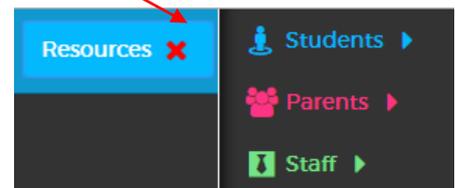# Accessing online resources from home

You need to go through the Student Portal to access most of our online resources (e.g. e-Books, online databases, etc.). It also enables you to use your home computer or device as if you were using a computer at college.

Please make sure you:

- Use **Chrome** as your browser (<u>not</u> Internet Explorer).

- Have your **username** and **password** to hand.

- Change your password from the initial date of birth password you were allocated. Do this on a computer at College or CECAMM.

1. Go to the College website www.iwcollege.ac.uk.

2. Select **Resources** from the top right hand corner and then **Students.**

3. Select **Student Portal**.
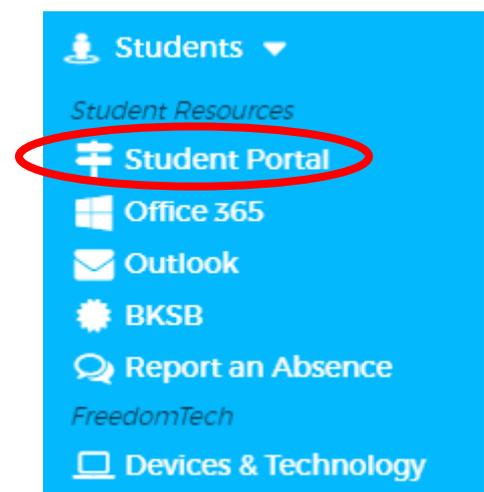
4. Log in using your college username (e.g. 11001234) and college password:

If you have any problems call 01983 550789 / email library@iwcollege.ac.uk and speak to a member of the LRC team.

Office 365

Through **Office 365** you get access to cloud storage and app versions of Microsoft Office Word, Excel, PowerPoint and OneNote. You can download versions of these apps on up to five devices.

Under **SharePoint** you will also find pages packed with useful information for your course and top quality learning resources that you just can't get anywhere else.

You also get your own email account. Your **email address** is on the back of your college ID card. It is in the format firstname.lastname@mylife.iwcollege.ac.uk. Make sure you check your email regularly as the college will use this email address to communicate with you.

At college

MyLife email

To access your email at college, open the internet and click on the button **MyLife Email**.

Office 365

To access 365 pages and your cloud storage when at college, open the internet and click on the button **Office 365**.

At home or on the move

You will need to log in to a college computer and change your password before you access anything from home or on your mobile.

MyLife email

- Go to email.iwcollege.ac.uk
- Log in using your college email address and your college password.

Office 365

- Go to office365.iwcollege.ac.uk
- Log in using your college email address and your college password.

If you have any problems call 01983 550789 / email library@iwcollege.ac.uk and speak to a member of the LRC team.