IMPORTANT INFORMATION FOR JHU FILM CENTRE USERS

As a student enrolled in a course at the Film Centre, a myMICA account has been created so that you can access the many services at the Centre. Your account provides access to:

- Film Centre Computers, loaded with professional filmmaking software.
- Film Centre Server, *Rosebud*, which supports many of the production courses.
- LinkedInLearning.com, the online learning platform for software.
- WEBCHECKOUT where you can reserve filmmaking equipment for producing your class projects.
- Adobe Creative Cloud - If you are a major in JHU's BFA or MA in Film and Media Studies, you will have access to Adobe Creative Cloud. **See pages 2-3 for how to set up your account.**

If you enroll in a MICA course, you will need access to Canvas. MICA's online learning platform where you can retrieve syllabi and collaborate with professors and classmates. Click here to go to Canvas

Setting up your myMICA Account

(This information should come to you in an email with the subject "WELCOME TO MICA")
- Go to MICA's Account Management Gateway
- Enter your MICA ID: xxxxxx
- Enter your authorization code: xxxxxxx
- Complete the CAPTCHA and click Submit
- Create a password for your MICA Account

For assistance in this process or general technical inquiries, contact the MICA Help Desk at 410.225.2201 or help@mica.edu. When you contact the MICA Help Desk, let them know that you are a JHU student at the Film Centre.

You can also contact Melissa Capello, the Film Centre Academic Program Administrator at mcapello@jhu.edu.

Film Centre Server

The Film Centre server can only be accessed by Centre computers. It will usually be connected automatically, but if it doesn't appear on your desktop do the following:
- On the top bar of the Finder, select "Go" and select "Connect to Server"
- In the dialog box (if it does not automatically appear) type in "rosebud.mica.edu" and select "Connect"
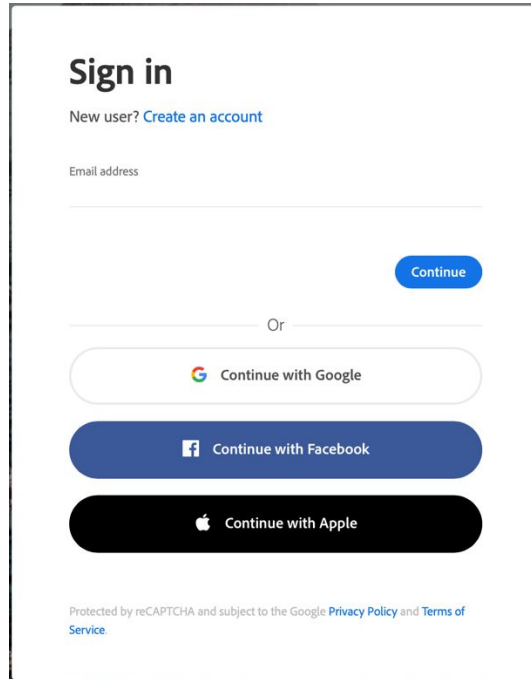- If you are logged in as "Mica User" you will be prompted for your myMICA Account information

LinkedIn Learning -- formerly Lynda.com

Lynda is a web-based training service to help you learn all of the important software that you will be using at school. You can access Lynda by logging in to you myMICA account and selecting "Lyda" under "Campus Resources" in your MICA portal. Alternatively, click here and login.

Adobe Creative Cloud access

On the following pages, we'll go over how to set up your Adobe Account.

Visit www.Adobe.com/Login and enter your MICA email address.
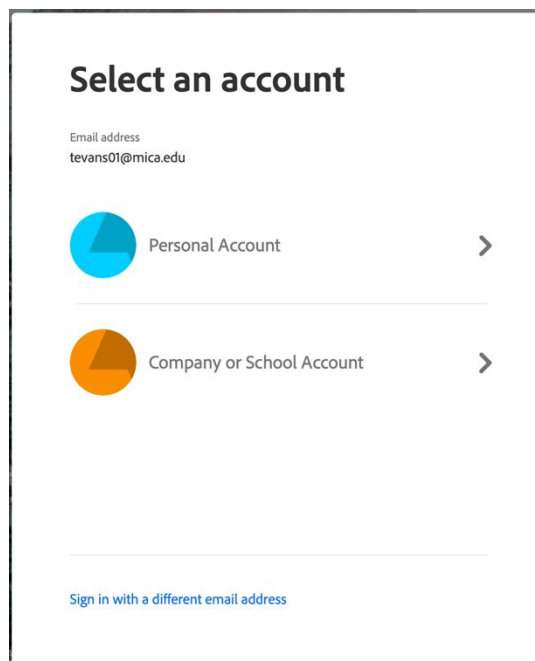
Enter your MICA email which will send you to the MICA login in page. Select "Company or School Account".

This will take you to the MICA login Page where you will enter your MICA user name (MICA email minus the @mica.edu) and password:

Login

The content you have requested is restricted to members of the MICA community.

Please use your network username and password to log in.

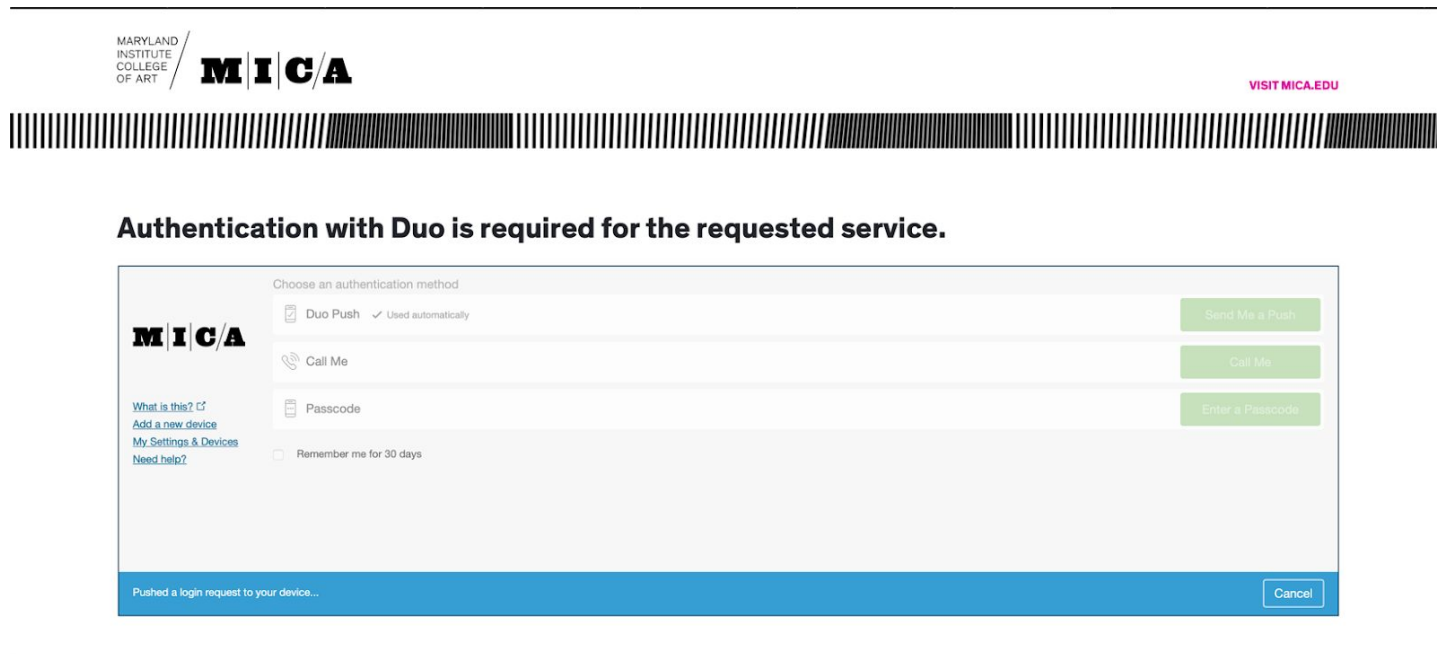Are you a parent or guardian of a MICA student? Please log in using the Guardian Login Page.

Username

Password

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

LOGIN   Forgot your password?

You will now be prompted to authenticate with the Duo app (see instructions for setting up Duo authentication in Setting Up Duo section below):

Authentication with Duo is required for the requested service.

	Choose an authentication method	
M|I|C|A	⚏ Duo Push ✓ Used automatically	Send Me a Push
	☎ Call Me	Call Me
What is this? ↗	⎙ Passcode	Enter a Passcode
Add a new device		
My Settings & Devices	☐ Remember me for 30 days	
Need help?		

Pushed a login request to your device...   Cancel

Once authentication is complete, you will be prompted to begin installation

Follow the instructions below to install Creative Cloud.

Click the installer then follow the prompts.

Download not working? Restart download | Get Help

Tip: Find recent downloads down here.

This type of file can harm your computer. Do you want to keep Creative_Clou....dmg anyway?   Keep   Discard
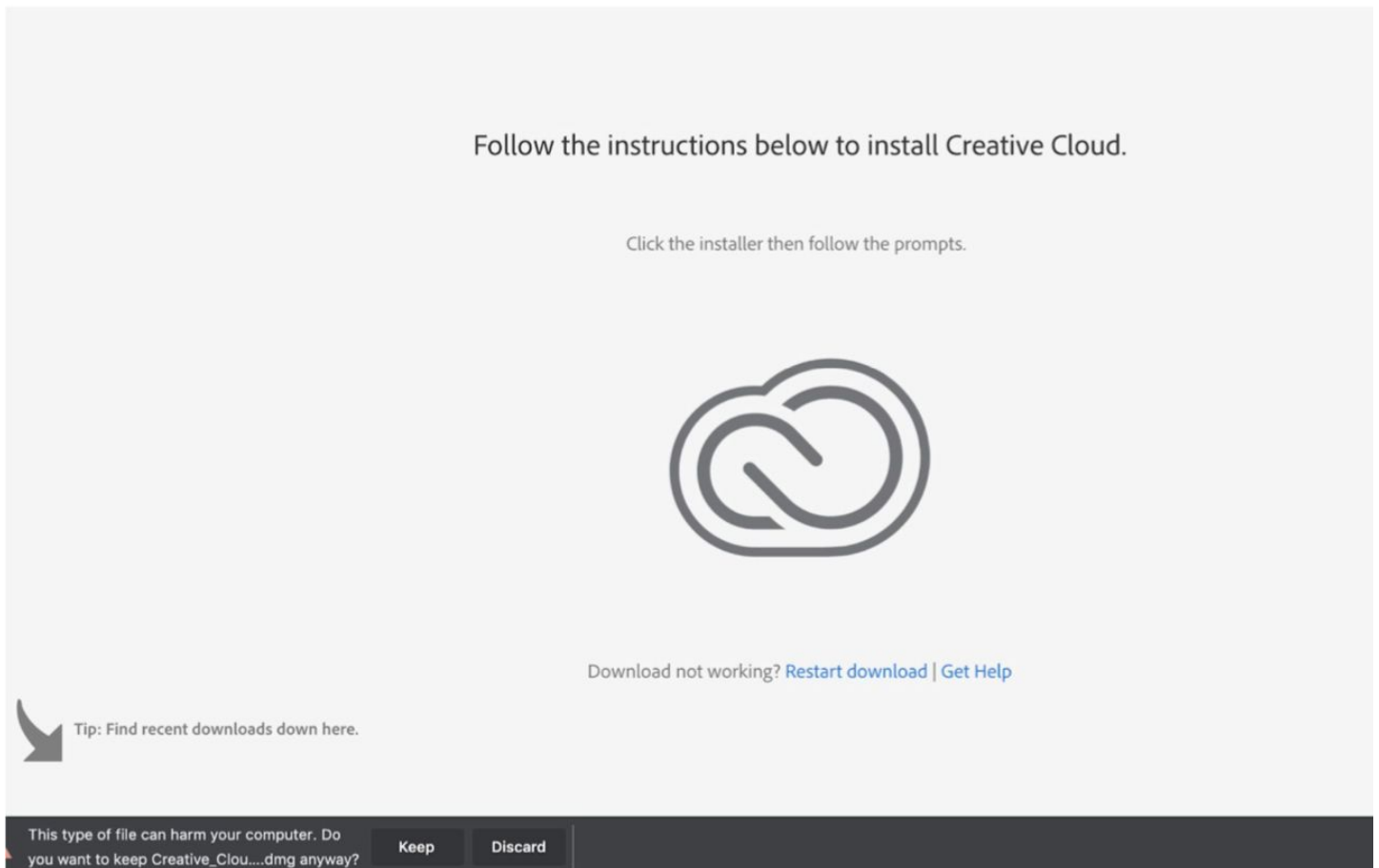
Wait for a moment while the Creative Cloud Installer finishes installing:
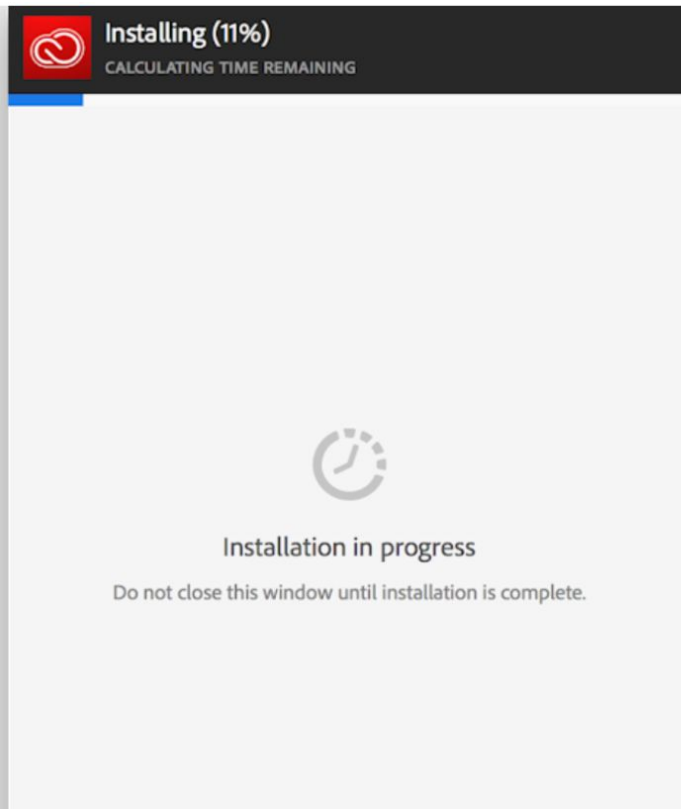
You may be prompted to sign into your Adobe account again, if so enter your MICA email address and you will be redirected to the MICA portal page.

You are ready to download the Adobe CC programs of your choice. Please click "install" next to the desired programs. Only install one program at a time as Adobe programs are large software files and install quicker when downloaded one at a time.

You should now see a window that looks something like this:
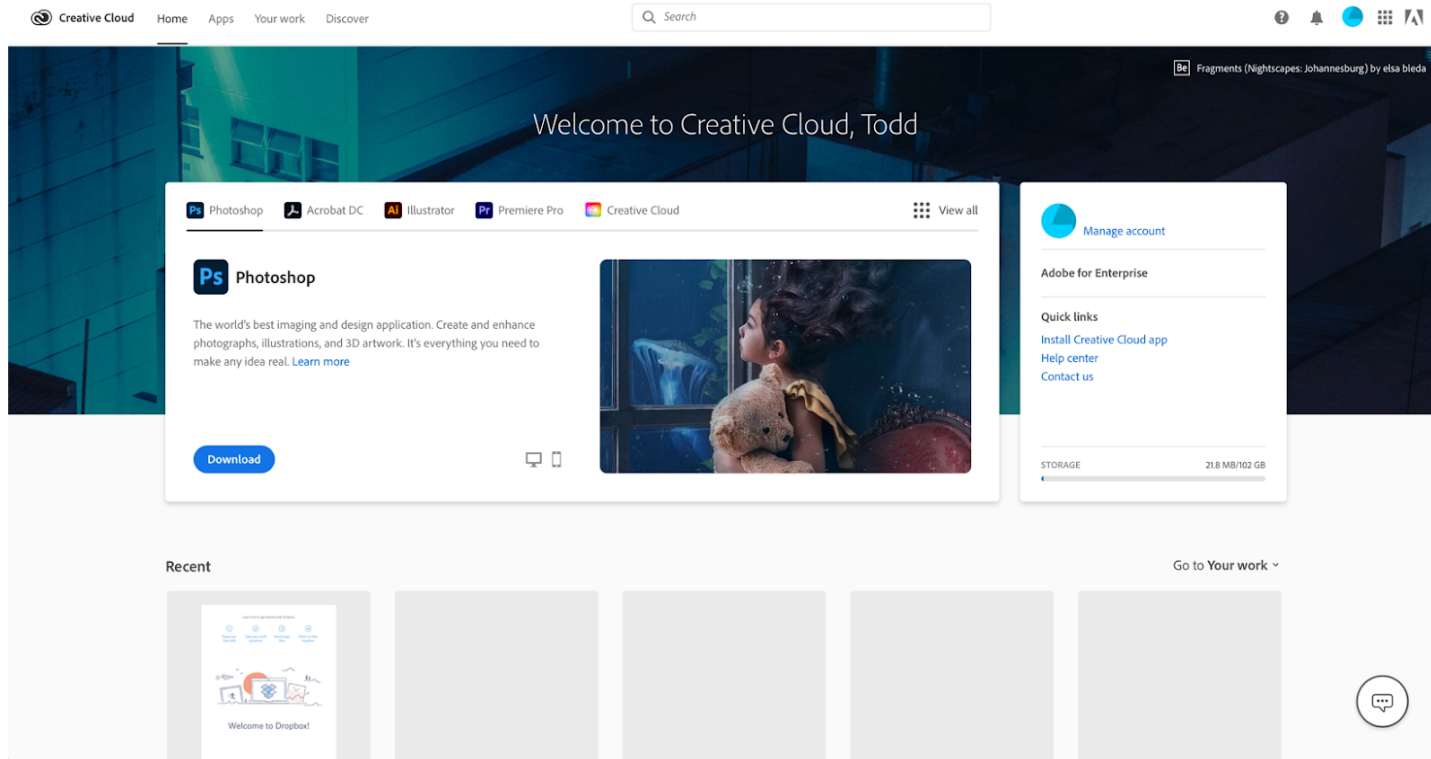
If you have an existing Adobe ID, you may be asked if you would like to migrate your cloud data from your Adobe ID to your new Enterprise account, select 'yes'.

Note: If you are working on creative cloud documents on one device such as your personal computer and you sign in on another machine you will be logged out of the first device and your changes will not be saved. Be sure to sign out of Adobe if you anticipate logging in on another computer.
You may encounter a warning screen that says you do not have permission to manage the applications, please ignore this. If your programs say "Download" beneath them and allow you to download then you are in the clear to install and use them.

If you experience any issues email help@mica.edu

Setting Up Duo

In order to further protect personal information, MICA has implemented Duo two-factor authentication for all MICA faculty, staff and students. Duo adds an important layer of extra security to your MICA account.

Using Duo is easy, and there are multiple options:

More secure (recommended!):
Download and use the Duo Mobile app on your phone to receive a push notification or passcode.

Less secure:
Receive a text or phone call.

Two-factor authentication will be required when you first log into a system or use a new device. You can choose to have Duo remember you for 30 days per device. After 30 days, users will have to re-authenticate to use MICAaccounts.

Systems included in Duo two-factor are:

- myMICA
- Adobe Creative Cloud
- eMaint
- Workday - clocking in/out for student employees
- BigTree Content Management System

Google Apps (e-mail, etc.) and Canvas do not currently require Duo.

Below are instructions for installing and utilizing Duo on your SmartPhone:

1. Navigate to MICA.edu/Login and sign in

Login

The content you have requested is restricted to members of the MICA community.

Please use your network username and password to log in.

Are you a parent or guardian of a MICA student? Please log in using the Guardian Login Page.

Username

Password

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

LOGIN   Forgot your password?

2. You will see the Duo Enrollment screen, click the green **Start Setup** button

Authentication with Duo is required for the requested service.

M|I|C|A

Protect Your Maryland Institute College of Art Account

Two-factor authentication enhances the security of your account by using a secondary device to verify your identity. This prevents anyone but you from accessing your account, even if they know your password.

This process will help you set up your account with this added layer of security.
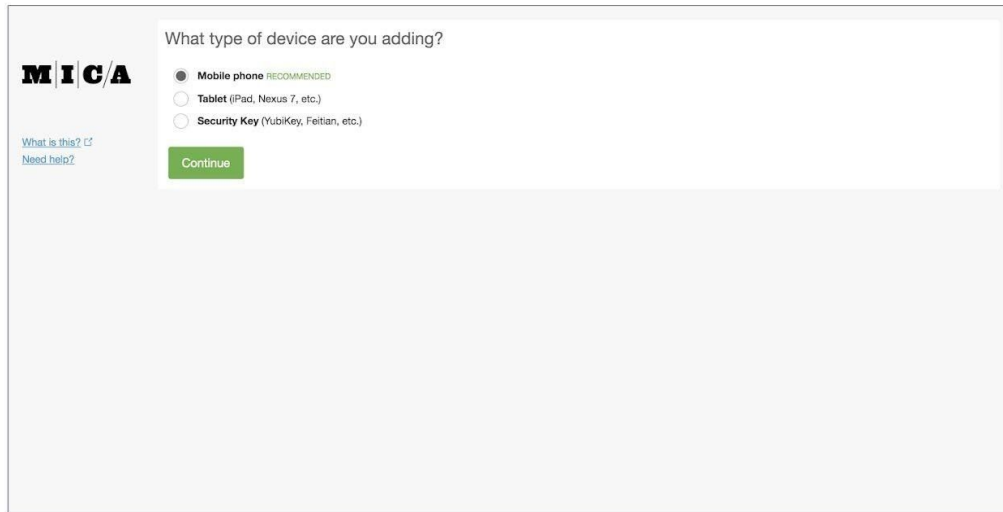
What is this?
Need help?

Start setup

3. Click the device you are adding, a **mobile phone** then click **Continue**
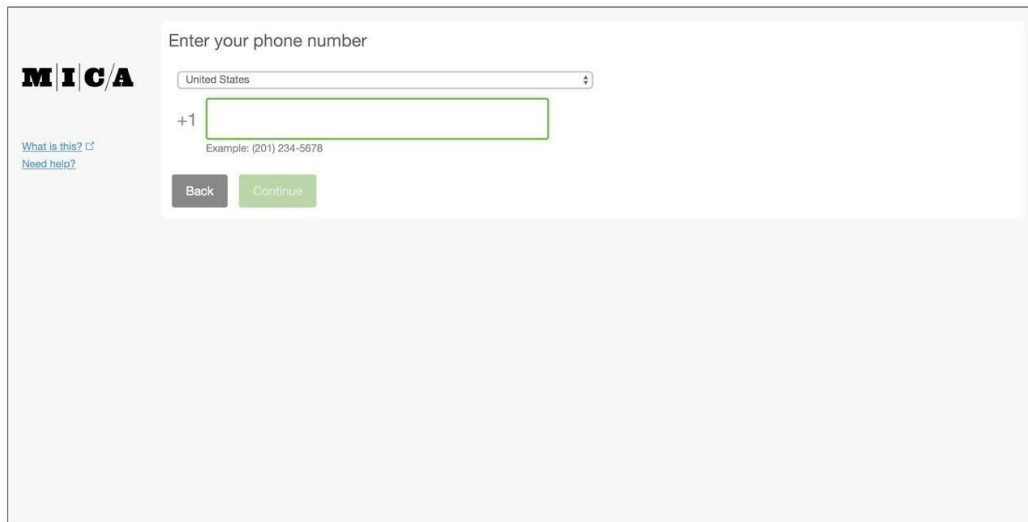
4. Add your mobile phone number then click **Continue**
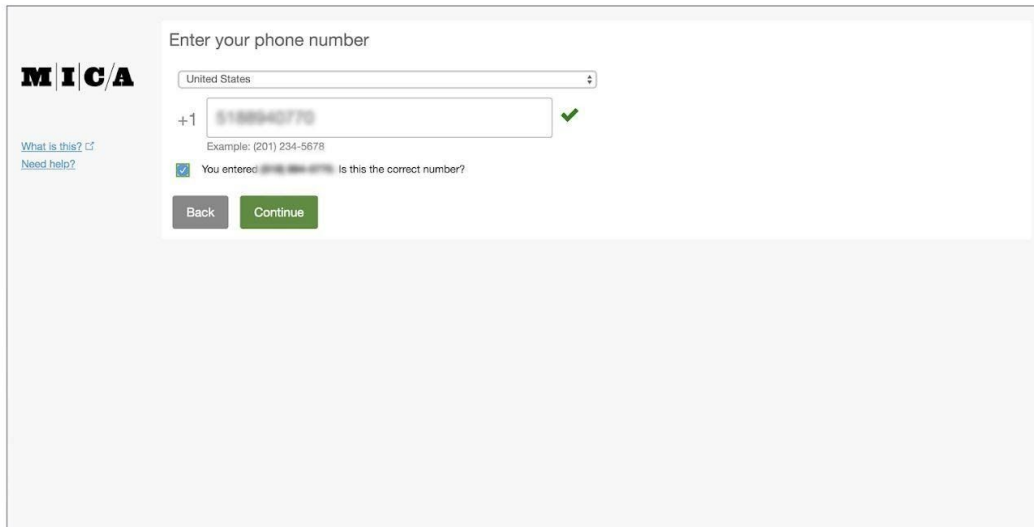
5. Check the box below the number field to confirm it is correct, then click

Continue
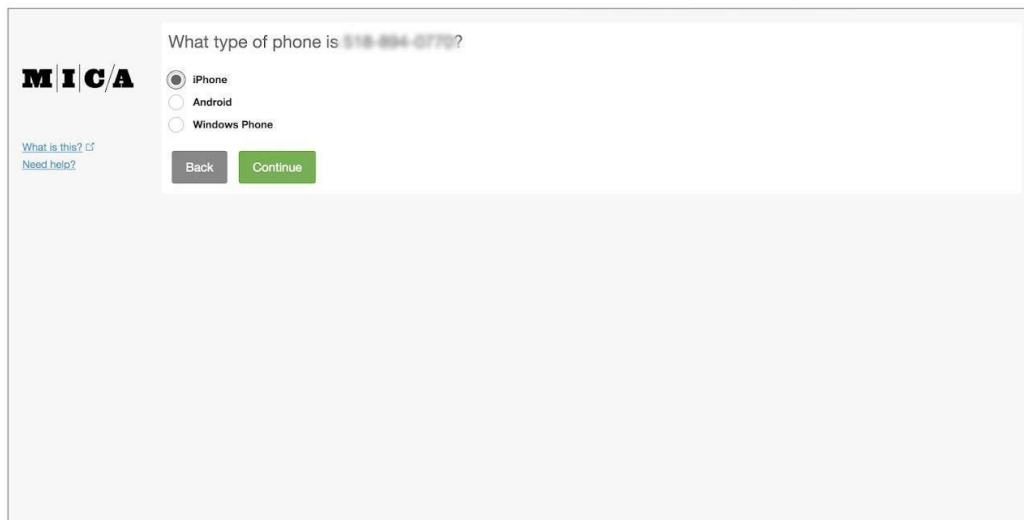
Authentication with Duo is required for the requested service.

6. Select what brand of phone you are using, then click **Continue**

Authentication with Duo is required for the requested service.

7. Now you will need to download the Duo Mobile app onto your phone using your version of the App store. Once you have downloaded the app, then click **I have Duo Mobile Installed**

Authentication with Duo is required for the requested service.
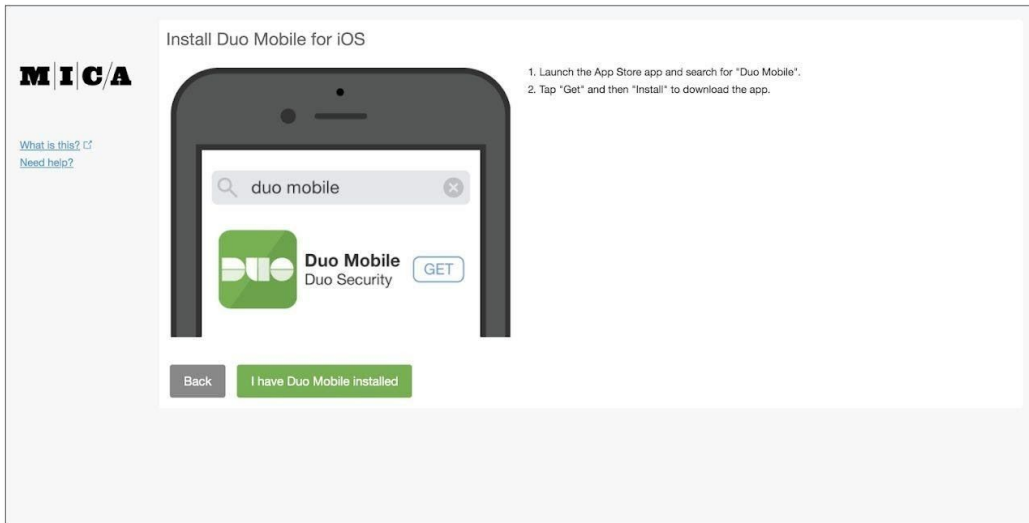
8. The computer will now ask you to scan a QR code on the screen using the Duo App,

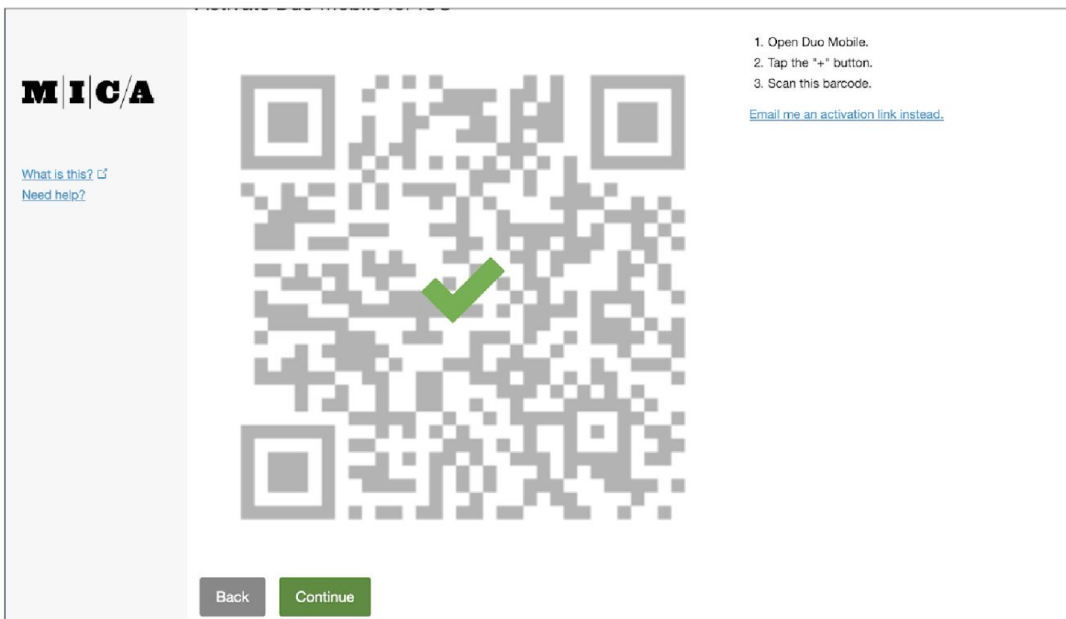**Authentication with Duo is required for the requested service.**

Authentication with Duo is required for the requested service.

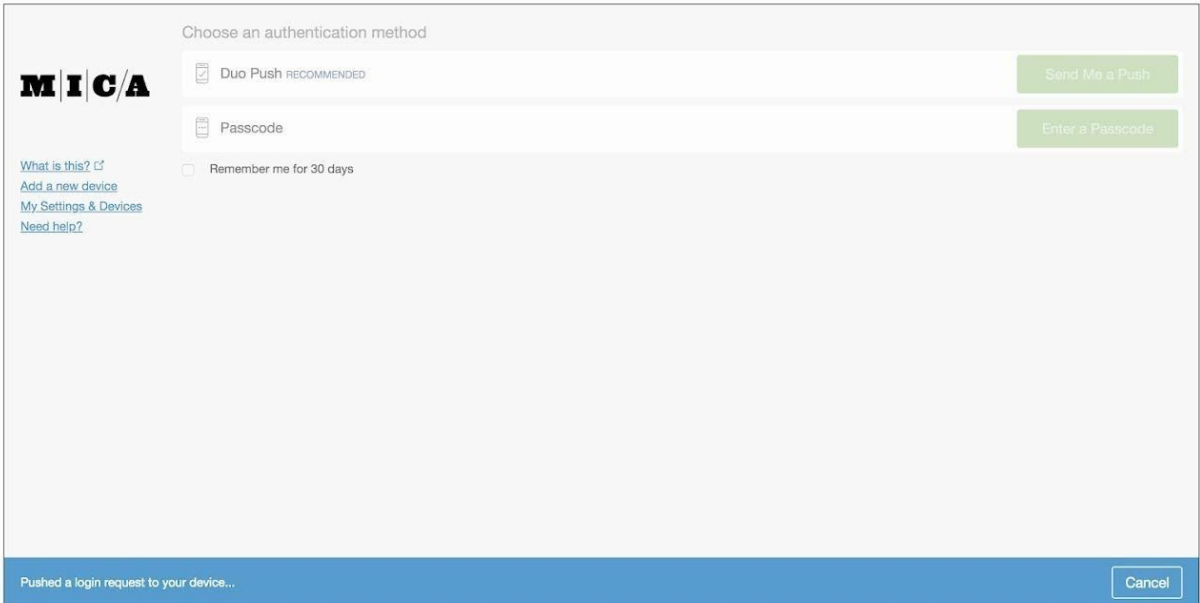Open up the application and press the + button in the upper right hand corner, the app may ask you for permission to use your camera, and will ask to push notifications. Press Allow for both of these requests.

9. After scanning the QR code click **Continue**

10. Now that you are fully enrolled, we can get back to getting you logged

into MyMICA. Select "Send Me a Push".   This will send you your first

Duo push.

11. This is what the push on your phone will look like, you will be able to confirm the location of the login and approve access. If you receive a login alert not prompted by you, deny it and contact the Help Desk immediately.

After approving, your webpage will automatically redirect to your MyMICA page.

M|C|A

Maryland Institute College of Art
myMICA

👤
ekline

📍
192.126.104.47
Baltimore, MD, US

🕐
9:38:50 AM EDT
April 2, 2019

✓
Approve

✕
Deny
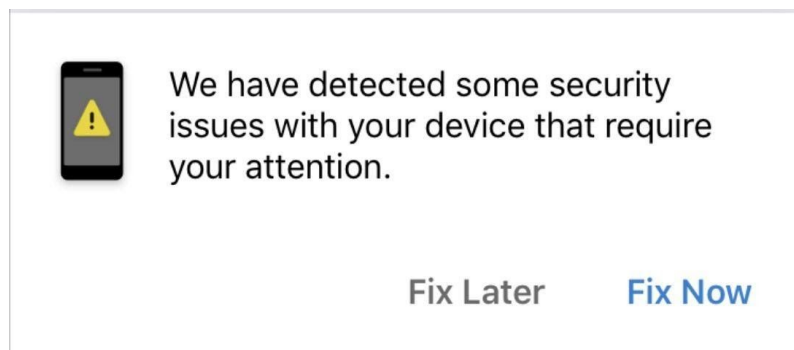
Important to Note:

1. When logging into Duo for the first time, you may see a security notification like the one below.

📱⚠️ We have detected some security issues with your device that require your attention.

Fix Later   **Fix Now**

You will be able to see a more detailed explanation under **Fix Now.**

In this example, Duo is alerting me that I should update my operating system to be sure my phone is as secure as it can be. Duo will still function with an older operating system, but it will not work if you do not have a Screen Lock enabled. Without this, anyone would be able to gain access to your phone and gain access to your MICA account.
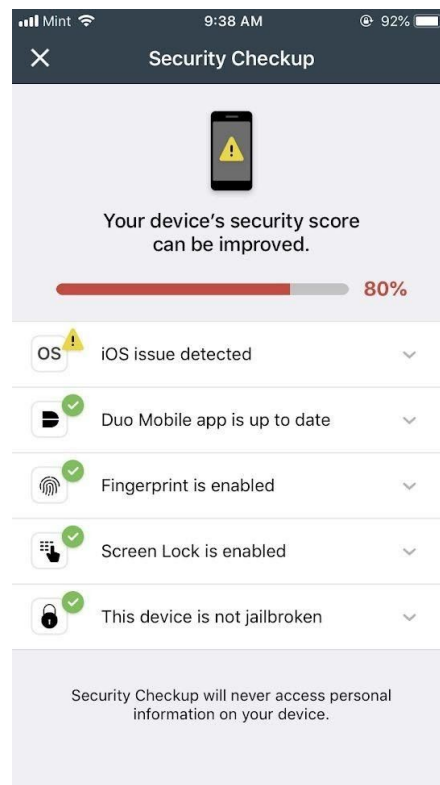
2. **Duo does not take the place of your password**, it is a two factor authentication- in **addition** to your password (factor number 1). If you have any issues with resetting your password please contact the Help Desk for assistance.

Login

The content you have requested is restricted to members of the MICA community.

Please use your network username and password to log in.

Are you a parent or guardian of a MICA student? Please log in using the Guardian Login Page.

> **The password you entered was incorrect.**

Username

Password

☐ Don't Remember Login

☐ Clear prior granting of permission for release of your information to this service.

LOGIN   Forgot your password?

---

3. "What do I do if I forgot my phone at home?"

This system utilizes your smartphone, so please make all efforts to have it on your person at all times. However, if you find yourself without it there are a few ways to gain access to your account.

However, if you find yourself without it there are a few ways to gain access to your account.

You can add your desk landline onto your Duo account by selecting "add a device" on the left hand side of the prompt screen. Now you will have multiple devices to choose from under 'Device'. When Duo calls you, they will ask you to press the number 1.

You need to first press "POUND (#)" then "4" *then* "1"

Authentication with Duo is required for the requested service.
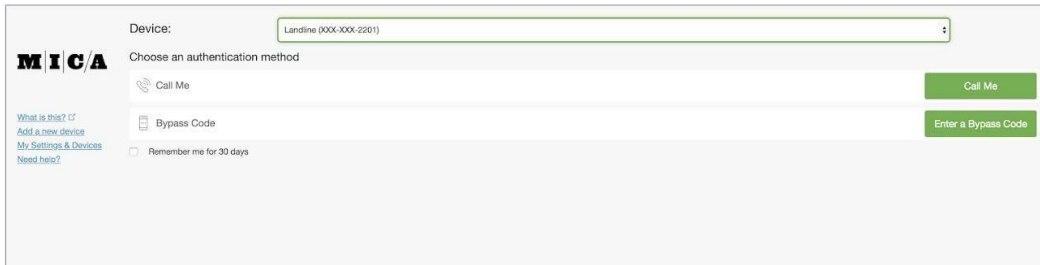
You can add and edit your devices anytime by visiting duo.mica.edu

4. *My device asks me to for a Duo Push every time I login*
This could be due to several factors. First, your web browser remembering you is dependent on your browsers cookie settings. If you are online through a new browser you haven't used before or in incognito mode you will be asked for a Duo Push. If this isn't the case, make sure to look at the browsers settings, and be sure they are set to accept cookies.

If this continues, check your Duo settings by attempting to login to MICA.edu. Your Duo screen should have a box checked, like below, for "Remember Me for 7 Days" or "Remember me for 30 days"