



**Calhoun: The NPS Institutional Archive**  
**DSpace Repository**

---

Institutional Publications

Student Handbooks

---

2022-07

## Distance Learning Handbook for Students

Monterey, California: Naval Postgraduate School

---

<https://hdl.handle.net/10945/70974>

---

This publication is a work of the U.S. Government as defined in Title 17, United States Code, Section 101. Copyright protection is not available for this work in the United States.

*Downloaded from NPS Archive: Calhoun*



Calhoun is the Naval Postgraduate School's public access digital repository for research materials and institutional publications created by the NPS community. Calhoun is named for Professor of Mathematics Guy K. Calhoun, NPS's first appointed -- and published -- scholarly author.

**Dudley Knox Library / Naval Postgraduate School**  
**411 Dyer Road / 1 University Circle**  
**Monterey, California USA 93943**

<http://www.nps.edu/library>

# Distance Learning Handbook

For Students



<b>Quick-Start Guide</b> .....	<b>3</b>
Access NPS Operating Systems .....	3
Duo Security 2FA.....	4
Final To-Do's .....	5
<b>Academics</b> .....	<b>6</b>
Academic Calendar .....	6
Academic Catalog.....	6
Academic Honor Code .....	6
Academic Policies .....	7
Academic Probation/Disenrollment.....	7
Add/Drop/Withdrawal Process .....	7
Classroom Conduct.....	8
Course Schedules.....	8
Graduation .....	8
Instructor-Student Relations .....	9
Textbooks.....	9
<b>Program Modes of Delivery</b> .....	<b>11</b>
Asynchronous .....	11
Sakai.....	11
Synchronous .....	11
Video Tele-Conferencing .....	11
VTC FAQ's .....	12
Collaborate.....	13
Zoom .....	13
Collaborate/Zoom FAQ's .....	13
<b>Registrar</b> .....	<b>15</b>
Academic Records .....	15
Diplomas, Certificates, and Transcripts .....	15
Emails and Outreach .....	15
Course Evaluation Forms (CEFs).....	15
FAQ's .....	16
<b>Technology</b> .....	<b>18</b>
Technology Assistance Center (TAC).....	18
Network Accounts .....	18
Account Username.....	18
Temporary Password.....	18
Self-Service Password Manager .....	19
Email .....	20
Remote Access to NPS Networks .....	20
Virtual Private Network (VPN).....	21
Python .....	21
Software Library .....	22
Software Requirements .....	22
<b>Dudley Knox Library</b> .....	<b>23</b>
Library Services .....	23
<b>Graduate Writing Center</b> .....	<b>24</b>
Specialized Workshops.....	24
Self-paced Learning.....	24
Citation Help.....	25
FAQ's .....	25
<b>Thesis Processing Office</b> .....	<b>27</b>
Thesis Processing Guidelines .....	27
<b>Miscellaneous</b> .....	<b>28</b>
Alumni .....	28
Disability Services.....	28
<b>Contacts</b> .....	<b>29</b>

## Quick-Start Guide

### Access Naval Postgraduate School (NPS) Operating Systems:

- Go to <https://nps.edu>
  - Select **DoD Certificates** under the **Technology** tab near the top of the screen, and follow the instructions
    - ◆ *MAC instructions are located at the bottom of the page*
- Return to the main page and select the **Technology** tab again
  - Go to **Remote Access**
  - Follow directions for using **NPS Cloudlab**
- Go to [O365.nps.edu](https://O365.nps.edu)
  - Use the NPS login `firstname.lastname`
  - Use Temporary password provided
    - ◆ *Your username will have been sent in an email and is used for all NPS-related logins*
    - ◆ *All NPS students are required to complete the SAAR form (includes Privacy/PII training and Cyber Awareness Challenge training), prior to receiving an NPS network account. See page 18 for links and detailed instructions*
- Enter your NPS account temporary password according to the algorithm:
  - `NN<ccc>--<ssss><fl>abc123`
  - Enter NN
  - Replace `<ccc>` with your curriculum number
  - Enter two en dashes --
  - Replace `<ssss>` with the last 4 digits of your social security number
  - Replace `<fl>` with your first and last initial (lowercase)
  - Enter abc123Ex:  
Jane Smith is in curriculum 311, the last four digits of her SSN are 9876. She would have the password **NN311--9876jsabc123**
  - ◆ *Passwords are case sensitive*
- Change your password
  - At least 15 characters long
  - Include:
    - 2 uppercase letters
    - 2 lowercase letters
    - 2 special characters
    - 2 numbers
  - Your password may not contain an actual word in any language

- ◆ *If you are having difficulties, contact the Technology Assistance Center (TAC) via email ([tac@nps.edu](mailto:tac@nps.edu)) or phone (831-656-1046).*
- Return to the **Self-Service Password Management** page
  - Select **Edit NPS Profile**
  - Input information and set-up your profile
    - ◆ This will allow you to reset, unlock, or change your password any time without contacting TAC.
      - Be sure to remember your answers to the three security questions; these will be required for you to use the password manager

## Duo Security – Two-Factor Authentication (2FA)

NPS employs a two-factor authentication for access to NPS systems. For this to work, you will link your NPS account with your smartphone. Each time you log in, you will receive a temporary access code to your smartphone.

- Download the Duo App from your smartphone's app store
  - Allow the app to send you notifications
    - ◆ *You can have more than one Duo account on your phone*
  - Allow the app access to your phone camera
- Go to <https://duo.nps.edu>
  - Click on the **Device Management Portal** button
  - Login with NPS credentials
  - Choose the type of device that has the Duo App
  - Click the **Continue** button
  - Enter phone number
  - Click the **Continue** button
  - Choose the type of phone the Duo App is on
  - Click the **Continue** button
  - Click on the **I Have Duo Mobile Installed** button
  - Scan the "QR" code that is displayed
    - Open the Duo App on the smartphone
    - Tap the plus sign in the upper right corner
    - Allow Duo Mobile to access the camera on your smartphone
    - Aim the camera as if you are taking a picture and it hold there
    - Phone will automatically scan the "QR" code
  - **Or** click on the **Activation** link to get the code emailed to you
  - "NPS Monterey" will appear on the smartphone
  - A green check mark will appear on the "QR" code on the computer
  - Click the **Continue** button on the computer
  - A green **Saved** button will appear; your smartphone is now linked! Next to the **When I login button**, choose the option to **Automatically send this device a Duo Push**
  - Click the **Save** button

## Final To-Do's

- Go to <https://my.nps.edu/group/mynps>
  - Login with your NPS credentials
  - Click on **Python** located in the tool bar on the left side of the screen
    - ◆ *If not visible, click on **View More/Settings***
    - Login with your NPS credentials
    - Click on **My Profile** in the tool bar on the left side of the screen
      - Confirm information is correct and edit if needed
      - Click on **Addresses and Family**
      - Confirm information is correct and update if needed
  - Return to the main screen and click on **Web Mail**
    - Login with your NPS credentials
    - Check for any email messages
  - Return to the main screen and click on **Sakai**
    - Select **NPS Users Click Here to Login**
    - Login with your NPS credentials

# Academics

## Academic Calendar

[NPS Academic Calendars](#) contain dates for the first day of classes, federal holidays, final exams, and graduation.

## Academic Catalog

The [NPS Academic Catalog](#) is the official source of graduate academic program information.

## Academic Honor Code

<https://my.nps.edu/web/nsa/academic-integrity>

Students must follow the Academic Honor Code (NPS instruction 5370.4 series) at all times. The highest standards of honesty and integrity are expected of all students. Plagiarism, fraud, cheating, and verbal or written misrepresentation constitute a violation of the Academic Honor Code. Instructor authorized group activities and projects should rightly acknowledge the efforts of all respective participants. Faculty will clearly state in each course (and/or assignment) how much consultation/cooperation among students is permissible, and must indicate what materials may be used in student preparation for, and performance of, all graded work. While no single list can identify and define all types of academic honor code standards, the following are cited as examples of unacceptable behavior:

1. **Cheating:** Using unauthorized notes, study aids, or information on an examination; looking at another student's paper during an examination; altering a graded work after it has been returned, then resubmitting it for re-grading; allowing another person to do one's work and submitting it under one's own name.
2. **Plagiarism:** Submitting material that in part or whole is not entirely one's own work without attributing those same portions to their correct source. Student shall ensure all references are properly cited.
3. **Fabrication:** Falsifying or inventing any information, data, or citation.
4. **Obtaining an Unfair Advantage:** Gaining access to examination materials prior to the time authorized by the instructor; unauthorized collaboration on an academic assignment; possessing, using, or circulating previously given examination materials where those materials clearly indicate that they are to be returned to the instructor at the conclusion of the examination.
5. **Aiding and Abetting Academic Dishonesty:** Providing material, information or other assistance to another with knowledge such aid could be used in any of the unacceptable behaviors described above.
6. **Double-submission:** Submitting a single paper to satisfy the requirements of two separate courses without notifying the instructor(s) of the overlap.

- 7. Failure to Address Observed Violations of this Code:** Upon witnessing a suspected Honor Code violation, an individual is honor bound to report it through the proper channels. Failure to do so is itself a violation of the Honor Code.

Finally, any act or attempt at retaliation against a student, staff member, or faculty member for raising an Honor Code issue, whether or not the report results in any formal action, will not be tolerated.

Appropriate disciplinary action may include disenrollment, fitness report comments, and a letter to appropriate government agencies or official service branches. Individuals suspecting Academic Honor Code violations are required to inform the appropriate academic/curricular officials.

This code is applicable to both resident and distance learning students.

## **Academic Policies**

Students are expected to familiarize themselves with and adhere to NPS Academic Policies. Please pay particular attention to Chapter 6 of the [NPS Academic Council Policy Manual](#), for information regarding student records, grading procedures, course withdrawals, incomplete courses, extended absences, and other such policies.

## **Academic Probation/Disenrollment**

Disenrollment may be voluntary, disciplinary, or because of unacceptable academic performance. Students whose grades fall below a GQPR of 3.0 or TQPR of 2.75 will be placed on academic probation. Depending on subsequent performance, the student may continue on probation, be recommended for disenrollment, or be removed from probation. The Program Officer will counsel students as required and forward the request through the Military Associate Dean for delivery to the Dean of Students.

## **Add/Drop/Withdrawal Process**

Each student must receive Command/Company Sponsor (CS) approval to make changes (add/drop/withdraw) to their NPS schedule.

*Note: Add/Drop/Withdraw deadlines can be found on the Python home page. Each student is responsible for adhering to these deadlines.*

After approval has been granted, contact the Education Technician or the POC for your program to begin the process.

### **Systems Engineering Students:**

- ◆ *Be aware that if you drop or withdraw from a course or program, your sponsoring command or company will be held financially responsible for your class(es) that quarter, regardless of deadlines.*



## Classroom Conduct

Classroom conduct is expected to be professional, mature, and courteous. "Classroom" is defined as any learning environment, including resident, live virtual tele-education (VTE) classes, and any form of synchronous Web-based instruction. Cell phones, beepers/pagers, and other electronic communication devices need to be muted or secured during all class or lab instruction periods to minimize disruptions.

During lectures and labs, questions are expected, both directly in resident and VTE situations, and through chat, IM, and other means for web-based instruction. Students should seek out professors during office hours for special or extra information, if necessary. Students should extend professional courtesy to fellow students, instructors, and professors regardless of position or rank.

If a professor fails to appear for class at the appointed time, students will remain in the assigned classroom or learning environment for 15 minutes after scheduled class commencement starting time.

For asynchronous and recorded lecture sessions, it is the responsibility of the student to view all lectures in accordance with the stated course schedule.

## Course Schedules

To view a course schedule in Python:

- Go to [Python](#)
- Click on the **Student** tab
- Enter your last name
- Click on **Matrix** to the left of your name
- Select the magnifying glass icon to the left of the course listing
  - A new window will open up with the course and textbook information
  - If your course schedule still reads "Schedule TBD by Department," check back on a regular basis

## Graduation

The [NPS Graduation](#) website provides information about rehearsal and graduation times, appropriate attire, directions to NPS, gate access, and more.

Chapter 7 of the NPS Academic Policy Manual specifically addresses the Degree Completion process; Chapter 9 addresses the Academic Certificate Completion process:  
<https://www.nps.edu/Academics/PolicyManual/1541.htm>

*Students who do not finish a degree or certificate program with a minimum GQPR of 3.0 and a minimum CQPR of 2.75 will not graduate.*

Future Graduation Dates can be found on the [Academic Calendar](#)

## Instructor-Student Relations

Students are encouraged to consult with instructors and/or Academic Associates concerning problems related to grade computations, lectures, or academic assignments. The chain of command for resolving problems or conflicts in academic matters (grades, lectures, or academic assignments of the instructor) is the professor, the Academic Associate, the Department Chair, and finally the Academic Council, led by the Provost.

The Academic Council represents the final level of appeal. The Program Officer should be kept apprised of situations of this nature and will provide oral or written endorsements when appropriate.

*\*For further explanation on various roles and responsibilities NPS-wide, visit <https://my.nps.edu/group/mynps/resources>\**

## Textbooks

Students are able to view textbook requirements in Python two weeks before the start of quarter

- Go to [Python](#)
- Click on the **Student** tab
- Search using last name
- Click on **Matrix** located on left side of your name
- Select the magnifying glass icon to the left of the course listing
- A new window will open up and display the courses and textbooks for that AY/Qtr

*Please reach out to your Program Administrator, Program Manager, Student Services Coordinator, or Education Technician for any additional information regarding course material requirements*

## Program Modes of Delivery

### Asynchronous

NPS Asynchronous classes are taken without any classroom attendance necessary. Instructors post the course material to [Sakai](#) where students retrieve the material. The web-based courses are paced week-to-week, but students are granted flexibility in completing coursework each week as they choose. Courses are faculty-led and allow interaction between instructor and other students. The requirements for an asynchronous class can be found [here](#).

- **Time Off or Time Away from Class**
  - ◆ *Please be mindful that NPS Online/Asynchronous courses are instructor-led. If you will be away during the quarter, please notify your instructor immediately of the dates your absence will cover. Failure to do so could result in a drop from the class or an incomplete grade.*

### Sakai

NPS utilizes the Sakai Collaborative Learning Environment (CLE) --an open source, web-based learning management system that allows instructors and students to communicate, store and retrieve course material, and track progress throughout the course. In addition to course sites, the CLE can host project sites wherein members are able to collaborate and share documents. The CLE is accessible from any web-connected device using your NPS username and password.

- To access Sakai:
  - Follow the link <https://cle.nps.edu>
  - Login using your NPS credentials
    - ◆ This is your username only, not email address
  - If you cannot login – contact [TAC](#)

*All distance learning students will receive an NPS e-mail account regardless of their program. Students that started prior to AY18Q1, and who do not have an NPS e-mail account, may contact [TAC](#) to have one created. This will be your primary email for communications regarding NPS.*

### Synchronous

Some DL class lectures are offered via web-based collaboration systems that support video, voice, text chat, an interactive white board, application sharing, document sharing, and more, over IP.

Students and instructors can interact in real time using Zoom for Government or Microsoft Teams. These tools allow everyone in a class to interact as if they were sitting in the same room.

## **Microsoft Teams**

As a collaborative platform allowing people to communicate effectively across various mediums, Teams is valuable in the learning environment as a means by which to attend classes and meetings, communicate with instructors and classmates, and view, share, edit and store files in one compact application.

## **Zoom for Government**

Unifying phone, chat, video, and meeting capabilities on one secure platform, Zoom for Government is a versatile collaborative platform that works well for professional and distance learning environments.

## **FAQs**

### **Do I need to download the Microsoft Teams app in order to use it?**

While it is possible to use Teams in a browser, it is recommended that students download and run Teams through the app when there isn't a conflict between organizations. If the need to utilize Teams for more than one organization arises (such as that for your employer and NPS), it is recommended that Teams be run through a browser for one and on the app for the other.

### **Do I need a microphone and camera for my DL class?**

You will need to have either a microphone attached to your computer or the ability to use your phone to dial into the session. This allows students to participate fully in synchronous DL classes. The use of a microphone-headset combination is highly recommended. Video camera requirements vary from instructor to instructor.

### **Will my instructor be using Teams or Zoom for my DL course?**

Collaborative learning platform use is left to the instructor's discretion. They will let you know which tool to use in order to connect to your classes.

### **How can I test my Teams or Zoom connection?**

Call (831)656-2020, M-F, 0700-1700, and a technician will assist you in testing your connection. For Zoom, please call the number above for assistance.

### **Is personal guidance or orientations available for Sakai, Teams, or Zoom?**

Yes, please email [clehelp@nps.edu](mailto:clehelp@nps.edu) or call (831)656-2020, M-F, 0700-1700, to set up a time with a technician.

### **What are the hardware and software requirements?**

**OS** - Any Windows or Macintosh computer can work with Teams and Zoom as long as you have a stable network connection.

- ◆ *IOS or Chrome OS, including iPad, iPhone, Android or Chromebooks, are not recommended or supported by Sakai technicians. While some people have had success in using these, testing indicates that the results are inconsistent at best.*

**Hardware** – A microphone is required for classroom participation. Video camera requirements vary by instructor.

**Browsers** -Internet Explorer and Safari tend to be problematic with the collaborative learning platforms that NPS supports. It is recommended that these platforms be launched using Chrome, Firefox, or Edge.

## Registrar

### Academic Records

The Registrar maintains the school's official academic records. Students are responsible for meeting all deadlines for adds, withdrawals, incompletes, thesis submissions, etc.

A student's academic record is his/her own responsibility, and it must not be assumed that professors, Education Technicians, Academic Associates, Program Officers/Program Managers, or others are taking care of these matters.

### Diplomas, Certificates, and Transcripts

Diplomas and Certificates are mailed approximately 90 days after the month of graduation or completion of the Certificate Program. Please ensure that your correct Diploma/Certificate mailing address is updated in Python before your final quarter at NPS. Once graduate documents are available, an email will be sent from Parchment to the personal email address you entered in Python, with instructions on how to download your digital documents and when printed copies will be mailed. Official transcripts can also be requested through Parchment at that time. See our website for more info – <https://nps.edu/web/registrar/transcripts>.

Students can make changes to their mailing address and may designate how they would like their name to appear on a Diploma or Certificate:

- Diploma name format (under 'Student Folio', select 'Student Information'). If left blank, the standard Python name format will be used.
- Diploma/Certificate mailing address and Non-Military/Government email address (under 'Student Folio', select 'Addresses & Family'). If left blank, your documents will not be sent until you submit an updated address to [registrar@nps.edu](mailto:registrar@nps.edu).
- Enter Cellular Number (under 'My Profile', 'Personal Information' section, select 'Edit This Section'). A new delivery method will be available in the near future.

To request a certification of graduation before the final graduation documents are sent, email [Registrar@nps.edu](mailto:Registrar@nps.edu) and a memo will be provided.

To request additional copies of transcripts, visit the website at:

<https://www.nps.edu/Academics/Admissions/Registrar/Transcripts/Transcripts.html>

Students can access and print **unofficial transcripts** by selecting the **Student Folio** tab in Python and clicking on the **My Transcript (Unofficial)** link.

### Emails and Outreach

Students can expect to receive automated e-mail reminders and instructions often throughout the quarter. These messages will be sent from "NPS Registrar's Office," an indication that the subject is Registrar-related, and pertains to deadlines, adds/drops, course evaluation forms (CEFs), etc.

## **Change in Active Duty or Employment Status**

A uniformed member of the U.S Armed Forces who will separate from active-duty status while enrolled in a course from NPS is required to notify the Registrar and Program Office upon receiving a separation date. All civilian employees, to include DoD contractors, enrolled in a program from NPS must likewise notify the Registrar and Program Office of any change of employer or break in employment. The Registrar will inform the service member or civilian employee of the available options for continuation of graduate studies. Failure to notify the Registrar of changes to active duty or employment status could result in government action to recover education costs. All international students are required to notify the International Graduate Programs Office (IGPO) of any change.

## **Course Evaluation Forms (CEFs)**

All students must submit CEFs to the Python Student Information System each quarter. The CEF window opens two weeks before the end-of-quarter and must be submitted no later than the Sunday after the graduation ceremony date by midnight PST. For security reasons, Python can only be directly accessed through the NPS Intranet Homepage from computers connected to the GlobalProtect VPN. If you are connecting to this page from off-campus, such as from your home or workplace, please refer to the following instructions for [Remote Access](#).

- Gain remote access to Python
  - Refer to the section on **Remote Access to NPS Networks**
- Once in Python:
  - Click on the **Student Folio** tab
  - Select **My Matrix**
    - Choose the current quarter and course number for which you would like to complete a CEF
    - ◆ **Note:** *If one or more of your courses show an **ABC** button, either a CEF is not required for the course, or your instructor has not yet submitted a grade.*
    - Click on the **CEF** button
      - Click on the **Select** button
      - The Course Evaluation Form (CEF) window will appear.
        - Answer questions by clicking on the appropriate radio button.
        - Enter any comments (optional)
        - Select **Submit CEF Responses** button when finished
      - *Once you select **Submit CEF Responses**, you cannot undo what has been entered; make certain that your responses pertain to the correct course and instructor.*
    - A CEF confirmation window will appear
      - If you have another CEF to complete, or if there are multiple instructors, click on the **CEF** buttons to go through the steps again

## FAQs

### When Can I View My Grades?

Students will not be able to view grades in Python until CEFs have been completed and the instructor has submitted all grades. Instructors will not be able to view anonymous CEF results in Python until all grades have been submitted, AND the grading window has closed.

### What if I am late?

Log into Python with NPS credentials

- Click on **Student Folio** tab
- Click on **My Matrix**
- Look for the current quarter and course number for which you would like to complete a CEF



- ◆ *If one or more of your courses show an **ABC** button, either a CEF is not required for the course or your instructor has not yet submitted a grade.*

- Click on the **Late CEF** button

### **How Can I Find My Curriculum Code?**

You may need to know your curriculum code (a three-digit number) for password purposes. For example, the Master of Science in Systems Engineering curriculum is 311. If you are enrolled in multiple curricula, your curriculum code will be your primary curriculum.

To find your curriculum code:

- Go to [Python](#)
- Click on **Student Folio** tab
- Click on **Student Information**
- Your curriculum number will be listed in the **Curriculum Assignments** section

### **What about Other Web Browsers?**

We recommend that you use Google Chrome or Internet Explorer browsers.

### **I'm having technical issues logging in to Python. How Can I Enter My CEF?**

- CEFs can only be completed via Python. Refer to **Remote Access to NPS Networks** for more information

*For Python-specific issues, such as incorrect data, please be sure to contact your appropriate NPS Program Officer or Program Manager for assistance.*

## Technology

### **Technology Assistance Center (TAC)**

The Technology Assistance Center (TAC) provides a self-help site to allow students, faculty and staff to perform many computer support tasks. The site contains over 100 pages in five categories: Windows, Mac, Linux, Mobile Devices, and Forms. Please login with your NPS credentials at <https://wiki.nps.edu/TAC>.

### **NPS Network Accounts**

Per ITACS requirement, as of February 2022 all NPS students are required to complete the SAAR form (includes Privacy/PII training and Cyber Awareness Challenge training), **prior** to receiving an NPS network account. The SAAR form can be found here: <https://nps.edu/web/technology/saar-form>.

Note: students should enter their NPS Program Officer/Manager's email address in the Gov POC Email field.

Detailed instructions for filling out the SAAR form can be found here: <https://documentcloud.adobe.com/link/track?uri=urn:aaid:scds:US:489217cf-6304-3a04-897e-0d0a97a85b1d>

All NPS students will receive an NPS network account. Account usernames and passwords (credentials) are for accessing the student management system, Python, NPS email accounts, Sakai CLE for course material, ITACS software download, and the NPS Dudley Knox Library.

If you experience trouble logging in, or have lost your information, contact the [NPS Technology Assistance Center \(TAC\)](#) at [tac@nps.edu](mailto:tac@nps.edu) or 831-656-1046 / DSN 756-1046.

*After 30 days of inactivity, an NPS account will be disabled. Contact [TAC](#) to re-enable, and once it is re-enabled, the user has until 0600 PST the next morning to log in. Otherwise, the account automatically becomes disabled again and the user will have to contact [TAC](#) and submit another request.*

### **NPS Account Username**

Depending upon your program's support services, you may or may not receive an email informing you of your username. For those who must determine this on their own, the username follows the algorithm:

<<first name>>.<<last name>> (i.e. john.smith)

*If you have are experiencing trouble logging in with a username formulated by using the above example, please contact the [NPS Technology Assistance Center \(TAC\)](#) for assistance in determining if there have been extenuating circumstances applied to your account/username (account has not been created yet, an extra digit has been added to your username, etc.)*

## NPS Account Temporary Password

Passwords are case sensitive

- The algorithm for the temporary password is: NN<ccc>--<ssss><fl>abc123
- NN<ccc>--<ssss><fl>

- Enter NN
- Replace <ccc> with your curriculum number
- Enter two en dashes --
- Replace <ssss> with the last 4 digits of your SSN
- Replace <fl> with your first and last initial (lower case)
- Enter abc123

- ❖ **Example:** Jane Smith is in curriculum 311 and the last four digits of her SSN are 9876
- ❖ Her password is NN311--9876jsabc123

- International Students
  - Contact the International Graduate Programs Office (IGPO) to request your Student Control Number (SCN) at 831-656-2186 or [intldept@nps.edu](mailto:intldept@nps.edu).
  - The last four digits of your SCN will replace the “ssss” in the temporary password algorithm.

At first log in, you will receive a prompt to change your temporary password (*proceed to the NPS Self-Service Password Manager instructions below*).

*For new accounts, the temporary password expires after 90 days. If your password expires, conduct a reset through the NPS Self-Service Password Manager*

## NPS Self-Service Password Manager

This allows students, staff, and faculty members to reset or change passwords and unlock their accounts. The password manager uses a question-and-answer-based security system for authentication and takes only a few minutes to set up.

*Be certain to remember your answers to the three security questions during setup; these will be required for you to use the password manager henceforth*

Go to <https://npspassword.nps.edu>

- Select the **Change Password** button
- Enter your user name
- Enter your current password
- Select **login**
- Create a new password and select the **Change Password** button

### NPS Password Criteria

Passwords must contain at least fifteen characters and adhere to the following parameters:

- 2 - Lowercase letters (a, b, c...)
- 2 - Uppercase letters (A, B, C...)

- 2 - Numbers (1, 2, 3...)
- 2 - Special characters (#, \*, &...)

Passwords may not contain a word in any language. Passwords will change every 90 days.

*For issues relating to your password, contact the [NPS Technology Assistance Center \(TAC\)](#).*

## E-mail

NPS Email is accessible through any web browser

- Visit <https://mail365.nps.edu>
- Login with your full NPS email address ([username@nps.edu](#)) and your NPS password

*Once a student's account exists in the NPS network, their email address becomes the primary means of communication by which staff and faculty will inform and attempt to reach them.*

*\*Please be sure to check and answer emails often\**

Additional support information regarding email is available through the TAC or the following wikis:

**Windows-supported devices:** <https://wiki.nps.edu/display/TAC/Email+Support>

**Apple-supported devices:** <https://wiki.nps.edu/display/TAC/E-mail>

## Remote Access to NPS Networks

### NPS CloudLab

The NPS CloudLab enables users to access various internal websites and applications including the NPS Intranet, Matlab, Python, SharePoint, Student Muster, Course Evaluation Forms (CEFs), and more, while off-campus. This virtual desktop requires only a web browser and an internet connection.

To use **NPS CloudLab**:

- Visit <https://cloudlab.nps.edu>
- Select **CloudLab HTML Access for Online Virtual Desktop** *OR*
- Select **Install CloudLab Client** to download VMware client (Windows or Mac) or mobile application (iOS, Android)
- Enter your NPS username and password

For additional details regarding NPS Cloudlab and other remote access options, or to download the DoD Root Certificates, please visit:

<https://www.nps.edu/Technology/RemoteAccess/index.html>

Non-supported web browsers, click [here](#) for instructions

For issues relating to NPS Cloudlab, contact the [NPS CloudLab Support](#)

## Virtual Private Network (VPN)

A **Virtual Private Network (VPN)** creates a secure connection to the NPS internal network. NPS supports connections from the Palo Alto Networks GlobalProtect (SSL) VPN client, and from the GlobalProtect VPN (IPSec) client. GlobalProtect uses Duo Security's two-factor authentication to connect.

### Either client will allow you to:

- Access internal websites/applications including, but not limited to, the Intranet, Python, Student Muster, and Student Option Forms.
- Map network drives (including your "H" drive).
- Remote desktop over to computers located on campus.

Since your remote computer will be connected to the NPS network, it must meet our security requirements. Operating system security patches must be applied, and anti-virus software must be installed and kept up to date.

The Palo Alto Networks GlobalProtect client allows you to connect your home computer to the NPS network. Many handheld devices, including the iPad and iPhone, have native support for the GlobalProtect VPN (IPSec) Client. Below are the pages to instructions and information regarding Duo and GlobalProtect (SSL and IPSec). NPS Login is required to access these pages.

[SECURE YOUR ACCOUNT with MFA](#)  
[GlobalProtect VPN](#)

- *NPS Login is required to access these pages.*

## Python

Python is the official student-management system. It is used to maintain your academic record while at NPS. Through it, students can do the following:

- Update personal information (e.g., changes in rank, address changes, your name, etc.)
- Access your academic record to view grades and print unofficial transcripts
- Submit quarterly Course Evaluation Forms (CEFs)
- Request to add, drop or withdraw from a course

## Python Access

Visit <https://cloudlab.nps.edu>

- Once Cloudlab is established go to <https://Python.nps.edu>

- Select **Python**, found under **My Quick Connect**
  - If **Python** is not visible here, select **View More/Settings**

Additional options for accessing Python are located on the Technology web page at <https://nps.edu/web/technology/remote-access>

- Navigate down to **Additional Resources** and select the **NPS Intranet Homepage** link
- Login with your NPS credentials

For any additional problems, contact the [NPS Technology Assistance Center \(TAC\)](#)

It is very important that you keep your student information up to date in Python. Each time you relocate, change a phone number, mobile number, email or shipping address, you must make these updates in Python.

- Enter your last name
- Select **StuInfo** to the left of your name
- Click on appropriate pencil icons to update fields
- Remember to **Save Changes**

## Software Library

Application software (i.e. MS Office, Visio, Project etc.) is available for download from the [NPS Remote Software](#) website. You will be required to enter your NPS credentials when accessing this page.

Prior to downloading, ensure you have the privileges to install applications. If unsure, or if you are experiencing problems, please contact your local computer administrator.

## Software Requirements

Most instructors use MS Word documents to distribute information. As such, it is recommended that you have the ability to open MS Office documents, as well as Adobe Flash player v7, or later.

## Library Services

The Naval Postgraduate School's Dudley Knox Library supports your learning and research by providing access to relevant, high-quality scholarly resources, tools, and services. Follow the links below to learn more.



### [Get a library account](#)

- *View & renew items*
- *Place holds and recalls*
- Change your contact info
- Set favorites, save searches
- Get remote access to NPS-licensed resources



### [Get remote access](#)

- Use CloudLab or VPN
- Login with your library credentials



### [Get a quick start on your research](#)

Find top choice article datab

- [Systems Engineering](#)
- [Homeland Security](#)
- [Business, Management &](#)
- [See all Research Guides](#)



### [Find NPS theses, ebooks & more](#)

- Public and restricted theses
- Project reports (capstones)
- EMBA project reports
- Books, ebooks, and more



### [Request article or book](#)

Request what you need and we'll send it to you



### [Have a research question? Ask a Librarian](#)

- Search the FAQ
- Call, email, chat, text, book a librarian, tutorials

In order to access all Dudley Knox Library resources, use VPN or log in with your NPS credentials.

- See the [Library's Remote Access Information](#) page for more information.



## Graduate Writing Center

The Graduate Writing Center (GWC) teaches you how to think and write more academically, professionally, and efficiently—whether for a class paper, lab report, exam, or thesis. Our services span the complete writing process and more:

- brainstorming
- researching
- outlining
- organizing
- drafting
- citing
- revising
- reading efficiently
- taking notes
- managing academic projects
- developing and delivering presentations
- assessing sources

We offer one-to-one coaching for publicly releasable, CUI, and classified papers; specialized workshops; and a wide range of online resources. Our writing coaches are experts in academic and technical writing and critical thinking.

You can email us for assistance at [writingcenter@nps.edu](mailto:writingcenter@nps.edu) or visit our website at [nps.edu/web/gwc](https://nps.edu/web/gwc).

We coach students seven days a week, with hours that accommodate students who have day jobs or are in different time zones.

### Coaching



One of the best ways to improve your writing is to receive regular, constructive feedback that focuses on your needs and progress, regardless of where you start as a writer.

With [live coaching](#), you and a coach meet to discuss your ideas, outlines, and drafts via Zoom or MS Teams, or over the phone.

With [asynchronous coaching](#), the coach emails you feedback on your written draft.

Coaches do not replace the guidance of professors, nor do they edit or proofread your work. Instead, they help identify your strengths as a writer as well as your writing patterns that need improvement.

Register with our appointment system, [WCOOnline](#), to sign up for coaching appointments.

### Write-ins



Coaches are also available Fridays, 1000–1430 Pacific, during [GWC Write-ins](#)—dedicated stretches of time to concentrate and make real progress on a paper or thesis, work alongside other writers, and consult with writing coaches and librarians (via Zoom).

## Specialized Workshops and Presentations



The GWC offers more than two dozen practical, skill-building [workshops](#) early every term.

Can't make a scheduled workshop? We have 15 recorded workshops on the GWC website and continue to add more.

*Foundations of Academic Writing*, a four-part, 90-minute presentation, is designed to clarify what is expected in your writing at the graduate level. Mandatory for all new students, it is presented live and/or via Zoom at the beginning of each term, and the [video is available online](#).

## Self-Paced Learning Resources on Our Website



Visit our expanded writing-resources repository:  
<https://my.nps.edu/web/gwc/resources>

You'll find sage advice, comprehensive writing guides, videos, and handouts on nearly 40 different writing-related topics, from active voice to Zotero.

Our [Quick Clips & Tips](#) page provides short videos and infographics that discuss common concerns.

## Citation Help



For help with citations, your new best friend is the library's [Citation Guide](#).

This page has tabs for commonly used citation styles at NPS. For each style, it provides an array of examples for sources commonly cited in NPS work, and some of the most important rules.

Upon request, writing coaches can run your draft papers through iThenticate, a plagiarism-checking software. We review the program's report and guide you through corrections. Just ask for this service when making an appointment with a writing coach.

For more information, see our [iThenticate FAQ](#).

## GWC FAQs

### How Do I Get Coaching on My Writing?

See our [video tutorial](#) or follow the steps below.

1. Complete a simple, one-time registration at **WCOonline**:  
<https://nps.edu/web/gwc/wconline-redirect>
  - Your NPS email account must be used as the login, but you are welcome to communicate with your coach through an alternate email address
  - WCOonline is used to make, edit, or cancel appointments; use email to communicate and share files with your coach
2. Log into WCOonline (automatic after registering)
3. WCOonline opens to the current week's coaching calendar. To make future-week appointments use the **Next Week** button at the top

4. Click on a white square on the calendar to make an appointment with a writing coach (times are Pacific Time Zone)
5. In the appointment pop-up, fill out the page as completely as possible, and let us know what you want to accomplish in the session
  - Appointments are 30 minutes by default but can be extended to 60 minutes
  - Let us know if you prefer to use MS Teams, Zoom, or phone for your session
6. Click the **Save Appointment** button and you will receive an auto-email confirmation
  - After you make an appointment, your calendar square will show as yellow
7. Appointments can be canceled in the same way
  - Click your yellow square to open the appointment form, then select **Cancel This Appointment**
  - If canceling, please try to do so as far in advance as possible to give other students a chance at the appointment

### How Do I Prepare for the Appointment?

1. Email your assignment prompt and your outline or paper to your coach 24 hours ahead of a live session or 48 hours ahead of an asynchronous session, if possible
  - Sending just the paper is also fine
  - If you simply want to talk about getting started, the writing process, writer's block, or graduate school expectations, no paper is needed
2. For live appointments:
  - If you send in a paper, the coach will mark it up and email you the mark-up before the coaching session
  - The coach will then phone you (or send you a Zoom or Teams invitation) at your appointment time, and you will consult the paper together
  - After the session, the coach will email you any additional notes or resources
3. For asynchronous appointments: the coach will review and comment on your paper and email it to you by 1700 Pacific Time on the day of your session

Under normal conditions, if you are in Monterey, please visit the GWC on the second floor of the Dudley Knox Library for a drop-in or scheduled appointment.

## **Thesis Processing Office**

If your curriculum requires a thesis or final research paper, please visit the Thesis Processing Office (TPO) website at least two quarters before you intend to graduate:

<https://nps.edu/web/thesisprocessing>

The site includes step-by-step instructions for the thesis process, FAQs, and information on citing responsibly, distribution statements, and a myriad of resources to ensure your thesis or final research paper reflects your hard work and NPS's style.

### **Thesis Processing Guidelines**

To graduate on time, distance learning and resident students follow the same guidelines and due dates for submitting their documents to the TPO for publication. Your degree program may have additional guidelines, milestones, and due dates, which may be earlier than those established by the TPO.

You are required to use your [Python Thesis Dashboard](#) to designate your advisors and route your Thesis Proposal Form (TPF) several quarters before you graduate, and to complete your thesis processing requirements in your final quarter. To help you plan, your thesis dashboard contains milestones with corresponding due dates.

During your final quarter, attend the mandatory [Thesis Brief](#) or watch the video. The brief will answer many of your questions regarding the submission process, thesis template, final approvals, and important due dates.

## **Miscellaneous**

### **Alumni**

We invite you to stay connected to NPS and your classmates by joining our Online Community. It's free, and it only takes a few moments to create an account. Keep in touch and keep us informed when you move, change jobs, or reach new milestones in your life and career. Keep up to date by visiting the Alumni website <https://www.nps.edu/Alumni/index.html>, where you'll find alumni news and notes, profiles of successful alumni, and news of NPS programs and activities.

NPS alumni can influence generations to come by providing inspiration, mentoring opportunities, and continued support of graduate education. Your involvement as one of our alumni enhances our reputation and strengthens the Naval Postgraduate School's programs and research.

### **Disability Services**

If you are a prospective student with a disability that requires a reasonable accommodation, please contact your servicing Human Resources Office Specialist and your NPS DL POC for coordination of your needs with the NPS HR/EEO Disability Coordinator. Every effort will be made to provide your requested accommodation.

## **Contacts**

### **Admissions**

<https://www.nps.edu/Academics/Admissions/Index.html>

Naval Postgraduate School  
1 University Circle, Herrmann Hall, 061A  
Monterey, CA 93943-5100  
831-656-3093 or DSN 756-3093  
[admissions@nps.edu](mailto:admissions@nps.edu)

### **Registrar**

<https://www.nps.edu/Academics/Admissions/Registrar/index.html>

Code 01C1  
1 University Circle, Herrmann Hall, Rm 022  
Monterey, CA 93943-5100  
831-656-2591 or DSN 756-2591  
[registrar@nps.edu](mailto:registrar@nps.edu)

### **Technology Assistance Center (TAC)**

<https://www.nps.edu/Technology/Help/Help.html>

Monday–Friday, 0730–1700 PST (Except Holidays)  
Closed Thursdays from 1315–1445 PST for training  
831-656-1046  
[tac@nps.edu](mailto:tac@nps.edu)

### **Thesis Processing**

<http://www.nps.edu/Research/research1.html>

Monday–Friday, 0700–1700 PST (Except Holidays)  
699 Dyer Road, Halligan Bldg., Room 236  
Monterey, CA 93943-5138  
(831) 656-2762 or DSN 756-2762  
[thesisdraft@nps.edu](mailto:thesisdraft@nps.edu)

### **Tuition**

[tuition@nps.edu](mailto:tuition@nps.edu)

### **VTC Office**

Naval Postgraduate School  
589 Dyer Road, Root Hall, Room 266A  
Monterey, CA 93943-5100  
831-656-2315 or DSN 756-2315  
[vtc@nps.edu](mailto:vtc@nps.edu)

### **Online Resources**

Distance Learning (DL) Home Page:  
<https://www.nps.edu/web/dl>

Distance Learning (DL) Student FAQ:  
<https://www.nps.edu/web/dl/students-faqs>

## Visiting NPS

<https://www.nps.edu/Visitors/Index.html>

## About NPS

NPS Information and History

<https://www.nps.edu/About/NPSHistory/History.html>

## Degree and Certificate Student Checklist

- Ensure NPS has received funding/tuition (*if required*)
- Attend orientation (*if announced*)
- Test Collaborate/VTE connection (*for programs that include synchronous courses*)
- Log in to your NPS Network Account and change your temporary password
- Log in to Python
- Verify matrix (*your courses may not appear until Python is opened for scheduling approximately 1 week prior to the start of the quarter*)
- Verify personal information
- Add/Verify work address (*if outside the U.S., please include APO, zip and country*)
- Log in to Sakai
- Ensure courses are listed (*e-mail instructor if classes do not appear two days prior to class start date*)
- Log in to Webmail
- Course Materials received (*for those whose command/company has included funding for course materials*)
- Purchase textbooks (*if you are not funded for course materials*)
- Attend classes
- Learn thesis processing guidelines - <https://my.nps.edu/web/thesisprocessing> (*applies to degree programs requiring a thesis*)