

# Student Induction Handbook

---

Guides produced by the E-Learning Team

Welcome to Havering College of further and Higher Education. The following handbook has been developed for new students and returning students. This guide will cover the following:

- *College Network Account*
- *Moodle and your Courses*
- *Office 365 and the Office Apps*
- *Student Email Account*

**Monitoring of College IT Systems, 6.1:** Computer and email accounts are the property of the College and are designed to assist staff and students in their work. Users of College IT systems should therefore have no expectation of privacy in any email sent or received, in the social media or other internet sites they access, or in respect of telephone or mobile device usage.

## **How do I login to a college computer?**

Every student has a unique network account, in order to log in to a college pc and/or mac please use the following details:

- **Username** = your id number located on your student card
  - Example: **950012345**
- **Password** = your date of birth (dd/mm/yyyy)
  - Example: **01/01/2017**

## What is Moodle?

Moodle is an e-learning system based on the web that gives you virtual access to courses, course materials and online assessments.

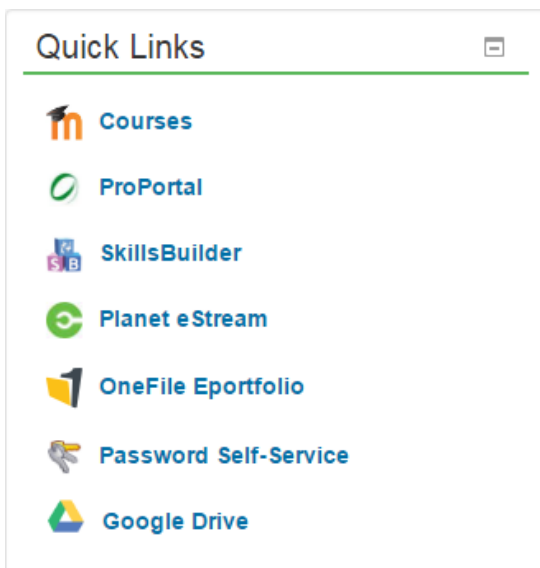
## How do I log in to Moodle?

Open a browser of your choice to access the student intranet homepage for all college computers, alternatively enter <http://student.havering-college.ac.uk> into your browser

You will be presented with the student intranet homepage. Enter your network account credentials within the log in box, once you've logged in you'll notice your name will appear at the top of the page.

## How do I access my courses?

Click on the **Courses** link within the **Quick Links** block located to the left of the page.

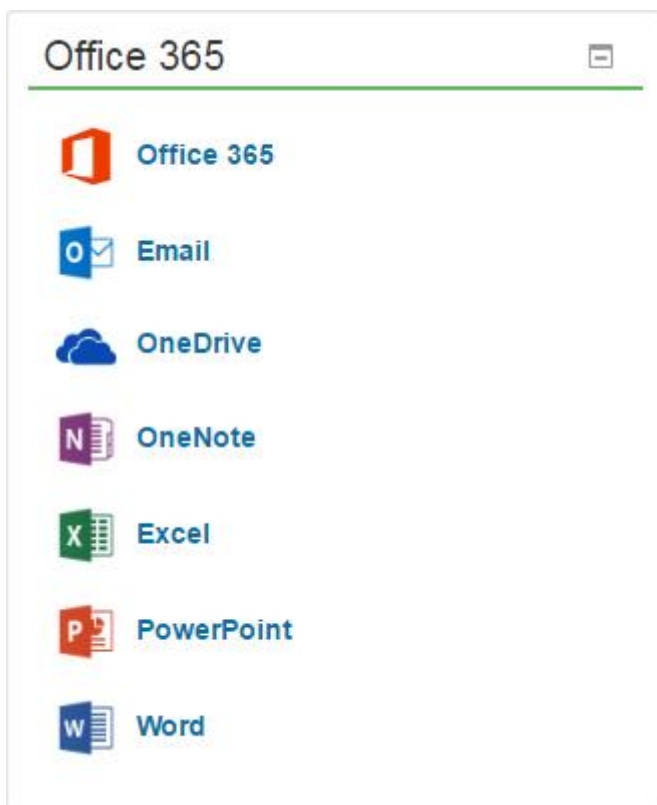


## What is Office 365?

Office 365 is the brand name Microsoft uses for a group of software and services subscriptions, which together provide productivity software and related services to subscribers. For consumers, the service allows the use of Microsoft Office apps on Windows and macOS.

## Office Apps?

As a student you have access to a range of apps that will assist you throughout your course, to access any of them click on links within the **Office 365** block located to the left of the page.



## How do I access my student email?

Every student has a unique network account, in order to log in to a college pc and/or mac please use the following details:

- **Username** = your id number located on your student card
  - Example: **950012345@haverling-college.ac.uk**
- **Password** = your date of birth (dd/mm/yyyy)
  - Example: **01/01/2017**

Sign in with your work or school account

  
  
 Keep me signed in

**Note:** if you are using a college computer or you are using personal device that is connected to the college network, a password will not be needed at this stage.