# Drew Specific Resources

## Microsoft Office

Drew University currently offers Microsoft Office 2016 for Windows and Mac.

### Students

Students are entitled to download and install Microsoft Office.

Please read the Microsoft Campus Agreement.

Installation information can be found at Installing Microsoft Office - Student.

### Faculty/Staff

Faculty and staff are provided Microsoft Office on their Drew-issued computers.

Upgrade instructions can be found at Installing Microsoft Office - Employees.

Information about the Microsoft Home Use Program can be found at Microsoft Home Use Program -- Current versions of Microsoft Office for MacOS and Windows, for faculty and staff.

## F-Secure

Drew provides an antivirus program to students, faculty and staff. Drew-issued computers will come with the software installed.

Installation instructions can be found at Installing F-Secure Antivirus.

## Moodle

Any information/updates about Moodle can be found on the front page of Moodle.

Faculty can find additional information at https://moodle.drew.edu/2/mod/page/view.php?id=4218.

Students can find additional information at Introduction to Moodle for Students.

# Google at Drew

We have collected information for Getting Started with Google here at Drew, as well as more general information for using Google at Drew.

## TreeHouse

TreeHouse provides students, faculty, and staff with a direct link to Drew University's administrative database and resources. It is designed as a convenient way for the University community to access administrative information.

In order to access the TreeHouse options listed below, students need to be in the 'Student' tab.

### Registration

All of your student records can be found in TreeHouse, including registration for any upcoming classes. To access your registration, use the "Registration Tools" in your TreeHouse Dashboard. You can also access your student account and other records from the dashboard.

If you have any questions regarding registration, please contact the Registrar's Office.

### TreeHouse Ladder

TreeHouse Ladder is a program that helps you track progress toward your degree requirements. It includes a tool to calculate GPA, a class planner for future semesters, as well as a detailed listing of completed courses and courses needed to finish your major and/or minor.

### Billing and Account Statements

TreeHouse also contains an area where you can see your current account balance (what you owe the school or vice versa) as well as your account summary. If you have any questions about this, contact Financial Aid or the Business Office.

Near the bottom of the TreeHouse Student page is where you can accept your financial aid (loans) for the year, after taking the direct loan entrance counseling and accepting Drew's terms and conditions of service.

### Proxy access (FAQ)

Proxy access can be given to a parent/guardian/spouse, etc, by a student. This is not mandatory. Unless proxy access is given, no information about the student can be given to a parent by the school.

To grant access, the student will need to select 'Parent/Guardian Proxy Access', which is located in the TreeHouse Student tab under 'Help & Services'.

There is also information for parents in the TreeHouse tab named 'Parents'. This will give information about how to contact the student, and links to information about visiting and various departments on campus, as well as a link to the TreeHouse Proxy Login.

### Employment

If a student works on-campus and is paid through Drew, their electronic time-card will also be available to be filled out and submitted for approval on their TreeHouse Student page.

Employment opportunities on campus are posted to the Drew Community Forums Student Employment Opportunities Forum and the Career Center's DrewLink.

### Housing, Parking, and Dining Options

The TreeHouse Student page also provides links to Housing SelfService, to register for parking on campus, and to Dining/Meal Plan options (which can be found in the Housing SelfService page).

## Library Databases

The Drew University Library has many research resources for students. To learn more about the library resources and research skills, you can visit the Library website, call them at 973-408-3125 or e-mail them at reference@drew.edu.

## WordPress

The Communications department has extensive and specific documentation for Drew University's WordPress sites.

In order to gain access to a Drew WordPress site, you must first be trained by University Technology. To set up an appointment, please contact the UT Service Center at 973-408-4357 (HELP).

## Drew Today

The Drew Today emails are sent daily, around midnight, to everyone at Drew. The Communications department manages the Drew Today.

You can find some basic instructions for posting a Drew Today announcement here. Any questions should be directed to Communications at 973-408-3238 or via email to communications@drew.edu.

## Network Drives

Network drives are storage locations maintained by University Technology. Each Drewid is allotted a personal F: drive, and most Drewids will see additional network drives, depending on their roles at the University. Additional information can be found at My Network Drives. From off-campus, we suggest using MyFiles (https://myfiles.drew.edu/) to access your drives. More information can be found at MyFiles here in Tech Help.

## Off Campus Access

You can access all the available technology at Drew from off campus.

### F: Drive Files

Using **MyFiles**, you can access the files from your **F: Drive** from anywhere off campus (or when on campus but not logged into the Drew network). Simply go to https://myfiles.drew.edu/ and log in. You will see your **F: Drive**, and the other network drives, in the navigation pane on the left.

For more help and information on the F: Drive, see Drew University's documentation on My Network Drives.

For more information on MyFiles, see our documentation at MyFiles.

Please visit Storage Options and Backing Up Your Data for suggestions on not losing important work.

### CloudPC

CloudPC is accessible off campus the same way that it is on campus, from https://cloudpc.drew.edu/.

For more help, see Drew University's documentation on setting up CloudPC and Using CloudPC.

### Drew Email

Your Drew email is accessible off campus the same way that you reach it while on campus, from https://mail.drew.edu/, or by entering your full email address (username@drew.edu) at a Google login.

For more help, see Drew University's documentation on Getting Started with Google.

### Library Resources

Most online library resources are available from off campus. You can access these resources from https://home.drew.edu/, or by going directly to the Drew University Library page.