



## **Welcome to Glasgow Clyde College**

### **How to access IT Services at Glasgow Clyde College**

This booklet describes how to:

- Access any Glasgow Clyde College PC
- Access the Student Email Service
- Navigate the Email Home Screen
- Send an Email
- Access your Email Settings and Options
- Reset your network password
- Access the VLE
- Access the Student Wi-Fi Network
- Access the Student Intranet
- Downloading Microsoft Office
- Additional Course Related Software
- Setting up Microsoft OneDrive

## Access any Glasgow Clyde College PC

### **Student Login Details**

As a Student at Glasgow Clyde College you will be provided with a network login account and email address in the following format:

Network login name is the same as your student reference number and your email address is StudentRefNumber@myclyde.ac.uk

**Student Ref Number:** 20016757

**User Account:** 20016757

**Email Address:** [20016757@myclyde.ac.uk](mailto:20016757@myclyde.ac.uk)

Default password is DOB in the format: DD-MMM-YYYY where DD and YYYY are digits and MMM are a three letter (lowercase) abbreviation of month. Password includes the dashes.

For example '02-aug-1999

This username and password will allow you to log onto any PC on any campus, access the student Wi-Fi network and access the Virtual Learning Environment (VLE) plus a range of other services. The following section outlines how to sign into the student email service and how to reset your account password.

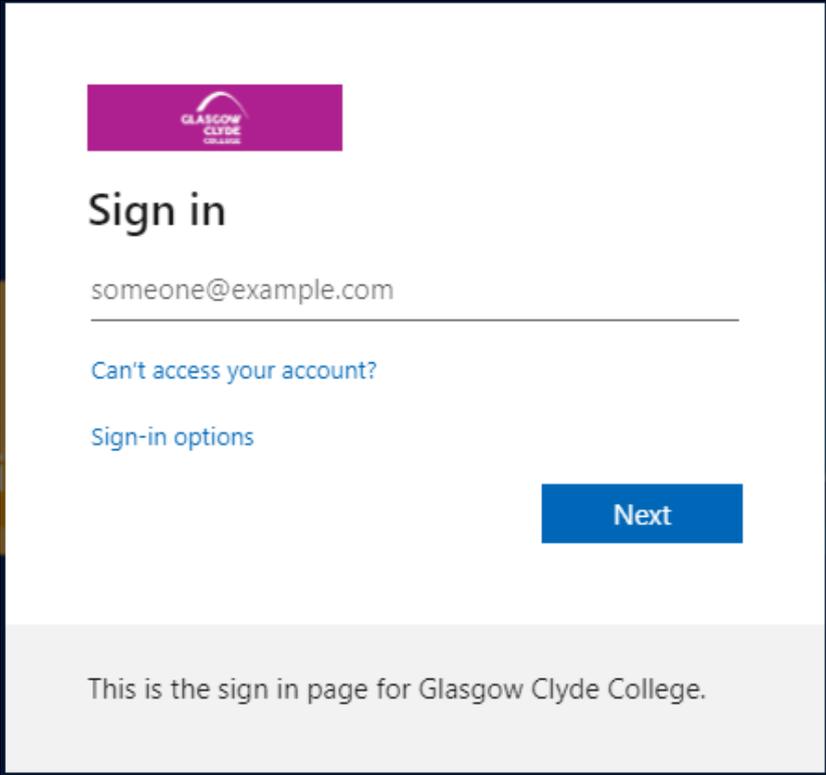
## Access to your Glasgow Clyde College Student Email Account

### Student Email Service Details

To access the Glasgow Clyde Student Email Service go to the following web address: <http://www.outlook.com/myclyde.ac.uk> . You will be presented with a sign in screen.

### Logging in

The log in dialogue box will look like this:

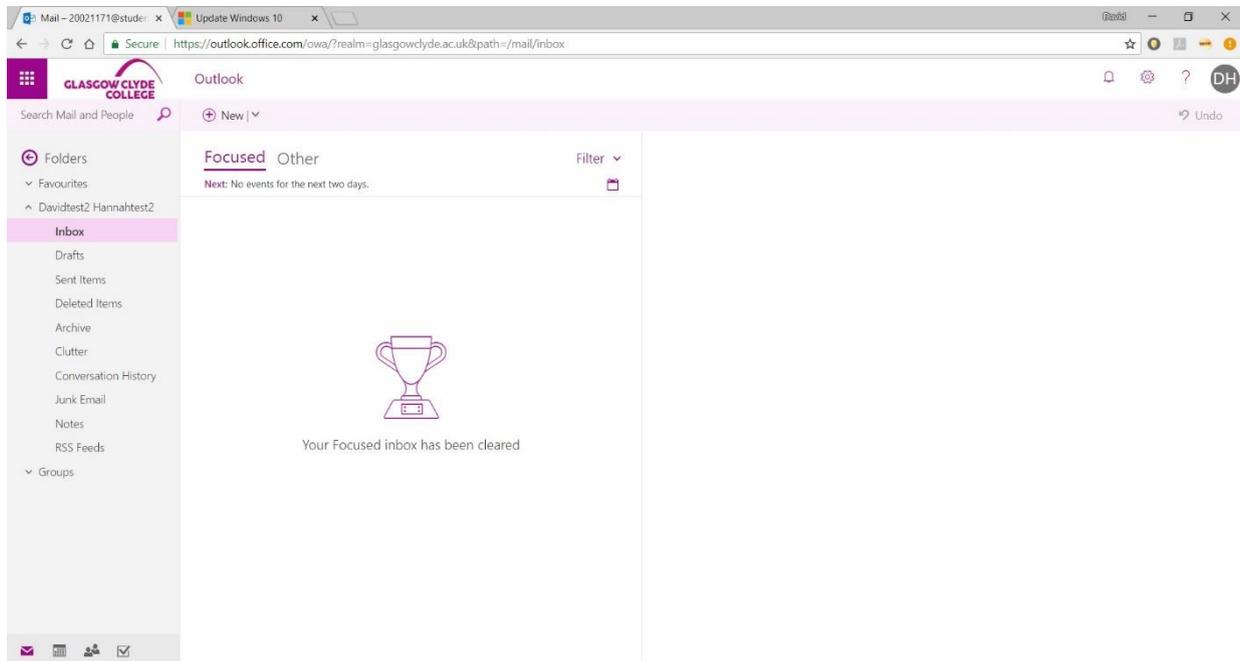


The screenshot shows a sign-in page for Glasgow Clyde College. At the top left is the college's logo, a purple rectangle with the text 'GLASGOW CLYDE COLLEGE' and a white arc above it. Below the logo, the text 'Sign in' is displayed in a large, bold, black font. Underneath, there is a text input field containing the email address 'someone@example.com'. Below the input field, there are two links: 'Can't access your account?' and 'Sign-in options', both in a blue font. To the right of the input field is a blue button with the text 'Next' in white. At the bottom of the page, there is a light gray footer area with the text 'This is the sign in page for Glasgow Clyde College.'

At the sign in screen you should log in using your **Student email address** and **Password** as shown in the section on student login details.

## Email Home Screen

Once you have signed in you will see the following home screen:

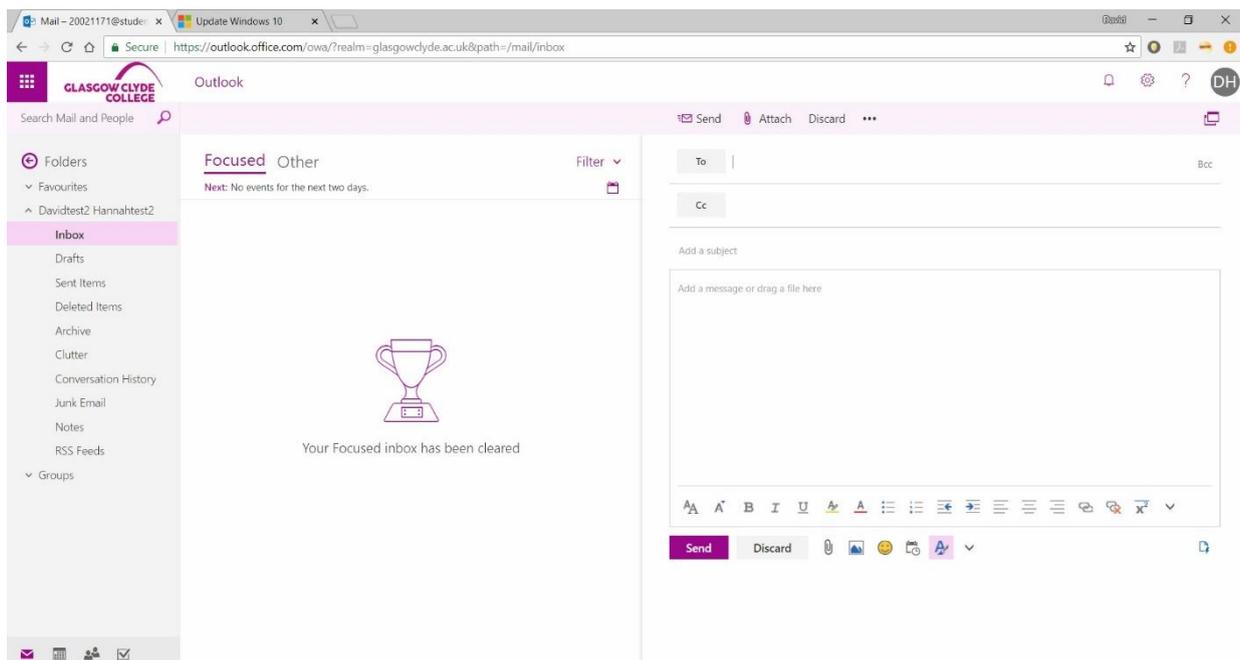


The left side of the screen shows a list of emails you have received.

The right side of the screen shows the contents of any emails which are selected in the email list.

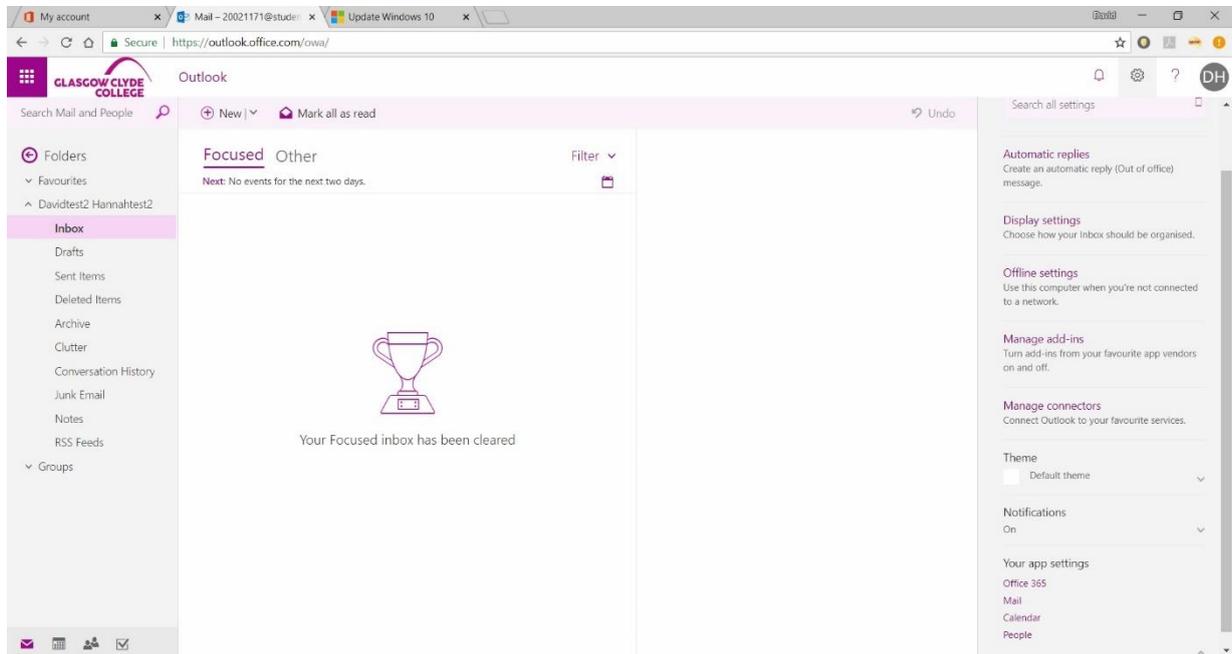
## Sending an Email

To send an email select the  icon and you will see a new email screen.

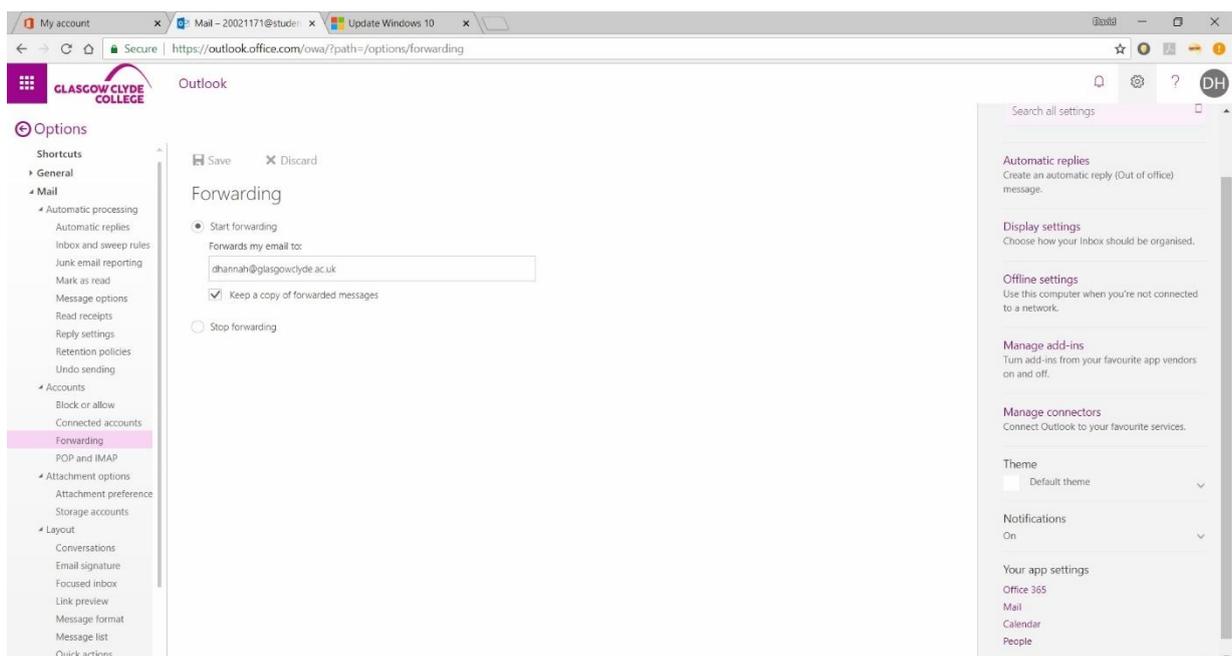


## Settings and Options

If you select the  icon at the top right of the home screen you will be able to adjust your account settings



From the settings list you can access the options section that will enable you to configure additional features including forwarding you're email to another account. This should be done as soon as possible if you don't plan to use your College email account. Email is the College's preferred method of communication and College staff will only use your College email address to communicate with you, so it is very important that you check this email account regularly



## **Student ICT Acceptable Use Policy**

Use of the Student Email Service is covered by the Glasgow Clyde Student ICT Acceptable Use Policy.

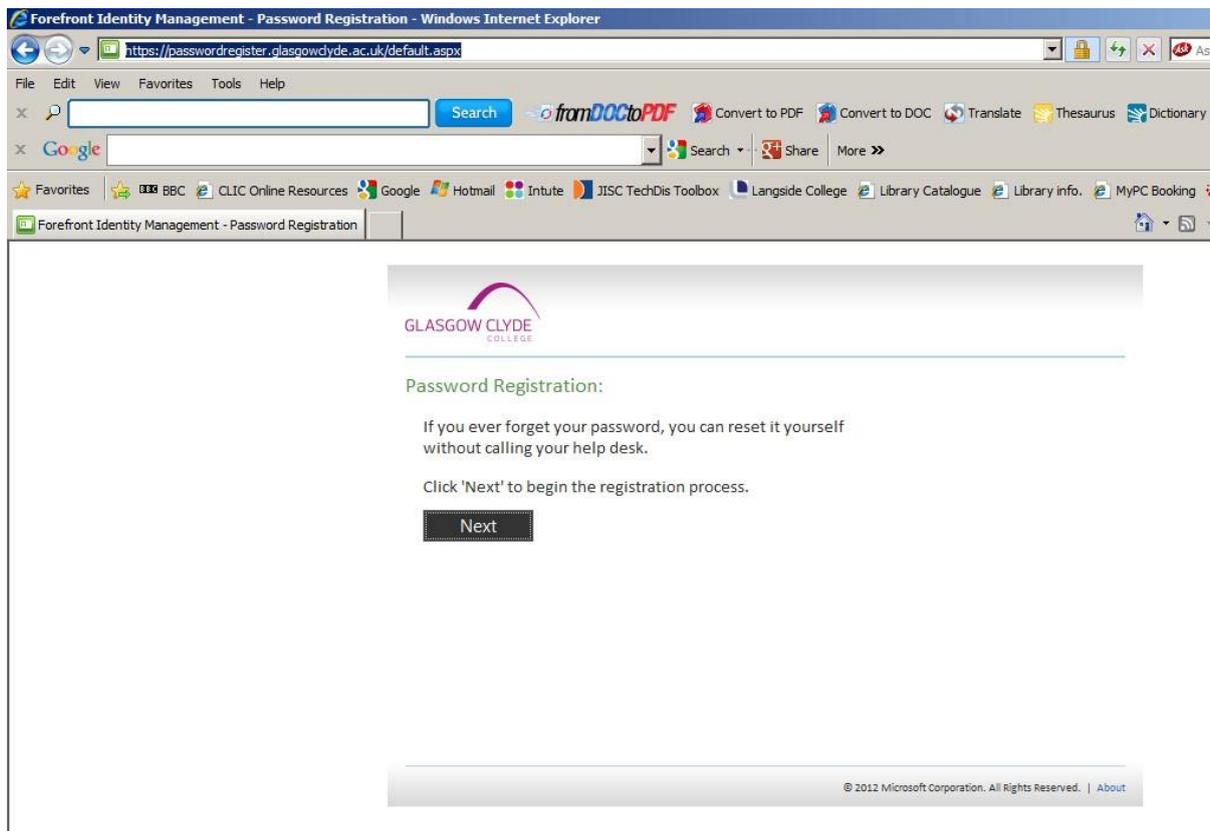
The Student ICT Acceptable Use Policy and other useful information about Glasgow Clyde College can be found on the student intranet by going to <http://students.glasgowclyde.ac.uk>

## **Access to the Glasgow Clyde College Student Password Reset Service**

In order to be able to reset your network password you must first register for the Password Reset Service. The registration process can be completed by using the following process.

### **Password Registration**

Visiting <https://passwordregister.glasgowclyde.ac.uk> will show the password registration portal:



The screenshot shows a web browser window titled "Forefront Identity Management - Password Registration - Windows Internet Explorer". The address bar displays the URL <https://passwordregister.glasgowclyde.ac.uk/default.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. Below the menu bar is a search bar with a "Search" button and a toolbar with various utility icons like "from DOC to PDF", "Convert to PDF", "Convert to DOC", "Translate", "Thesaurus", and "Dictionary". The Favorites bar shows links to BBC, CLIC Online Resources, Google, Hotmail, Intute, JISC TechDis Toolbox, Langside College, Library Catalogue, Library info, and MyPC Booking. The main content area features the Glasgow Clyde College logo at the top, followed by the heading "Password Registration:". Below this, the text reads: "If you ever forget your password, you can reset it yourself without calling your help desk. Click 'Next' to begin the registration process." A prominent "Next" button is centered below the text. At the bottom of the page, a footer contains the copyright notice: "© 2012 Microsoft Corporation. All Rights Reserved. | About".

When you click next, you will be prompted to verify your current password:



**Password Registration: Your Current Password**

Enter your current password below, then click 'Next'.  
(logged in as: GLASGOWCLYDE\dh237253l)

Password:

You will now be prompted to provide responses to some administrator-defined questions:



**Password Registration: Register Your Answers**

You must answer at least 3 questions to register.  
Each answer must contain at least four characters, and no two answers may be the same.

What is your father's first name?

What is your date of birth in ddmmyy format?

What is your mother's maiden name?

The responses you provide are stored by your organization in Forefront Identity Manager.

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Click next and the answers are saved.



Completed: You are now registered

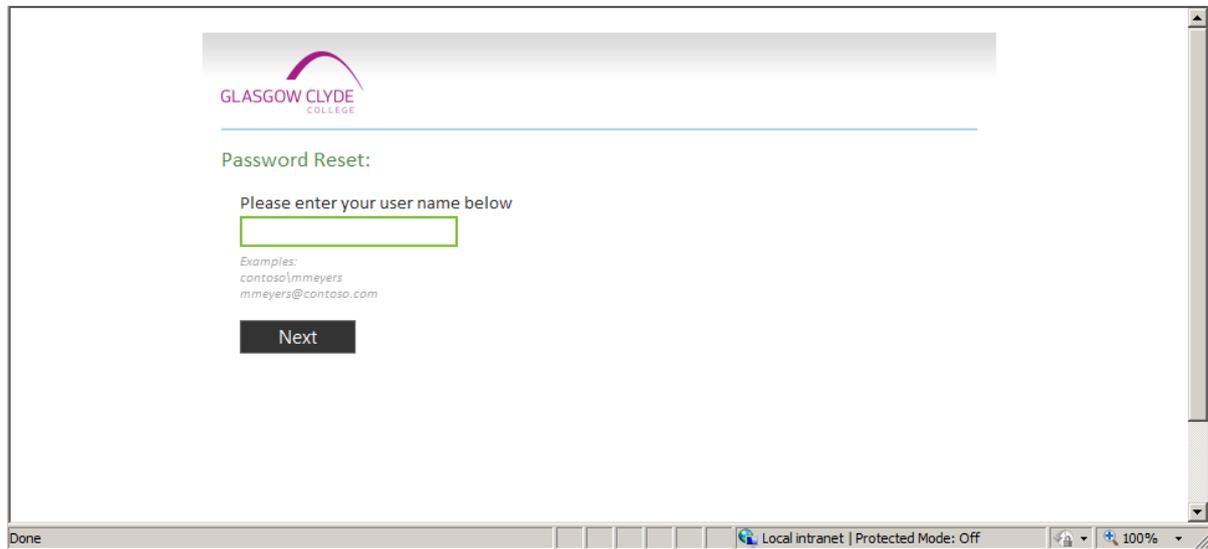


If you ever need to reset your password:

1. Go to the reset password portal
2. Verify your identity
3. Choose your new password

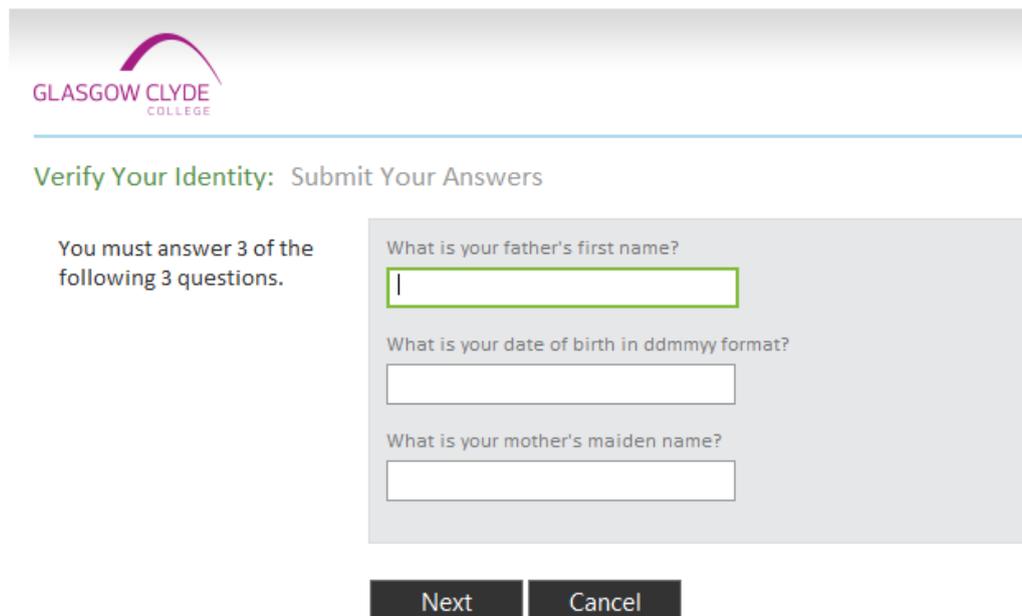
## Resetting your password

If you forget your password you can reset it online by visiting <https://passwordreset.glasgowclyde.ac.uk/> and follow the instructions shown on the screen. Please note that to use this reset service you must register beforehand using the instructions detailed earlier:



The screenshot shows a web browser window displaying the Glasgow Clyde College Password Reset page. The page features the college's logo at the top left. Below the logo, the text "Password Reset:" is displayed. A prompt asks the user to "Please enter your user name below" with a text input field. Below the input field, examples of usernames are provided: "contoso\mmeyers" and "mmeyers@contoso.com". A "Next" button is located below the examples. The browser's address bar shows "Local intranet | Protected Mode: Off" and the page is zoomed to 100%.

At the first screen enter your **Student Ref Number** and click next. At this point you will be prompted to respond to the listed questions, you should provide the same answers you gave during the registration process:



The screenshot shows the Glasgow Clyde College Verify Your Identity page. The page features the college's logo at the top left. Below the logo, the text "Verify Your Identity: Submit Your Answers" is displayed. A prompt asks the user to "You must answer 3 of the following 3 questions." Below the prompt, there are three text input fields for the following questions: "What is your father's first name?", "What is your date of birth in ddmmyy format?", and "What is your mother's maiden name?". Below the input fields, there are "Next" and "Cancel" buttons.

Assuming you answer correctly, you will be prompted to set a new password:

GLASGOW CLYDE  
COLLEGE

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Success: Your password has been reset



You can now use your new password to log in.

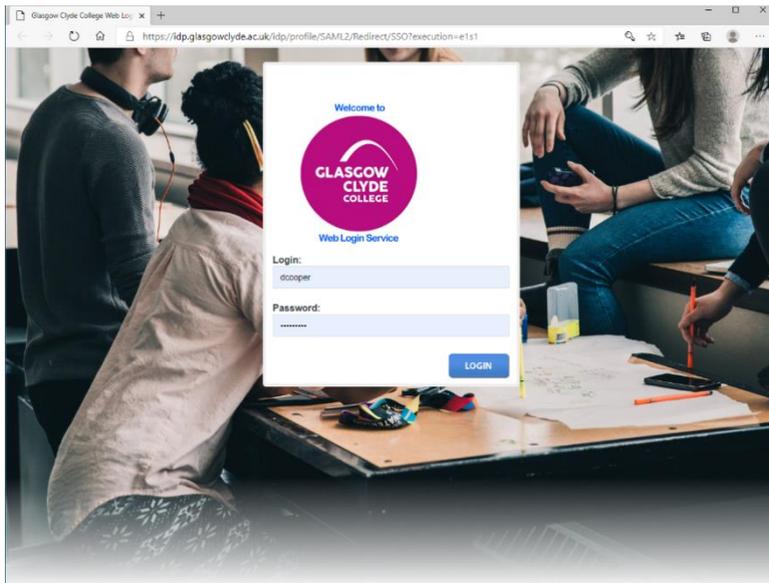
Links to the password registration and password reset pages can be found on the student intranet home page and the VLE home page.

## Access to the Glasgow Clyde College Virtual Learning Environment (VLE)

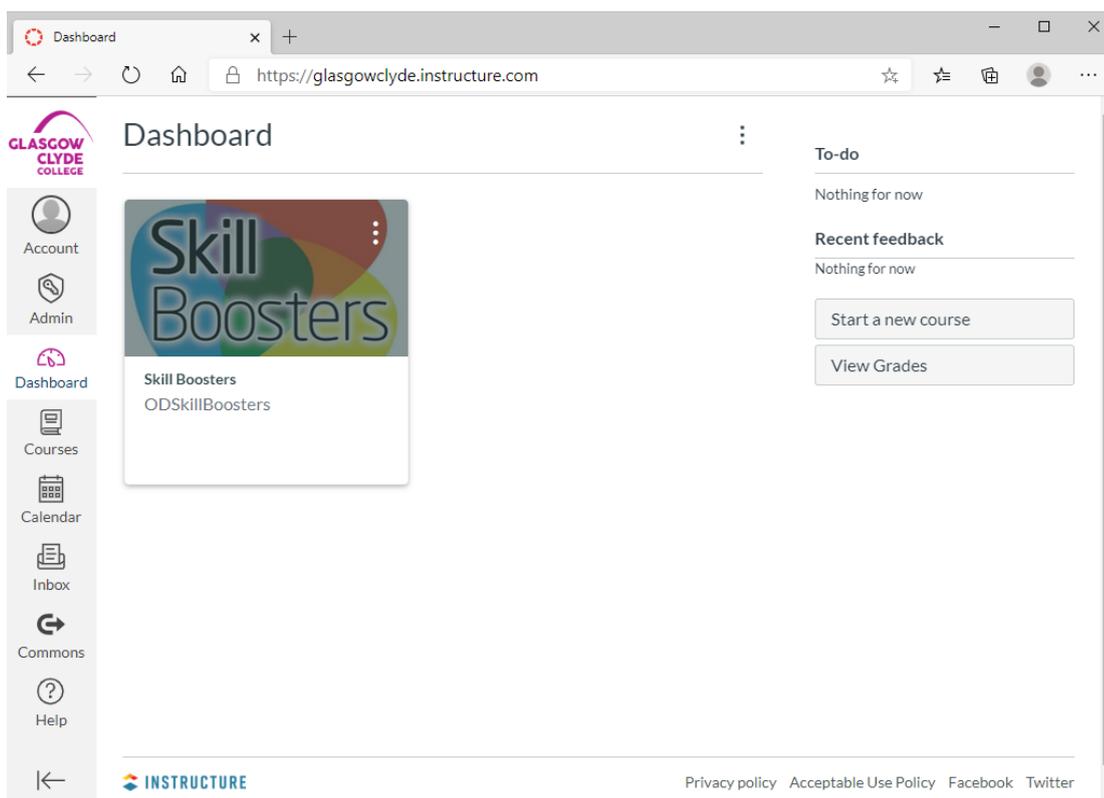
Students at Glasgow Clyde College have access to an online learning system that is accessible using your **Student Ref Number** and **Password** as shown in the section on student login details.

The VLE can be found at <https://glasgowclyde.instructure.com>

Initially you will be taken to the Glasgow Clyde College Web Login Service where you will enter your College username and password:



When you have successfully logged in you will have access to your VLE Dashboard. You will be automatically attached to courses in the VLE based on your programme of study. These will appear on the Dashboard page of the VLE.



## Access to the Glasgow Clyde College Student Wi-Fi Network

The student Wi-Fi network is accessible at any campus using your **Student Ref Number** and **Password**. When inside any campus building you can search for the Student Wi-Fi network on your mobile device or laptop and enter your account details when requested.

### Student Intranet

Links to the services mentioned in this guide and other useful information about Glasgow Clyde College can be found on the student intranet by going to <http://students.glasgowclyde.ac.uk>

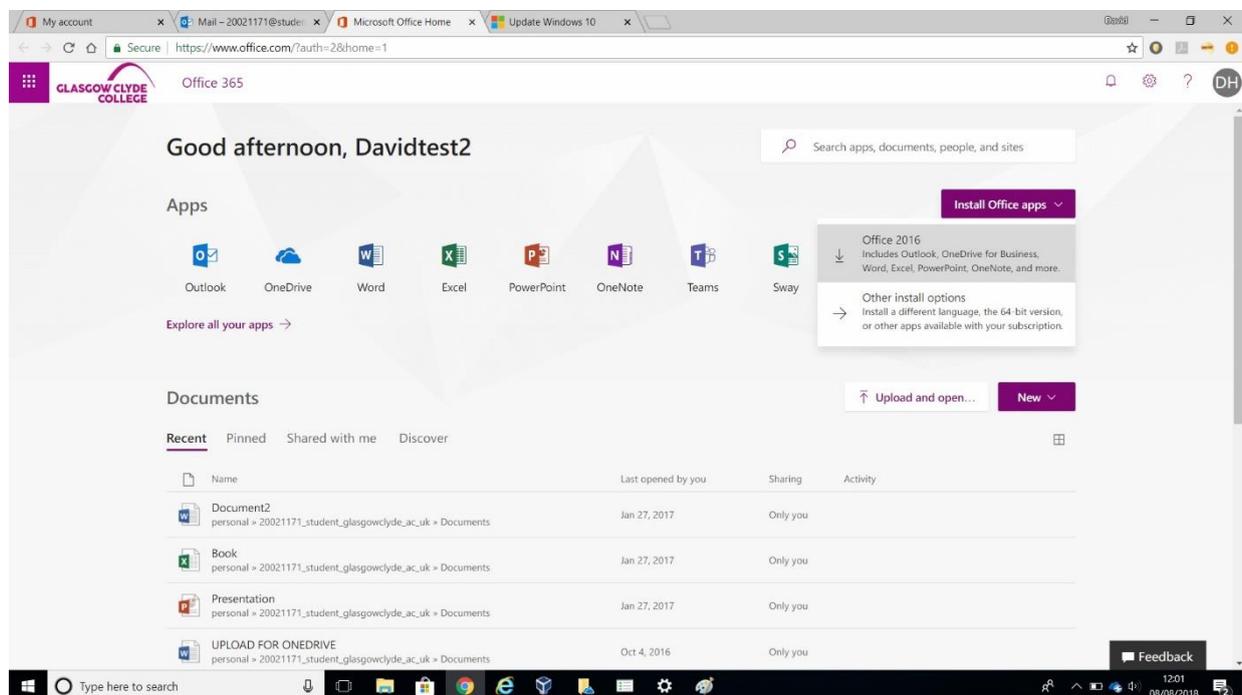
## Downloading the latest version of Microsoft Office

### Microsoft Office 365 for Students

The latest version of Microsoft Office is now available to download and install free for all students with a College email account.

Get access to this benefit by going to **portal.office.com** and signing in with your **student email address** and **password**.

When you sign in you will be taken to the office apps screen:



From here select the “Install Office apps” link at the right of the page to download and install Office on your PC, laptop or Mac.

This link also has an option that will take you to the Install Office options to allow you to install office on your mobile device, tablet ipad etc.

If you select the “Office 2016” link a set up application will be downloaded to your PC and the installation process will begin. Follow the onscreen instructions to complete the installation process.

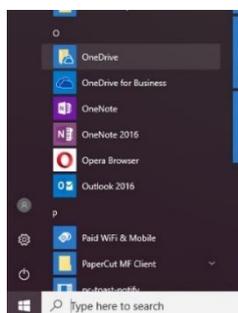
## **Additional Course Related Software**

Some additional specialist software will be available for student download depending on the subjects being studied. Details of these additional downloads will be provided as part of your course induction process.

### **Setting up Microsoft OneDrive**

#### **Microsoft Office 365 OneDrive for Students**

Microsoft Office 365 for students includes access to 1tb of online storage. To set up this application so that documents are synced from a local drive on your laptop or PC to the cloud storage first select the **OneDrive** desktop application from you start menu. **NOTE:** Do not use the OneDrive for Business application.



You can then follow the onscreen instructions to complete the setup process. When you have completed the set up a new folder called OneDrive should be visible on your device. Any documents saved to this location will be copied to your cloud storage and can be accessed from any PC by going to <https://onedrive.live.com/about/en-gb/> and signing in using your **Student Email Address** and **Password**.

#### **How to Access a Zoom Meeting**

Please watch this short video to show you how to use zoom.

<https://www.youtube.com/watch?v=hIkCmbvAHQQ>