How to Connect to University IT Systems

Step 1: Find out your log-in details

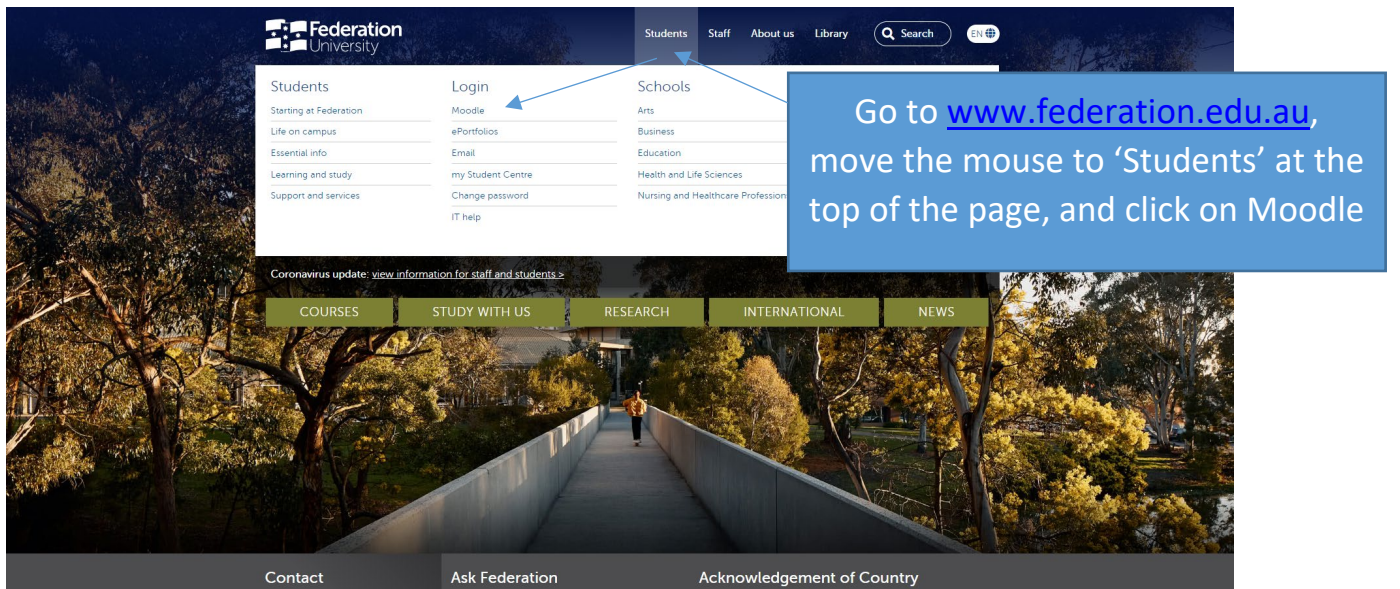The good news: You only need to remember 1 log-in for all the University systems!

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.

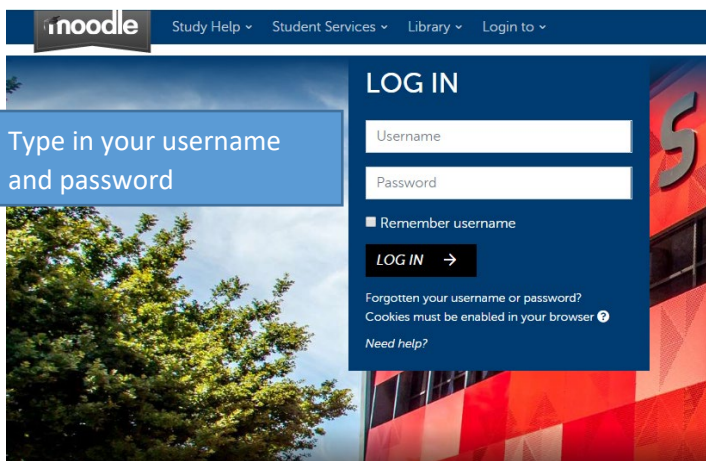Your password is changed at the [Password Self-service website](#).

Student passwords must be:

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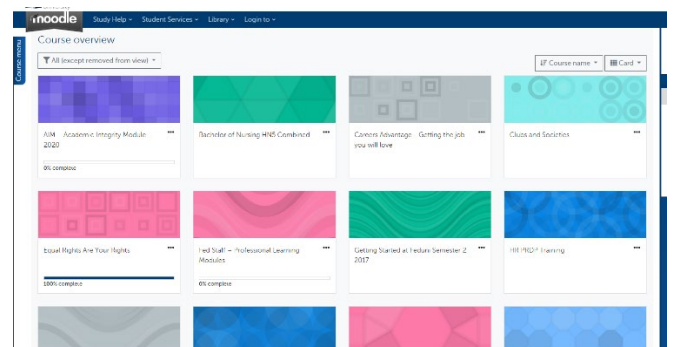- must be a completely new password that you have not used before.

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

Go to www.federation.edu.au, move the mouse to 'Students' at the top of the page, and click on Moodle

Type in your username and password

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

Go to www.office.com, and click Sign In

Sign in to use you favorite productivity apps from any device

Enter your student email address

Type in your username and password
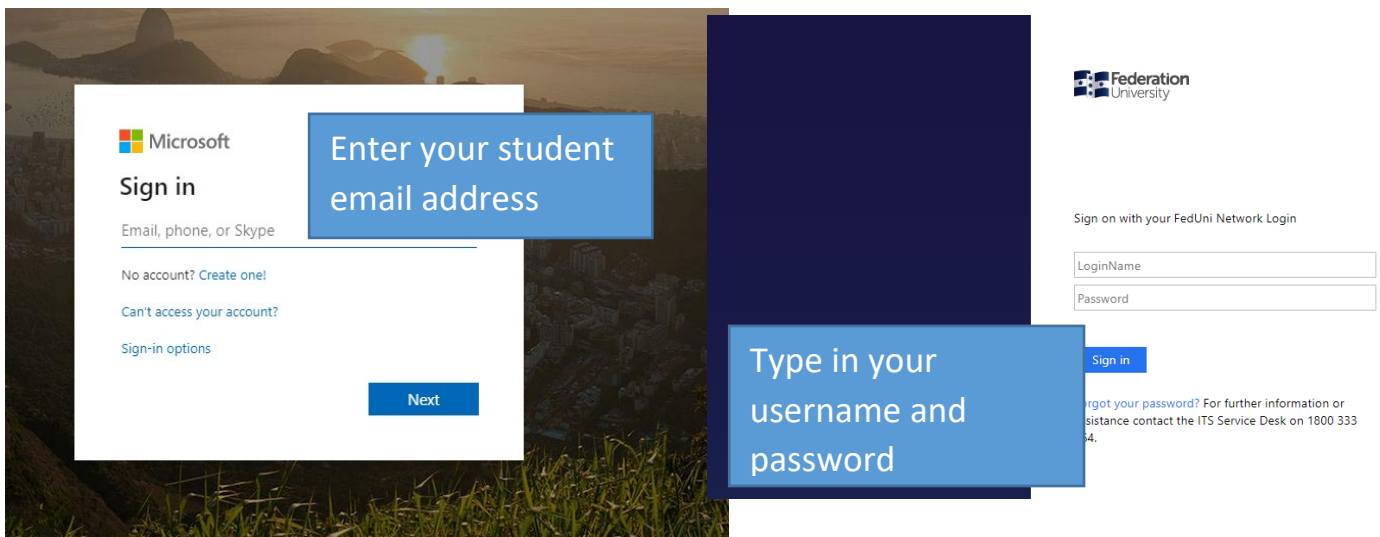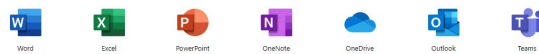
Teams – many online classes will take place in Teams

Click on 'Teams'

All your classes that have a 'Team' will show – click on the one you're trying to view
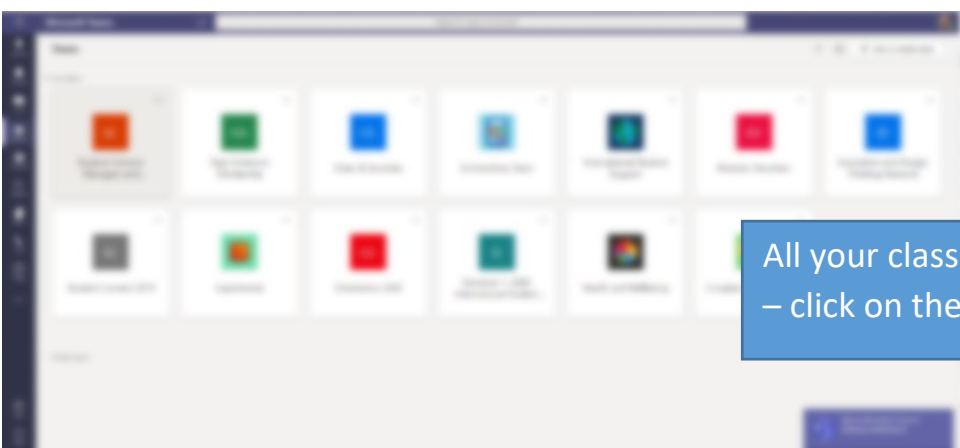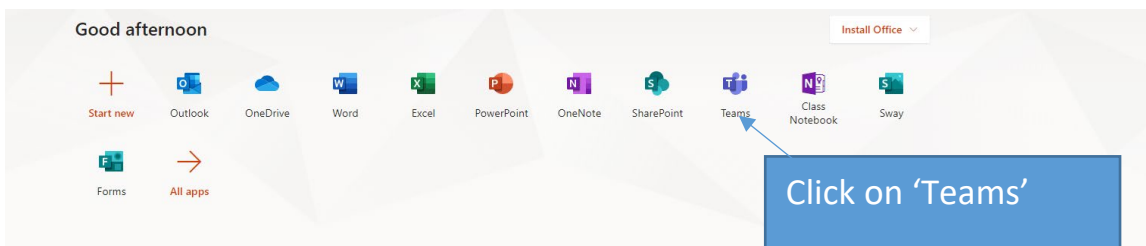
University Email – All official notices from the University will be sent here – please check it every day

Good afternoon

Install Office

Start new | Outlook | OneDrive | Word | Excel | PowerPoint | OneNote | SharePoint | Teams | Class Notebook | Sway

Forms | All apps

Click on 'Outlook'
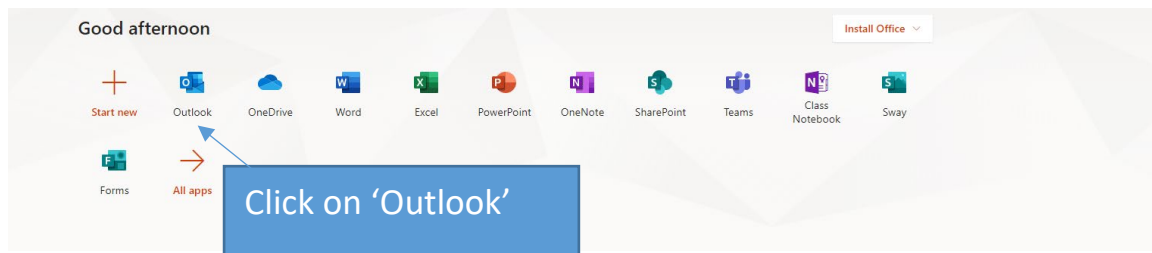
Outlook

New message

Favourites

Inbox   10   ←   All your incoming emails go here

Sent Items   ←   All the emails you send are saved here

Deleted Items   3400 ←   All the emails you delete move to here

Add favorite

Folders

Inbox   10

Drafts   19

Sent Items

Deleted Items   3400 ←   Some incoming emails may go here – particularly if you have blocked the sender, or it's from an unknown sender.

Junk Email

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