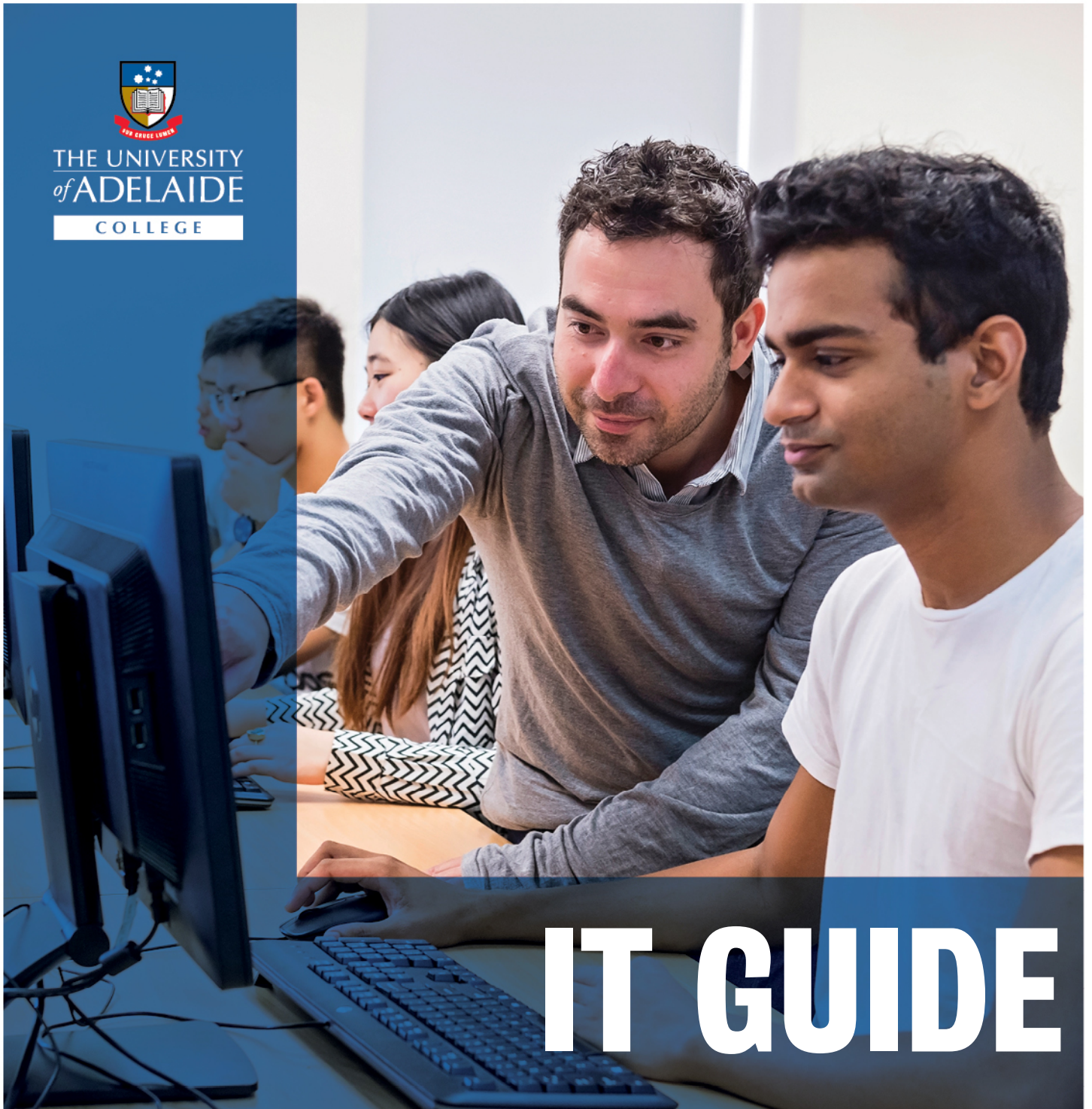




THE UNIVERSITY
of ADELAIDE
COLLEGE



IT GUIDE



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IT CHECKLIST

What you need to do to get started:

Connect to Wi-Fi (page 6)

Set up your student email (page 9)

Install Office 365 on your device (page 13)

Set up a 'Box' account (page 15)

Download & set up the Gmail app (page 11)

WELCOME

As University of Adelaide College students, you can access all College/University computers, internet, portals, Wi-Fi and have your own University of Adelaide email.

- There are computer rooms located on Level 2, 132 Grenfell Street for use by all College students.
- **Room 207** is the student computer room and can be used by students at any time between **8am – 5pm**.
- College students can also use any of the student computer suites located at the University library. They provide access to Library licensed resources and the full Office suite.

BRING YOUR OWN DEVICE

The College requires all students to have their own **digital device** in order to undertake blended learning activities both inside and outside the classroom.

Minimum Technical Requirements:

- Operating System:
Windows 10 (Professional version preferred) or later (64 bit) SP1

OR

- **Mac OS 10.13** (High Sierra) or later
- Processor (CPU): Intel Core i5 or higher
- Screen size: 12 inch or greater
- Screen resolution: 1280 x 720 or better
- Hard drive: 256GB or greater
- Memory 8GB or greater
- Network adaptor: 802.11ac 2.4/5 GHz wireless adaptor or better

LOGGING ON

To use any technology at the University of Adelaide College or the University, you will need your **Username** and **Password**. If you do not have a password, see College Reception or Student Services staff.

If you have forgotten your password, you can reset it online at password.adelaide.edu.au or by visiting the Service Hub on level 2 of the College

To Login:

Your Username is your University student number with “a” in front of the number (i.e. “a111666”)

CONNECTING TO WI-FI

Get fast access to IT services including the internet, email and Online Education with the University's wireless network.

To access Wi-Fi, you will need your University **Username** and **Password**.

Wi-Fi can be accessed anywhere on the University's campus, as well as the College. For access at Peel Street & 68 Grenfell Street, follow the instructions on [page 9](#).

For more help, visit adelaide.edu.au/technology. If you still have trouble, go to Ask Adelaide (Hub Central) for assistance.

Important:

Never plug your laptop into the University Network as you can be banned from computer facilities for the rest of your studies.



CONNECTING TO WI-FI @ PEEL ST/68 GRENFELL ST

The College's Peel Street and 68 Grenfell Street campuses have a different process for accessing Wi-Fi than the rest of the College/University.

1. Select UOAC-STUDENT-WIFI
2. Enter password which is: [kaplan22](#)
3. Click Join
4. Click on Sign in with Google
5. Use your student email address e.g.
[a1234567@student.adelaide.edu.au](#)
6. Click Next.
7. Enter your University **Username & Password** (e.g. a1234567)
8. A splash page will open scroll down and click Allow.
9. You now have access to The University of Adelaide College Peel Street Wi-Fi.
10. Click Done.

USING THE INTERNET

Students do not have a limit on internet usage. Your internet quota is unlimited.

If you are using the internet for illegitimate purposes (i.e. downloading movies, playing games, etc.) then the University IT will limit your access and your internet will become very slow. You will then be notified via your student email of the restrictions put in place on your account.

If you have any issues with using the internet, you will need to visit Ask Adelaide at Hub Central for assistance.

Ask Adelaide is located on Level 3
Hub Central, available 8am to 6pm
Monday to Friday

ACCESSING YOUR EMAIL

Email is the **main way to communicate** while you are at the College. It is important to check your student email every day for information from the College and the University. You may receive important information from your teachers, the University, course information, events and general updates.

Your email:

Username + @student.adelaide.edu.au



For example:

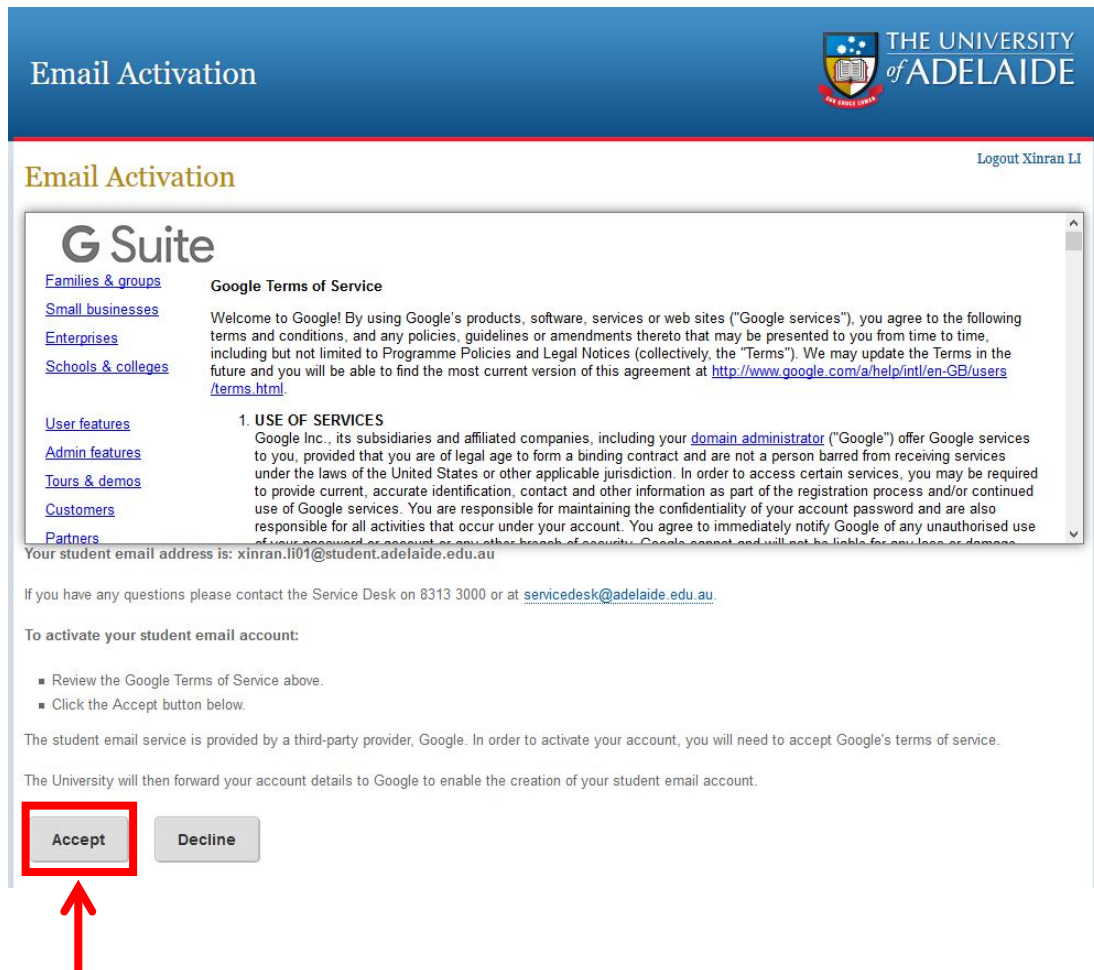
'a1234567@student.adelaide.edu.au'

You can Access your University of Adelaide Email from adelaide.edu.au by clicking the 'Quicklinks' tab and then 'University Email'.



ACTIVATING YOUR EMAIL

You need to activate your student email and accept the Google Terms of Service the first time you login.



The screenshot shows the 'Email Activation' page for The University of Adelaide. At the top right is the university logo and the name 'THE UNIVERSITY of ADELAIDE'. Below the header, the page title is 'Email Activation' and there is a 'Logout Xinran LI' link. The main content area is titled 'G Suite' and displays the 'Google Terms of Service' agreement. The agreement text includes a welcome message and a section titled '1. USE OF SERVICES'. Below the agreement, it states 'Your student email address is: xinran.li01@student.adelaide.edu.au'. There is a link to contact the Service Desk. The instructions for activation are: 'To activate your student email account: Review the Google Terms of Service above. Click the Accept button below.' At the bottom, there are two buttons: 'Accept' (highlighted with a red box and an arrow) and 'Decline'. The text below the buttons states: 'The student email service is provided by a third-party provider, Google. In order to activate your account, you will need to accept Google's terms of service. The University will then forward your account details to Google to enable the creation of your student email account.'

This can be done via the University of Adelaide website or the following link.



bit.ly/2sO8bb5

Note

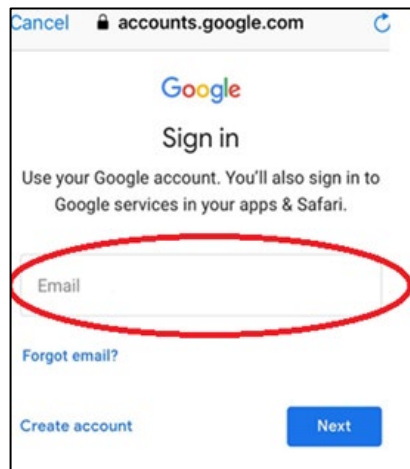
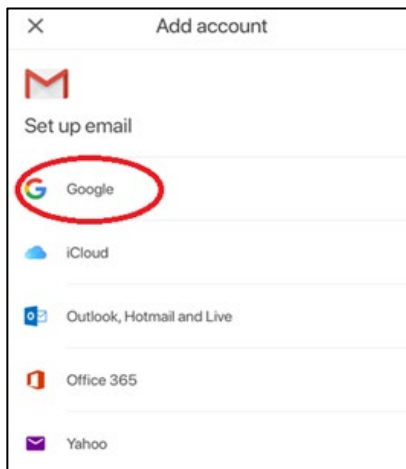
if you do not accept the Google Terms of Service, you will not be able to access your email.

GMAIL APP



It is highly recommended you install the Gmail app so you can access your student email on your phone or tablet.

1. Download the Gmail app via the Apple App Store or Google Play Store
2. Open the app and **add an account**
3. Select **'Google'**
4. Enter your University email address in the format:
a1234567@student.adelaide.edu.au
5. Enter your student number and password



FORWARDING YOUR EMAILS

You can automatically forward your University of Adelaide student emails to your personal email account (Gmail/QQ/Hotmail etc.).

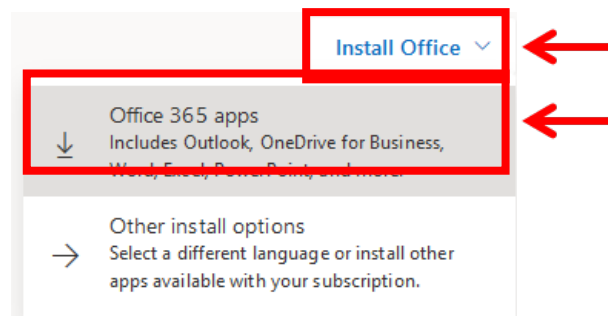
1. Log into Student Gmail account.
2. Click on 'Settings' near top right.
3. Click on 'Forwarding and POP/IMAP'.
4. Click on 'Add a forward address'.
5. Type in the email address where you would like to send your student email. A verification code box will appear.
6. Check the forward email account for the verification email.
7. In the verification email, there is a link after the words 'please click the link below to confirm the request'. You need to click on the link to confirm the forward is accepted.
8. Copy and paste the verification code from the email into the Student Gmail and click on the verify button.
9. In the Student Gmail, ensure the radio button next to 'Forward a copy of...' is selected.
10. Click 'Save Changes' near the bottom.

It may take up to 30 minutes for these changes to be effective.

MICROSOFT OFFICE

During your studies at the College and the University, you will require access to Microsoft Office. Office is available on all College and University computers, and you can download a **FREE** copy to your personal computer (PC & Mac).

11. Visit portal.office.com
12. Enter your University of Adelaide email address & password. e.g. a1234567@student.adelaide.edu.au
13. In the top right corner click 'Install Office apps'



14. Select "Office 365 Apps"
15. Follow the installation instructions.

Important:

Make sure you install Office in English. If Office is in another language, certain features such as spell/grammar check may not work properly.



ADAPT

ADAPT is a tool that students can use to access a range of applications on any device at any time.

With ADAPT you will be able to access a range of applications such as Microsoft Office, as well as your University desktop and U:\ drive.

To set up ADAPT, you will need to install Citrix Workspace. The instructions to set this up on all your devices can be found at adelaide.edu.au/technology/your-tools/academic/adapt

Once this has been installed, you can login to ADAPT using your University **Username & Password**.

TRANSFERRING DATA

As students, you have access to store your study related data on the University Network. The **U:\ drive** will be available to you on any computer you login into and can be accessed from home via **ADAPT**.

The U:\ drive is backed-up every evening by the University for greater security and safe keeping of your documents.

Alternatively, a **USB memory stick** is highly recommended and can be purchased at an affordable price. Please change your USB's file name to your Student ID in case you misplace it.

You can also use other cloud-based storage services. The University recommends using '**Box**' as your main cloud service. To get started with Box, visit universityofadelaide.account.box.com/login and enter your University email and password.

PRINTING & PHOTOCOPYING

The Student Printer is located in the [Student Computer Room](#), Level 2 of the College.

At the beginning of each semester you will receive \$18.00 of free University of Adelaide photocopying/printing credit. Once you reach your quota, you will be unable to print/photocopy until the balance has been topped-up. Quota allocation periods are: 1 Jan – 30 Jun and 1 Jul – 31 Dec (Please note that within the first week of the commencement of each period the University Funded Quota will be applied to your account).

Instructions on printing and how to purchase more credit through the Universities online system can be found at adelaide.edu.au/student/current/printing/how.

CHARGING SPACES

If you're looking for somewhere to charge your device there are multiple charging points (regular power outlets & USB points) available.

The College

- Levels 1 & 3 – Lift entrance, lobby area
- Level 2 – Student common room

The University

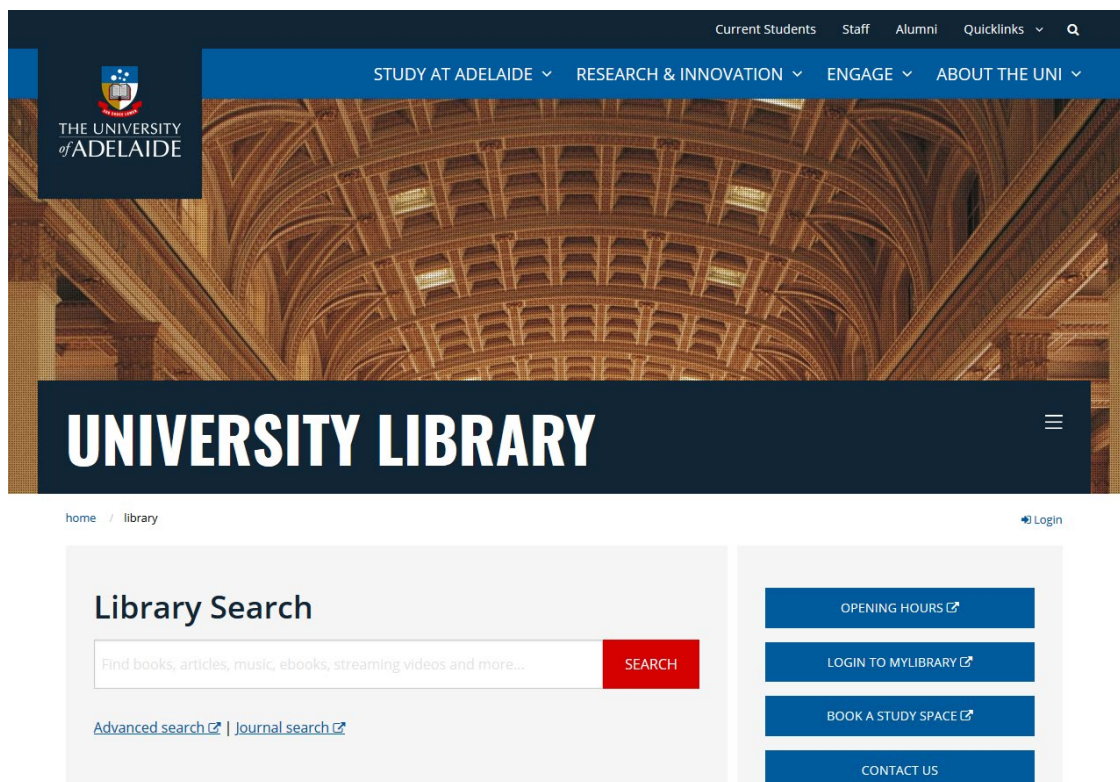
There are many charging points located all over the University, especially in Hub Central.

ONLINE LIBRARY RESOURCES

College students have access to an extensive range of resources from the University's Barr Smith Library which can also be accessed online at: adelaide.edu.au/library

From this webpage you can access electronic:

- Journals
- Databases
- Text



ONLINE LEARNING SYSTEM

During your time as students at the College & University, you will be required to access our online learning management systems. This is where you will access classwork, resources, and assessments.

Foundation Studies | General Academic English

FSP & GAE students will be given access to the College's eLearning Centre. Your log on details will be emailed to you directly during the first week of your studies.

ecollege.adelaide.edu.au

Degree Transfer | Pre-Master's Program

DT & PMP students will use the University's MyUni system as their online learning platform. Your login details will be your University **Username & Password**.

myuni.adelaide.edu.au

If you experience login issues, please see the College Reception (Level 2, 132 Grenfell St) for assistance.

POLICIES AND PROCEDURES

The University of Adelaide Colleges' IT systems are governed by the University of Adelaide IT Acceptable Use and Security Policy. Please ensure that you read this document which can be found using the following link:

adelaide.edu.au/policies/2783

Copyright is very important in Australia. Making copies of software and data that has copyright attached is punishable in Australia by jail and monetary fines. Ensure that you review the **Copyright Policy** by using the following link:

adelaide.edu.au/policies/2643

THINGS TO REMEMBER

- Food and drink are strictly forbidden in any of the computer rooms. Please move to the student common room if you wish to eat or drink.
- Do not download music or movies from file-sharing software (e.g. Bit Torrent) as these will be in breach of Copyright.
- If listening to music, please respect others by using headsets.
- Do not visit inappropriate websites. When you connect to the Internet the University of Adelaide IT department can track which sites you visit and how much you download.
- Make sure you always remember to sign out once finished to prevent unauthorised access to your account.

NEED HELP?

If you have IT related question or problem, you can visit the [Support Hub](#) at the College or [Ask Adelaide](#) in Hub Central for assistance.

They will be able to assist you with:

- Login & Password Issues
- Accessing your University email account from your phone, tablet or laptop
- Setting up Wi-Fi
- Information, directions and campus advice
- Printing and computer rooms
- Self-help resources

[Ask Adelaide](#)

Level 3 Hub Central

8am to 6pm Monday to Friday

(08) 8313 5208

USEFUL APPS



AU Student

Access to your university based classes and academic dates



Gmail

Access to your student email



Canvas Student

Access to your MyUni courses



Health Engine

Book appointments to see a GP (Doctor)



Allianz OSHC

Access to your OSHC account



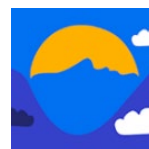
Bupa OSHC

Access to your OSCH account



Headspace

Techniques for meditation and sleep improvement



Beyond Blue

Mental Health and suicide prevention





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