How to complete your online Student Registration in TUS & Getting Started with IT Facilities Guide

Welcome to TUS.   This guide is provided to assist new students to complete the registration process in TUS and the follow-on actions to get students up and running with their IT facilities.

Contents

Part 1 - How to complete your online Student Registration in TUS

The first action you must undertake is to set up your Microsoft Office 365 student account (as detailed below) to allow you to access the **Banner 9 Student** application, which is the application where you will complete your online registration.

1.1   Setting up your Microsoft Office 365 student account

1. Open a web browser. We recommend Microsoft Edge as it integrates far more readily with Office 365 than other browsers, such as Google Chrome.

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2. Browse to https://tus.ie
3. Click on **Student Hub** (top centre of the page).
4. On the **Student Hub** page, click **My Apps Page** (note: this is accessible directly from any internet connection by browsing to https://myapps.microsoft.com).
5. The page below (left) appears.
6. Enter your student username (in the format is A00xxxxxx@student.tus.ie where xxxxxx is your actual student number supplied in your offer letter). Note, the student numbers of Athlone based students will all begin with the letter "A". The student numbers of all students based in all other TUS campuses (including Moylish, LSAD, Clare Street, Thurles, Clonmel and Ennis) will begin with the letter "K".
7. Click **Next**. The window below (centre) appears.
8. Enter your Student IT Account password. This will be your date of birth in the format DDMMYYYY. Click **Sign in**.
9. The window below (right) may appear, if so, click "Don't show this again" and click **Yes**.
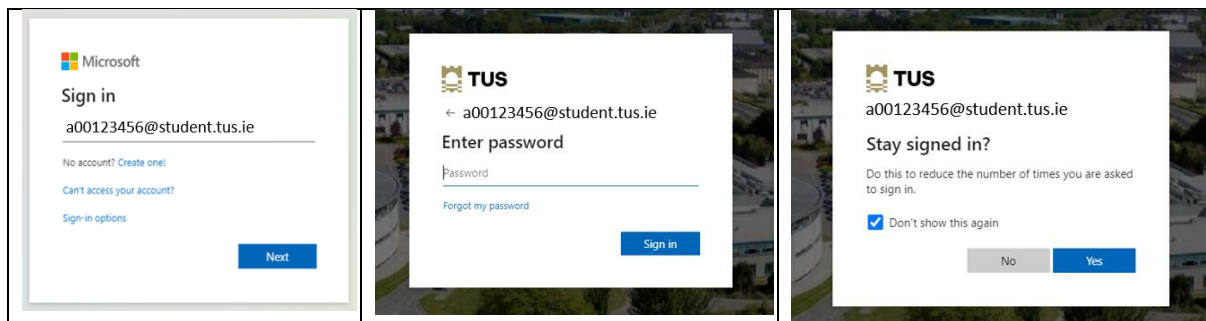

1.2   Multi Factor Authentication (MFA)

1. All Microsoft Office 365 accounts are protected with MFA. This means you cannot access your account with just a password. On your first login to Office 365, you will be required to register for MFA. Note, this can only be done if you have a computer or laptop **and** a smart phone (it cannot be done on a smartphone alone). You will need to watch a video which fully explains how to register for MFA. To access the video, click this link https://go.screenpal.com/watch/c0jUD2VpGLW
2. After you have successfully registered for MFA, you will be presented with a screen (see below) prompted to change your default password (currently set to your date of birth).

	The new password you choose must conform to the following:

The new password you choose must conform to the following:
1. A minimum of 12 characters long.
2. A minimum of at least one character from each of the following categories:
   a. Upper case letters
   b. Lower case letters
   c. Numbers
   d. Special characters (e.g. !"£$%)

Once you have changed your password, you wont have to change it again for 2 years.

3. You are now logged into Microsoft Office 365 and the webpage displayed to you is the "**myapps.microsoft.com**" page (known as the **MyApps** page). You will see a number of applications (apps) which are available to you as a student to use. For now the most important one is called **Banner**. For athlone based students it will be labelled **Banner9 ML Student** for students in all other campuses it will be labelled **Banner9 MW Student**. You will use this **Banner** app to complete your online registration as per the steps below.
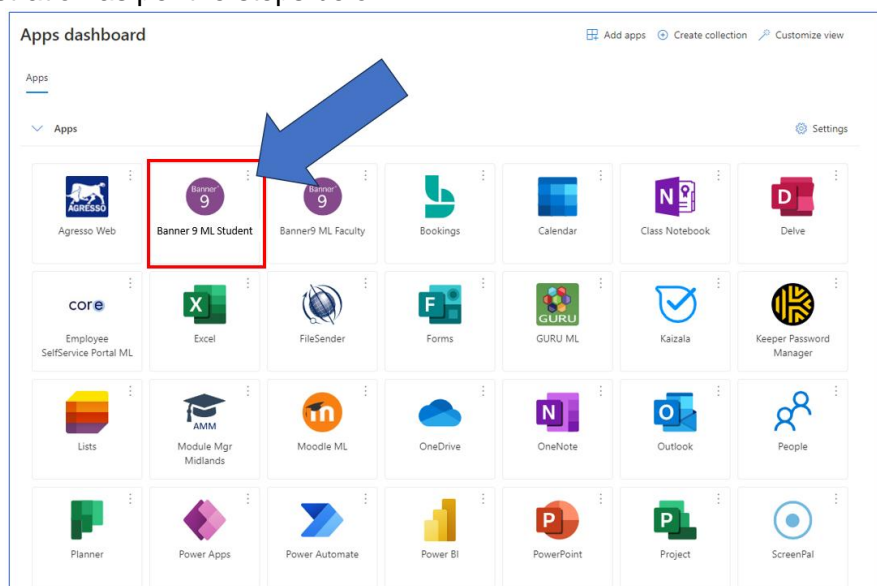
1.3 Completing your Online Registration

4. Note: The steps required to complete your online registration **CANNOT** be completed on a smartphone and **MUST** be completed on a laptop or computer.
5. When you click on **Banner** app you will see a popup notification: "View Action Item(s)" Please select.

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6. If the popup is not available you can select "View Action Items" in the Student Services menu.
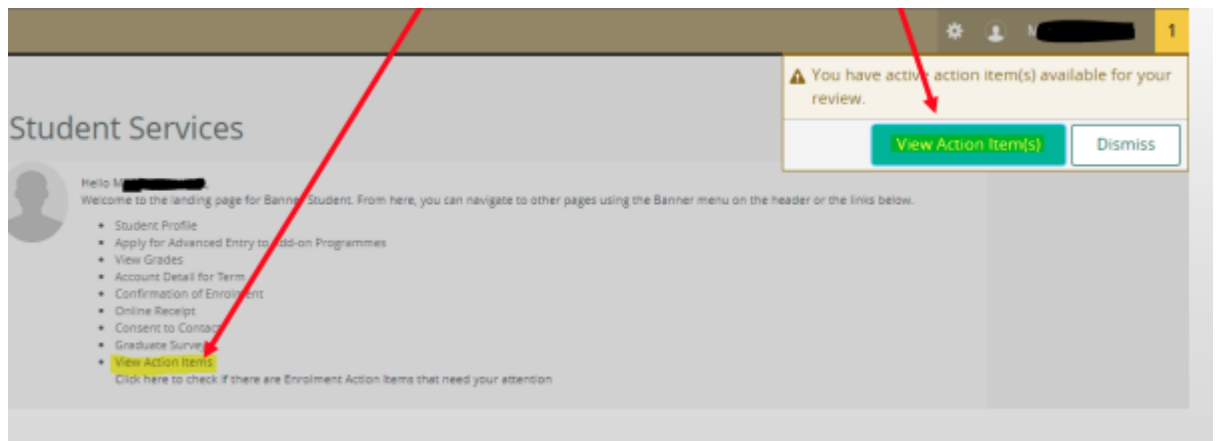
1.4 Complete any Action Items

7. There will be a number of Action Items/Pages with information to complete and confirm.
8. When you click on the item on the left side it will open a window to the right with the information
9. You must click on **Submit** on each page/action item.

10. Once completed you will be fully registered on your programme and will have access to your student email, Moodle and OneDrive.

Part 2 – Getting Started with IT Facilities

Your Microsoft Office 365 account is accessible from any internet connection. This account includes facilities such as: online registration, student email, OneDrive (online storage). It

also gives you access to "Moodle" which is your Virtual Learning Environment (VLE) where you will access your lecture notes, join remote access classes (if you have any) and submit your assessments etc.

2.1   The My Apps page in Microsoft Office 365

The My Apps page in Office 365 is a central location that contains links to most of the applications and resources that are required by all staff and students in TUS. You have already logged into the My Apps page – it is the page where you clicked on the **Banner** application to complete your online registration. The most convenient way of accessing any TUS application is to always browse to the **My Apps** page, which can be browsed to directly using the link https://myapps.microsoft.com . You will see links to a variety of useful applications on this page including the most important ones, listed below:

Application	Used for	Application	Used for
Banner 9 ML Student	Online registration, payment of fees, accessing exam results	Library - ML	A link to the TUS library where you will find a host of useful resources
Moodle ML	The application where you will find all your modules (subjects) and lecture notes and assignments etc	Topup Mobile Printing	Where you can add credit to your Student ID Card for printing and where you can upload documents for printing, from your laptop (or PC).
OneDrive	An online file storage location, where you can save all your files	Zoom	Some online classes are delivered via Zoom. Use this link to access Zoom classes.
Outlook	Outlook is your student email application. You must check this regularly for emails from various TUS Departments.	Library Midlands PC Booking	Book a PC in the Library (Athlone Campus)

2.2   Logging into your Moodle Account (Your Virtual Learning Environment)

11. On the **My Apps** page, find and click the Moodle tile.

12. New students should see all of the modules (similar to subjects in secondary school) in which they are enrolled and may also see the '**Ultimate Guide for First Years**' page. You will access all your Induction webinars through this page, simply go to your Faculty 'tile' (e.g. Faculty of Science and Health, Faculty of Engineering and Informatics, Faculty of Business and Hospitality) to click and join your webinars at the appropriate time.
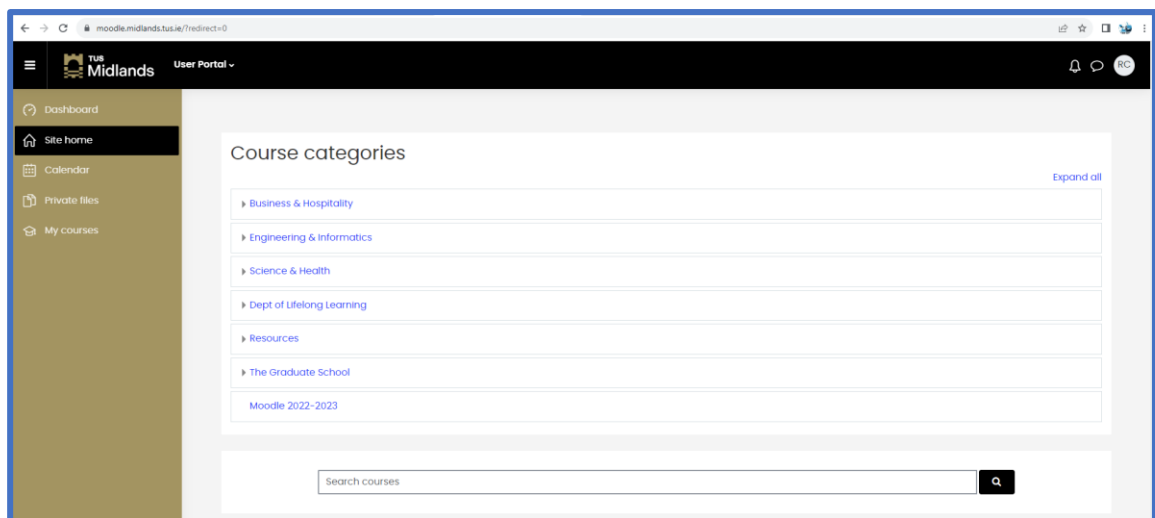
2.2   How to Use OneDrive

Students should save ALL of their files to OneDrive. Doing so ensures that you will never lose a file as the contents of your OneDrive are always available from any internet connection. Students SHOULD NOT use USB sticks (also known as thumb drives and flash drives) to save files to as these can be easily lost or can pick up viruses when being used on multiple computers.

13. Click on OneDrive (from the Office 365 homepage).
14. To create a new folder or file, simply click on "New" and choose the type of file or folder you wish to create from the drop down menu.
15. Files can also be uploaded using the **Upload** button.
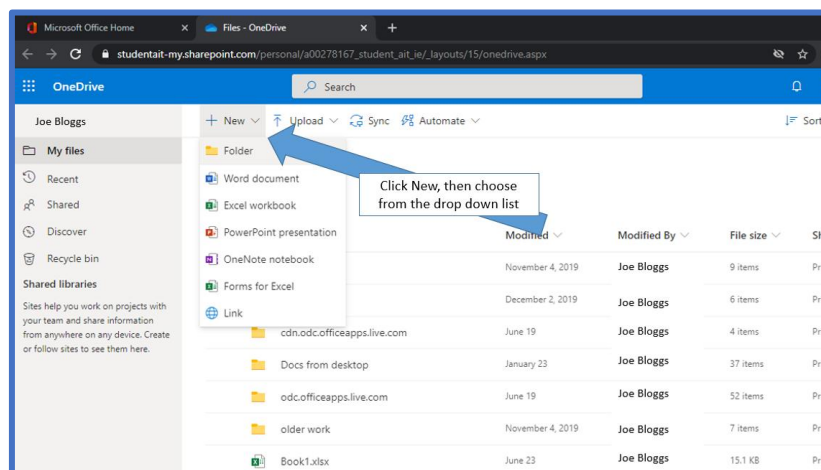
2.3 How to access the Office 365 "My Account" page

16. In addition to the **My Apps** page, another useful page on Microsoft Office 365 is the **My Account** page. To do this, on the **My Apps** page https://myapps.microsoft.com, click the **My Apps** drop down arrow (shown by arrow 1, below), and then click the **My Account** option (shown by arrow 2, below).

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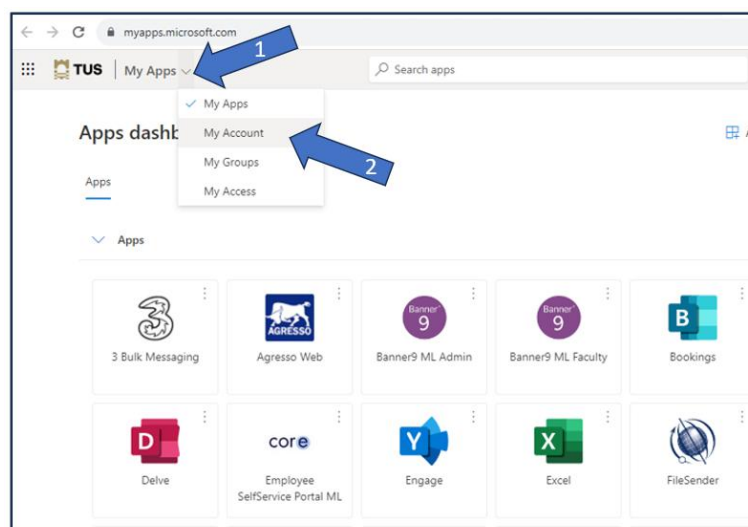
The **My Account** page has useful links such as changing your password, downloading your free version of Microsoft Office and important account security page links (see below).
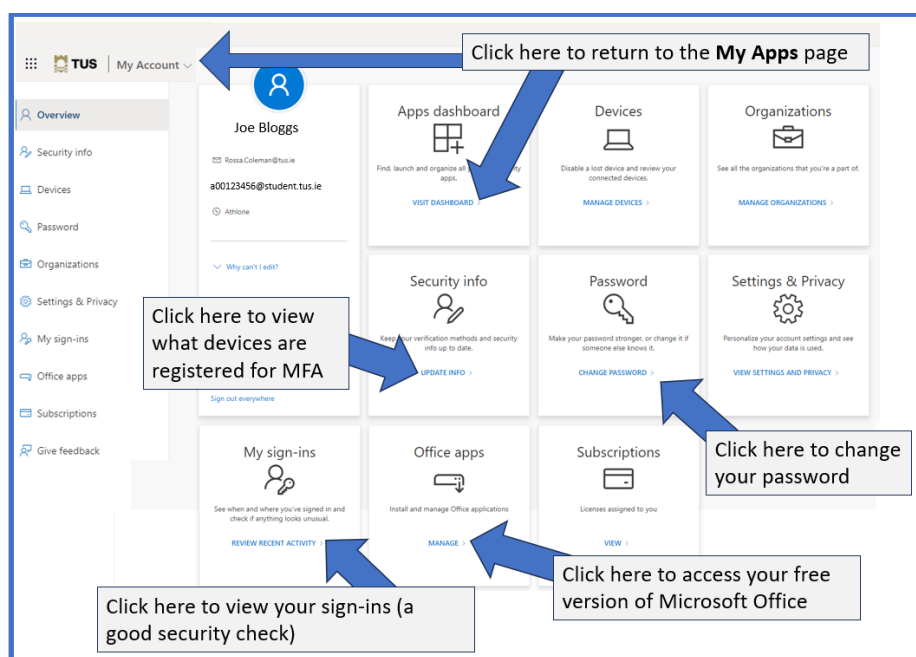
2.4 How to download your free version of Microsoft Office

17. While signed into your Microsoft account, type "office.com" into your browser address window (see below)

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18. Click on the links as shown below to download your free version of Office.

2.6 What happens if I change my phone or I lose my phone?

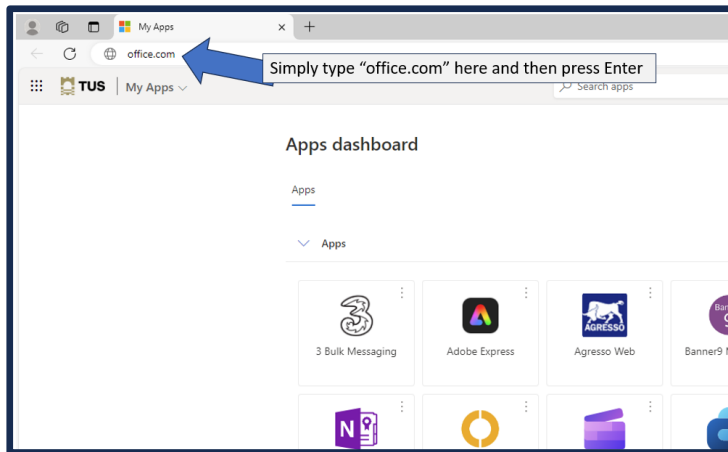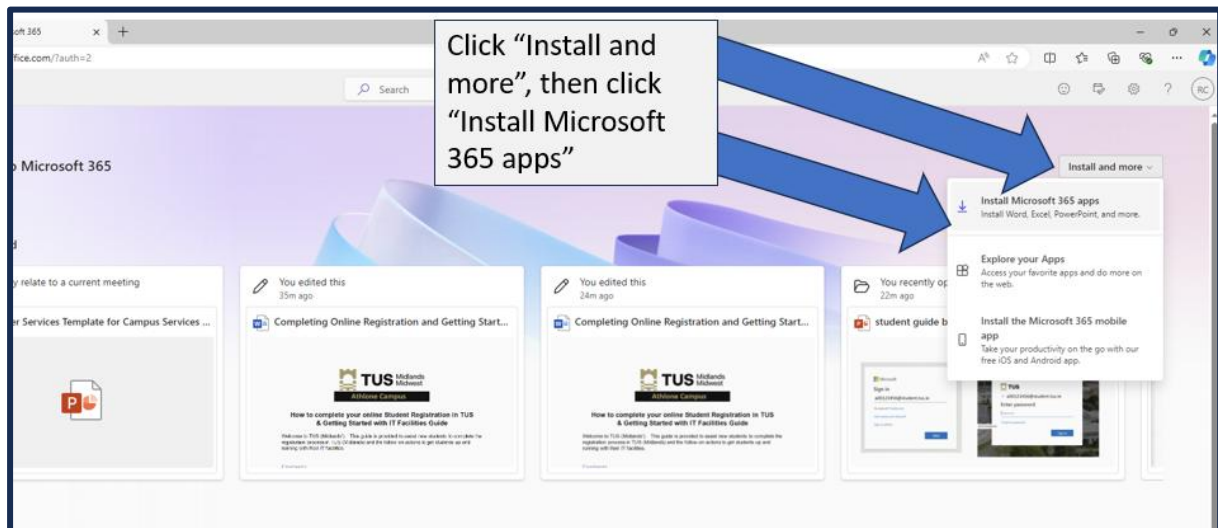19. You will have to have to get your MFA "reset" by the TUS Midlands staff. This can be requested by completing a Student IT Help request.
20. Go to https://tus.ie/students
21. Scroll down to and click Athlone Student Hub
22. Then scroll down to and click **IT Student Learning Portal** https://tus.ie/it-services/athlone/student-learning-portal/
23. There is a link to the **Student Helpdesk form** in the **IT Support** section.

2.7   IT Facilities for Students on the TUS Athlone Campus

24. All TUS students can log on to all student computers on campus in all IT Labs and the Library. When doing so, use your student number as your username i.e. in the format a00123456 (DO NOT include the "@student.tus.ie") and use your Microsoft Office 365 password as your password. Note that if you change your password in

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Office 365 (as described in Section 2.4), you must use the new password when logging into computers on campus.

25. The Athlone Campus has a dedicated (un-timetabled) computer lab for students to use anytime from 9am to 5pm while on campus. This lab, known as **Open Access** has 100 computers, which students can use any time they wish. **Open Access** also has a number of student printers where students can print, copy or scan documents.

26. Student computers in the Library are bookable either at the Library issue desk or online via the My Apps "Library Midlands PC Booking App". The App booking defaults to two hours at a time and computers are available from library opening times until 15 minutes before library closing times. More information is at TUS Library Computers and Wifi.

2.8 Additional IT related Guides, describing how to use IT facilities on the Athlone Campus of TUS.

27. In addition to this guide, there are other very useful IT related guides that describe how to access or use other IT related services. These guides are located on the **IT Services – Useful Downloads page here: https://tus.ie/it-services/athlone/student-learning-portal/downloads** and include guides on:

- Student printing/copying and scanning options.
- How to put credit on (top up) your student card to enable you to print copy or scan documents.
- How to access on campus Wi-Fi (known as Eduroam).
- How to change your Office 365 password.

28. There is a MFA FAQ section on this page which provides useful information on MFA https://tus.ie/it-services/athlone/student-learning-portal .