

Date: 8/20/08
To: Students in BCA-101-W001 Intro to Comp and Info Systems (2008FA)
From: Mike Dirksen
Re: Course information

Welcome to Intro to Computers and Information Systems, I am your instructor, Mike Dirksen. Below is my contact information:

Mike Dirksen
dirksmik@niacc.edu
422-4145 NIACC office phone
<http://web.niaccist.niacc.edu/~dirksenm>

Note: If any of the links do not work directly, you may have to copy and paste them into your browser.

Some information exist on my website concerning courses I teach, but the main resource for current information on courses being taught this term is in the course management system called ANGEL. There is a link on the lower right of my website to ANGEL, instructions to access are below. The course material is not available till August 25th and I will be adding material during the term. The entire course can be completed using the Internet, Internet recourses, and the Microsoft Office Package. I will communicate with you via your NIACC email (explained below), use the email listed above to communicate with me.

To log on to your NIACC ANGEL online course as a student you must be connected to the Internet and using Internet Explorer 6 or 7, or the [Mozilla Firefox](#) browser. Older versions and other browsers may not work properly.

Please use your NIACC e-mail account when communicating with me for this course. NIACC is now using the NIACC student e-mail address as the official e-mail communications with students and you may be receiving registration information, financial aid information, billing and other notices via your NIACC e-mail address.

The same username and password are now used to access your ANGEL online courses, your NIACC student e-mail and your account to log in to the NIACC computer labs. (WebAdvisor for class schedules and grades has a different login). If you have recently taken classes at NIACC prior to this semester, please use your current e-mail/lab username and password to log in to ANGEL.

In most cases your **username** will be your FIRST initial, MIDDLE initial and ENTIRE LAST NAME, but in some cases may have a number at the end.

Your **password** is a formula set up like this:

- first character of your first name in upper case,
- first character of your last name in lower case,
- two dollar signs (\$\$),
- the last four digits of your Social Security Number.

Such as - Js\$\$1234 (this is just an example - not your password)

****This is important**** If you previously changed your password for your login in the NIACC computer labs, or NIACC e-mail then it has also been changed for logging in to ANGEL. At this time you can only change your password when logged in to a computer in a NIACC computer lab. If you enter your password incorrectly three times you will be locked out of your account for 20 minutes.

To access your ANGEL course

Connect to <http://www.niacc.edu/online/ANGEL/>

Click on the link to Log in to ANGEL

Enter your username and password.

The Student Quickstart guide for ANGEL 7.2 can be found here -

<http://www.niacc.edu/online/ANGEL/>

Please Note: In order to use ANGEL you must have your pop-up blocker disabled or set to allow pop-ups from angel.niacc.edu. Also if links do not work directly, you may have to copy and paste them into your browser.

If you are properly connected to the Internet and can access NIACC's home page at <http://www.niacc.edu> but are having problems logging in to the ANGEL course at <http://angel.niacc.edu/> please contact NIACC's Technical support staff by filling out the online form at <https://www.niacc.edu/ssl/websupport.htm> , or call 641-422-4231 or 888-466-4222 ext 4231. Identify the name of the course, the term (Spring, May term, Fall, etc , we are Fall) and the instructor's name when requesting assistance, Mike Dirksen.

NIACC Student E-mail - Did you know that all students - even those taking only online courses - have a NIACC e-mail account? Your e-mail account is already set up and working. You can access your e-mail account by going to the NIACC homepage and clicking the link to NIACC E-Mail. Your NIACC e-mail username will be the same as for ANGEL and logging in to the student computer labs. Your e-mail address will end in @niacc.edu such as jbsmith@niacc.edu. Please let me (your instructor) know when you have your NIACC e-mail account working by sending me an e-mail note from that account.

If you need technical assistance or need to reset a password please fill out the online form at <https://www.niacc.edu/ssl/websupport.htm> .

Your first task is to complete the following and email me the results:

1. Locate and review the syllabus on my web site
2. Locate and review the timeline on my web site
3. Figure out what Microsoft Office package you have; Office 2003, Office 2007, or something else
4. Does your Office package have Access (database package)
5. Take care of getting the required books, listed on syllabus; **note:** contact me first if you do not have the Microsoft Office package or access to it.

Email me as soon as possible with the above information so I know we have connectivity. The majority of the information you will need to complete the course will be in ANGEL.

Thanks and we will keep in touch!

MD