

# ITS Resource Center Home

## Your Hamilton College Electronic Resources Account

### Contact Information

Help Desk & Training Services  
315-859-4181  
helpdesk@hamilton.edu

M-F 8 a.m. - 10 p.m.  
Sa-Su 10 a.m. - 10 p.m.

### What Your Account Will Access

Depending on your role at Hamilton, the account details (username and password) you were provided may be used for e-mail, our wired and wireless network, network printing, and a variety of web resources like My Hamilton, Blackboard and Citrix. At present, your password is synchronized so that it will work with the various systems to which you may have been given access. At a minimum, faculty, employees, and students are given access to e-mail, the network (wired and wireless) and to printing.

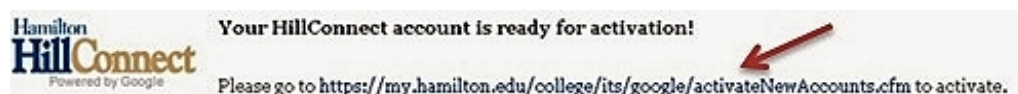
### Guidelines for Account Use

Good account security depends on keeping your account ID and password private. If your password is easily guessed or discovered it puts the College network and all of your electronic resources at risk. It also means someone can engage in illegal activities on the Internet in your name.

You are encouraged to familiarize yourself with Hamilton's [guidelines and policies](#) regarding the appropriate use of our network resources. In particular, you are encouraged to read the guidelines for sending mass e-mail.

### Activating your E-mail Account

Prior to using your e-mail account, it must be activated. To do so, go to <http://my.hamilton.edu> and log in using the ID (username) and password shown on the sheet you received. Once you have logged in to My Hamilton, click on the link that appears across the top of the My Hamilton page (as illustrated below). From there, follow the on screen instructions that will guide you through the activation process.



### Changing your password

To change both your e-mail password and your network password please click the link below:  
<https://my.hamilton.edu/myhamilton/passwordchange.cfm#view:passwordchange.cfm>

The extent to which your account has been granted access to Hamilton network resources will

determine the best way to change your password. If the instructions referenced above do not work for this account, please contact the ITS Help Desk at the number below.

## **Using Your E-mail Account**

Once your account has been activated, you can access your e-mail by logging in to <http://my.hamilton.edu> and then by clicking on “Read e-mail”. This will require a second login. You can also log in to your e-mail account directly by going to <http://hillconnect.hamilton.edu>. If this is a network-only account, it can be used immediately at the login prompt on Hamilton College computers (lab and office).

### **To configure your mobile device for e-mail and wireless access**

To configure your mobile device for your e-mail account, please visit:

<http://my.hamilton.edu/information-technology-services/resource-center/syncing-mobile-devices>.

To configure your mobile device for our wireless network, please visit the [Secure Wireless Configuration](#) page.

### **To configure your personal computer for Hamilton's wireless network**

To configure your personally owned computer for Hamilton's wireless network prior to your arrival or once you are here, you can also visit the [Secure Wireless Configuration](#) page.

## **Problems?**

If you experience problems with your Hamilton account, please call the LITS Help Desk at (315) 859-4181.

## **Hours:**

Late May - Late August, M-F, 8 a.m. – 4 p.m.

Late August–late May, M-F 8:30 a.m. – 4:30 p.m.

*Last Updated: January 15, 2015*