

Contact MDCHS Office of Information Technology (OIT) for any issues unless otherwise stated

List of things students need to do prior to their course starting:

1. Make sure you have changed your temporary password per the email you received. If you are having trouble getting your password changed contact Main campus OIT at (540) 887-7075 or email support@marybaldwin.edu for assistance.
2. Make sure you can log into your Mary Baldwin email account using your new password.
<https://mail.google.com/a/marybaldwin.edu>
3. Make sure you can log into your myMBU account using your new password.
<https://mymbu.marybaldwin.edu>
4. Make sure you can log into Canvas.
<https://www.marybaldwin.edu/canvas>
 - a. Select “Mary Baldwin Credentials” and enter your username and password when prompted.
5. From Canvas click on the course MDCHS101: MDCHS General Information and complete the following menu items at the bottom of the page. We will go over the other menu items in this course during your on-site orientation.
 - a. Home page - who we are and how to contact us.
 - b. Respondus Lockdown Browser- download Respondus Lockdown browser.
 - c. Office 365 – how to get the free university version if you don’t already have it.

Please note that your other courses may not show in blackboard until your instructor makes them available.

If you have any issues or questions, feel free to contact MDCHS OIT at any time.

MDCHS OIT CONTACT INFORMATION:

(540) 887-4045

Email:

Tyler Matherly at mdchsoit@marybaldwin.edu