



Access to Electronic Services for Faculty

Your Ramapo username provides access to:

- E-mail
- My Ramapo/Luminis Portal
- Banner Self-Service for Faculty & Employees (ONLY via My Ramapo)*
- WebCT
- Personal Web Site Space on phobos.ramapo.edu
- Library Resources and Services
- Wireless Access On Campus

Help Desk: 201-684-7777 or helpdesk@ramapo.edu. Hours: 7:30 a.m. – 7 p.m.

To report problems with computer hardware, software or any service listed below, contact the help desk.

Ramapo account activation (for new users): <https://its.ramapo.edu/emailweb/email-activation.html>

Password changes: <https://its.ramapo.edu/emailweb/password-changes.html>

E-mail Login: <https://mail.ramapo.edu>

E-mail Information and Frequently Asked Questions: <http://its.ramapo.edu/emailweb.html>

User guides and client settings: <http://its.ramapo.edu/downloads.html>

My Ramapo/Luminis Portal (provides course homepages, calendars, e-mail, groups, intranet information, access to Banner self-service, and conveners can send targeted announcements to students in their major)

Login: <http://my.ramapo.edu>

Questions and training: contact Trish Williams at 201-684-7526 or pwilliam@ramapo.edu

User guides and information: <http://phobos.ramapo.edu/portal>

WebCT (online course management system)

Login: <http://webct.ramapo.edu>

Course set-up and tutorial information: contact Ray Fallon at 201-684-6808, rfallon@ramapo.edu; or John Bragg at 201-684-6852, jbragg@ramapo.edu

Questions and training: contact Scotty Massimo at 201-684-6816, vmassimo@ramapo.edu

Links to Help at BlackBoard: <http://its.ramapo.edu/tec/webct-guides.html>

Banner Self-Service (Note: there are two different ways to login to self-service)

* **Login using Ramapo username - method 1:** Banner self-service can be accessed by logging into My Ramapo <http://my.ramapo.edu> go to the "Employee Resources" tab or the "My Courses" tab and follow the "Web Self-Service" link.

Login using Banner ID (R#) - method 2: <http://www.ramapo.edu/webresources/webfaculty.html>

Forgot your Banner ID? Look on your paycheck, recap timesheet, or e-mail registrar@ramapo.edu

Forgot your PIN? Initial PIN is your date of birth (ddmmyy). Subsequently, use "Forgot PIN" button on login page.

For Access Disabled Error Message: call the Registrar's Office at 201-684-7695

- **Faculty Services:** View class lists, teaching schedules, room assignments, advisees academic information, course registration overrides, submit grades
- **Employee Services:** View benefits, deductions, pay information, tax forms, leave balances, job title summary; update student time sheets; view and/or update your personal information.

Faculty Web Site Space on phobos.ramapo.edu

Learn how to set up a Web page: <http://its.ramapo.edu/emailweb/setup-spam-your-website.html>

Library Electronic Resources: Library Web site: <http://library.ramapo.edu>

Login to the library databases: <http://library.ramapo.edu/databasesatoz.htm>

Use "Journal Finder" under "Quick Links" to find the full text of journals in our print and electronic collections.

"Library Services" includes "Course Reserves," "Information Literacy" instruction, and "Inter-Library Loan" request forms.

Academic Media Services:

All requests for equipment must be sent to media@ramapo.edu. We require 48 hours notice for all classroom media requests.

Resources and reservations: <http://ww2.ramapo.edu/facultystaff/ams>

Additional information can be found at <http://phobos.ramapo.edu/~media>

For all other inquiries, please call the Media Office [Room H-201] at 201-684-7400.

Computer Labs (locations, set-ups, schedules): <http://its.ramapo.edu/labs.html>

Instructional Design Center:

Faculty can visit the Instructional Design Center for drop-in use of specialized computer equipment, or for training, help resolving a problem or developing a special project. For more information: <http://its.ramapo.edu/tec/resources.html> or call 201-684-6816 or 7103

Telephone and Voice Mail: Voice Mail set-up instructions: <http://its.ramapo.edu/telecomm/voicemail.html>

Telephone Services (placing a call, forwarding, etc.): <http://its.ramapo.edu/telecomm/telephone-service.html>

Alert Me Now: Ramapo's Emergency Notification System. For more information or to sign up now: <http://www.ramapo.edu/signup>