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

Welcome to TUS (Midlands[1]).   This guide is provided to assist new students to complete the registration process in TUS (Midlands) 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 ML Student** application, which is the application where you will complete your online registration.

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[1] Midlands means the Athlone campus of TUS. Midwest means the campuses that were formerly LIT campuses.

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.
2. You can browse directly to https://myapps.microsoft.com or to https://ait.ie .
3. If browsing directly to https://myapps.microsoft.com skip forward to step 7.
4. If browsing to https://ait.ie click on the Quicklinks link close to the top right of the screen (see below (left)), then click on **Student Learning Portal**.
5. <mark>The **Student Learning Porta**l has very useful IT related information for all students. This should be the first place that students should go when seeking information on IT resources</mark>.
6. Click on **Access your Microsoft Office 365 Apps here** (see below right).
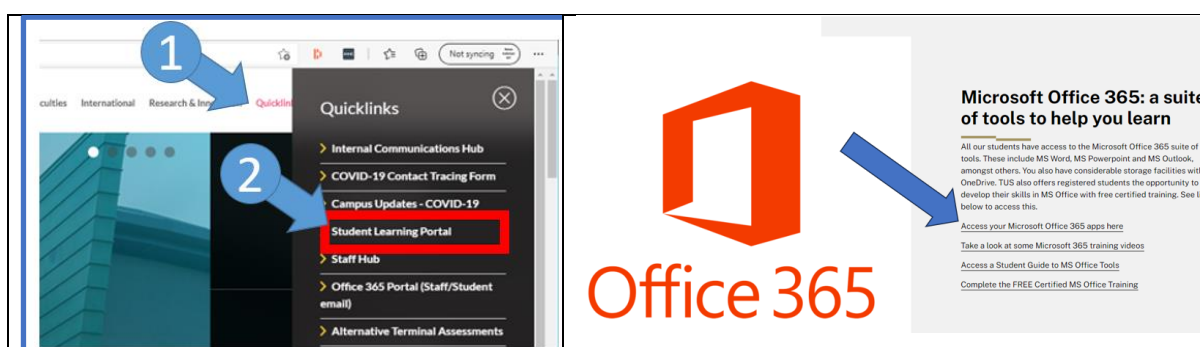
7. The page below (left) appears.
8. Enter your student username (in the format is a00xxxxxx@student.tus.ie where xxxxxx is your actual student number supplied in your offer letter).
9. Click **Next**. The window below (centre) appears.
10. Enter your Student Account password and click **Sign in**. Note, the default password for new students is their 8 digit date of birth. E.g. if you were born on 14 June 2003, your password would be 14062003.
11. The window below (right) may appear, if so, click "Don't show this again" and click **Yes**.
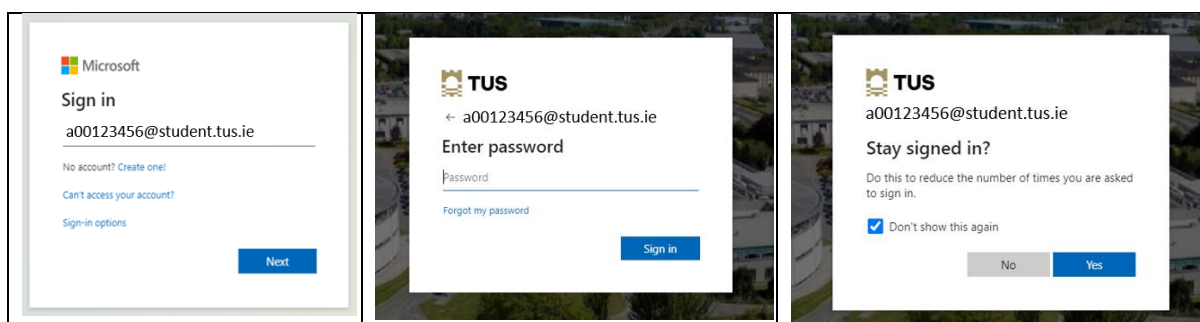

1.2 Multi Factor Authentication (MFA)

12. 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, browse to the Student Learning Portal page on the AIT website, outlined below.

13. Browse to www.ait.ie
14. Locate and click on QuickLinks.
15. Locate and click on Student Learning Portal (or use this link: https://www.ait.ie/life-at-ait/campus-services/student-learning-portal)
16. Scroll down to the MFA FAQ Section. Under Question 7, find and click on the link **How to register a phone for MFA** and follow the instructions in this video to set up MFA for your TUS student account. Once you successfully register for MFA, you will be granted access to your Microsoft Office student account for TUS.
17. This is a direct link to the video: https://somup.com/c0jUDIAvWr
18. 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 **Banner9 ML Student** – which you will use to complete your online registration as per the steps below.
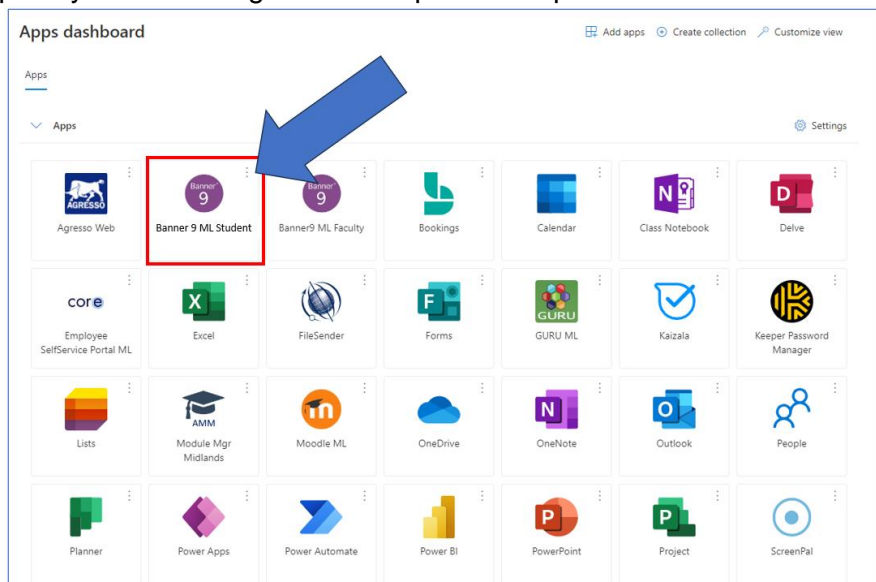

1.3   Completing your Online Registration

19. ==Note: The steps required to complete your online registration **CANNOT** be completed on a smartphone and **MUST** be completed on a laptop or computer==.
20. You will be presented with some action items (see image below).
21. Select 'View Action Item'.
22. Complete all of the steps/pages presented.
23. Once completed you will be fully registered on your programme and will have access to your student email, Moodle and OneDrive.
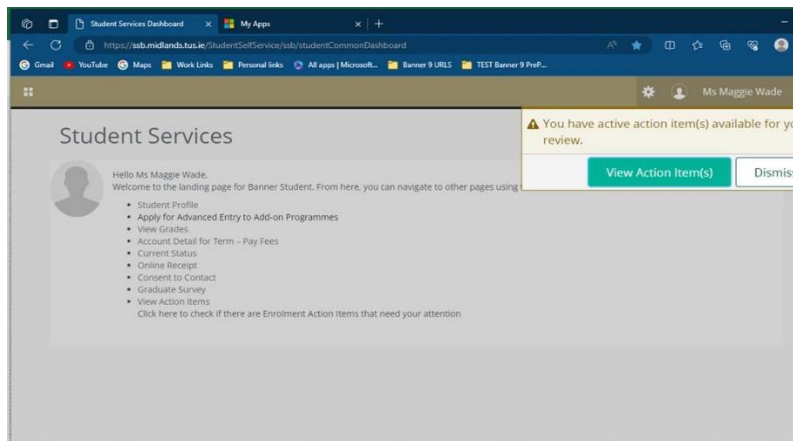
1.4   Complete any Action Items

24. There will be a number of Action Items/Pages with information to complete and confirm.
25. When you click on the item on the left hand side it will open a window to the right with the information
26. You must click on **Submit** on each page/action item.
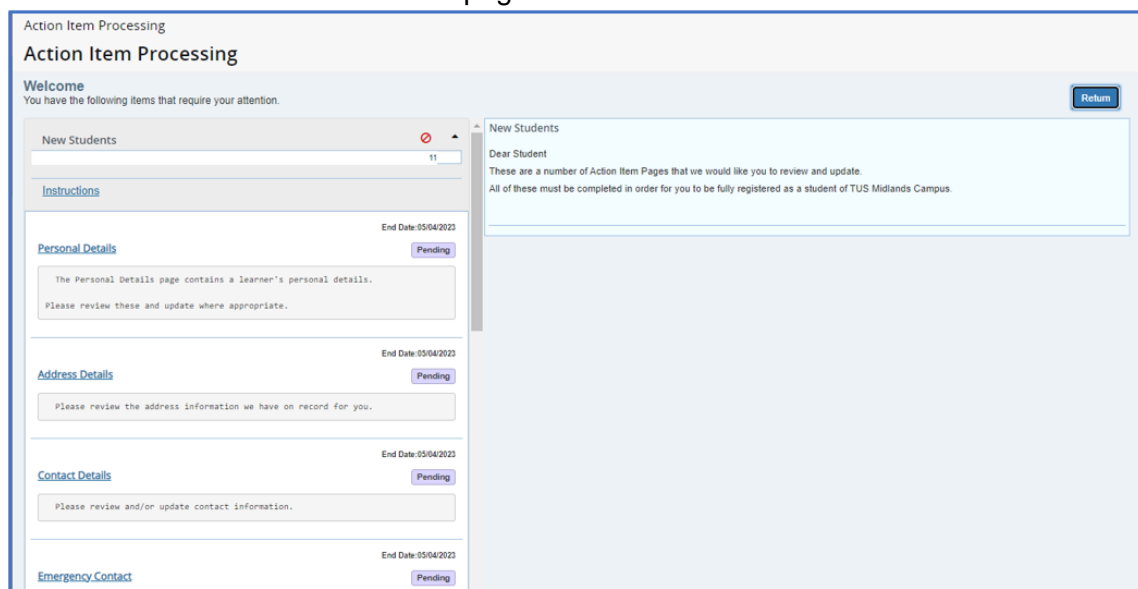
Part 2 – Getting Started with IT Facilities

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 9**

**ML Student** 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)

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

28. 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.
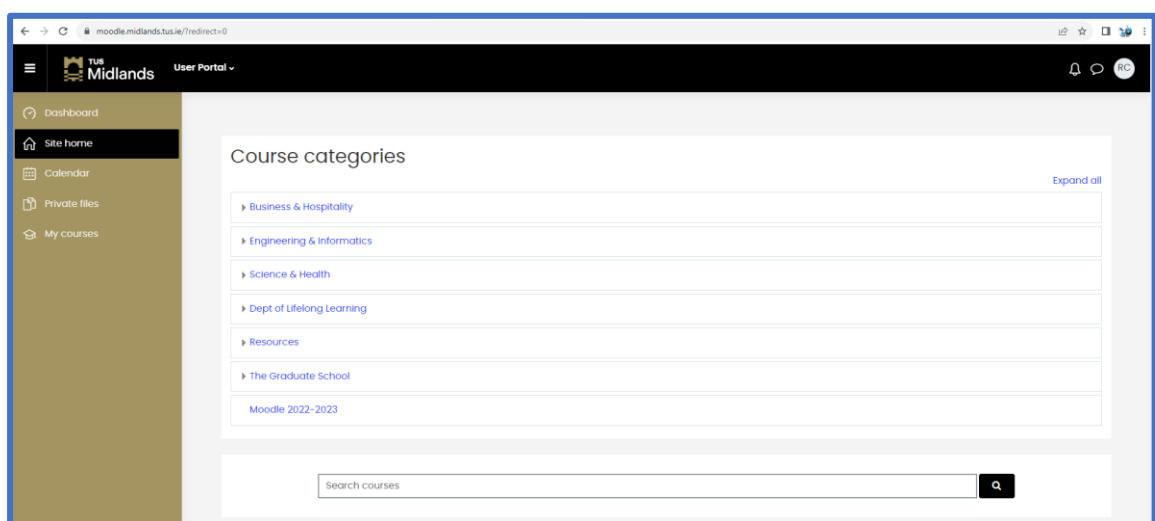
2.2   How to Use OneDrive

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.

29. Click on OneDrive (from the Office 365 homepage).
30. 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.
31. Files can also be uploaded using the **Upload** button.
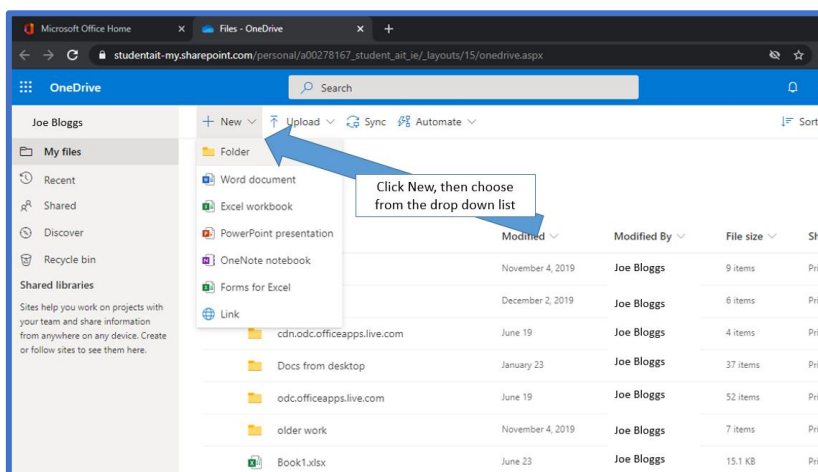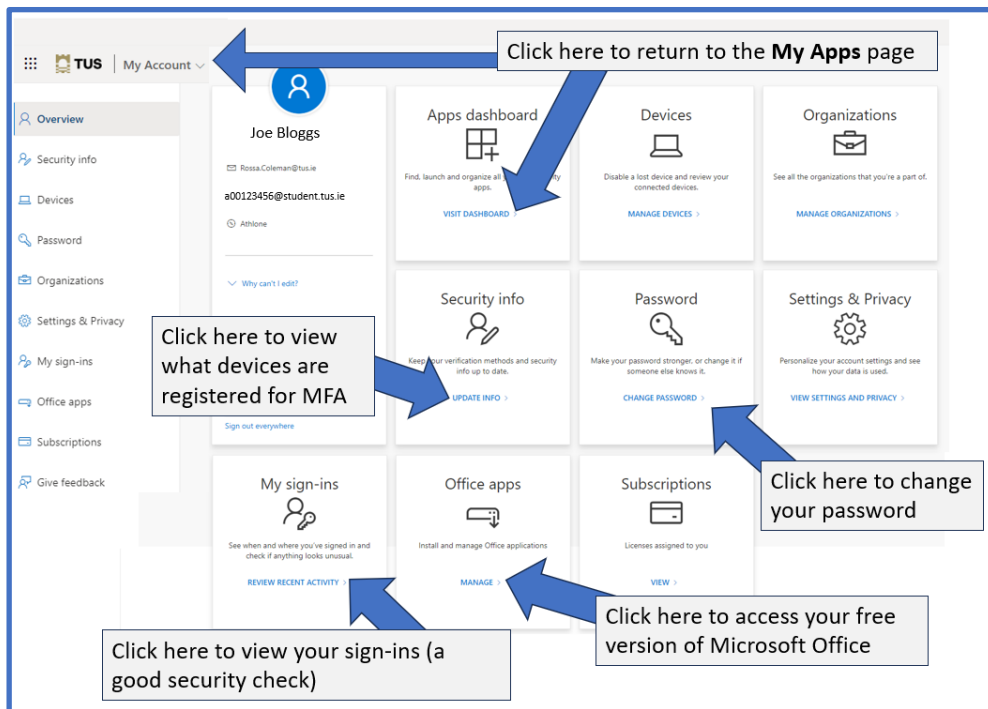

2.3 How to access the Office 365 "My Account" page

32. 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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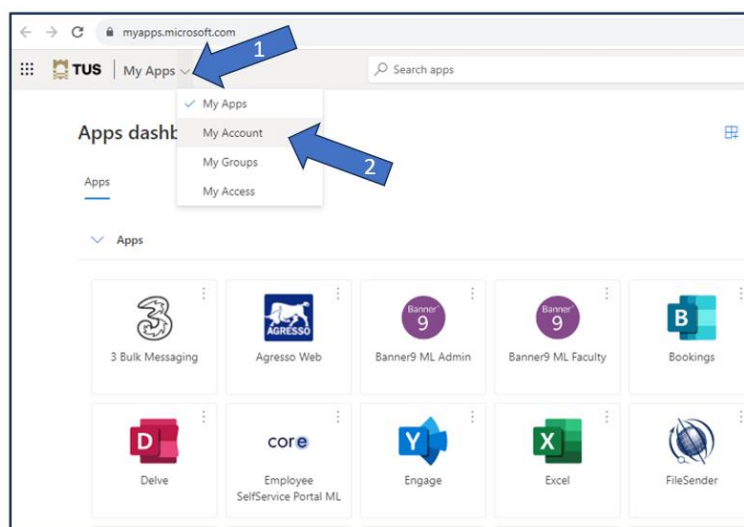
The **My Account** page has useful links such as changing your password, downloading your free version of Microsoft Office and important account security page links (see below).

2.4 How to change your TUS Student Password

33. The default password for all new students in TUS is their 8 digit date of birth. For security reasons, all students are advised to change their password as soon as possible to something more secure. To do this, click on the Change Password link on the My Account page (see above). 34. The window as shown opposite appears. Enter your existing student password (your 8 digit date of birth) and a new, more secure password. When you change your password here, be aware that it changes for logging into Office 365 and for accessing Wi-Fi on campus.	

2.4 How to download your free version of Microsoft Office

35. Go to the **My Account** page (see Section 2.3). 36. Click on the **Office Apps** link. The windows below appears. Select the version of Office you wish to install and click Install Office.	

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

37. 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.
38. Go to https://ait.ie
39. Click Quicklinks
40. Click Student Learning Portal
41. There is a link to the Student IT Helpdesk on the Student Learning Portal page.

2.7 IT Facilities for Students on the TUS Athlone Campus

42. 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.ait.ie") and use your Microsoft Office 365 password as your password. Note that if you change your password in Office 365 (as described in Section 2.4), you must use the new password when logging into computers on campus.
43. 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.
44. 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.

45. 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 **Student Learning Portal** page on the AIT website (as referenced earlier in this guide). Other guides (located at the bottom of the Student Learning Portal page) 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.
- A MFA FAQ section. As this is a common area where students may experience issues, students are advised to read and understand all of the information relating to MFA on the Student Learning Portal page.