

Quick Help Guide: IT

IT Help Desk: (567) 661-7120

OZONE

- New Owens students can activate their account at sspr.owens.edu.
- Your **username** is your full first name, underscore, and full last name followed by @owens.edu. *Example: Joe Student would have the user name joseph_student@owens.edu.* Some usernames will have a number following the last name due to students having a common name.
- Information is posted on *Cards* on your *Dashboard* (homepage). To find *Cards*, select *Discover* from the top left *Menu* (three horizontal lines by Owens' logo) or click *Discover More* from at the bottom of your dashboard.
- Locate your **Owens Student ID (OCID)** number in *Student Profile* by clicking the circle in the top right corner of Ozone.
- For questions about password reset or duo-authentication, please call **(567) 661-7120** or view the FAQs by visiting owens.edu/faq.

STUDENT EMAIL

- Your **Owens student email address** is your full first name, underscore, and full last name followed by @student.owens.edu. *Example: Joe Student's Owens student email address would be joseph_student@student.owens.edu.*
- Access your student email through the *Quick Links* card in Ozone.
- You can download the Gmail app to your phone and enter your student email address and password for easy access to your email account.
- Check your Owens student email daily and always use your student account when emailing someone at Owens.

BLACKBOARD

- In your Ozone account, select *Blackboard* in the *Quick Links* card.
- To access your Courses, select the *Courses* tab on your Blackboard homepage.
- For Blackboard assistance, select the *Tools* tab and click on *Blackboard Learn Help for Students*.
- Your course shell will be available to view on the first official day of class for each semester.
- For questions and more information, contact e-Learning at owens.edu/distance_ed.



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