

Getting Started with IT Facilities Guide

This guide is provided to assist new students with getting up and running with their IT facilities.

Contents

1.1	The My Apps page in Microsoft Office 365	1
1.2	Logging into your Moodle Account (Your Virtual Learning Environment)	2
1.2	How to Use OneDrive	2
1.3	How to access the Office 365 “My Account” page	3
1.4	How to download your free version of Microsoft Office	4
1.5	What happens if I change my phone or I lose my phone?	5
1.6	IT Facilities for Students on the TUS Athlone Campus	5
1.7	Additional IT related Guides, describing how to use IT facilities on the Athlone Campus of TUS.	5

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.

1.1 The My Apps page in Microsoft Office 365

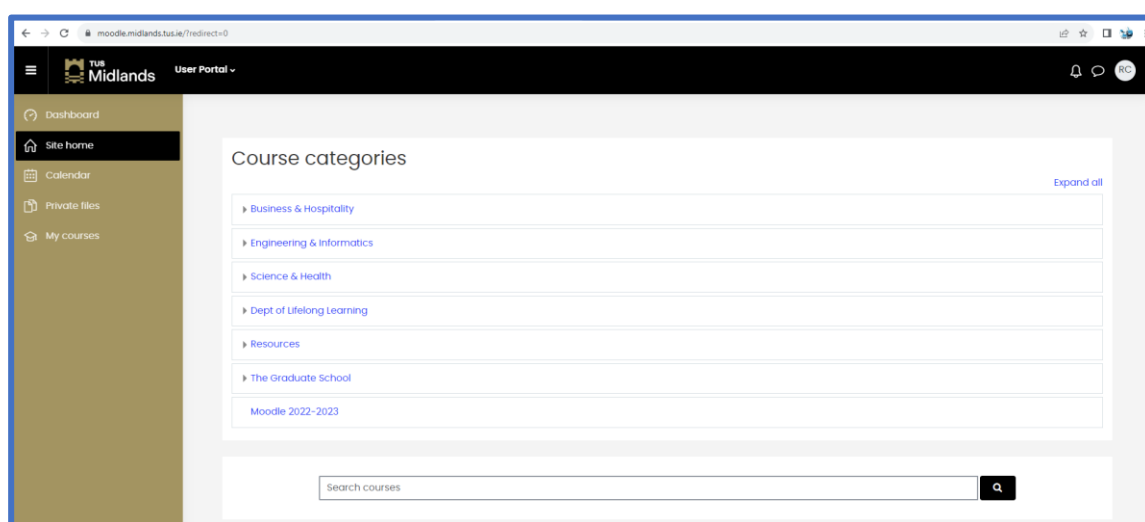
The My Apps page in Office 365 is a central location that contains links to most of the applications and resources that are required by all staff and students in TUS. You have already logged into the My Apps page – it is the page where you clicked on the **Banner** application to complete your online 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 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)
 Timetables 2526 ML	Student timetables are available here		

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

1. On the **My Apps** page, find and click the Moodle tile.
2. 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.

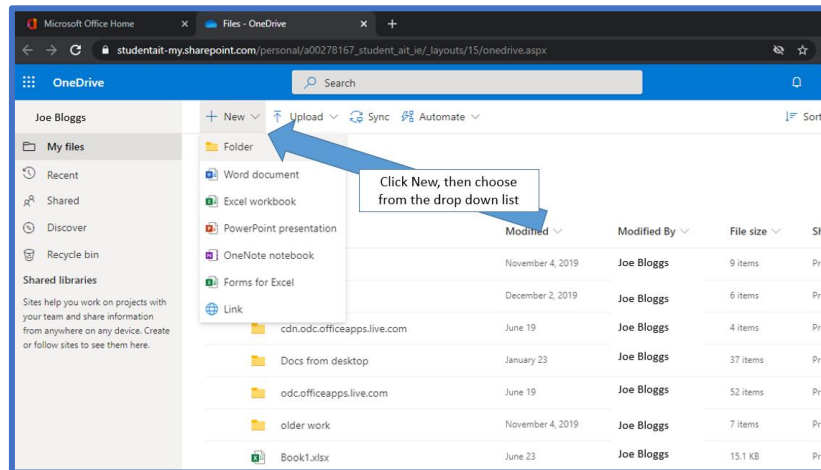


1.2 How to Use OneDrive

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

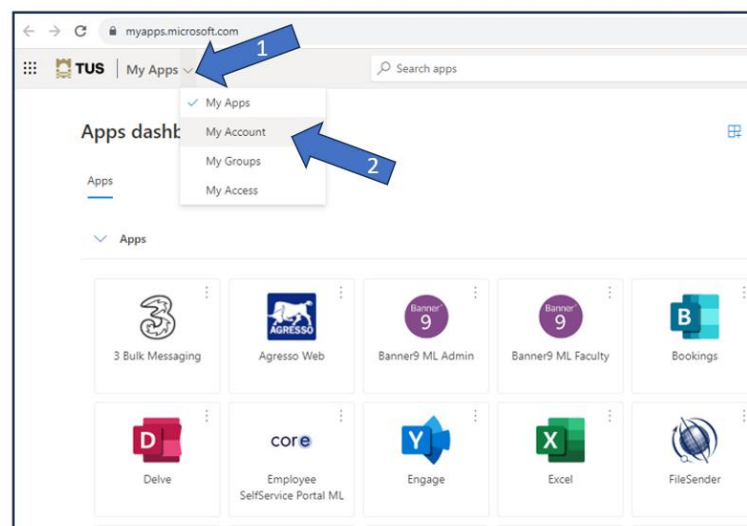
SHOULD NOT use USB sticks (also known as thumb drives and flash drives) to save files to as these can be easily lost or can pick up viruses when being used on multiple computers.

3. Click on OneDrive (from the Office 365 homepage).
4. 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.
5. Files can also be uploaded using the **Upload** button.

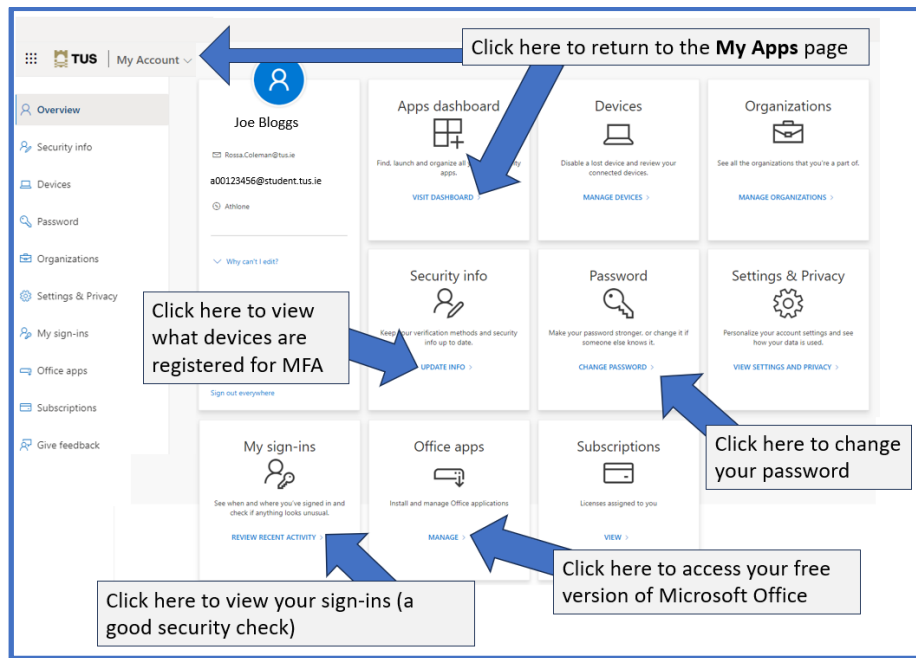


1.3 How to access the Office 365 “My Account” page

6. 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).

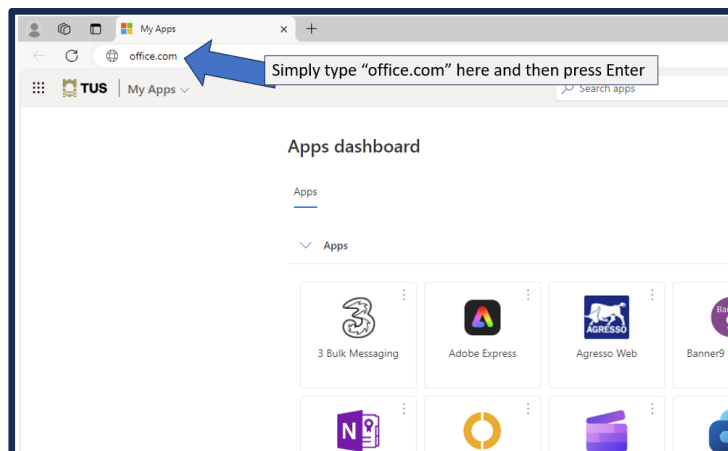


The **My Account** page has useful links such as changing your password, downloading your free version of Microsoft Office and important account security page links (see below).

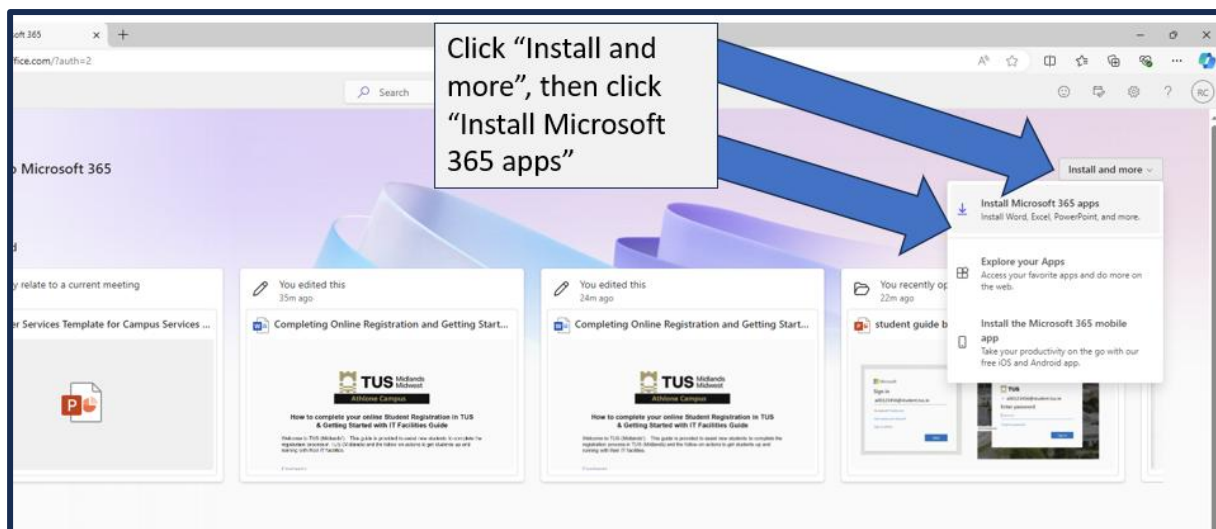


1.4 How to download your free version of Microsoft Office

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



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



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

9. 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.
10. Go to <https://tus.ie/students>
11. Scroll down to and click Athlone Student Hub
12. Then scroll down to and click **IT Student Learning Portal**
<https://tus.ie/it-services/athlone/student-learning-portal/>
13. There is a link to the **Student Helpdesk form** in the **IT Support** section.

1.6 IT Facilities for Students on the TUS Athlone Campus

14. 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 Office 365, you must use the new password when logging into computers on campus.
15. 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 **The Student Computer Centre** has 100 computers, which students can use any time they wish. **The Student Computer Centre** also has a number of student printers where students can print, copy or scan documents.
16. 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](https://library.ait.ie/services/computers-wifi/) (actual link: <https://library.ait.ie/services/computers-wifi/>)

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

17. 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.

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