

## [Engage.BerkeleyCollege.edu](https://Engage.BerkeleyCollege.edu)

is the only url you need to remember!

**Engage** is Berkeley College's student ability to access all the tools you need to succeed. Through this portal, you will have the ability to interact with products such as:

- Canvas
- MyID Password Reset Services
- Library
- News
- Bill Payment
- Self-Service
- Email
- Canvas Student App
- eForms
- ID Card Services
- Department Information

## How do I login to Canvas?

Go to [Engage.BerkeleyCollege.edu](https://Engage.BerkeleyCollege.edu)



Click the Sign-In icon and login



Click the Canvas icon

## Canvas Course Tool Bar



**Account** Here you will find all your account information and settings.

**Dashboard** The Dashboard is an overview of all your current enrollments.

**Courses** The Courses tab will show all your current and previous courses.

**Calendar** The Calendar tab will show you dates such as upcoming assignments.

**Inbox** The Inbox is for messages sent within the Canvas environment.

**Help** The Help tab will provide you with links and resources to assist you with issues you may encounter while using Canvas.



## How to Download Microsoft Office

Microsoft Office can be downloaded from your Berkeley College email.

- Go to [Office.com](https://Office.com)
- Login to your Berkeley College email
- You will be directed to the Co-Pilot screen
- Click the Apps icon (left side of your screen)
- Click Install Apps (top right of your screen)
- Select Microsoft 365 Apps
- Click the button Install Office

All students are entitled to five copies of Microsoft Office.  
Available on Windows OS and Mac OS.





To access and activate go to [BerkeleyCollege.Zoom.US](https://BerkeleyCollege.Zoom.US)  
[Mymail.BerkeleyCollege.edu](mailto:Mymail.BerkeleyCollege.edu)



Login to your e-mail and select the app launcher in the upper-left corner of your screen, and select Teams  
[Mymail.BerkeleyCollege.edu](mailto:Mymail.BerkeleyCollege.edu)



Login to your e-mail and select the app launcher in the upper-left corner of your screen, and select Viva Engage



DUO MFA enrollment guide please click [here](#)  
To add a new device to DUO MFA, please click [here](#)

Students must download the Duo MFA app and use the push notifications.



You can access your e-mail by going to [Mymail.BerkeleyCollege.edu](mailto:Mymail.BerkeleyCollege.edu)

## Resetting your password

with  MyID

1. Go to [MyID.BerkeleyCollege.edu](https://MyID.BerkeleyCollege.edu)
2. Enter your username, and click the “Forgot My Password” option
3. MyID service will send an e-mail to your Berkeley College MyMail account and the personal e-mail account that is registered in Student Self Service
4. Once you receive the e-mail, click the link, “MyID Password Reset” and follow the directions on screen

## Recommended Berkeley College Apps

Berkeley College



Canvas Student



Bookshelf



Duo Mobile



 Download on the App Store

 GET IT ON Google Play

## Berkeley College Services

Berkeley WiFi

Look for the WiFi Access point Berkeley WiFi and log in using your Berkeley login information.

Need a program for class?

Log into Virtual Labs by going to [MyApps.BerkeleyCollege.edu](https://MyApps.BerkeleyCollege.edu)

Talk off Campus

Use Teams and Viva Engage to keep up to date with campus happenings.

## Engage Student Portal Information

Engage Student Portal and Canvas LMS Information



 Berkeley College®

Still need help or have questions?

Call us: **973-653-2180**

Chat 24 x 7: [Lucy.BerkeleyCollege.edu](https://Lucy.BerkeleyCollege.edu)

Self-Service Tickets: [Help.BerkeleyCollege.edu](https://Help.BerkeleyCollege.edu)

Email: [HelpDesk@BerkeleyCollege.edu](mailto:HelpDesk@BerkeleyCollege.edu)



## Computer Lab Locations

### Woodland Park Campus

#### Academic Building 1

- 101 PC Lab
- 101A PC Lab
- 104 PC Lab
- 212A Graphic Design, Mac Lab
- 301 Graphic Design, Mac Lab
- 302 Interior Design, PC Lab
- 303 Interior Design, PC Lab
- 305 Interior Design, PC Lab

### Woodbridge Campus

- 106 PC Lab
- 107 PC Lab

### Newark Campus

- 120 PC lab

### New York Campus

#### 43rd Street Building

- 303 PC Lab
- 304 PC Lab
- 401 Mac Lab
- 404 PC Lab
- 203 PC Lab



## Access Apporto

Apporto is designed for Graphic Design, Interior Design, and select ITM and Fashion classes that require the use of software such as::

- Autocad
- Adobe Creative Cloud
- Unity
- SketchUP

Please use our remote service Apporto Log in using your Berkeley College username and password.

To use the Adobe Suite (Photoshop) you must create a free account at [Adobe.com](https://adobe.com)

If you are having issues accessing Apporto, please contact the Helpdesk