

CO-LIN

TECHNOLOGY INFORMATION

Technology Department Help Line: 601-643-8685

Monday–Thursday, 8:00 AM–4:00 PM · Friday, 8:00 AM–12:00 PM

MyPack

This portal contains information about classes, attendance, financial aid, student records, books, etc. If the website is not available, log on directly at <https://access.colin.edu/accws/isclogin.pgm>

To log on:

- Username: 6-digit ID
- PIN: **6-digit Date of Birth**, then prompted to change password

Canvas

Accessing Your Courses

Go to the Co-Lin home page (<https://www.colin.edu>) and click the Canvas link, or go directly to Canvas at <https://colin.instructure.com/>

- Enter your username. Your username is your student email address. (**FLastname3456@st.colin.edu**)
- Enter your password. Your password is your Microsoft 365/Main Password.
- Select the blue **Log In** button on the screen.

Browser Recommendation

It is recommended that you use the latest version of [Chrome](#).

- To download Chrome, go to <http://www.google.com/chrome>
- If you are using a computer in a lab environment, at work, or somewhere without the recommended browser, Chrome can be run from a USB drive: http://portableapps.com/apps/internet/google_chrome_portable

Login Problems

- Make sure that you are entering your complete Co-Lin email address for your username.
- Make sure that you are entering your Microsoft 365/Main Password (the same password you use to sign in to the Co-Lin network).
- If you are unable to access your course but see it on your list of courses in Canvas, please contact your instructor to find out if the course has been published. If the instructor has published the course, click **Courses** in the course navigation, then **All Courses**.
- For additional help, click the Help link once you log into Canvas.
- If you have any other issues with Canvas, please contact eLearning at elarning@colin.edu.
- For any other account or login issue, call the Technology Help Line at **601-643-8685**.

Network Logon

This log-in is how you will sign in to any network computer on campus.

- Username: 6-digit ID

- Password: **Main Password**

WiFi

WiFi is available all over Co-Lin's campuses. To access the free connections available, please use the following log-in information.

Network: CoLin-Public

Password: backthepack

Network: WolfDenWiFi (dorm students)

Password: wolfdenvifi2022

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Co-Lin Email (Microsoft 365)

Students are required to use their college-issued email address for communication with instructors. Your email address is your first initial, last name, and the last four digits of your student ID# @st.colin.edu.

Example: James Willis, ID# 123456, would be jwillis3456@st.colin.edu

To access your Office 365 email account:

- Go to www.colin.edu/mypack
- Click "Email".
- Initial password must be created using the "Forgot my Password" link. Cell number and/or alternate email on file must be correct.
- This will become your **Main Password**.

IMPORTANT

Keep your mobile number and personal email address accurate and up to date with **Enrollment Services**. This information is synced directly to your Microsoft 365 account and is what keeps your account secure and recoverable if you ever lose access.

Multi-Factor Authentication is Required

Multi-factor authentication (MFA) is required on all Co-Lin Microsoft 365 accounts. MFA protects your account by requiring a second verification step — in addition to your password — when you sign in.

Microsoft Authenticator

Microsoft Authenticator is a free mobile app and the recommended way to complete this second step. After setting up your school email account, you will typically be prompted automatically to set up Microsoft Authenticator the first time you sign in. If you are not prompted, download the app and follow the steps below.

1. Microsoft Authenticator App

- Download the Microsoft Authenticator app from the App Store (iOS) or Google Play Store (Android).

2. Sign In

- *Note: you will need the app installed on your phone and access to a computer.*
- On the computer, open a web browser and go to <https://myaccount.microsoft.com>
- Log in with your student email and password.
- When prompted to set up security verification, select **Next**.
- Open the Microsoft Authenticator app on your mobile device.
- Tap **+ Add Account**.
- Select **Work or School Account**.
- Choose **Scan a QR Code**.

3. Scan the QR Code

- A QR code will appear on your computer screen.
- Use the Authenticator app to scan the code.
- Your school account will automatically be added.

4. Approve the Test Notification

- Select **Next** on your computer.
- A notification will be sent to your phone. Open it and select **Approve**.
- If prompted, enter the number displayed on your computer screen.

5. Complete Setup

- Wait for verification to complete, then select **Done**.
- Your account is now protected with Multi-Factor Authentication (MFA).

Getting a New Phone?

NEW

If you get a new phone, add Microsoft Authenticator to it **before** setting up or removing the app from your old device:

- On your new phone, sign in at **<https://myaccount.microsoft.com>**
- Go to **Security Info** and choose **Add sign-in method** to add Microsoft Authenticator on the new device.
- Once confirmed working, you can remove the old device's entry if you like — but it isn't required.

If you no longer have access to any device you've registered and cannot sign in, call the Technology Help Line at **601-643-8685** for assistance.

Future Sign-Ins

When signing in:

- Enter your username and password.
- Check your phone for an Authenticator notification.
- Approve the sign-in request.
- Complete number matching if prompted.