

Student Computer Account

CAMPUS NETWORK ACCESS

Your computer account is created shortly after you pay your enrollment deposit. Your username and password can then be retrieved through the RAIL system. It will allow you to access:

- campus-owned computers
- internet in residence halls
- wireless network
- Shepherd email
- personal network disk space
- shared network disk space
- Sakai—learning management system
- RamPulse

For more information about computer buying guidelines, how to register a personal computer, and how to connect a game console to residence hall internet, please visit www.shepherd.edu/itservices/for-new-students.

INITIAL ACCOUNT SETUP

1. Visit www.shepherd.edu/rail.
2. Click on the **Login to RAIL** link.
3. Enter your **SID** (Shepherd ID) and your **PIN** on the user login screen.
NOTE: If this is your first time logging in, your PIN will be your six-digit birth date, MMDDYY.
4. Click on **Personal Information** on the welcome screen.
5. Click on **Password Management** at the bottom of the page.
6. Click on **Retrieve Original Password**. You will need to read and accept the Acceptable Use Policy. Your username and password will then be displayed.
NOTE: Remember your username. Try to remember your password as we will change it in the next steps to something you will remember. Do not write it down or share with others.
7. Click on **Back to Password Management Menu** in the upper right corner.
8. Click on **Change Current Password**.
9. Enter your new password twice (see the password rules below) and click on **Change Password**. A confirmation page will state your password has been changed. Your new password may take up to 10 minutes to synchronize with our systems.
10. To protect your privacy, click on **EXIT** in the upper right corner and close your browser when you have finished viewing.

Password Rules:

- Six to 15 characters
- USE: uppercase and/or lowercase letters and numbers
- DO NOT include special characters such as ! & \$ ^

IMPORTANT CAMPUS ACCESS

RAIL (Personal Student Record Portal)

RAIL is the central system to your personal student record. Log into your RAIL account to:

- register for classes
- check grades
- view an unofficial transcript
- check your financial aid and outstanding balance
- retrieve your username and original password
- change your Shepherd network access password
- obtain your degree evaluation

Shepherd Email

All official university communications will be sent to your Shepherd email account. You are expected to check your Shepherd email daily.

Your email address will be your username followed by @rams.shepherd.edu. Example: suser01@rams.shepherd.edu

Initial Email Account Setup:

- Visit www.shepherd.edu and click on **Email** under the quick links tab on the top left corner.
- Enter your full email address (username@rams.shepherd.edu) and your original password, which you may retrieve it from RAIL (see left column for instructions).

NOTE: You must use your original password for the first-time login. You will be prompted to change your email password. This change is only for your email.

Sakai (Learning Management System)

Sakai is a learning portal that allows professors and students to:

- share class materials and resources
- make announcements
- take online tests
- view assignment grades

To log in to Sakai, enter your username and network password.

RamPulse

RamPulse is an engagement portal that connects you to the Shepherd community and events on campus. Log into your account to:

- join clubs and organizations
- see what events are happening
- track service hours