 'Electronic Resources' search interface. At the top, it displays '112 Electronic Resources' and a search box with a 'Go' button. Below the search box are three dropdown menus: 'All Subjects', 'All Electronic Resource Ty', and 'All Vendors / Providers'. A navigation bar with letters A through Z and a '#' symbol is visible. Under the heading 'Electronic Resources found', there is a section for 'A' with a list of resources: ABI/Inform Complete, Academic OneFile, Academic Search Complete, AccessScience, and AccessScience Biographies. Each resource entry includes a small icon and a right-pointing arrow.

# Adding Roberts Google Email to a Smart Device



Each type of smart device has a different setup process for your Roberts Google Email Account.

Below is the information you will need to know in order to setup your Roberts Google Email Account

## Option 1

**Step 1: Download the Gmail App from the App Store (Free)**

**Step 2: Sign in using your Roberts Email Address and Password**

## Option 2

**Step 1: Open your Email Settings on your device**

**Step 2: Choose to Add a New Account**

**Step 3: Choose “Google” as the account type**

**Step 4: Enter your Roberts Email Address and Password**

