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

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:

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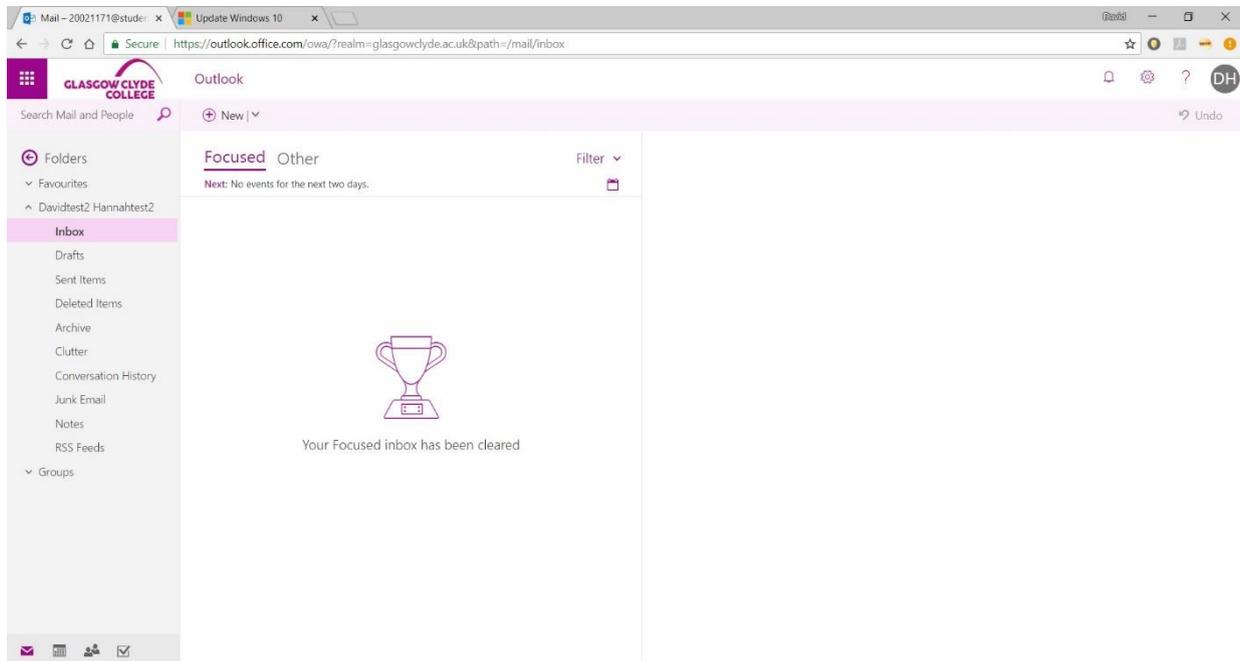
The left side of the screen shows a list of emails you have received.

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.
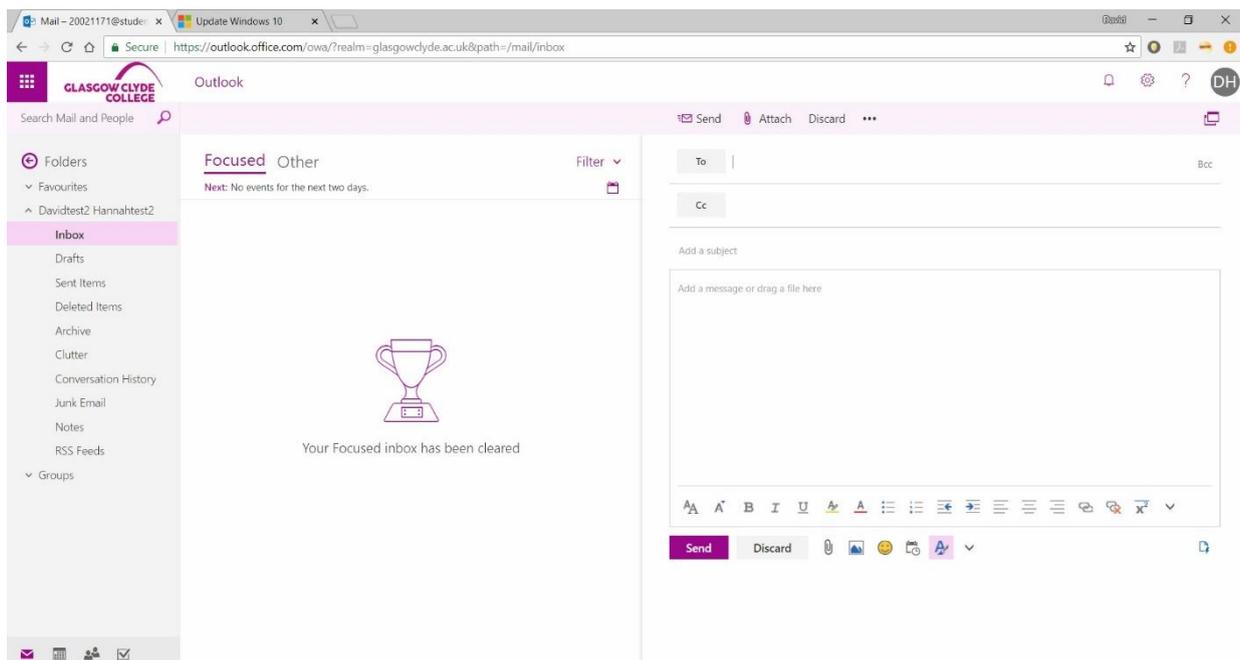
Settings and Options

If you select the ⚙ icon at the top right of the home screen you will be able to adjust your account settings
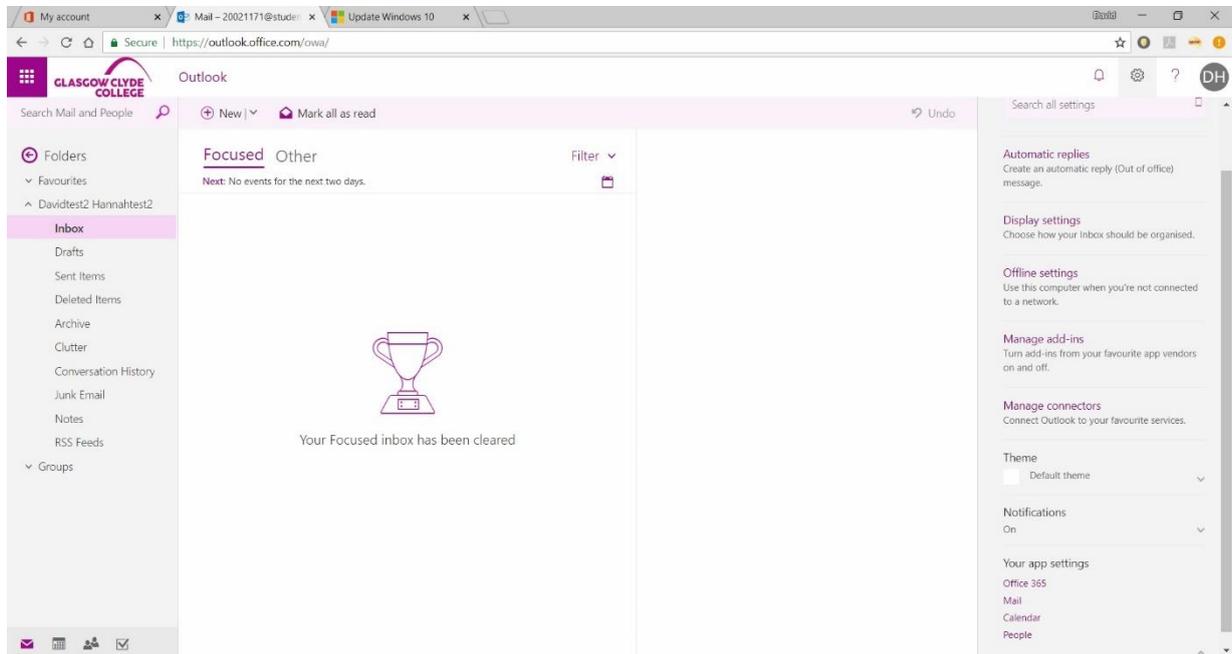
From the settings list you can access the options section that will enable you to configure additional features including forwarding you're email to another account. This should be done as soon as possible if you don't plan to use your College email account. Email is the College's preferred method of 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
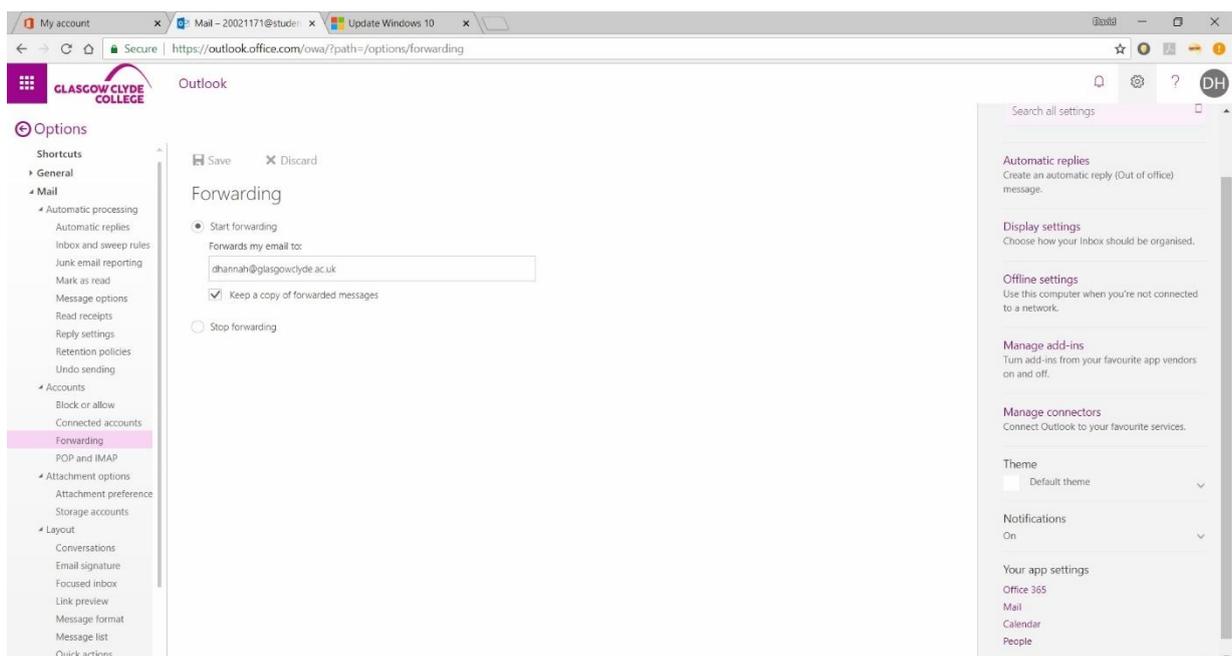
Student ICT Acceptable Use Policy

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:

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

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

Click next and the answers are saved.

GLASGOW CLYDE
COLLEGE

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

© 2012 Microsoft Corporation. All Rights Reserved. | About

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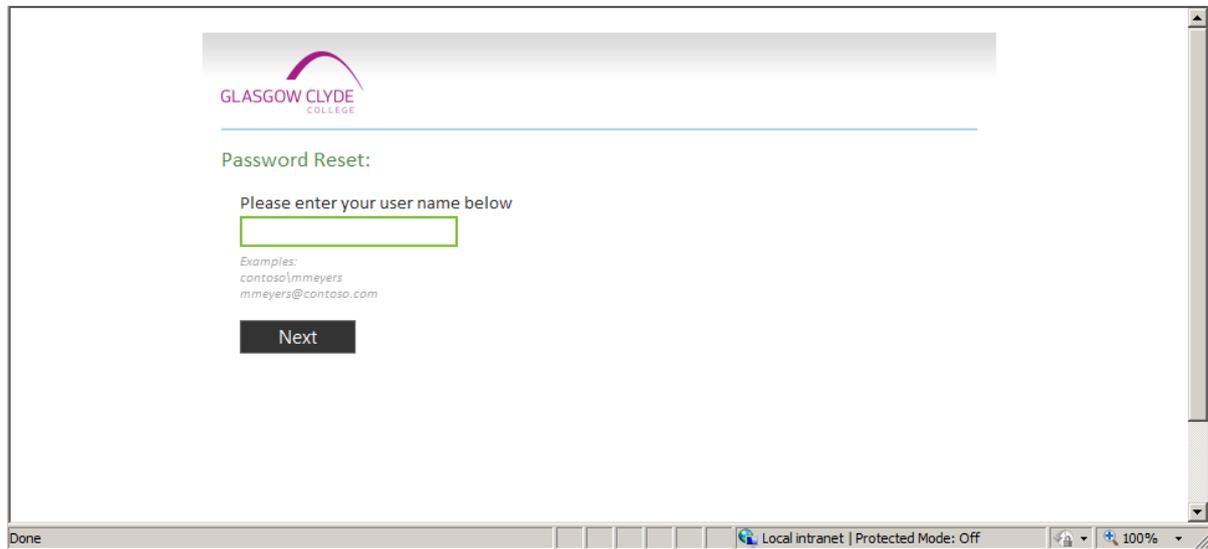
At the first screen enter your **Student Ref Number** and click next. At this point you will
be prompted to respond to the listed questions, you should provide the same answers
you gave during the registration process:
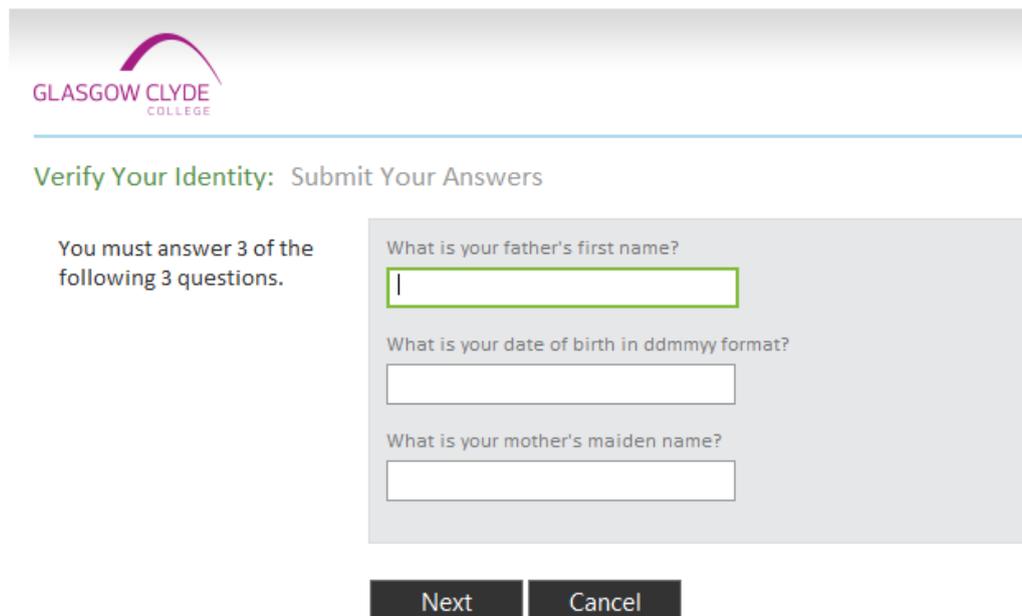
Assuming you answer correctly, you will be prompted to set a new password:

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:
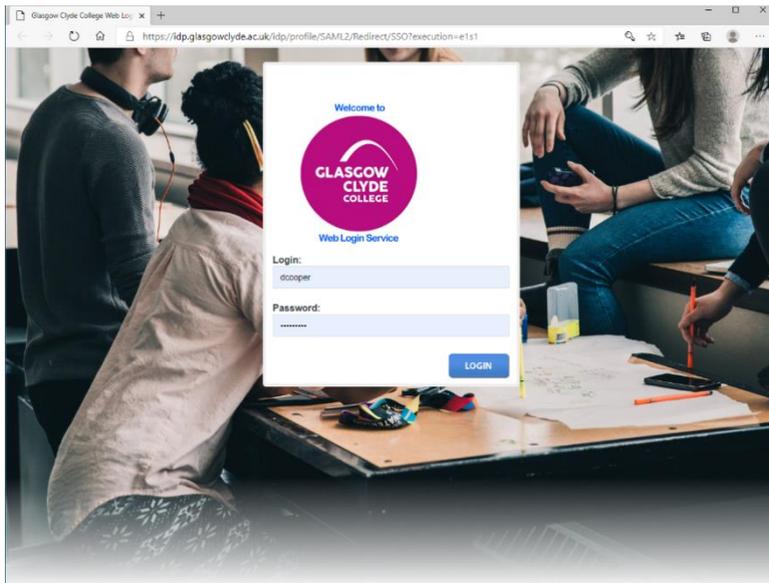
When you have successfully logged in you will have access to your VLE Dashboard. You will be automatically attached to courses in the VLE based on your programme of study. These will appear on the Dashboard page of the VLE.
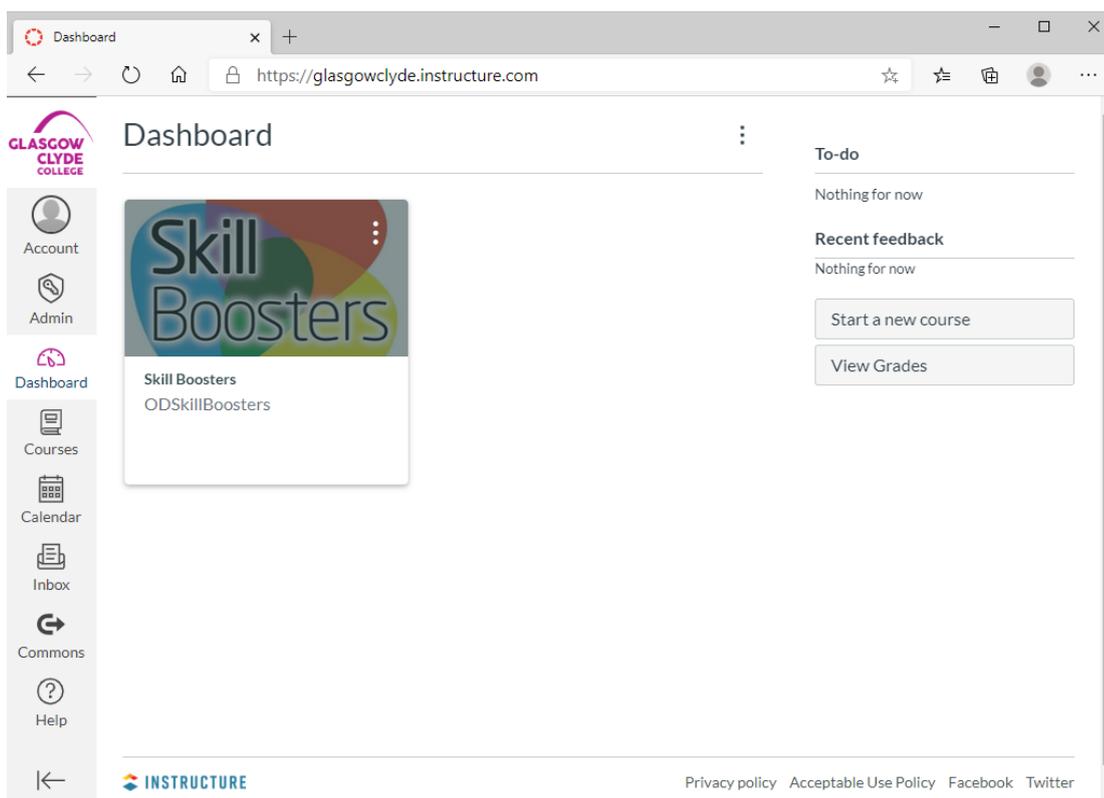
Access to the Glasgow Clyde College Student Wi-Fi Network

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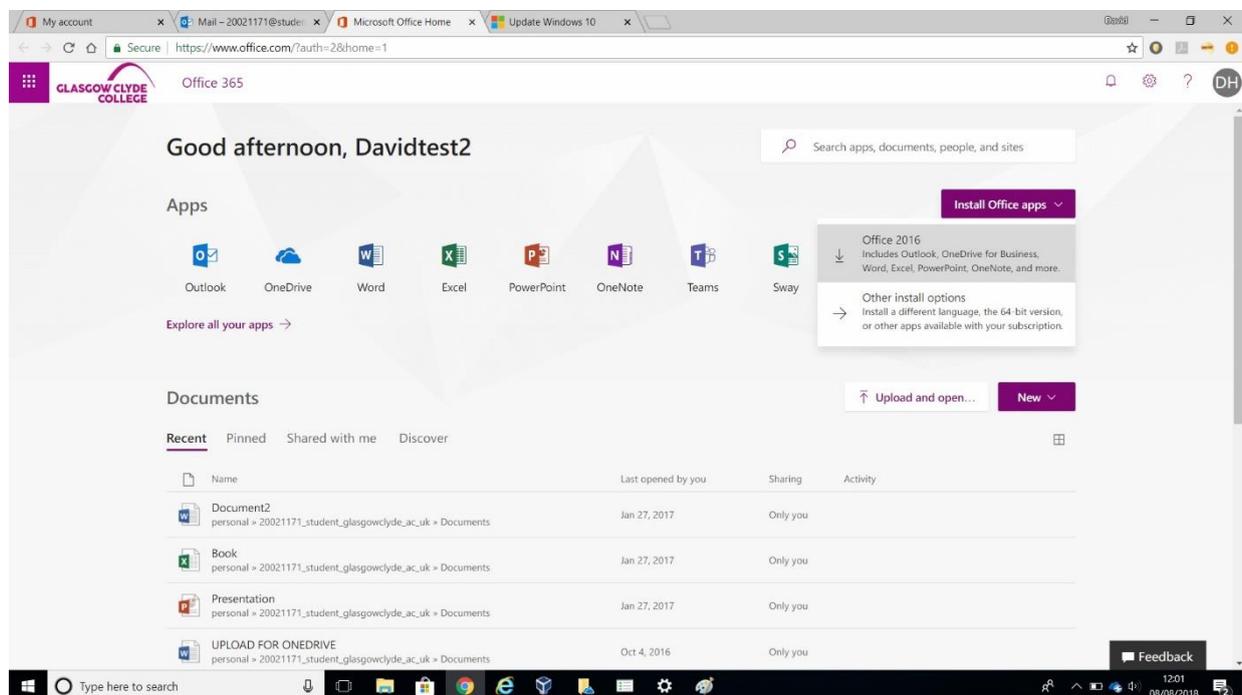
From here select the "Install Office apps" link at the right of the page to download and install Office on your PC, laptop or Mac.

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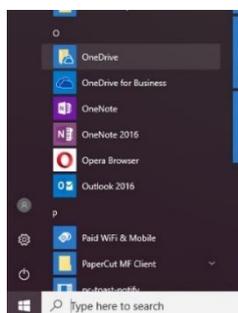
You can then follow the onscreen instructions to complete the setup process. When you have completed the set up a new folder called OneDrive should be visible on your device. Any documents saved to this location will be copied to your cloud storage and can be accessed from any PC by going to https://onedrive.live.com/about/en-gb/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

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