



1

OUTLOOK & POPULI

STUDENT TRAINING

Admissions Email

- First, open your personal email.
- **NOTE: This will be the only time you ever receive an email from Pacific Tech on your personal email. From this point onward all other emails will come from your school email address.**
- In your inbox you'll see an email from the Admissions office with a subject that says **new student orientation**. This email contains several important elements including:
 - • Your Name and student ID
 - • Your school email for logging into Outlook.com
 - • And Your default password for your school email which we'll walk you through how to change soon

<https://pacifictech.PopuliWeb.com>

Dear **New Student** (New Student ID number # **0000000000**)

Welcome to Pacific College of Technology! Due to the current public health situation, we will not be holding an in-person student orientation session, so we have made these videos so that you can get the orientation information yourself, at home. It is VERY IMPORTANT that you download the pdf and follow the instructions to set up email and Populi using a computer / laptop (**No Cell phones**) and get your student email set up as soon as possible. All communication from the university will come to your student email from this point on. After today, you will NOT receive any email to your personal email address – all emails from Pacific College of Technology will be sent to your @pacifictech.edu address. (Default Outlook password is **Pacific1** and you change it after first login) Getting set up with email and Populi is important for your classes as well. If your professors send information to you through Populi, it will come to your pacifictech.edu address.

You will have until June 30th, 2021, to get your email and Populi account set up. If you are not set up by that date, you may miss registration for your classes, which is currently in process. If you have questions regarding admissions or fees you can reply to this email & if you have any technical issues, you can reach techadmin@pacifictech.edu

REMEMBER: AFTER TODAY, YOU WILL NO LONGER RECEIVE COMMUNICATIONS FROM THE UNIVERSITY TO YOUR PERSONAL EMAIL ADDRESS! ALL COMMUNICATION WILL COME TO YOUR [PACIFICTECH.EDU](mailto:pacifictech.edu) EMAIL, SO IT IS VITALLY IMPORTANT THAT YOU SET IT UP AS SOON AS POSSIBLE.

Thank you, and welcome once again to Pacific College of Technology. We look forward to seeing you in class!

Best wishes,

PCT Admissions Team

Pacific College of Technology

3510 DeKalb Technology Pkwy

Atlanta, GA 30340

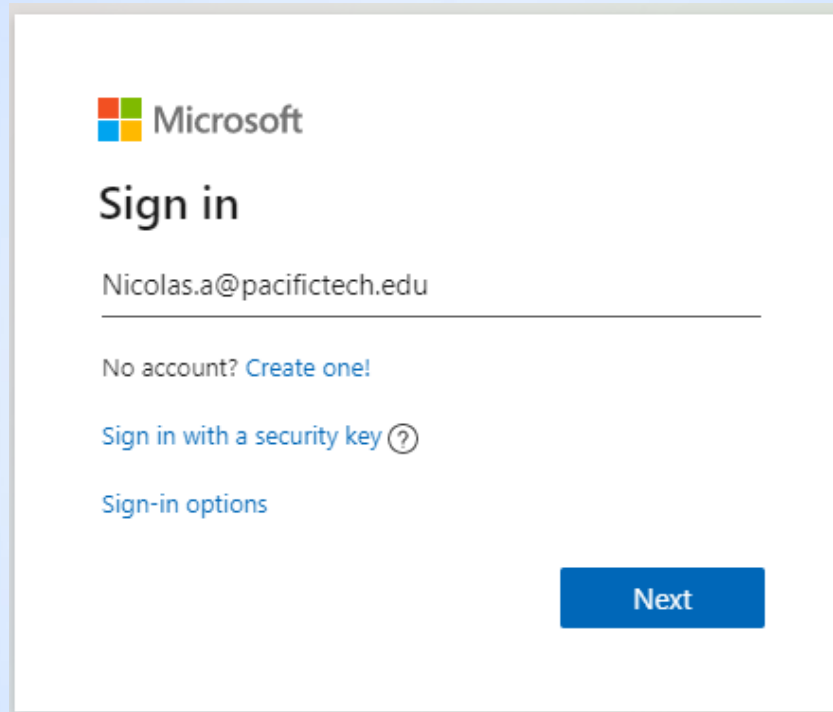
T: (770)559-0580

F: (770)609-6850

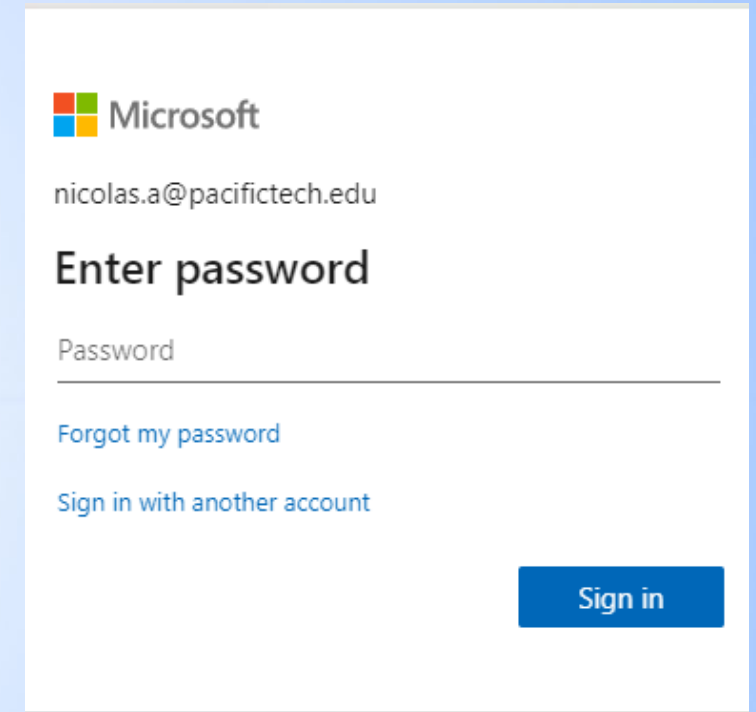
pacifictech.edu

School Email

- Open a new browser window preferably on a **computer or laptop (NO CELL PHONES)** and visit **outlook.com (space)** and then press [enter].
- Here you can login using your school email found in the email you received on your personal email and the **default password (Pacifictch1)**. Copy and paste both into their respective locations.



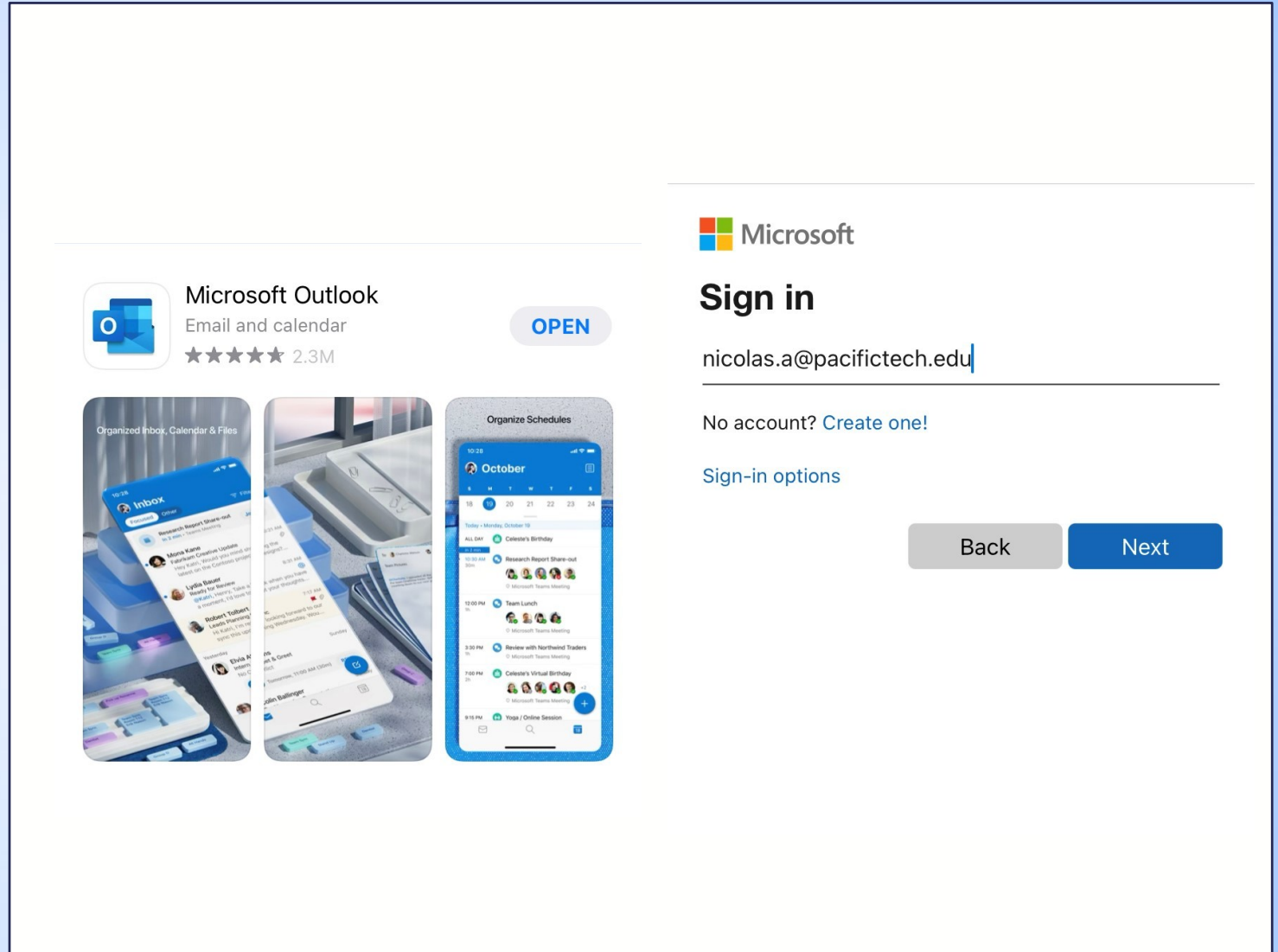
The image shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text "Sign in" is displayed in a large, bold font. Underneath, the email address "Nicolas.a@pacifictch.edu" is entered into a text field. Below the text field, there are three links: "No account? Create one!", "Sign in with a security key ?", and "Sign-in options". At the bottom right of the page is a blue button labeled "Next".



The image shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the email address "nicolas.a@pacifictch.edu" is displayed. Underneath, the text "Enter password" is displayed in a large, bold font. Below this, the word "Password" is shown above a text input field. Below the input field, there are two links: "Forgot my password" and "Sign in with another account". At the bottom right of the page is a blue button labeled "Sign in".

OUTLOOK APP

- It's also recommended to download the **Outlook email app** onto your smartphone. Keep in mind that you'll need the latest operating software on your phone to ensure that the app works as best it can.
- NOTE: Some phones may have difficulty running the app.**
- To download the app, proceed to the app store on your smart phone. Search for the outlook email app and download it.
- Once it is downloaded, open the app and allow the app to send you all and any notifications. **Login using your Pacific Tech school email and password.** Once logged in, you now have access to your school email via your smart phone.



The screenshot displays the Microsoft Outlook app interface. At the top, the Microsoft logo is followed by the text "Microsoft" and "Sign in". Below this, the email address "nicolas.a@pacifictech.edu" is entered in a text field. A link "No account? Create one!" is visible below the text field. Underneath, the text "Sign-in options" is displayed. At the bottom right, there are two buttons: "Back" and "Next".

Microsoft Outlook
Email and calendar
★★★★★ 2.3M

OPEN

Organized Inbox, Calendar & Files

Organize Schedules

10:25

Today • Monday, October 19

ALL DAY

Celeste's Birthday

11:30 AM

Research Report Share-out

12:00 PM

Team Lunch

3:00 PM

Review with Northside Traders

7:00 PM

Celeste's Virtual Birthday

8:15 PM

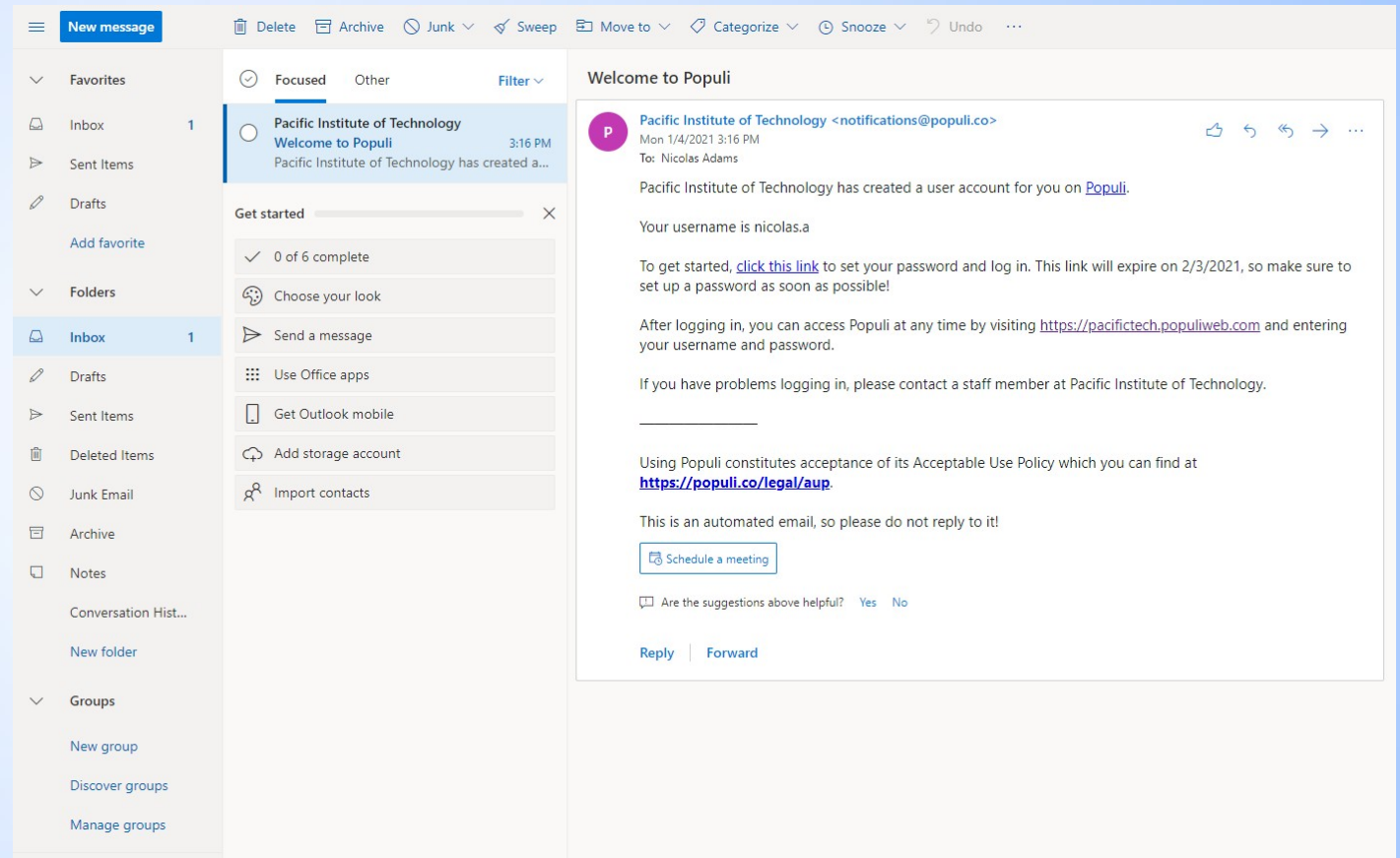
Yoga / Online Session

Back

Next

Logging into Populi for the first time

- In your Outlook inbox you will notice the **Welcome to Populi email**. It will contain your **Populi username**.
- **NOTE:** It matches the beginning part of your email. From here, you create your own **Populi password**.
- Do this by copying your username, then press "**click this link**".



Creating a Populi Password

6

- You'll be asked to **type in your full phone number** and then **press {send verification code}**.
- You'll receive a **text message** with the **six digit code**.
- Type it in and **"verify the code."**
- You'll then be asked to **create a new password**. Be sure to use a **password that is secure but you'll still remember**.
- It is required that your password includes **at least 10 characters, at least one uppercase letter, one lowercase letter, and one number**.

The screenshot displays two sequential steps in the account creation process. The first step, 'Verify Mobile Phone Number', prompts the user to enter a 10-digit mobile phone number and press 'Send Verification Code'. Below the input field, it states 'This is required for your account.' The second step, 'Verify Mobile Phone Number', prompts the user to enter the verification code sent to the phone number (218) 576-2944. Below the input field, it shows '508 - 617' and a 'Verify Number' button, with an option to 'or Start over'. The third step, 'Set Populi Password', prompts the user to create a new password. It specifies requirements: 'Use at least 10 characters containing at least one uppercase, one lowercase, and one number. You can use special characters (like <?&\$, etc.), too!'. There are two password input fields, one for 'New Password' and one for 'Confirm New Password', both with checkmarks indicating they are valid. Below the input fields, there is a checkbox for 'I have read and agree to the Populi Acceptable Use Policy' and a 'Save Password and Log In' button.

Verify Mobile Phone Number
Please enter your 10-digit mobile phone number and Populi will send you a verification code.

10-digit phone Send Verification Code

This is required for your account.

Verify Mobile Phone Number
Please enter the verification code Populi sent to (218) 576-2944

508 - 617 Verify Number or Start over

Set Populi Password
Use at least **10 characters** containing at least **one uppercase, one lowercase, and one number**. You can use special characters (like <?&\$, etc.), too!

New Password ✓

.....

Confirm New Password ✓

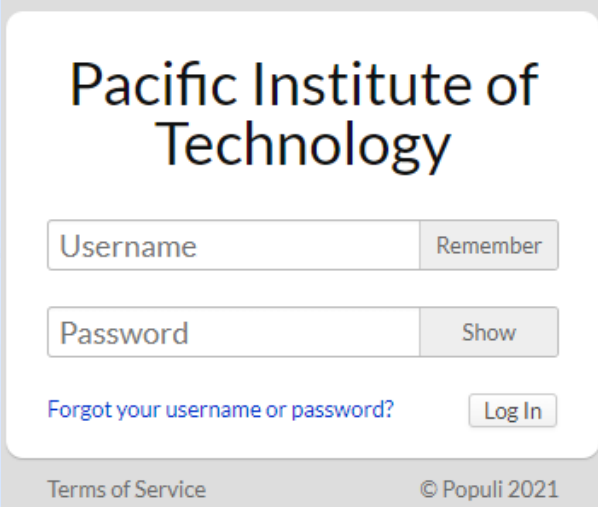
.....

I have read and agree to the [Populi Acceptable Use Policy](#)

Save Password and Log In

To log in to your school's Populi site:

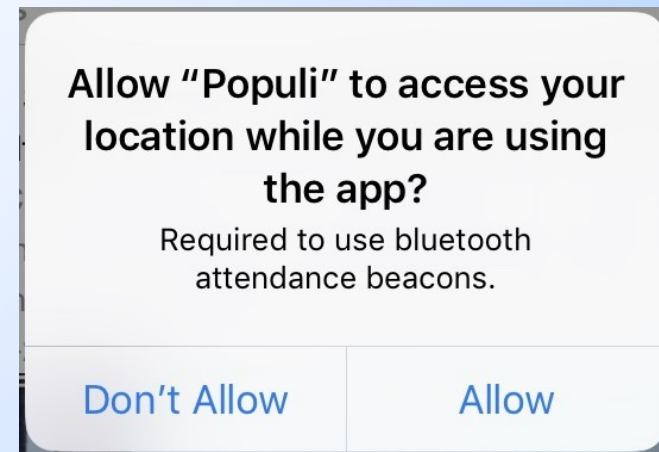
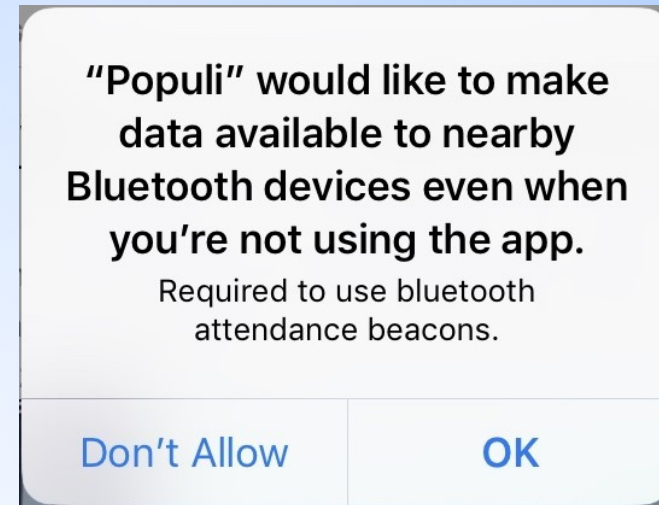
- Go to your school's unique **Populi URL** <https://pacifictech.populiweb.com> Click on “**Student Portal**” Tab
- You can find this URL by looking at your welcome email.
- Bookmark your school's Populi login page on your Web Browser.
- Enter your username. If you're using your own computer, click Remember to have Populi remember your username whenever you log in—less typing! If you're using a public computer, don't click Remember!
- Enter your password. This field hides what you're typing by showing your characters as black dots. If need be, click Show so you can see what you're typing—but we recommend you don't do this if you're in a public place.
- If login approvals are required for your account and you're logging in on a new device or web browser, Populi will send a one-time passcode to your mobile phone so you can complete this login.
- Click Log in or press Enter on your keyboard.



The screenshot shows the login interface for the Pacific Institute of Technology. At the top, the text "Pacific Institute of Technology" is displayed in a large, bold, black font. Below this, there are two input fields: "Username" and "Password". The "Username" field has a "Remember" button to its right. The "Password" field has a "Show" button to its right. Below the password field, there is a link that says "Forgot your username or password?" and a "Log In" button. At the bottom of the page, there are two links: "Terms of Service" and "© Populi 2021".

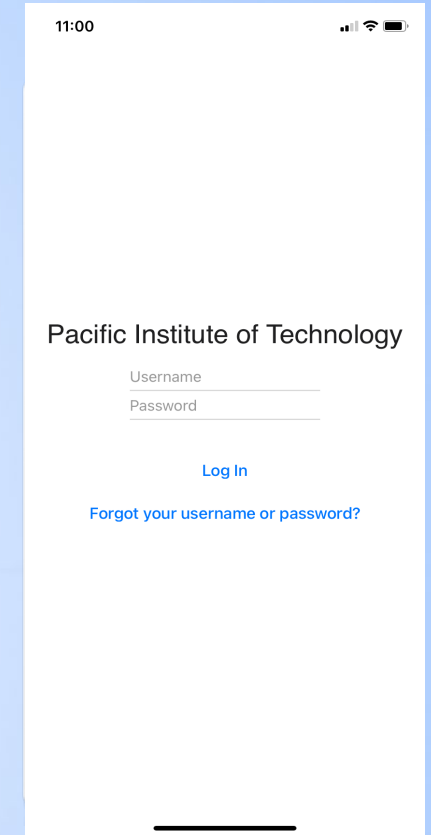
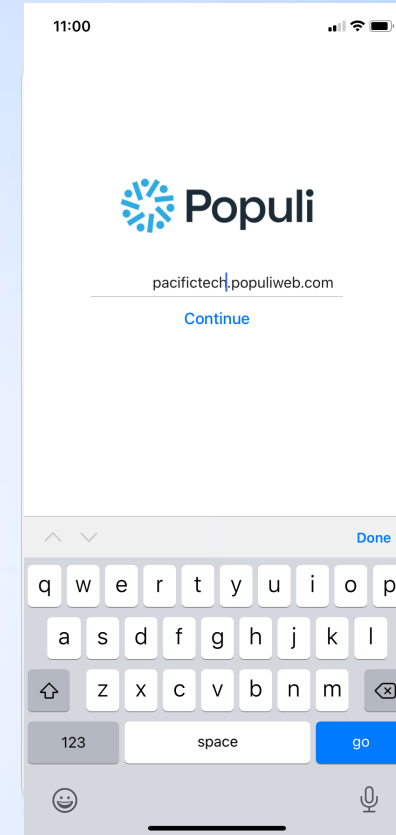
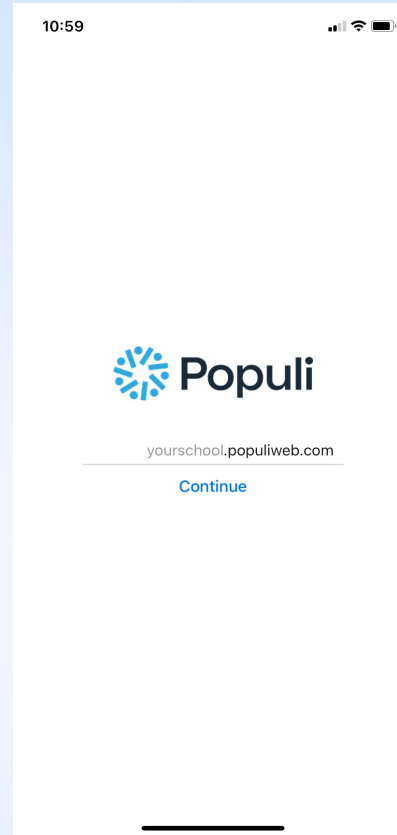
Populi Mobile App:

- Get the iOS app at the [Apple App Store](#). The Populi app works on devices running iOS 9.0 or later.
- Get the Android app on [Google Play](#). The app works on devices running Android 6.0 or later.
- Allow location access
- Grant the app access to your phone's Bluetooth.



- You will be asked for your school URL, type **pacifictech**, one word no space.
- And now you can type in your **username and the password** you set up earlier.

Populi Mobile App:



Course navigation : Here's an overview of the different parts of a Populi course

- Assignments** gives you a list of all the coursework your professor wants you to know about.
- Lessons** are collections of course materials—content, assignments, discussions, links, and files—that cover a particular section of the course curriculum.
- Discussions** are online conversations between your course's professor(s) and students.
- Conferences** are live video/audio sessions conducted by your professor. This view only shows when a conference is currently in session.
- Calendar** shows every event occurring in the course—meeting times, assignment due dates, test availability, lesson start dates, and any additional events.
- Roster** shows you who else is taking the course.
- Chat** are scheduled real-time discussions that are meant more for conversations, quick thoughts, and so on.

TAKE A SELFIE

- Make sure you create a profile picture for your Populiaccount, preferably just a selfie framing style. **Be sure to not conceal yourself by wearing sunglasses or any face covering.**
- When finished with your photo, return to populi and proceed to **upload your profile picture.**



My Profile > Student

- [The Student view on My Profile](#) collects or links to all of your courses and academic information.
- Your [transcript](#) is a complete record of the courses you've taken at your school (including any transfer courses that have been applied to your program).
- Your [degree audit](#) is a tool that compares your courses and academic performance to your school's degree requirements.
- On the right column of the student view you'll see your courses, degrees, programs, honors, and student information.

The screenshot shows the Pacific Institute of Technology student profile for Nicolas Adams. The page has a blue header with the school name and a navigation menu. The main content area is divided into several sections:

- Profile Header:** Nicolas Adams, #202101000014. Navigation tabs: Activity Feed, Info, Student (selected), Campus Life, Admissions, Financial.
- Export Schedule:** Transcript, Degree Audit, Course Mapping.
- Message Actions:** Add bio, 10:50 AM local time, Send Email, Send Text, Add a lock.
- Roles:** Academic Admin, Admissions Admin, Registrar, Staff, Student. Includes an "Edit roles" link.
- Add tags:** A field for adding tags.
- Student Information:** Student ID: 202101000014, Advisor: None, Proctoring: Not required, Campuses: None.
- Courses:** Show 2020-2021: SPRING SEMESTER. No courses returned.
- Footer:** Terms of Service, Acceptable Use Policy, Support, System Status, Blog, Twitter, Facebook, Instagram, YouTube, © Populi 2021.

Thank You

TechAdmin@pacifictech.Edu

