

Information Services @TSD

Quick Guide for new students

Username & Password

If you have not created your username for the University computer system please refer to the Automated Account Creation on page 2, on how to create your account. This system is also available externally via <https://login.tsd.ac.uk>

Please be aware that you will need to have completed enrolment to use this system and that we will do our best to ensure that all data is uploaded into our systems by 6pm on the day of your enrolment. The minimum password length is 8 characters.

Email

Your email address will consist of your username followed by @student.tsd.ac.uk eg, 0908145@student.tsd.ac.uk

You can access your email by visiting www.student.tsd.ac.uk or by double clicking on the live@edu icon on the University computer system.

You will have 25Gb of cloud network storage and access to the Office365 suite on live@edu

Wireless & Wired Internet Access

To access the internet on your personal laptop in your halls of residence, either plug in the supplied network cable or connect to the CampusNet wireless network. You will be required to enter your username and password for both wired and wireless to complete access. Please note that for dual occupancy rooms where there is only 1 wired network point – please utilise the wireless network.

Assistance

If you have any IT related issues you can contact the IT department, either in person or by email: itservicedesk@tsd.ac.uk or telephone 0300 500 5055.

Opening hours are Mon-Thu 08:45-17:00 and Fri 08:45-16:30

live@edu Email Login Guide

Once you have completed the automated account creation (see guide on page 2) you can access your new Live@edu email account.

1. To login to your account, go to www.student.tsd.ac.uk
2. Enter your assigned email address (studentnumber@student.tsd.ac.uk) into the Windows Live ID field
3. Enter your Password into the Password field
4. On the next page you will be asked to choose your language and time zone, select the appropriate Language and (GMT-0:00) GMT as your time zone and click OK.

Congratulations! You have just set up and logged into your new University of Wales Trinity Saint David live@edu email account.

For more information on outlook.com and what is available, check out <http://help.outlook.com/en-us-140/default.aspx>



PRIFYSGOL CYMRU
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Trinity Saint David

Opening Hours
Mon-Thu: 08:45-17:00
Fri: 08:45-16:30
0300 500 5055 itsd@tsd.ac.uk

Automated Account Creation

To access the portal, a student can either log onto a computer on campus with the user 'register' and password 'register' OR online via <https://login.tsd.ac.uk> This takes the student to a locked down kiosk style browser with access to no other facilities apart from 'Student view'. For the purpose of this demonstration an account called TESTUSER1 will be used. This would usually be the student number.



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Student View

Logout

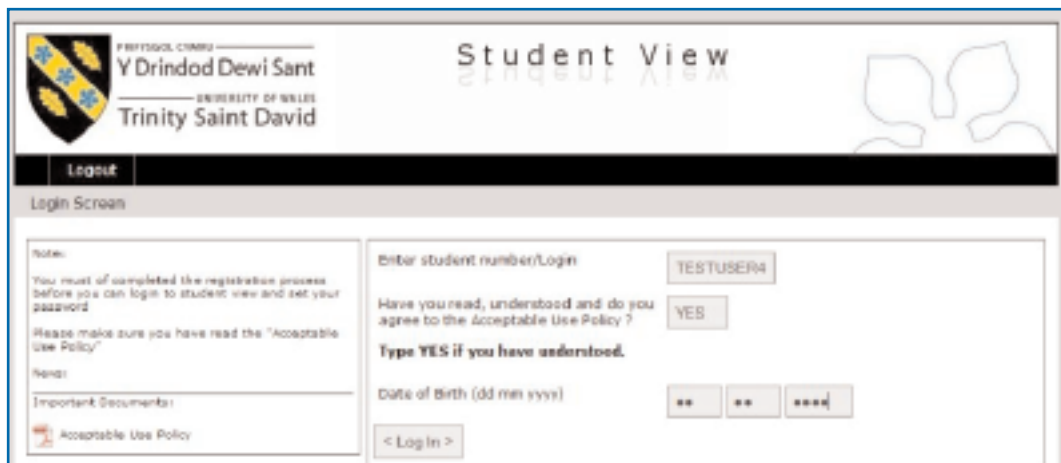
Login Screen

Notes:
You must of completed the registration process before you can login to student view and set your password
Please make sure you have read the "Acceptable Use Policy"

Send:
Important Documents:
Acceptable Use Policy

Enter student number/Login

1 The student enters their student number



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Send:
Important Documents:
Acceptable Use Policy

Enter student number/Login
TESTUSER4

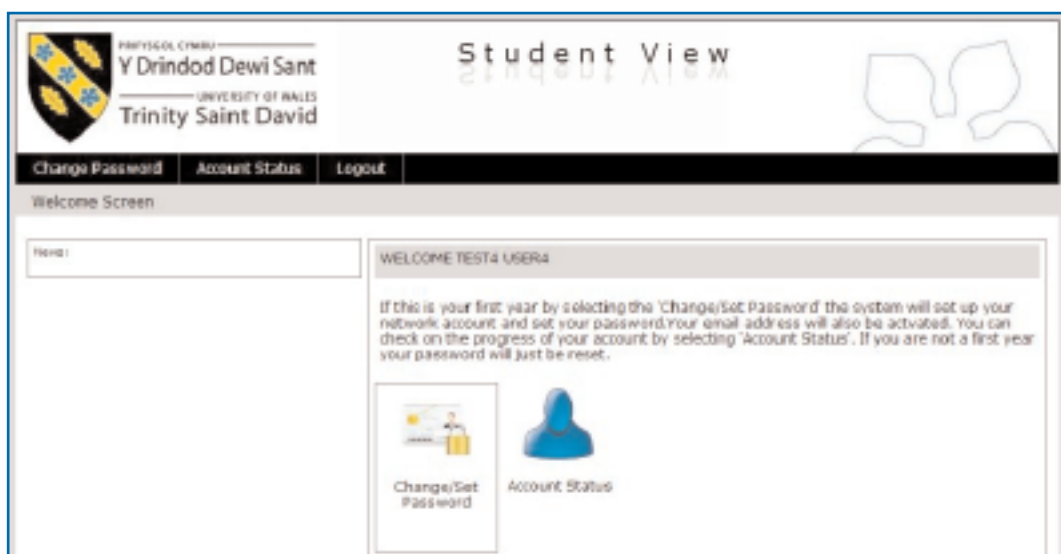
Have you read, understood and do you agree to the Acceptable Use Policy?
YES

Type YES if you have understood.

Date of Birth (dd mm yyyy)
** ** ****

< Log In >

2 Once the number has been entered, further fields become available. The student must type YES for Acceptable Use Policy and fill in their Date of Birth as shown above. Once this is done the student clicks on < Log in >



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Student View

Change Password Account Status Logout

Welcome Screen

Send:

WELCOME TEST4 USER4

If this is your first year by selecting the 'Change/Set Password' the system will set up your network account and set your password. Your email address will also be activated. You can check on the progress of your account by selecting 'Account Status'. If you are not a first year your password will just be reset.

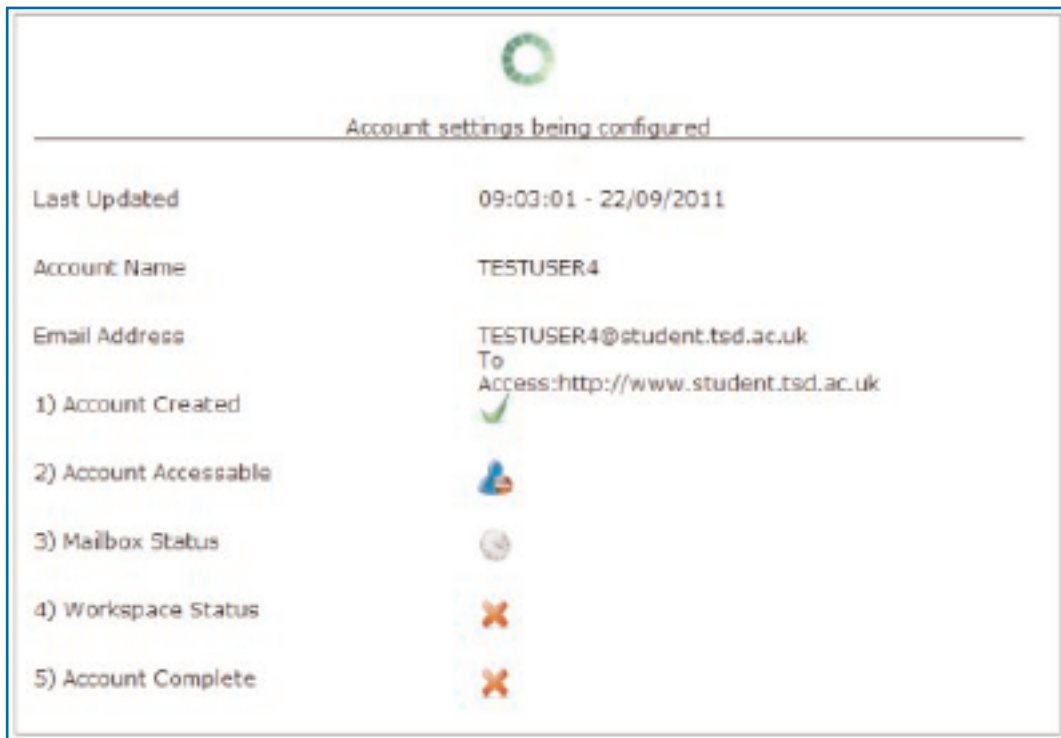
Change/Set Password Account Status

3 If the previous screen was successful, the above screen should now be displayed. The student must now set their password by select "Change/Set Password"

- 4 The above screen shows the password setting screen. The account must contain 8 characters and both fields must match.

- 5 If both fields match and the password fields contain 8 characters or more the 'Set Password' button will appear. The student can now click on this to proceed.

- 6 The account is then created but is not yet ready to use due to a number of other processes that need to be done. To see the account status the student now clicks on the 'Click here to continue' link.



- 7 The Account status screen shows the current status. All the 5 icons must show ticks before the account is completed.



- 8 The final step, all account settings are ready and have green ticks. The student can now log off and login to the computer with their new account. This account also allows access to Moodle and email.

