

There are several technological platforms BST students must engage to enroll in coursework and to benefit from the outstanding resources of the consortium. **Here are some helpful hints to assure your success!**



[www.bst.edu](http://www.bst.edu) | (510) 841-1905  
2606 Dwight Way, Berkeley, CA 94704

[f](#) [t](#) [@](#) [in](#) BSTBERKELEY  
[v](#) BERKELEY SCHOOL OF THEOLOGY



— BST —  
**STUDENT  
SERVICES**

[www.bst.edu](http://www.bst.edu) | (510) 841-1905



## BST EMAIL

Every active student will be assigned an **ses.bst.edu email**. When you are admitted into BST, our outsourced IT department, which is named **Varsity**, will send an email to your personal email account with information for activating your ses.bst.edu email. It is important that you follow the instructions on the email you receive from Varsity right away because the link will only be live for 24 hours. Your BST email is the email that will be used to work in **Populi, Moodle, and Financial Aid**. If you do not activate and access your ses.bst.edu email on a regular basis, you will miss information and processes for coursework, financial aid, registration, billing and more. To access your ses.bst.edu email go to [mail.google.com](mailto:mail.google.com).



## Populi

**Populi** is BST's student information system. Every student has an account in this system. To access the system, you must respond to an email sent to you from Populi that provides your **ID (firstname.lastname)** and asks you to create a password. You must complete this process within 48 hours or the link to do so will go dead. Once you have activated your account, you can access it anytime to **register, check your transcript, and see and pay your bill**.



## moodle

**Moodle** is the consortia course webpage platform used throughout the GTU. Every course you take will have a Moodle page associated with it. After you have activated your BST email, the Registrar will send your information to the Moodle coordinator and they will create a Moodle account for you. Once you have a Moodle account, your name will be automatically entered into the Moodle pages each semester for the courses in which you are registered. When the Moodle coordinator creates your account, you will be sent an email that requires that you activate your Moodle account by entering the Moodle platform for the first time. Your BST email will be your Moodle ID and you will need to create your own password. You can email the Moodle helpdesk at [moodle@gtu.edu](mailto:moodle@gtu.edu) if you have questions.



## LIBRARY

When you enroll in a course for the first time, the Registrar will send your information to the GTU **Library** so you can make an appointment with them to have your photo student ID and library card made. While living under COVID restrictions, students will be allowed access to library resources by using their student ID number (no physical IDs will be made until COVID restrictions are lifted). If you do not know your student ID number, you can find it by entering your Populi page; your ID number appears directly below your name on your Populi page. There are numerous electronic resources available as well as curbside pickup for books requested. Go to <https://www.gtu.edu/library> for more information. There is also a live chat on the library webpage on weekdays from 9:00 AM to 5:00 PM.



## grammarly

**Grammarly** is an online grammar checking, spell checking, and plagiarism detection platform. Regular students and faculty of the consortium have free access to Grammarly Premium, an online writing tutor. You must create your own Grammarly account.

### To Create an Account:

1. Go to <https://www.grammarly.com/enterprise/signup>
2. Provide your name, school-assigned email address, and set up a password.
3. Check your inbox for the email and click on the activation link.
4. Provide Access Code: **cLQESqMMF7WWkts5**



## zoom

**Zoom** is the leader in modern enterprise video communications, with an easy, reliable cloud platform for video and audio conferencing, chat, and webinars. Most of the BST and GTU courses are being taught this semester in a hybrid fashion using a combination of Zoom video sessions and Moodle resources. Your professors will send you Zoom links via email for your face-to-face video sessions. Be aware that most professors have access to your BST email addresses only.

