



Writtle  
University  
College

# IT Skills Training Student ICT Induction



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## Introduction

On your arrival at Writtle University College (WUC) a student ID card will be issued. Please keep this with you at all times. It will give you access to the Library, and some teaching rooms. You will also be given a logon and a password which will give you access to computer systems including Office 365 and photocopying/scanning. A personal storage area on WUC servers (referred to as the 'N drive' or My Documents) will be allocated together with rights to view other WUC network areas if necessary, 50Gb storage is also available on the OneDrive accessed via your email account. Please remember the environment and switch off all equipment when not in use. Videos and printable guides and more links to IT Training can be found via the WUC Web site <http://www.writtle.ac.uk/ITinduction>.

## Passwords

At the prompt, enter your username which is your student number, then your password. Your password should be changed as soon as possible. Do not tell anyone your password as this will give them access to your files and your E-mail account. If you leave your PC unattended it must be 'locked' by pressing [Ctrl] [Alt] [Del]

## Logging Off

Click **Start** then **Shut down** or **Logoff**.

## Changing Passwords on all WUC Applications

To change your password simply log on to any WUC PC and with the [Ctrl] [Alt] keys pressed, tap the [Del] key. Select the **Change Password** option. Password format must be a minimum of 6 characters including an uppercase, a lowercase and a number or non-alphanumeric e.g. @,£. The initial student password will be date of birth preceded with a Wuc e.g. a date of birth as 1st April 1985 will be Wuc01041985. You are also prompted to change your password every 60 days.

## Changing Passwords off Campus

Go to <https://writtle.ac.uk/passwordreset/> and follow the instructions. The majority of students can change their passwords, if the system cannot confirm your identity, please contact the Support Desk. When asked to verify post code ensure it is your home post code as used on your initial application.

## Viruses

Students should be vigilant against computer viruses. If you suspect your PC/laptop has a virus contact the Support Desk immediately.

## Saving your WUC work

Ensure all your WUC work is saved to N:\drive, OneDrive or your personal cloud storage facility. To use OneDrive – sign in to your WUC e-mail to access. Only use laptops and memory sticks for back up purposes only.

The following network drives are mapped on WUC PCs:

- **F:** Mainly for student related applications.
- **N:** Your personal Network space that is backed up regularly.
- **T:** This is a drive for temporary file storage. T:\Staff is accessible by all staff and T:\Student by both staff and students. Files placed in either folder are not secure. **All files here are deleted after two weeks and are not backed up. There is no way of retrieving these deleted files.** T:\ is also the default location for scanning which is also a public area, take care **not** to leave confidential files here.
- **W:** This drive is where some teaching material and WUC templates are stored. It is not possible to save to this drive.

All drives can be accessed from outside WUC using **Writtle Filestore Access** by typing <http://wfa.writtle.ac.uk> into your browser. Download and save locally any file you want to work on, save, then upload the file to wfa.

## Printing

Students need to purchase print credits from the Library at 0.05p for black and 0.20p for colour. See Printing Guide leaflet <http://writtle.ac.uk/printingguide>

## Wireless Network

Wireless access points are located throughout the WUC and Halls. Login using your WUC username and password.

## MyWUC

MyWUC is the personal student portal where links to student systems are available e.g. Library, print credits, timetable and is displayed after logging in.

## Intranet (MyWi)

Inside the WUC simply type **MyWi** in the address bar. Outside the WUC go to <http://MyWi.writtle.ac.uk>. The Telephone directory, links to major services such as timetable, email and Moodle can also be found here. Login with your usual network login and password.

## Internet

All PC's have connection to the Internet. The unauthorised download and installation of software and misuse of the Internet are strictly forbidden.

## VLE (Moodle)

Moodle is the WUC's Virtual Learning Environment where teaching material for most of the courses run at Writtle can be found. Outside the WUC go to <http://moodle.writtle.ac.uk>. Your usual network login and password is required to access the VLE. Many other resources relating to teaching and learning can be found here.

## E-mail (OWA in Office 365 and Outlook 2010)

All students are allocated an Outlook Web App (OWA) e-mail account that is accessible from inside and outside the WUC. Signing in to e-mail Office 365 also provides access to 50gb of storage on the OneDrive (cloud storage), Calendar and People (Contacts). The Username for OWA is your normal Network Login details followed by **@writtle.ac.uk** e.g. [98123456@writtle.ac.uk](mailto:98123456@writtle.ac.uk), the password is the same as your normal network password, click Sign in or press the enter key. By default you will be directed to the Inbox.

### Signing in from WUC systems and PCs

Writtle e-mail icon can be found on the PC desktop, double click to go straight into the sign in screen. Access can also be through <http://mywi.writtle.ac.uk>; <http://moodle.writtle.ac.uk>; <http://www.writtle.ac.uk/Writtle-Students>.

From a browser e.g. Internet Explorer type the web address (URL) <http://outlook.com/owa/writtle.ac.uk> in the address box and press enter.

### Log out

Click the drop down box next to your name at the top right of OWA, choose **Sign out**.

## Library

The Library catalogue (Heritage) can be viewed at <http://library.writtle.ac.uk>

## Athens

Provide users with a single sign-on to numerous web-based services throughout the UK and overseas can be found at [www.athens.ac.uk](http://www.athens.ac.uk). Use your normal username and password to access subscribed resources.

## **CASTLe - Centre for Academic Standards, Teaching and Learning**

The Centre <http://castle.writtle.ac.uk> encompasses Academic Quality Systems, Learning and Teaching Pedagogy, Careers Advisory Service, IT Training, the Library and English Language Support.

### **Accessibility**

If you have any special needs regarding IT equipment or software please contact the Support Desk.

### **IT Training**

Student ICT development and one to one tutorials are regularly advertised by e-mail and online go to [www.writtle.ac.uk/ITTraining](http://www.writtle.ac.uk/ITTraining) for information. contact [ITtraining@writtle.ac.uk](mailto:ITtraining@writtle.ac.uk) for any further requirements.

### **Support Desk**

Should you require any assistance with your PC /software, either use the **Electronic Support Desk** (see below) or ring the Support desk on ext 23632 or direct line 01245 424211, or e-mail [supportdesk@writtle.ac.uk](mailto:supportdesk@writtle.ac.uk). The support desk is open weekdays 9:00am to 5:00pm. If the problem cannot be rectified immediately it will be logged on to the Electronic Support Desk.

### **Electronic Support Desk**

This facility is available at <http://esd.writtle.ac.uk> or via MyWi. By logging on you will be able to report problems to the Support Desk and keep track of their progress using the INSERT system (Information Services Request Tracker). Users will get automatic email notification when a problem is entered, updated or closed.

Property related problems should be reported via the Property Request Tracker (PRT) system: <http://esd.writtle.ac.uk/auth/prt>.