Welcome to the OpenLab!

What is the OpenLab?

The OpenLab is an online community where City Tech students, faculty, and staff can meet to learn, work, and share ideas. Because it's designed to be open, it allows courses, projects, and clubs across the college to communicate with one another and the world beyond City Tech. Like a lab, it provides a space where faculty and students can experiment and innovate.

You are the first students to use the OpenLab, and we're looking forward to seeing what we can do together.

What can I do on the OpenLab?

You can participate in courses, create your own site, join clubs, and keep up-to-date with what your friends and professors are doing.
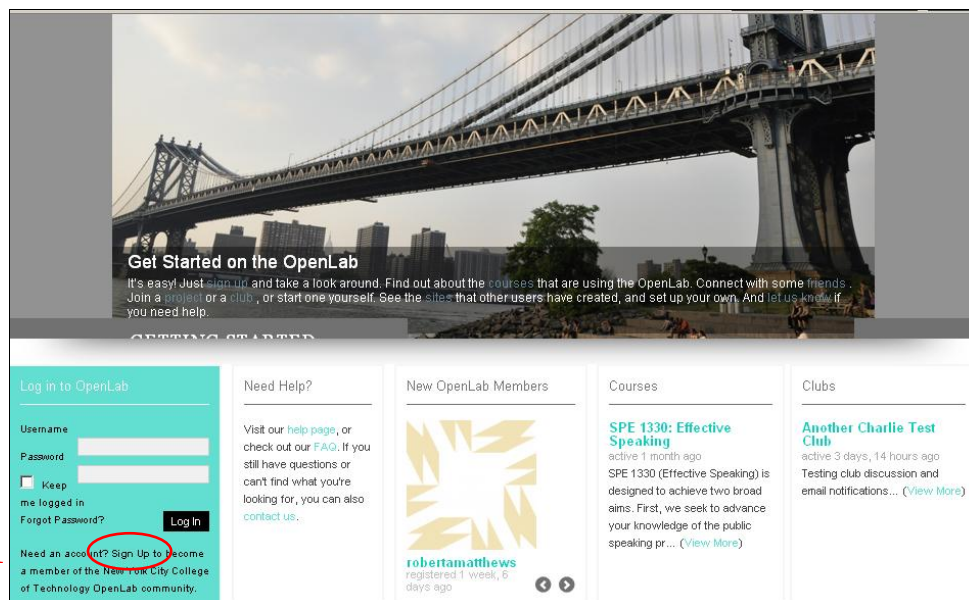
How do I get started?

You will need access to your City Tech email account to sign up for the OpenLab. See the last page of this handout if you need help with your City Tech email account.

Also, to experience the OpenLab at its best you should use the most recent version of your browser (Chrome, Firefox, Internet Explorer, or Safari.)

To create an account on the OpenLab:

1. Go to **http://openlab.citytech.cuny.edu**. Scroll down and click **Sign Up**.

Welcome to the OpenLab!

The Create an Account page will be displayed:

2. Enter your account and profile information. You will need to provide:

- A username and password (choose your username carefully, as you will not be able to change it)
- Your City Tech email address (you can change this email address after you log in)
- Your display name (Please be aware that others will see display name, always be professional)
- Your first and last names (will not be displayed on your public profile page)
- You can also enter more information about yourself. If you don't want to right now, or want to change it later, you can update your profile at any time.

If you would like to create your own website (blog) on the OpenLab, check the box next under :

- Check the box and enter a URL for your site. If you don't want to create a site now, you can always create one later.
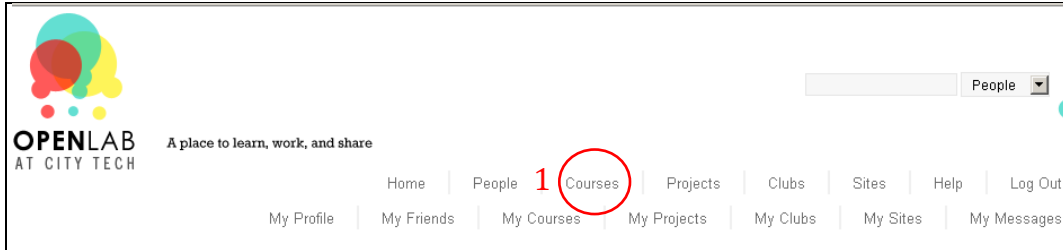

3. Check your City Tech email to activate your account. Click on the link to get started.
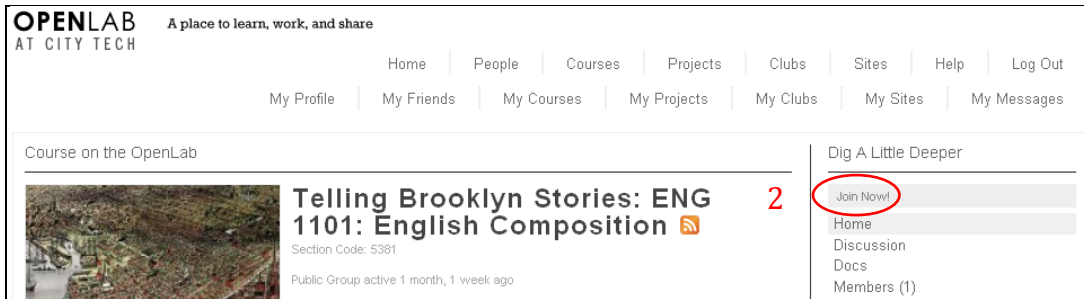
Welcome to the OpenLab!

How do I join my class?

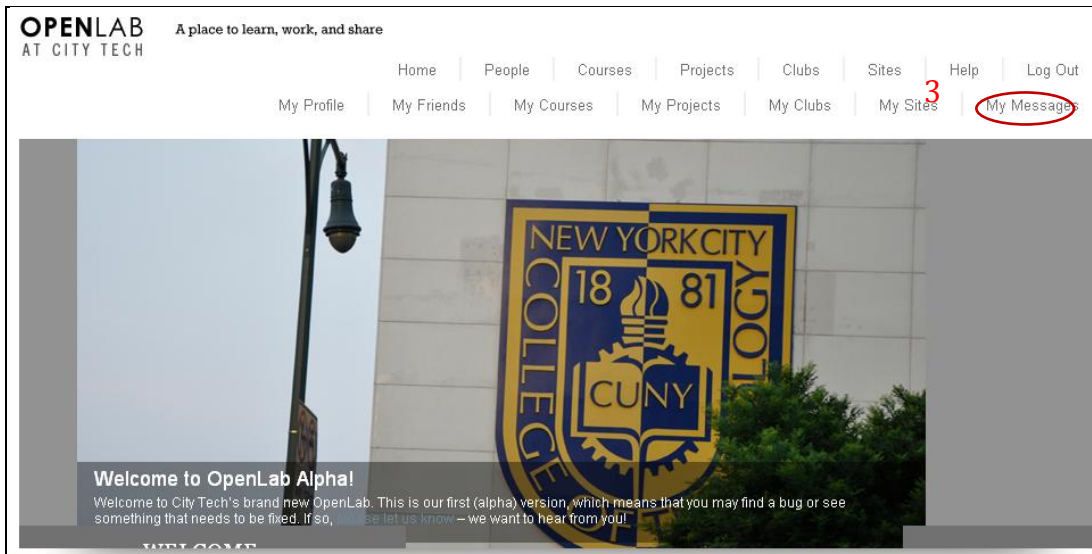1. Go to to your course using *Courses* on the top menu.

2. Once in your course click *Join Now!* on the *Dig A Little Deeper* menu.

(The course may be private. In that case, simply *Request Membership* on the *Dig A Little Deeper* menu.)

3. Your professor may also invite you to join the course. The invitation will appear in *My Messages* on the top navigation bar.
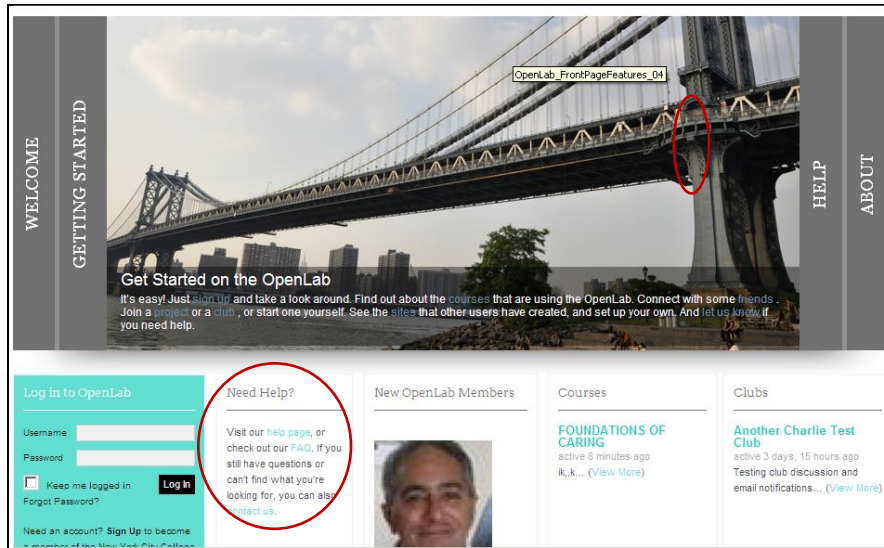
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How can I get help?

You may find answers to some of your questions at:
http://openlab.citytech.cuny.edu/support/help/

We also have a project called OpenLab Help! Feel free to post questions (and offer answers) there:
http://openlab.citytech.cuny.edu/groups/openlab-help

If you can't find the answer there, please contact us! You can reach us by email, **openlab@citytech.cuny.edu,** and we will get back to you as soon as we can.

Let us know what you think!

Because the OpenLab is created by and for the City Tech community, we welcome your ideas. Please email us at **openlab@citytech.cuny.edu.**

Good luck and enjoy the semester, both on and offline!

Welcome to the OpenLab!

Setting Up Your City Tech Email

If you know your email login information, simply log in at:

https://mail.citytech.cuny.edu/index1.html

You can always access your email from the *Quick Links* menu on the City Tech homepage:

http://www.citytech.cuny.edu.

If you do not know your email login information, you will need to visit:

http://cis.citytech.cuny.edu/student/getmyemaillogin.aspx

From there you can retrieve your login information and log into your account.

If you are not in the habit of checking your City Tech email you can forward it to an account you check more frequently.

How to Forward your Email

1. Sign into your email account, and click on Options
2. Click on create an inbox rule.
3. Create a new rule.
4. Choose Apply to All under When Messages Arrive
5. Select Redirect the Message To under Do the Following
6. Enter the email address you would like your mail forwarded to in the To field
7. Click OK. This will save what you've done and return you to the New Rule window.
8. In the New Rule window click Save.

Test whether or not the new rule works by sending yourself an email. If you receive it at your chosen destination, you're set to go!

If you have questions about your City Tech email account, contact the Help Desk at 718-260-4900 or studenthelpdesk@citytech.cuny.edu, or visit the Help Desk on the 1st Floor of Namm (next to the Cafeteria).