

HOW TO:

INSTALL OFFICE 365

Jacksonville University offers Microsoft Office free of charge to all Jacksonville University Students, Employees, Faculty and Staff. You can install the software on up to (5) different computers. Unfortunately, this service is not extended to Alumni or Former Students.

This software is to be used on NON Jacksonville University owned computers. If Office needs to be installed/upgraded on a JU Owned computer, please contact the IT Helpdesk at extension 7200.

To install Office, please read the information below: Please go to the site:

<https://my.ju.edu/>

and sign in with your Jacksonville University user name and password

The screenshot shows the Jacksonville University MyJU Portal login page. At the top left, it says "JACKSONVILLE UNIVERSITY". The main header area is green and features a date widget for "OCTOBER 30 MONDAY". To the right of the date is the "LOGIN TO MY JU PORTAL" section, which includes a white padlock icon and the text: "Students, Faculty, Employees, Alumni and Parents, login and access WebAdvisor, Blackboard, E-mail and more services." Below this is a red "log in" button with a key icon. The bottom of the page has four green navigation tiles: "TRADITIONAL STUDENT CALENDAR" (with subtext "When to add/drop classes? When are Holidays?"), "CLASS SCHEDULE SECTION SEARCH" (with subtext "See what courses are available for appropriate term"), "MAKE A PAYMENT" (with subtext "Pay academic fees online"), and "Privacy Policy". The background of the page is a photograph of a campus walkway with trees and people.

After signing on, click on the orange Install Now button located in the center of the page:

Blackboard | Email | Eforms | SelfService | StarFish | Transcripts

SAVE LAYOUT keep your columns open or closed reset

+ MYJU SURVEYS

MY SITES

AcadSyllabi
The purpose of this sub site is to store a collection of Academic Course Syllabi in a manner that static URL could be used in the LMS or an email communication to direct a student to that document, while limiting who can manage and edit all of the various syllabi content to specific groups of people.

Analytics & Planning
Office of Analytics & Planning

Ellucian Patch Report
This displays patches for Ellucian. For actual Ellucian link please use the Applications section in the portal.

GDPR - General Data Protection Regulation
Site for the GDPR working group.

Information Technology
Information Technology

IT - Argos Resources
This is a holding place for a potential new internal training site

JU Program Flyers
The purpose of this page is to house JU program flyers for various program in a central repository.

MY LINKS

CAMPUS SECURITY

After 6 p.m. contact Security at the Welcome Center at the main campus entrance.
Phone: (904)-256-7585

For All Fire and Police Emergencies Call 9-1-1

Location: The Campus Security Office is located on the first floor of the Howard Administration Building.

Email: campus.security@ju.edu

EMPLOYEE USER ACCOUNT

Spider Man edit account

Emp ID
Dept
Job Title
Office Phone
JU Email
BLDG

JU DIRECTORIES

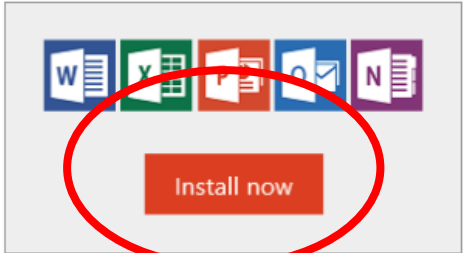
Internal Online Directory
Public Online Directory

FREE MICROSOFT® OFFICE FOR ALL JU EMPLOYEES

JU is pleased to announce that our employees are eligible to download Microsoft® Office Professional Plus for free and install it on as many as five(5) PC, Mac or mobile devices. This opportunity is part of JU's Enrollment for Education Solutions (EES) agreement.

To access the free download of Microsoft® Office Professional Plus, you must:

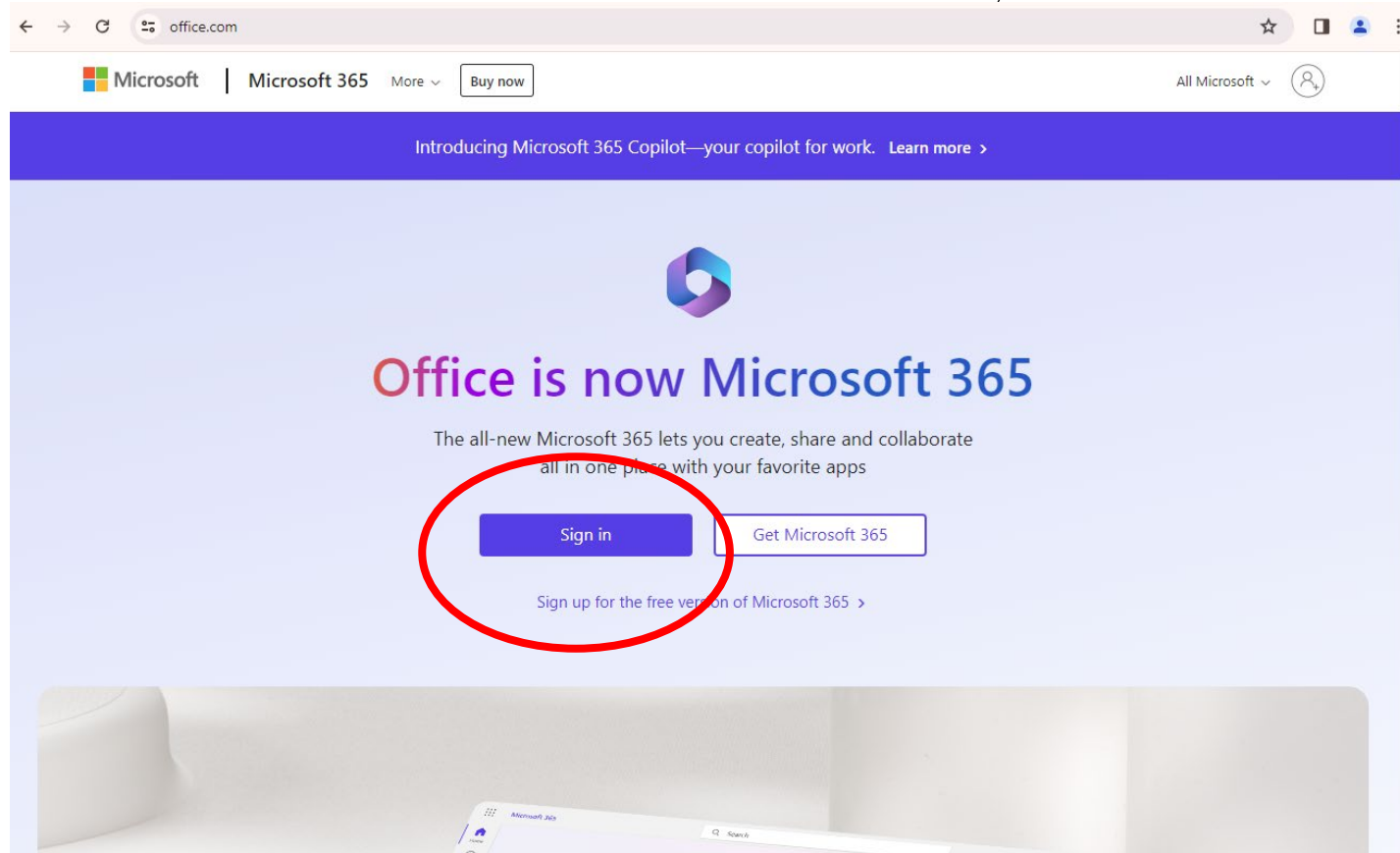
1. Log into Office.com using your JU network credentials.
2. Click on the "Install Office" button on the top righthand of the landing page.



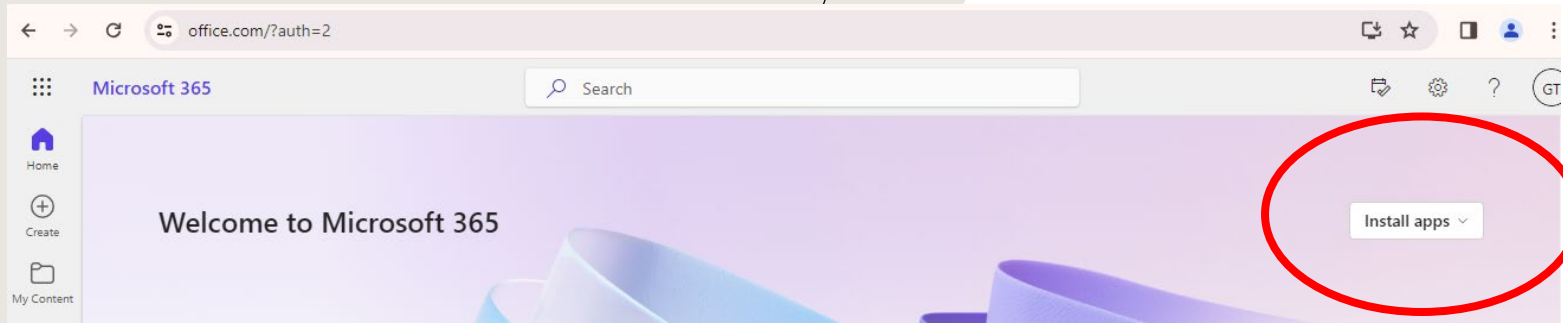
SELF-SERVICE

JU Self-Service

The next screen will prompt you to sign in, proceed to sign in with your JU credentials, the same as you would into your portal.



After signing in, there will be an option on the right hand side, select “install apps”



Then select “install apps” and proceed to complete the download. It may take a while.



The download may take a while. Once the file has been downloaded, install it.

When the install has completed, you will have all Office applications on your device, just search for them.

If you get an error, please email the IT Helpdesk with the error message you receive.

Our email address is helpdesk@ju.edu.

If you run into a problem installing the software, Microsoft has set up a site that can assist in correcting most installation issues, the site is located at:

<https://support.office.com/en-us/article/download-and-install-or-reinstall-office-365-or-office-2016-on-a-pc-or-mac-4414eaaf-0478-48be-9c42-23adc4716658?redirectSourcePath=%252fArticle%252fInstallOffice-on-your-PC-or-Mac-with-Office-365-for-business-72977511-dfd1-4d8b-856f405cfb76839c&ui=en-US&rs=en-US&ad=US>