

How to Connect to University IT Systems

Step 1: Find out your log-in details

The good news: You only need to remember 1 log-in for all the University systems!

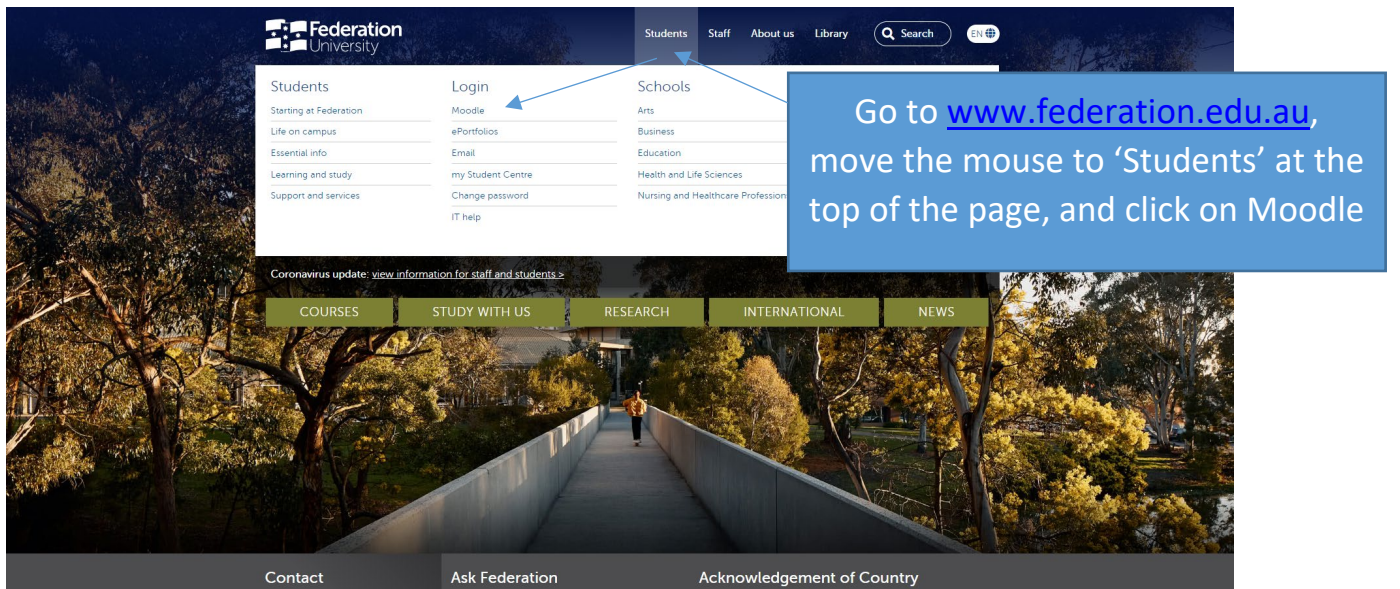
The first time you log in you will need to use the Student ID number as your username with the default password that you were given in your offer letter. This is made up of the **first letter of your first name, followed by a full stop and then your full date of birth**. So, if you are John Smith, born 12th October 1983, your password will be: j.12101983 It can only be used once, and then you must create a new password that you choose.

Your password is changed at the [Password Self-service website](#).

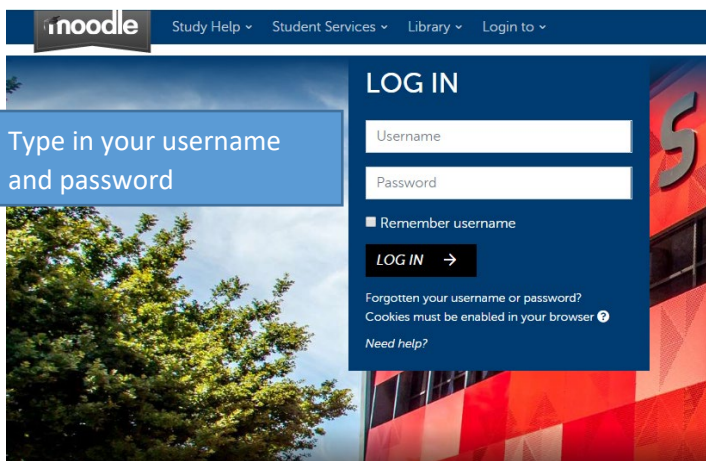
Student passwords must be:

- at least 8 characters long, and
- must have at least 1 number (eg 0-9), and
- must be a completely new password that you have not used before.

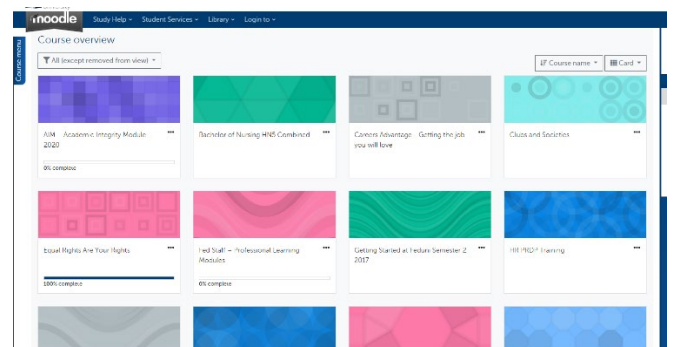
Moodle – this is where the majority of your Course Materials will be stored



The screenshot shows the Federation University website. At the top, there is a navigation bar with 'Students', 'Staff', 'About us', and 'Library'. A search bar and 'EN GB' are also present. A dropdown menu is open under 'Students', showing options like 'Moodle', 'ePortfolios', 'Email', 'my Student Centre', 'Change password', and 'IT help'. A blue callout box with white text says: "Go to www.federation.edu.au, move the mouse to 'Students' at the top of the page, and click on Moodle". Below the navigation bar, there are several menu items: 'COURSES', 'STUDY WITH US', 'RESEARCH', 'INTERNATIONAL', and 'NEWS'. At the bottom, there are links for 'Contact', 'Ask Federation', and 'Acknowledgement of Country'.



The screenshot shows the Moodle login page. At the top, there is a navigation bar with 'moodle', 'Study Help', 'Student Services', 'Library', and 'Login to'. Below the navigation bar, there is a 'LOG IN' section with a 'Username' field, a 'Password' field, and a 'Remember username' checkbox. A 'LOG IN' button with a right arrow is below the fields. Below the button, there are links for 'Forgotten your username or password?', 'Cookies must be enabled in your browser', and 'Need help?'. A blue callout box with white text says: "Type in your username and password".



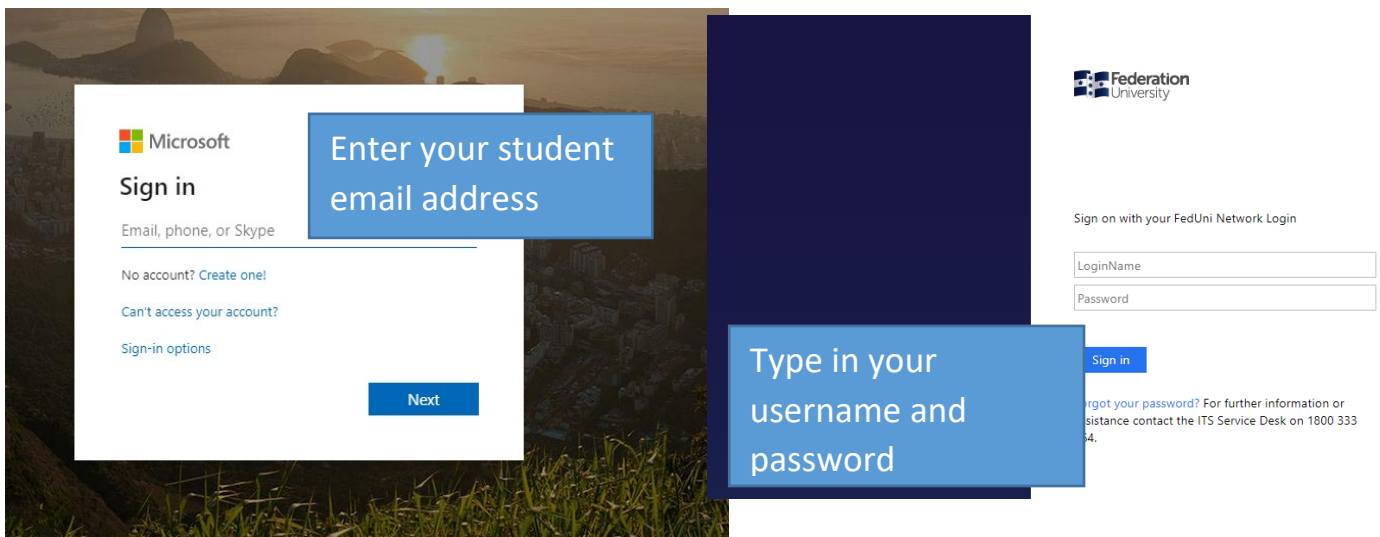
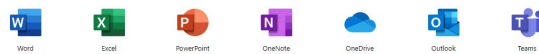
The screenshot shows the Moodle course overview page. At the top, there is a navigation bar with 'moodle', 'Study Help', 'Student Services', 'Library', and 'Login to'. Below the navigation bar, there is a 'Course overview' section with a dropdown menu for 'All (except removed from view)'. Below the dropdown menu, there is a grid of course cards. Each card shows the course name, the course code, and the completion percentage. The cards are: 'AIM Academic Integrity Module 2020' (0% complete), 'Bachelor of Nursing HND Combined' (0% complete), 'Careers Advantage: Getting the job you will love', 'Class and Society', 'Local Rights Are Your Rights' (100% complete), 'Fed Staff - Professional Learning Absolutes' (0% complete), 'Getting Started at Federation Semester 2, 2017', and '180 PRO Learning'.

All your courses will appear – click on the one you're trying to view

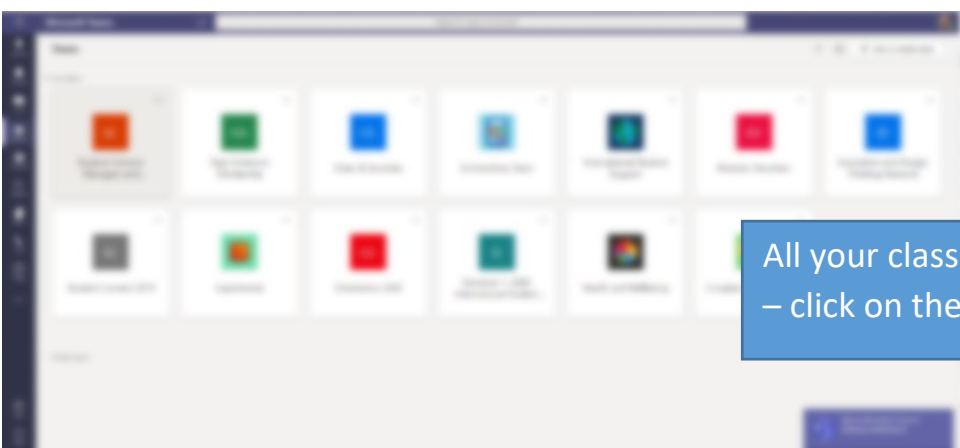
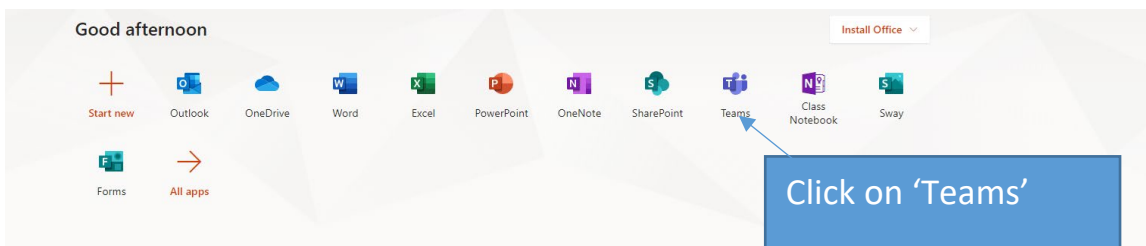
Microsoft Office 365 – You have a free subscription to Microsoft Office products through your student Account



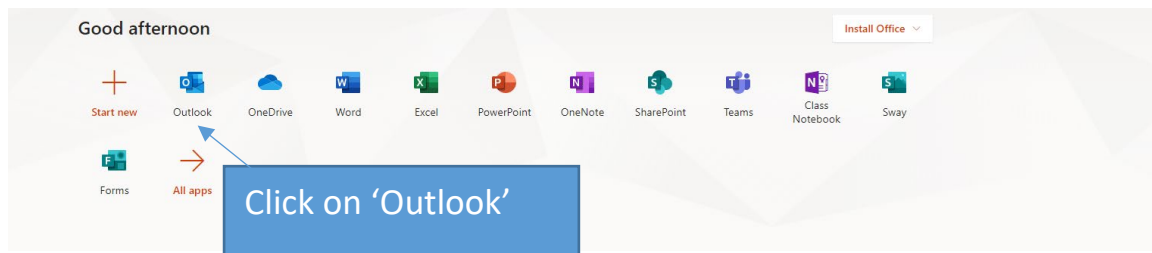
Sign in to use you favorite productivity apps from any device



Teams – many online classes will take place in Teams



University Email – All official notices from the University will be sent here – please check it every day



Outlook

New message

Favourites

- Inbox 10
- Sent Items
- Deleted Items 3400

Add favorite

Folders

- Inbox 10
- Drafts 19
- Sent Items
- Deleted Items 3400
- Junk Email

All your incoming emails go here

All the emails you send are saved here

All the emails you delete move to here

Some incoming emails may go here – particularly if you have blocked the sender, or it's from an unknown sender.

If you have any difficulties with systems or technology – just call IT Services on 03 5327 9999