

Pennsylvania College of Art & Design

PCA&D Technical Resources

MyPCA&D AND PCA&D EMAIL

You have already received information in the mail detailing instructions for how to access your PCA&D email. Instructions for accessing PCA&D's student information system, **MyPCAD**, along with your tentative fall course schedule will be sent on **Thursday, June 14th** via your PCA&D email.

Instructional videos on how to most effectively use your PCA&D email and MyPCAD accounts will be accessible on **Monday, August 13th**. You will receive an email to your PCA&D email account with instructions on how to access these videos. In the meantime, here is some information to keep in mind.

Your **PCA&D email account** is used for all official communications to and from the College. It is the primary way you will connect with PCA&D faculty and staff. **It is the College's expectation that you check your PCA&D email often and respond to faculty and staff requests via email in a timely manner.** Furthermore, if you wish to make any changes to your academic record, all requests must come through your PCA&D email. You should also note that the 2018-2019 academic calendar can be found under the calendar tab in your email account. Please refer to it for important dates and events.

MyPCAD's Self Service is a one-stop shop for you to check your class schedule, review assignments, check on grades, as well as retrieve supply lists and syllabi. MyPCAD also allow you review finances, and make payments to your account.

Additional information and instruction about how to use your PCA&D email account and MyPCAD will be covered in the instructional videos mentioned above and during new student orientation. **If you have any difficulties logging into your MyPCAD or PCA&D email account, contact the IT department at 717-396-7833 ext. 1004 or pcad-it@pcad.edu.**

LAPTOP AND CAMERA GUIDELINES

All students at PCA&D are required to own a camera and laptop by the first day of classes of the semester in which enrollment begins. For specific information on ownership requirements, please view the [Requirements and Guidelines](#) web page. The page also includes additional information on where, when and how to purchase your laptop and camera.

SOFTWARE GUIDELINES

Once you have received your class schedule, PCA&D recommends you purchase and download your needed software at this time. PCA&D provides you access to the *Adobe Creative Cloud* which has the most up-to-date software you will be using in and outside of class. **Instructions for how to**

access the *Adobe Creative Cloud* will be sent to your PCA&D email on Monday, August 13th. In addition, students will also be able to download the Microsoft Office Suite for FREE through this same process. Firefox browser and Sophos Anti-Virus can be found by going to the [Requirements and Guidelines](#) web page.

CAMPUS WIRELESS ACCESS AND WIRELESS PRINTER ACCESS

Through the Pre-Orientation videos, you will work with the PCA&D IT department to set-up your computer for the College's Wireless Services. This includes your ability to print to PCA&D's printers throughout the College. Each year you will be given an account for printing costs. For your Foundation year, a \$50 credit will be given to you each semester. If you need additional funds for printing, you will be directed to a PayPal portal where you can add credit to your printing account.