HELP DESK SUMMER HOURS
MONDAY 8 AM - 8 PM
TUESDAY 8 AM - 8 PM
WEDNESDAY 8 AM - 8 PM
THURSDAY 8 AM - 8 PM
FRIDAY CLOSED
SATURDAY 8 AM - 3 PM
SUNDAY CLOSED

ID CENTER SUMMER HOURS
MONDAY 2 PM - 4 PM
TUESDAY 2 PM - 4 PM
WEDNESDAY 2 PM - 4 PM
THURSDAY CLOSED
FRIDAY CLOSED
SATURDAY CLOSED
SUNDAY CLOSED

Embedding Images with Gmail

Click the Gear Image & Select Settings in Drop Down Menu. Next, Click the Labs Tab. Scroll down to Inserting Images. Make Sure Inserting Images is enabled.

Next, Compose a New Message. On the bottom of the message window, Click the Insert Image icon. Google will provide an option to either embed an image from My Computer or a Web Address (URL). Click the Choose File button. Double-Click on the File desired and Click OK.
Bloomfield College has installed a time lapse camera to record and archive construction of the new Franklin dorm. Images similar to the photo pictured above will be recorded at regular intervals and after the 18 month construction project is complete, a time lapse video of the entire project from start to finish will be produced.

In addition, a special webpage will be set up which will feature regular project updates and images from the current stage of construction. Once the project is complete, the time lapse video will be screened and then archived.

HELP DESK’S NEW LOCATION!
The Office of Information Technology will be moving to their new location, 185 Liberty Street in the month of July 2013.

HELP DESK TRAINING SESSIONS
Training Sessions are available now to any faculty/staff needing assistance with the technology utilized at Bloomfield College. Seat availability will be limited so please contact the Help Desk to RSVP and set up an appointment. What technology would you like to see covered in a Tutorial? Let us know by contacting Help Desk at HELPDESK@bloomfield.edu

PROTECT YOURSELF FROM EMAIL & WEB SCAMS!
We would like to remind you to never click links or respond to emails requesting your password or personal information.

The Information Technology department will not ask for your password via email and you will always work with us on a one-on-one basis.

Our anti SPAM firewall and web filters are constantly working to keep BC email safe, secure, and user friendly. If you believe you have been a victim of a phishing or web scam please contact the Help Desk. You may also visit the Microsoft Resource Center for more information.
Bloomfield College strives to provide convenient, reliable and error free printing services. Therefore, the College is currently testing a new feature to allow synchronization between the print management system and BC Pass. As part of the process, the College has changed the “page” based currency system to a print allocation represented in dollars and cents. Testing will continue throughout the summer. Once this is completed, an email with full details will be sent out in the month of August.

STOP DONT MOVE THAT COMPUTER!

Please be advised that computers and other IT equipment should not be removed from their locations. Please notify The Help Desk of any extra, unused, or discovered equipment at 973 748 9000 Ext: 1224.

GONDOR’S CORNER

KEEP YOUR LAPTOP SAFE YOU MUST

http://bloomfield.edu/resources/helpdesk/Gondors-Corner

The BCPass card is the College’s official means of identification, enabling students, faculty and staff to access essential services and facilities on campus, including dining halls, libraries, events, recreation centers, campus building access and more. The BCPass card is an official ID card and will also be accepted by Bloomfield College to verify your identity when conducting personal business with the College such as the Bursar, Financial Aid, Health Services and other departments of the College where personal and confidential information will be exchanged. The BCPass card is also used for monetary transactions for BC Flex, BC Bucks, and BC Books.

Bloomfield College has a responsibility to protect the identity of its students, faculty and staff and must ensure that personal information is not shared unless appropriate identification is provided. As an institution, Bloomfield College is bound by FERPA (Family Educational Rights Privacy Act) regulations that are intended to protect the privacy of the students’ education records and Federal HIPPA (Health Insurance Portability and Accountability Act) regulations that are intended to protect the privacy of health records. Therefore, the identification verification process required prior to issuance of the BCPass ID card requires official forms of identification as outlined in this policy.

Students, Faculty and Staff Obtaining a BCPass ID Card for the first time MUST show One (1) piece of Government Issued Photo ID such as:

- United States issued driver’s license
- Passport (any country)
- Alien Registration Card
- State ID
- Military ID
- Non-Driver ID

(https://www.state.nj.us/njrvc/Licenses/NonDriverID.htm)

Replacement ID for Students, Faculty and Staff (i.e. damaged, lost, stolen) require the following ID:

- Receipt from Bursar’s Office showing $10 payment for the cost of the replacement BCPass ID Card and One (1) piece of government issued photo ID such as those indicated above.

- OR -

- Receipt from Bursar’s Office showing $10 payment for the cost of the replacement BCPass ID Card and TWO (2) pieces of ID from the following list:
  - High School ID, Employer ID or other college ID
  - Bloomfield College bill addressed to home
  - Credit Card
  - ATM Card
  - Official birth certificate
  - Official marriage license
  - Official social security card
  - Bank Statement or record
  - Health or Dental Insurance Card or Prescription Card

We know that protecting your identity is important to you and it is important to Bloomfield College too. Thank you for participating with us in protecting your identity.