mySOE IT Quick Start Guide

Setting up Email (Computer)
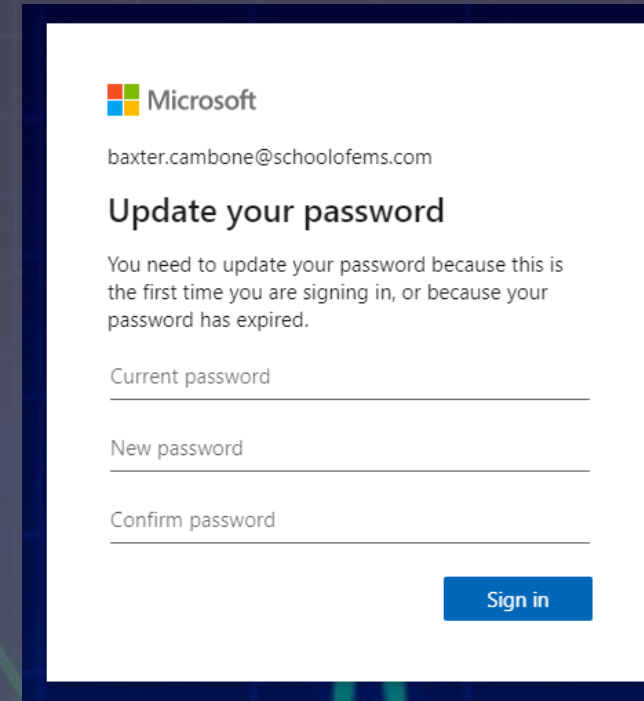
(Mobile Device Setup on slide 6)

- Navigate to https://office.com

- Click "Sign In"

- You will be prompted to enter your credentials.

- Please use the mySOE credentials that were issued to you from Admissions. This was sent to the email address you applied with in the initial welcome email.

- Student usernames are provisioned using your FirstName.LastName@schoolofems.com
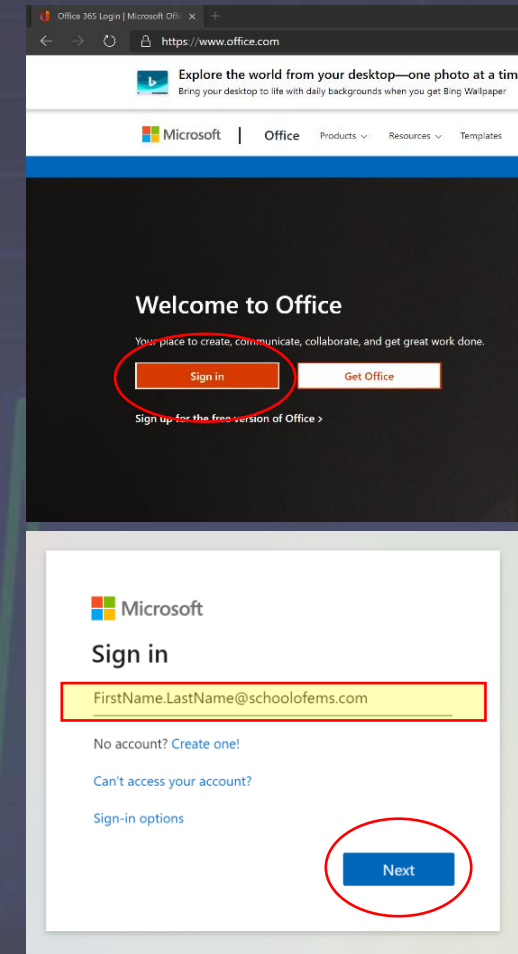
Setting up Email (Continued)

- After entering your temporary password (this was the password you initially received that is similar to "SoE77xxxxxx") you will be prompted to update your password.

- Please include at least 8-12 characters with a combination of upper and lower case letters, at least 1 number, and at least 1 special character. You cannot use your name as the password or common words, like "password". We recommend using the first of letter each word in an easy-to-remember phrase. For example: "I am a SOE student in 2024!" would be "IaaSOEsi2024!".

WRITE DOWN YOUR PASSWORD, it will be used anywhere SOE has Single Sign On enabled.

Setting up Email (Continued)

- Once your password has been reset, you will be asked to set up an authentication method.

- You may download the Microsoft Authenticator App or set up using a phone number, security questions, or an email. We suggest downloading the app or using security questions.
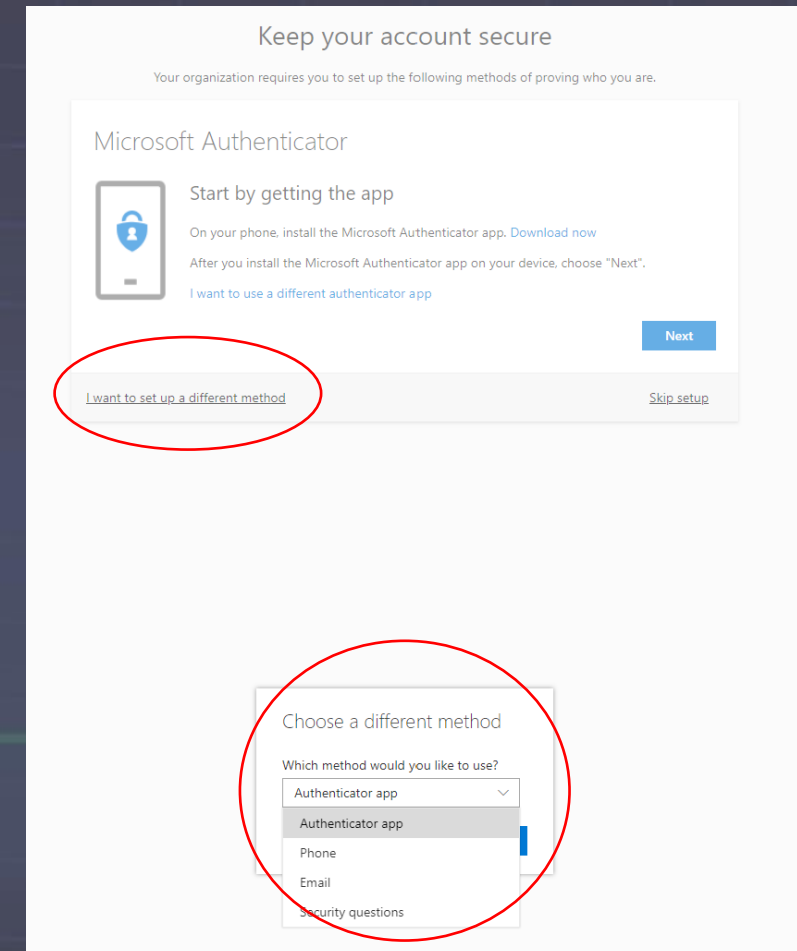
Setting up Email (Continued)

- If you chose to use security questions, answer the questions you are most likely to remember the answer to. This will allow you to reset your password if needed.

Setting up Email (Mobile Device)
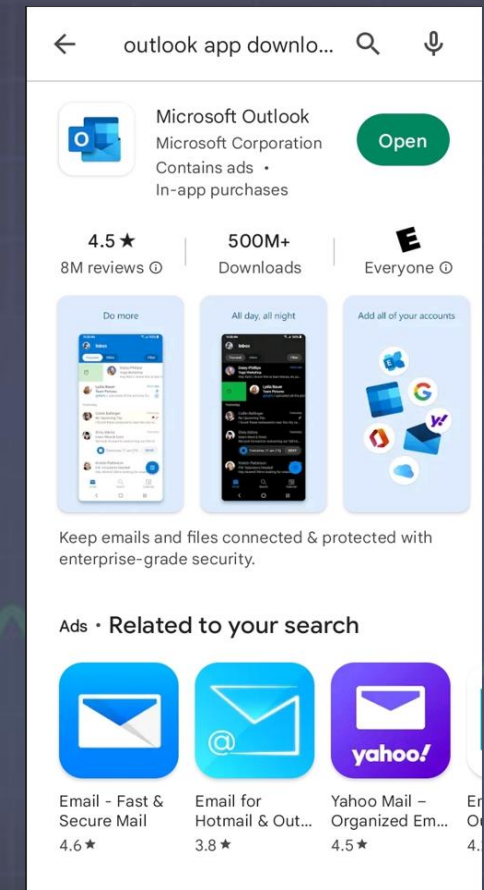

iPhone/IOS

Android

- To access your SOE Email on a mobile device, you will need to download the Microsoft Outlook App. These apps can be found in the IOS App store for iPhone/iPads and Google Play for Android devices.

- As you set up your email in the Outlook app, make sure to sign in with your SOE email and password.
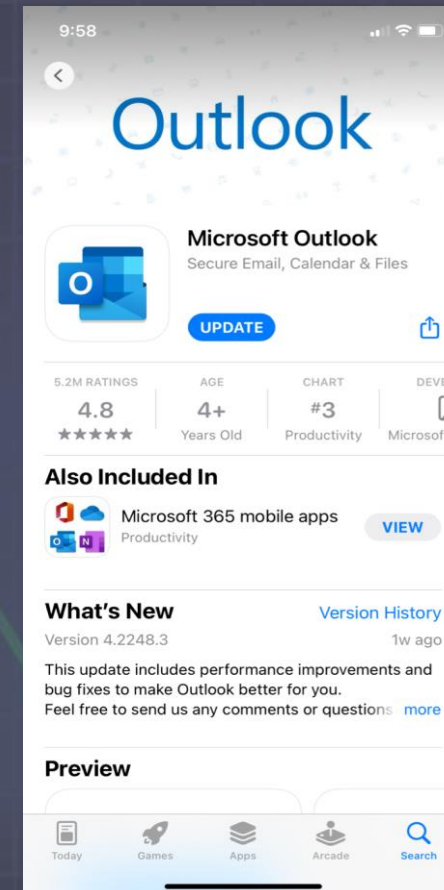
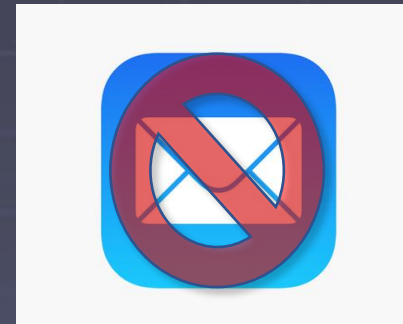# Unsupported Email Apps (Mobile Device)

- You may notice that your device has built in Mail apps, such as the Mail app for iOS or Gmail app. These apps **WILL NOT** work with your SOE Email due to security reasons. You will not be allowed to sign in to the iOS Mail app or the Gmail app using your SOE email. Please refer back to the Microsoft Outlook mobile app setup page.

iPhone/IOS

Android
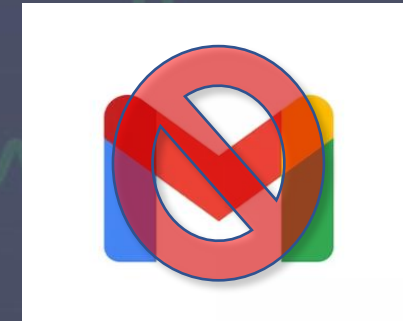
Microsoft Teams

- Microsoft Teams will be used throughout your course as a communication tool. Your admissions briefing, finance meeting, and any instructor or administrative conferences will be held via Teams.

- There will also be case studies held throughout your course that you can attend in addition to your regular course assignments. These case studies are free to students to attend.

- We suggest downloading the app to your smart phone as well as installing the desktop version to your computer. Your instructor will use this tool often.

mySOE

- **mySOE is your "one-stop shop" to complete items in your admissions portal, pay your tuition, upload immunization records, and sign agreements.**

- **mySOE uses the same SSO system as your email and Canvas.**
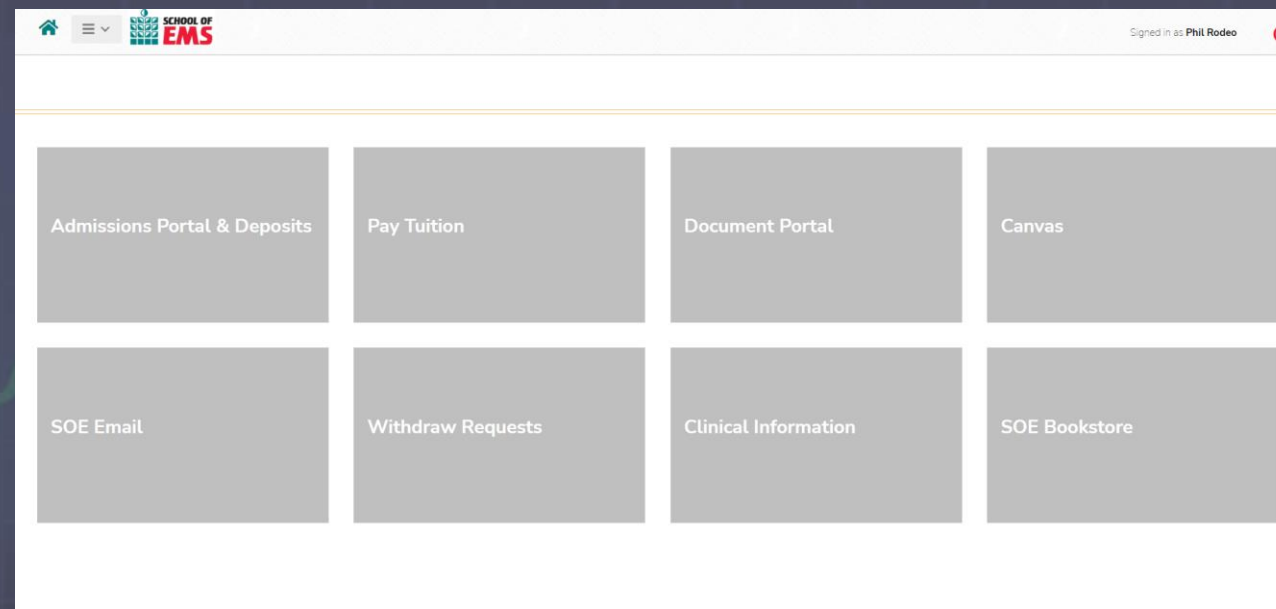
mySOE Student Menu

Upload admissions documents, pay your deposit, sign your admissions agreement

Upload immunization records, sign payment plan agreements, complete all "non admissions" tasks

Admissions Portal & Deposits

Pay Tuition

Document Portal

Canvas

Link to SOE Canvas

Pay your tuition

SCHOOL OF
EMS

mySOE Student Menu

Quick access to your SOE email

View information on clinical sites, clinical forms, clinical handbook, and more

Link to order your uniform, ID badge help, and more

SOE Email

Withdraw Requests

Clinical Information
Clinical Info

SOE Bookstore

Request to withdraw from the course

Using Smartsheet

- Smartsheet is now part of SOE's suite of applications. This program will be used for your clinical form submissions as well as where your clinical information will be viewable in your mySOE Clinical Skills Dashboard.

- Various dashboards will be available for students to navigate through many assortments of activities within SOE.

- Smartsheet uses SOE's SSO feature for you to gain access to your resources using your SOE email.

Smartsheet (Setup)

- Please navigate to https://app.smartsheet.com/b/home
- Make sure when signing in to Smartsheet, that you select the "Sign in with Microsoft" option first before entering your SOE login credentials.
- Make sure your browser is signed out of any other potential Microsoft accounts such as personal or work/school accounts that aren't associated with your SOE account when selecting this option.
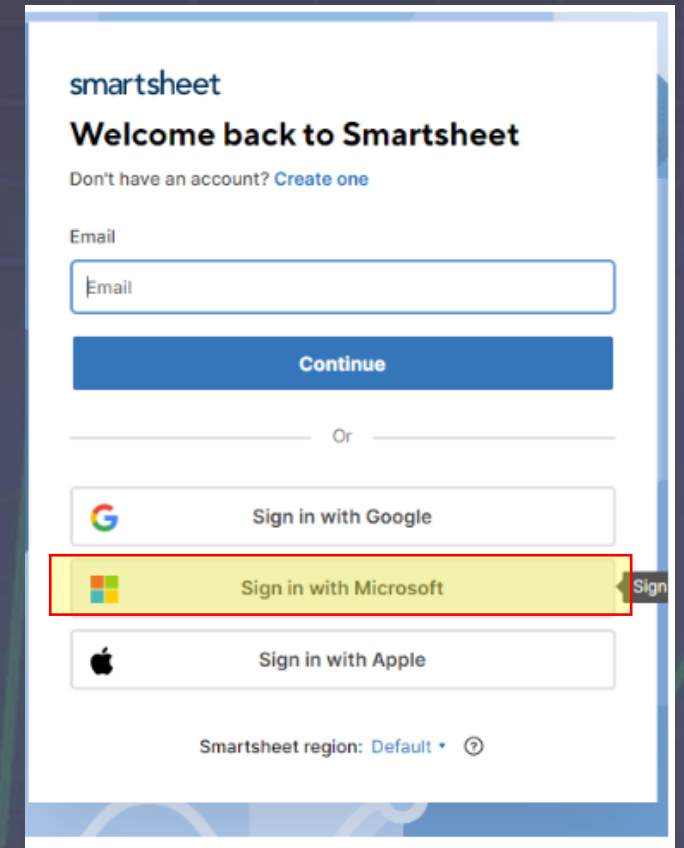
Smartsheet Forms

- When accessing our Smartsheet forms, you will be required to sign in with your SOE Email and password. Do not fill out these forms from a personal or another work/school account that is not SOE.

- For clinical charting and evaluating, please navigate to https://www.schoolofems.org/pcr/ and select the desired form that you need to report on.

- When prompted to sign in, make sure to select the "Sign in with Microsoft" option as instructed in the previous slide.

SCHOOL OF EMS

PRECEPTOR EVALUATION
(to be filled out by student and preceptor)

EMT Student PCR
(Patient Care Report to be filled out by EMT Students)

Paramedic Student PCR
(Patient Care Report to be filled out by Paramedic Students)