



NMIT Student IT Handbook – 2015

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OVERVIEW

NMIT provides a wide range of IT services to assist you with your learning, with many available off campus too. Just go online to your Student Hub on the NMIT website for more information.

- Your own personal login to over 500 Windows 7/8.1 computers, many of which are open access.
- Over 30 Mac computers running OS Mavericks for Creative Industries students in Nelson G Block.
- Latest industry leading software including full Microsoft Office 2013 and Adobe Creative Cloud suites, plus specialist packages such as AutoDesk, MYOB and Second Life.
- Free, unlimited internet and nmifi wireless access – use your own laptop, tablet, smartphone etc.
- Mono and colour photocopiers, scanners, and laser printing facilities, all with a top-up account

These online services are also available off campus at your Student Hub: <http://nmit.ac.nz/student-hub>

- Office 365 – your office in the cloud comprising:
 - OneDrive - 1TB personal file store, which can sync between your own devices
 - Outlook – your NMIT '@live' email account including calendar and contacts
 - Office Online – free use versions of Word, Excel, PowerPoint and OneNote 2013
 - Lync (Skype for business) - video conferencing and instant messaging
 - Office Advantage – download full Office 2013 on up to 5 personally owned devices free!
- NMIT Moodle - course-related learning materials, discussion groups and resources
- Library services such as research databases, eBooks, subject guides and the library catalogue

ACCEPTABLE USE OF COMPUTING FACILITIES

The NMIT computer network is provided for educational purposes, and all current students have the right to use the network for that purpose. Students must not misuse the network; examples of such include:

- Attempting to add unlicensed, inappropriate or illegal software to the network or copying software
- Using the network to run games or private business activities
- Using the network to access, distribute or create material that is offensive or unlawful or inappropriate (e.g. pornography)
- Hacking activities (e.g. attempting to access files belonging to another student, changing or attempting to change system software, etc.)
- Causing problems for other users (e.g. changing workstation software, downloading very large internet files, printing very large files, etc.)
- Copying files on or off the network that are not part of your own work

The network is maintained by NMIT Information Technology Customer Services (ITCS) staff at the Nelson Campus. To ensure that the network is used appropriately, ITCS monitors the programs run on the network, the material stored by students in the network user areas, and the material accessed by students on the Internet. **Students are responsible for all activities under their individual network account and should not divulge their password to anyone.** They must also ensure they log off from the computers when finished.

Students who misuse the network will normally be given one warning by ITCS. If a student continues to misuse the network after this warning, ITCS will suspend their network access. When a student is significantly misusing the network, ITCS will suspend their network access without warning.

When network access for a student is suspended, ITCS will immediately inform the student's Programme Area concerned. The Programme Area is responsible for all further handling of the situation. If the student can provide an adequate explanation of their actions, their network access will be reinstated; if not, their network access will remain suspended and their case will be handled via the **Student Misconduct Procedure**.

Right to View Material

ITCS reserves the right to review, at any time, any material stored by a student. Any material that, at the discretion of ITCS, is considered to be inappropriate will be deleted and the student will expect to lose access to the network for a period of time. Students are advised that a record is kept of all Internet pages that they download through the NMIT Network.

IT SUPPORT

NELSON CAMPUS	MARLBOROUGH CAMPUS
Learner Services Nelson Library Ground Floor Phone: 03-546 2492 (Ext 792 internally) Phone: 0800 422 733 (select option 2) helpdesk@nmit.ac.nz	Contact Learner Services via the Reception Desk
<i>Extended hours IT support is also available by freephoning 0800 POLYIT (0800 765 948) 5pm to 8pm week days and 2pm to 6pm on Sunday (term time only).</i>	

Learner Services staff can assist with:

- Login and password problems (Student ID required)
- Technical problems connected with our services (please take note of any error messages)
- Basic issues with NMIT services on personal devices – note no liability is accepted for any outcomes

Information and guides can be found on the Student Hub <http://www.nmit.ac.nz/student-hub/> or paper versions via the friendly Learner Services team in the Library.

NMIT COMPUTER FACILITIES

Nelson Campus Computers

Computers	Days	Time	Comment
Library Learning Centre (LLC)	Mon – Thurs Fri Sat	8.00 am – 6.00 pm 8.00 am – 5.00 pm 9.00 am – 1.00 pm	For study use only – please do not share with family and friends.
Fishbowl Computer Café	Mon – Thurs Fri Sat - Sun	8.00 am – 9.30 pm 8.00 am – 8.30 pm 9.00 am – 8.30 pm	For study use only – please do not share with family and friends.
A Block Computer Suites	Mon – Thurs Fri Sat - Sun	8.00 am – 9.00 pm 8.00 am – 7.00 pm 10.00 am – 2.00 pm	Available when classes not scheduled. Check for availability on door. Open during term time
G Block Creative Industries MAC suites (Supported by Creative Industries team)	Mon – Thurs Fri Sat - Sun	8.00 am – 9.00 pm 8.00 am – 7.00 pm 10.00 am – 4.00 pm	Creative Industries students only Note: Special permission required from Creative Industries staff
Holiday Hours	Holiday hours will be advised separately, but A Block facilities are normally closed during statutory holidays, term and semester breaks.		
nmifi Wireless Internet	Use your own wireless devices while on campus.		

Marlborough Campus Computers

Computers	Days	Time	Comment
Library (A Block) and Learning Hub (J Block)	Mon, Wed, Fri Tue, Thurs Sun	8.30 am – 5.00 pm 8.30 am – 7.00 pm 1.00 pm – 4.00 pm	During Library opening time only Term time only Term time only
A and G Block Computer Suites			Available when classes not scheduled. Check the coloured sign on the door to see if spare PCs can be used while a class is in progress.
Holiday Hours	Holiday hours will be advised separately, but facilities are normally closed during statutory holidays, term and semester breaks.		
nmifi Wireless Internet	Use your own wireless devices while on campus.		

COMPUTER ACCOUNT CREATION/DEACTIVATION

Your NMIT computer account is only created the day after your enrolment is fully completed. In order to use NMIT computers and access NMIT online services when courses begin at the start of the term:

- Ensure your enrolment is fully processed **before the start of term** (contact the Information and Enrolment Centre on 03-5469175 or 0800-422 733 to check your enrolment status).
- Computer accounts are normally **available for use two weeks prior to course start date and are suspended two weeks after the course finish date** (ask your tutor if you need an extension).

Account Activation: Using the username and temporary password provided, either:

- Login to a NMIT computer on campus
- Access a NMIT online service from a home or work computer, laptop, tablet or iPad

See [Login Details](#) section below for further information.

Note for returning students: Passwords are not reset during semester or holiday breaks. If you cannot remember your password, use the Reset Your Password facility online or visit Learner Services at the Nelson LLC to get it reset.

LOGIN DETAILS



Activating your computer account on an NMIT computer (first time use only)

Your personal computer account or 'login' allows you to login to any NMIT PC and have all your files and settings follow you round. The same login works across most off campus services & nmifi too.

When you login for the very first time you'll be forced to change your default password to something more personal and memorable for you. It's a different procedure depending on whether you're on or off campus.

To log in to an NMIT campus PC, ensure both the PC and screen are turned on, (if so and the screen appears blank, move the mouse or hit any key to 'wake it up'), then:

Login steps to follow:

Windows 7	Windows 8.1
<ol style="list-style-type: none">1. Press Ctrl Alt Delete (hold these three keys down at the same time) to get login screen 2. Type in your username (firstname-lastname)3. Type in your default password Student ID followed by your initials, with first name initial as a capital and lastname initial as lowercase, e.g. 123456Mb4. Press enter or click on the arrow key5. Follow instructions to change password by typing your default password, new password and new password again into the correct spaces6. Press enter	<ol style="list-style-type: none">1. Type in your username in the login screen 2. Type in your default password Student ID followed by your initials, with first name initial as a capital and lastname initial as lowercase, e.g. 123456Mb3. Press enter or click on the arrow key4. Follow instructions to change password by typing your default password, new password and new password again into the correct spaces5. Press enter
Password tips:	
<ul style="list-style-type: none">• Choose a password that you will remember easily – an unusual personal phrase for instance• Passwords must be:<ul style="list-style-type: none">○ At least 8 characters long○ Have both upper and lower case letters○ At least one number e.g. Just123SD, 123456Ar or MyTime46○ It cannot be your name and or contain a blank space• Passwords do not expire but you will be sent regular emails to advise when you last changed it• You can change your password at any time, either on or off campus• Remember, you are responsible for all activities under your computer network account – keep your login details secure and don't share them with anyone	

Activating your NMIT computer account from off campus

If you're off campus and logging in for the first time, you'll need to activate your account first.

1. Go to the Student Hub web page <http://www.nmit.ac.nz/student-hub/>
2. Select the "Help Centre" tab
3. Select the "Activate your NMIT student account" option under the Computer/IT section

4. Type in your username (firstname-lastname) – leave off @live.nmit.ac.nz
5. Type in your **default** password
Student ID followed by your initials, with first name initial as a capital and lastname initial as lowercase, e.g. 123456Mb
6. Type in new password and type in new password again to confirm (see [password tips](#) above)
7. Check password strength by selecting **Password Strength Checker** link
8. Press OK

You will then be able to login any of the online services you require, e.g. NMIT Moodle, Office 365 or Library. This new password will also work to login to a NMIT computer, including Macs.

Re-enrolment

Your network account will be closed two weeks after the publicised end date for your courses. If you re-enrol in another course your account is re-opened when your enrolment is accepted, with all network files and emails intact.

PASSWORD RESET SERVICE

Register Security Questions

NMIT provides a self-service option enabling students to reset your own password from off campus anytime, even if you have forgotten it, via the Student Hub <http://www.nmit.ac.nz/student-hub/>.

To use this service you must first **register a set of password security questions**. *We recommend you do this as soon as you have successfully logged in on a campus PC for the first time or activated your computer account on-line* – and before you forget your password!

1. Go to the Student Hub, and click on the Help Centre tab
2. Select the **Reset Your Password** link, under the Computer/IT help section
3. Select **Register password questions**
4. Enter username and password (firstname-lastname)
5. Enter password (again!)
6. Answer at least three questions, with an answer that's memorable and personal to you
7. Press Next and Finish

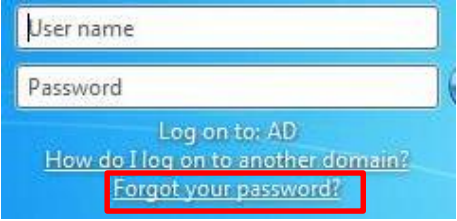

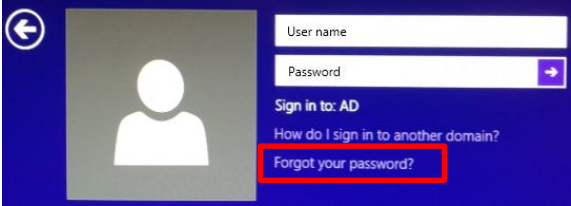
Changing your NMIT user account password

Your chosen password will not expire but you will receive regular email reminders to change it to a new one for security purposes. Your **username always remains the same**, but you can change your password at any time, as long as you have registered a set of password security questions (see [Register Security Questions](#) above).

There are two options:

- On the NMIT computers
- Through the Reset Your Password facility via the Student Hub

On NMIT Computers:

Windows 7	Windows 8.1
<p>On the login screen of computer:</p> <ol style="list-style-type: none">1. Type in your username2. Click 'Forgot your password?'  <ol style="list-style-type: none">3. Answer at least three security questions (previously registered)4. Enter your new password5. Click Next and Finish	<p>On the login screen of computer:</p> <ol style="list-style-type: none">1. Press the back arrow key  <ol style="list-style-type: none">2. Select 'Other User' to show 'Forgot your password?'  <ol style="list-style-type: none">3. Click 'Forgot your password?'4. Answer at least three security questions (previously registered)5. Enter your new password6. Click Next and Finish

Through Student Hub:

Go to the Student Hub (<http://www.nmit.ac.nz/student-hub/>)

1. Click on the Help Centre tab
2. Select the **Reset Your Password** link, under the Computer/IT help section
3. Enter your username
4. Answer at least three security questions (previously registered)
5. Enter your new password
6. Click Next and Finish

USING THE WIRELESS NETWORK

Access the internet via the nmifi wireless network

The nmifi wireless network covers over 90% of all our areas and is open to all students and devices. Whilst usage is notionally unlimited, we do monitor for 'reasonable use' to ensure a fair and good service for all.

1. Connect to the "nmifi" wireless network on your device
2. Open your web browser
3. Click the "I Accept" terms on the nmifi landing page
4. Enter your normal username and password – leave the Domain: as 'Radius'
5. Click Login
6. Once you get the 'successful' page, you can now browse to any of our filtered sites

Note nmifi should remember your login on a particular device for around 3 months before it prompts you to login again, unless you change your password in the meantime.

You are allowed a maximum of 2 devices to be simultaneously connected to nmifi under your login.

WHAT CAN YOU DO WITH AN NMIT COMPUTER?

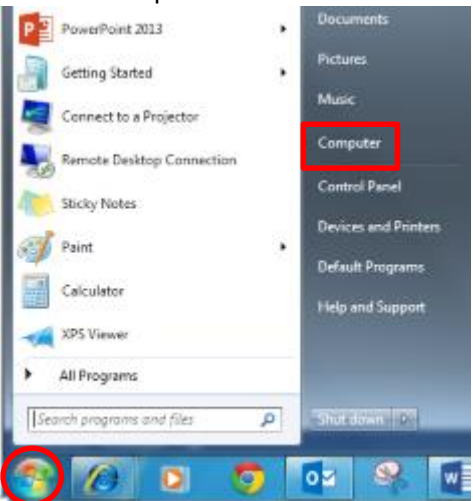
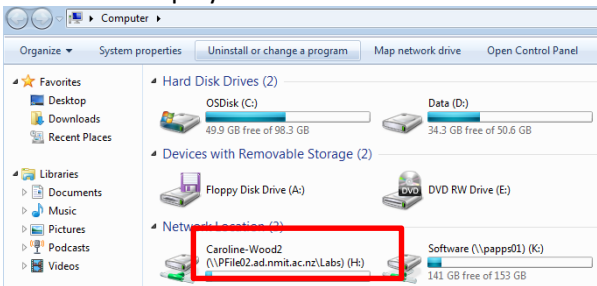
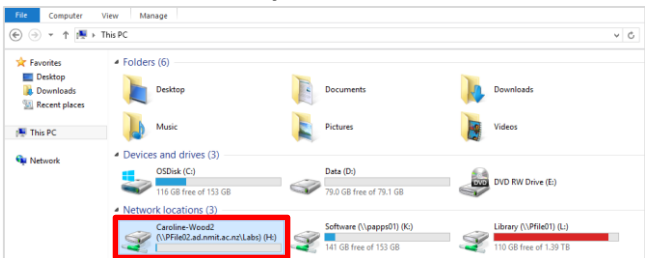
Contact the Student Help Desk in the Library for help on how to use computers and online services. Classes can also be arranged if a group is interested in learning more.

Email: studentsupporthelp@nmit.ac.nz

Phone: 5469175 (Ext 655)

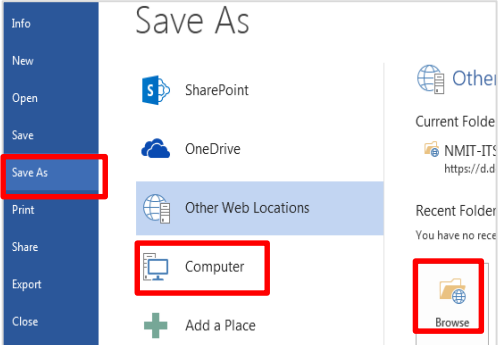
Finding your files

You have **50MB** of personal storage on the local network to save files to (Home H: drive), displayed with your username. In addition, you have **1TB** of storage space in the OneDrive cloud. Pen drives / memory sticks is not advised as they can easily fail or be mislaid, and are susceptible to viruses. To access your local files:

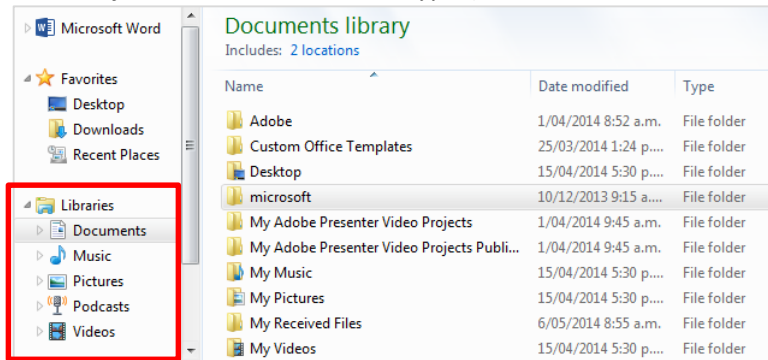
Windows 7: Access files	Windows 8.1: Access Files
<ol style="list-style-type: none"> Click on Start icon (bottom left of screen) Click on Computer  <ol style="list-style-type: none"> Double-click on your name on the computer screen displayed.  <ol style="list-style-type: none"> Select My Documents (or Desktop) to browse for documents. 	<ol style="list-style-type: none"> Press Windows key + E  <ol style="list-style-type: none"> Double click on your name on the computer screen displayed. Select My Documents (or Desktop) to browse for documents <p>Alternatively, if you know the name of your file:</p> <ol style="list-style-type: none"> Press Windows key + F Type the name of your file Click on the file displayed to open

Windows 7 and Windows 8.1: Save Files

- Select 'Save As'
- For Office applications select Computer and Browse (or location such as OneDrive)



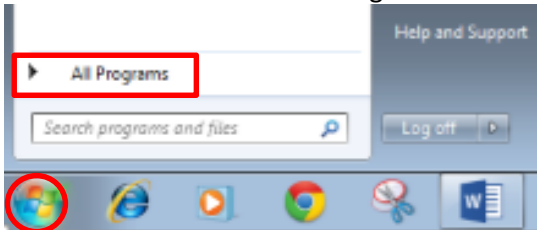
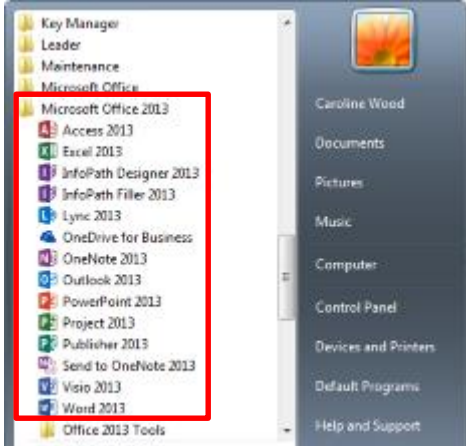

3. Select Documents (or Music, Pictures etc.) under the Library section (this applies to other file types too, not just Microsoft Office file types)



4. Type the name of the file to be saved
5. Click Save

Finding software

NMIT computers have a wide range of software installed to assist students.

Windows 7: Access files	Windows 8.1: Access Files
<ol style="list-style-type: none"> 1. Click on Start icon (bottom left of screen) 2. Either start typing the program name in the Search box or....click on All Programs then...  <ol style="list-style-type: none"> 3. Scroll and click to open the program e.g. click the Microsoft Office 2013 folder to start using software such as Word or Excel  <ol style="list-style-type: none"> 4. Click on the relevant icon to open the software 	<ol style="list-style-type: none"> 1. Open the Start Screen (press Windows button) 2. Click on the application to be opened  <p>Note: To find a programme that is not listed, simply start typing the name of the programme and click on the relevant icon displayed.</p>

PRINTING

There are printers available throughout the campuses. Each computer lab has a printer and, in some cases, they have photocopiers and scanners too, e.g. in the Library.

Print costs are deducted from your printer/photocopying balance and costs are as follows:

- Black and white: 10 cents/A4 page
- Colour: 60 cents/A4 page

***Important:** You should check under 'Printers' that the printer selected is one accessible to you nearby. You will not receive credit if you print to a different printer by mistake.

Check account balance

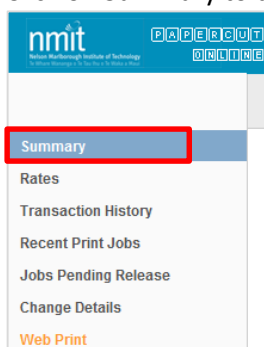
From Student Hub <http://www.nmit.ac.nz/student-hub/>

1. Select the Web Print icon



Web print

2. Login using your username and password
3. Click on Summary to display usage and balance



Nelson Campus Students can swipe their Student ID card in the autoloader located on Level One of the Nelson Library Learning Centre and enter their pin to see their account balance.

Add credit to your account balance

Nelson Campus students:

You can add credit to your balance using the coin autoloader or via EFTPOS, both located at the Learner Services desk in the Library Learning Centre. Alternatively, go to the Information and Enrolment Centre desk in A Block to add cash to your printer account. The minimum amount you can add is \$2.00.

Marlborough Campus students: Go to the Administration Office for assistance.

At the end of your course:

Your network account will be closed two weeks after the formal end date for your courses. **Any unused printer credit will not be refunded.** If you re-enrol in another course for the following semester, your account is re-opened as soon as your enrolment is accepted, along with your saved file and any Outlook email contents, including any unused printer credit.

Web Print

You can print from your own laptop, tablet or iPad on our wireless network from any campus using Web Print. The cost will be deducted from your print account balance. Web Print allows you to print out PDF, XPS, Word, Excel or PowerPoint file types.

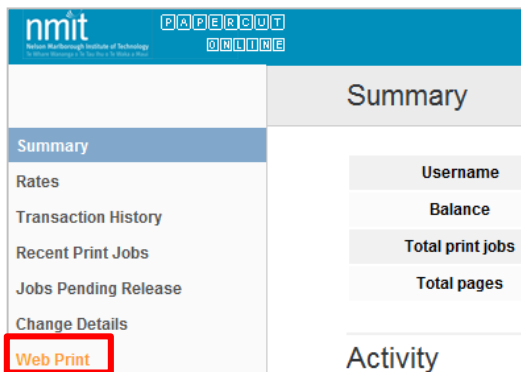
From Student Hub <http://nmit.ac.nz/student-hub/>

1. Click on the Web Print icon

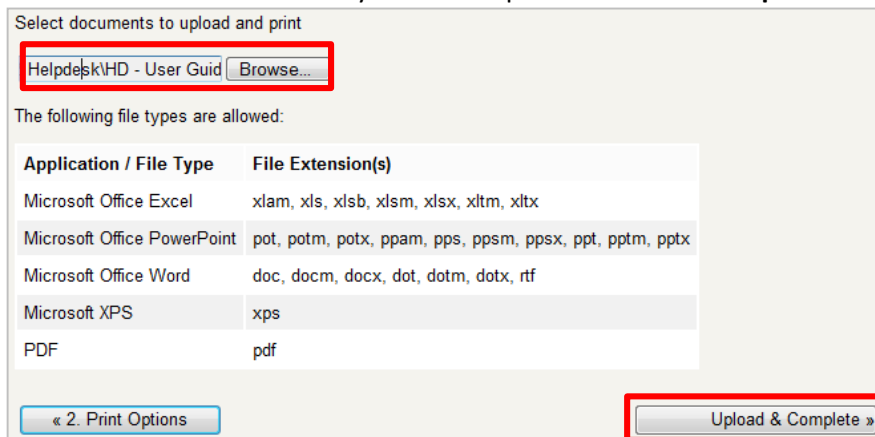


Web print

2. Login with your NMIT username and password (firstname-lastname)
3. Click on **Web Print**



4. Click on **Submit a Job**
5. Select the printer you want to use – ensure it is at a location near you!
6. Enter the **number of copies** of the document to be printed
7. Select **Browse** to find the file you want to print and then click **Upload & Complete**



Note: Only certain file types are accepted as not all printer drivers are loaded on your computer, so the printer can only print a certain format via the web interface. If you have an image to be printed, you can load it in to Word or save as a PDF before printing.

8. The print job will be loaded and the status displayed, before showing that the job is finished and queued for printing.

Submit Time	Printer	Document Name	Pages	Cost	Status
Jun 19, 2012 8:38:39 AM	pprint01 IPNM122001	Hijacked Email Account.pdf	1	\$0.10	Finished: Queued for printing

ONLINE SERVICES

Student Hub

The NMIT website provides a Student Hub page <http://nmit.ac.nz/student-hub/> that contains links to a wide-range of student services available on and off campus, all accessed via the same login, including:



MyTimetable – view and print your personal weekly timetable



MyNMIT Files – access and upload files stored on your own Home (H:) and network Library (L:) drives. These are different, low capacity stores from your OneDrive store below.



Web Print – print specific file types from your personal device and check your printing balance

Office 365




Office 365 is your flexible office on the internet, **accessed using your NMIT '@live' email address as your username** e.g. firstname-surname@live.nmit.ac.nz, then your normal password, (if using NMIT PCs or coming from using Moodle, this is automatically entered for you).

- **OneDrive** - 1TB of personal file store, with syncing between the cloud and your devices – lose the pen drive! Easily share files with multiple people and work together editing the same file in real time.
- **Outlook** – your NMIT '@live' NMIT email account including calendar and contacts – you can add other personal email accounts e.g. gmail etc, into the one mailbox
- **Office Online** – free use web versions of Word, Excel, PowerPoint and OneNote 2013
- **Lync** (Skype for Business) - instant message and see if others are online in real time. Video conference / present anything to multiple parties, (hardware & software version dependent).
- **Office Advantage / ProPlus** – download full Office 2013 on up to 5 personally owned devices for free! Note once your enrolment finishes, you can only view or print documents not edit or create.

NMIT Moodle

Moodle (previously NMIT Online) comprises course material and activities for many courses. To login:

1. Follow the link from the NMIT Home page or the icons on the Student Hub page 
2. Login using your NMIT username and password, (if using NMIT PCs this is automatically done for you)



Once logged in:

- Click on your name at the top right to view your personal profile - check your profile is correct and lists the email address that you check most often. Select '**Edit profile**' to change any details.
- Check your courses are listed on your "My courses" page. Contact your tutor if a course you expect to see isn't listed.
- Click on a course name to see the materials your tutor has made available, to submit assignments or to participate in any online class activities.

Library Learning Centre

The Library Learning Centre web site <http://library.nmit.ac.nz/> allows you to search the library catalogue, check/renew borrowed items and to access online research databases and other resources.

NMIT NETWORK COMPUTER TIPS AND TRICKS

Access to computer labs	Students are able to use PC labs if there is no timetabled class (check with the Tutor if uncertain). See NMIT Computer Facilities for details of hours. MAC computers are only available for Creative Industries students in G-Block.
Need to find a free PC to work at?	 Find PC on the Student Hub allows you to see how busy in real time every computer lab and open access area actually is.
Rules for computer use	Are on NMIT Student Hub page see IT Help>Computing services & policies. Note - no food or drink in computer rooms.
User name	Usually just firstname-lastname without any spaces unless duplicated with another student, in which case a digit will be added to the lastname.
Default password format if 5 digit student ID number	Your default 1 st login password consists of your 6 digit student ID, capital initial of your Firstname, lower case initial of your surname. In the few cases where the student ID is 5 digits, add a zero to the <i>end</i> to make six digits.
To change password	Register password questions as soon as you have successfully logged in. Either click on Change a password on the login screen or click the Password Rest icon in the Student Portal and following the instructions. Password rules: at least 8 characters, with upper and lower case letters and numbers e.g. Jay123SD or MyTime46 and can only be used once
Login screen Or Lock/Unlock computer	Ctrl Alt Delete (make sure the power is on first) or Windows Key, L. Unlocking will need your password.
Logoff or Shut down	Windows 7: Start Button >Shut Down>click on the arrow and choose Log off Windows 8.1: Start>right click on your name>click Sign out Use Shut down option if you want to turn the computer off
Access the Internet 	Click on the Internet Explorer icon on the taskbar. The Student Hub page is your home page. Google Chrome web browser is also available and essential for use with Zotero referencing. Note: We filter and log the sites you visit, each week. Inappropriate use of our computers has consequences!
Moodle	Access from the Student Hub webpage or http://ecampus.nmit.ac.nz/ All students have a Moodle login, if your course isn't listed contact your tutor.
Outlook Email via Office 365	Your NMIT email address is: firstname-lastname@live.nmit.ac.nz , which all students have and is your primary email address for communication with us unless you supplied us with a personal alternative at enrolment.
Access network files (excluding OneDrive)	Windows 7: Start Button >Computer Windows 8.1: Windows key + E
Tutor Library (L: drive)	Access files and click on Library (L:) drive.
Printer account balance	Open Web Print through Student Hub and click on summary
Colour printer, scanner	Web Print shows which printers are available for colour printing
Virus Alert – use cloud stores not pen drives	All our computers have twice daily anti virus updates, but we advise against using pen drives as they often easily pick up such from elsewhere.
Undelete previous versions of files & folders	Access files > right click on the file or folder > select Properties > Previous Versions > find the document > copy it. Deleted files and overwrites can be restored from this area. Versions are kept for 8 days. The recycle bin does not collect all files deleted from the network.