Getting Started with Technology

As a new member of the University community you'll want to begin using technology almost immediately. This page is designed to get you connected with the various technology resources at the Sawyer Business School.

Getting Started - For Faculty

1. Get Your Suffolk University ID

Your Suffolk University ID is a unique seven digit number used by the university to identify you on campus. You should have received a copy of your ID number from the Sawyer Business School Dean's Office. If you are unsure about your ID, contact the staff assistant for your department.

2. Logging in to Suffolk Accounts

You will be given *two* user accounts; one for your office computer/email and one for the University portal. Each account requires a user name and a password, but the user name for both accounts is the same. You are given a temporary password to login initially to your computer which you must change upon logging in. Changing the password to your computer will also change the password to your email account.

Signing in to your Computer Account

To use any of the computer facilities (labs, classrooms, offices), you must obtain a computer account.The purpose of this account is to gain access to your office computer, its applications, and the university network.

Sign in to your Suffolk Email

Every member of the Suffolk University community is provided with a Suffolk email account. You should have received your email user name and temporary password in your welcome letter from the Dean's office. Once you login to your email account you will be prompted to immediately update your temporary email password. Please be sure to adhere to these specific requirements.

You can connect to your Suffolk email via the web at http://umail.suffolk.edu or by using an email client. Microsoft Outlook® is the default email software for members of the Suffolk community.

Sign in to MySuffolk Portal

Your second account is to the University portal, MySuffolk. It provides access to campus announcements, grading, and essential information about your courses and students.In addition, it provides access to Blackboard, our learning management system, and convenient links to other university resources.

Your portal account consists of a username and password. Your user name is the same as for your email and computer account. If you have not yet received your login information, please contact the University Service Desk at (617) 557-2000, 8:30 AM – 8:00 PM Monday – Friday. You will need to provide the Service Desk personnel with your University ID number in order to receive login information.

Sign in for wireless internet

Every member of the Suffolk University community can access wireless internet on campus. You will need to use your Suffolk email username and password to sign in.

3. Getting an Office Computer

Once you get to campus, OTM provides standardized, fully-configured Windows computers to every full time faculty and staff member. We provide current hardware and software as part of this package. If you need additional research or academic software, please speak first to your department chair, who will then contact us with your request.

4. File and Storage Space

OTM provides secure file storage for full-time faculty and staff through My Documents and shared network drives.

Once you have received your Computer Account, you will have access to My Documents (H Drive, your individual file space), a department shared drive (a common drive for all members in your department), and the faculty research drive (Z drive, a common drive for all Business School faculty).

Save class materials, research, and presentations to these drives, where they'll be safe, backed up, and accessible to you on or off-campus.

5. Accessing Blackboard

Blackboard is the university's learning management system (LMS) that allows faculty to enhance their on-campus courses with online components. It provides a state-of-the-art teaching and learning environment that streamlines course management for faculty, offers capabilities to help improve student outcomes, and creates powerful institution-wide efficiencies.

Blackboard also powers our distance education courses, including our fully online MBA program. You can access Blackboard once you login to MySuffolk. Courses you are teaching will be automatically available to you each semester.

6. Software for Teaching and Research

Software provided for faculty and staff includes desktop applications, productivity suites, and more. Here is the current list of available software. Software for research can be found here.

To request additional software or software not listed, contact your department chairperson. Once approval is granted, OTM will take steps to provide you the necessary software.

7. Technology in the Classroom

Most of our classrooms are state-of-the-art and well-equipped with multimedia technology, offering the ideal learning environment for both students and instructors.

8. Computing Facilities

In addition to your office computer and equipment, we offer general computing facilities in the Sawyer Building and Sargent Hall. The Sawyer Computing Center is located on the 5th floor and is designated for use by students, all faculty, and staff. A Suffolk University ID is required to use the Center. The Sargent Hall Computing Center is located on the 6th Floor.

9. Training

The Office of Technology Management offers a menu of training options throughout the year that include face-to-face workshops, one-on-one consultations, and online workshops. Sessions include a variety of teaching and learning-related topics, as well as topics on productivity and research. TrainingBytes is one of the initiatives we offer.

10. Getting Help

If you have any questions or need assistance, please contact us.

Getting Started - For Students
1. Get Your Suffolk University ID

Your Suffolk University ID is a unique seven digit number used by the university to identify you on campus. If you are unsure about your ID, contact the Registrar's Office.

You may obtain your Suffolk University ID card from the University Police office located in the lobby of the Sawyer Building.

2. Logging in to Suffolk Accounts

You will be given *two* user accounts; one for email and one for the University portal. Each account requires a user name and a password, but the user name for both accounts is the same.

Sign in to your Suffolk Email

Every member of the Suffolk University community is provided with a Suffolk email account. You should have received your email user name and temporary password from the Registrar's Office.

You can connect to your Suffolk email via the web at http://umail.suffolk.edu or by using an email client. Microsoft Outlook® is the default email software for members of the Suffolk community.

Contact the University Service Desk if you are having trouble signing in.

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Sign in for wireless internet

Every member of the Suffolk University community can access wireless internet on campus. You will need to use your Suffolk email username and password to sign in. Contact the University Service Desk if you are having trouble signing in.

3. Accessing Blackboard

Blackboard is the university's learning management system (LMS) that gives students 24/7 access to course materials, and allows faculty to enhance their on-campus courses with online components. It provides a state-of-the-art teaching and learning environment for faculty and students.

Blackboard also powers our distance education courses, including our fully online MBA program. You can access Blackboard once you login to MySuffolk. Courses you are taking will be automatically available to you each semester.

4. Computing Facilities

We offer general computing facilities in the Sawyer Building and Sargent Hall. The Sawyer Computing Center is located on the 5th floor and is designated for use by students, all faculty, and staff. A Suffolk University ID is required to use the Center. The Sargent Hall Computing Center is located on the 6th Floor.

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If you have any questions or need assistance, please contact us.