

IT Essentials

This document is aimed at providing guidance on how to access various IT resources whilst you are enrolled as a student at De Montfort University. The IT resources available to research students are:

- myDMU
- Email
- Progress Reports
- Blackboard

If you encounter a problem using any part of the IT service on campus you should ask for help from the staff in the IT area you are using.

If you have a technical problem with accessing myDMU, email, Blackboard or progress reports that cannot be solved locally, please contact Information Services and Systems who provide second line support. They can be contacted by email itmsservicedesk@dmu.ac.uk or telephone 0116 250 6050.

Communication: Research Degree Students

Research degree students are required to use their University email address (eg P00000076@my365.dmu.ac.uk). This will be the main form of communication from the Graduate School Office. All information will be sent to this account and/or posted on Blackboard; therefore students will be required to check this account regularly.

Login Steps for myDMU and DMU Email

Introduction

MyDMU is a personalised online system designed to support De Montfort University students while they study. MyDMU can be accessed online from any computer, on or off campus, 24/7, all year round.

Office 365 is the University's student email system and is automatically available to all students throughout their time at university, during vacations, at university and at home.

This email service is the official electronic communication system between the university and our students, therefore students should regularly sign in to check for messages.

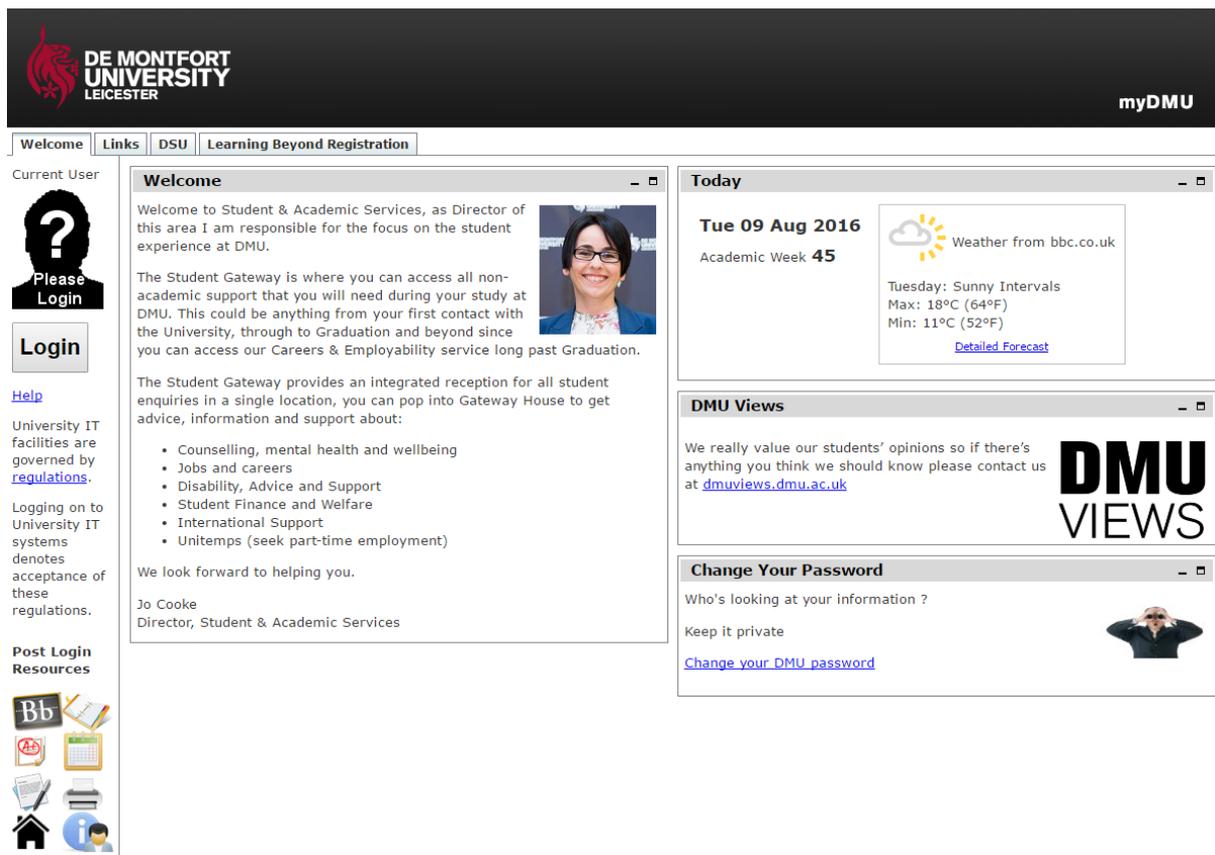
Communication: Research Degree Students

The main form of communication from the Graduate School Office is via your University email address. All information will be sent to this account and/or posted on Blackboard; therefore, students will be required to check this account regularly.

myDMU

To access type <http://my.dmu.ac.uk> into the address bar of a browser.

The myDMU welcome page will be displayed. Click the  button.

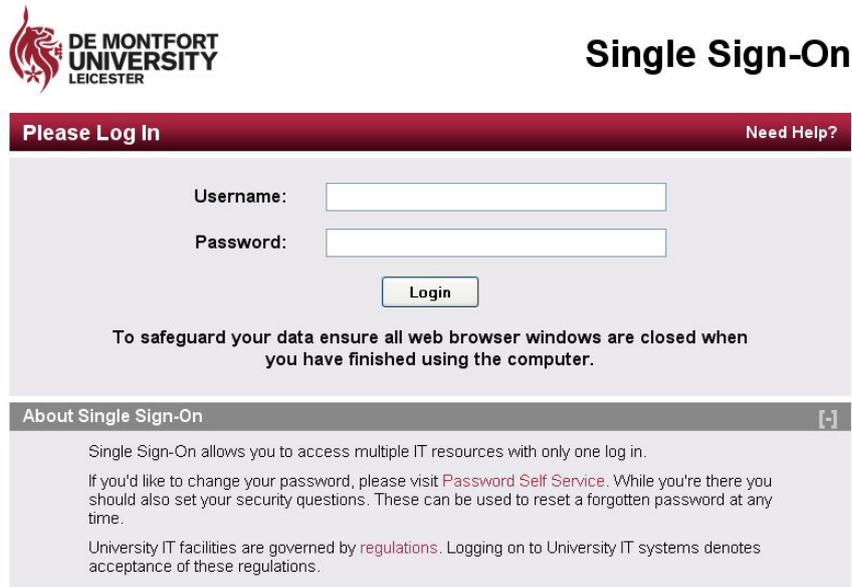


The screenshot shows the myDMU login page for De Montfort University Leicester. The page has a dark header with the university logo and the text 'myDMU'. Below the header is a navigation bar with tabs for 'Welcome', 'Links', 'DSU', and 'Learning Beyond Registration'. The main content area is divided into several sections:

- Current User:** A sidebar on the left with a 'Please Login' button and a 'Login' button. Below it is a 'Help' link and text about University IT facilities and regulations.
- Welcome:** A central panel with a 'Welcome' title, a photo of Jo Cooke, and text welcoming the user to the Student Gateway. It lists services like counselling, jobs, and international support.
- Today:** A panel showing the date 'Tue 09 Aug 2016', 'Academic Week 45', and a weather forecast from BBC.co.uk for Tuesday: Sunny Intervals, Max: 18°C (64°F), Min: 11°C (52°F).
- DMU Views:** A panel with the text 'We really value our students' opinions...' and a 'DMU VIEWS' logo.
- Change Your Password:** A panel with the text 'Who's looking at your information?' and a 'Change your DMU password' link.

At the bottom left, there is a 'Post Login Resources' section with icons for Blackboard, a calendar, a printer, a home icon, and an information icon.

The Single Sign-on screen shown below will be displayed. Access is by use of your **Student ID Number** (P number). This is to be found on your Student Union card. You should enter this number as the user name including any P or X. The initial password is your date of birth in **dd/mm/yy** format.



The screenshot shows the 'Single Sign-On' login page. At the top left is the De Montfort University Leicester logo. The page title is 'Single Sign-On'. Below the title is a dark red header bar with 'Please Log In' on the left and 'Need Help?' on the right. The main content area has a light grey background and contains the following elements:

- Username:** A text input field.
- Password:** A text input field.
- Login:** A button.
- A warning message: "To safeguard your data ensure all web browser windows are closed when you have finished using the computer."
- A section titled "About Single Sign-On" with a close button ([-]).

The "About Single Sign-On" section contains the following text:

- Single Sign-On allows you to access multiple IT resources with only one log in.
- If you'd like to change your password, please visit [Password Self Service](#). While you're there you should also set your security questions. These can be used to reset a forgotten password at any time.
- University IT facilities are governed by [regulations](#). Logging on to University IT systems denotes acceptance of these regulations.

The system will force you to change your password the first time you log in, or if your password is your date of birth. Click on the [password reset](#) link.

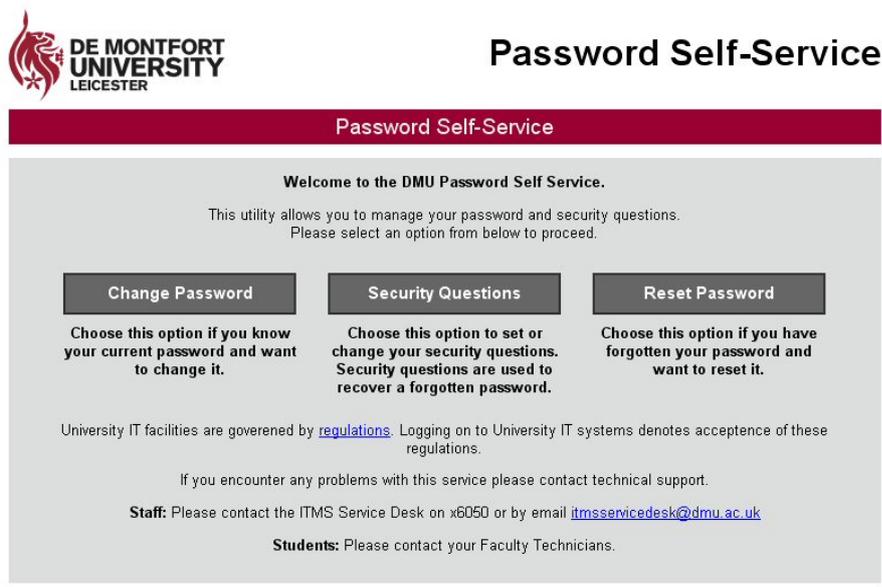
Password Change

You are using your date of birth as your password.

You need to change your password. Click on the link to go to the change password system, otherwise close the browser.

[password reset](#)

Click on the [Change Password](#) button. Choose a new password following the instructions displayed on the screen and then close the window.



The screenshot shows the 'Password Self-Service' page. At the top left is the De Montfort University Leicester logo. The page title is 'Password Self-Service'. Below the title is a dark red header bar with 'Password Self-Service' in white text. The main content area has a light grey background and contains the following elements:

- Welcome to the DMU Password Self Service.**
- A message: "This utility allows you to manage your password and security questions. Please select an option from below to proceed."
- Three buttons: **Change Password**, **Security Questions**, and **Reset Password**.
- Instructions for each button:
 - Change Password:** "Choose this option if you know your current password and want to change it."
 - Security Questions:** "Choose this option to set or change your security questions. Security questions are used to recover a forgotten password."
 - Reset Password:** "Choose this option if you have forgotten your password and want to reset it."
- A message: "University IT facilities are governed by [regulations](#). Logging on to University IT systems denotes acceptance of these regulations."
- A message: "If you encounter any problems with this service please contact technical support."
- Staff:** "Please contact the ITMS Service Desk on x6050 or by email itmsservicedesk@dmu.ac.uk"
- Students:** "Please contact your Faculty Technicians."

When you have logged in, the Home page of myDMU will display your personalised information. When you have finished, logout using the **Logout** button.


myDMU

Home
Office 365
Personal
Course
Living
DMU

Current User



[Logout](#)

[Help](#)
[Site Map](#)

Announcements - □

- [Mobile Printing is now available to use](#) (Student)
- [Emotional Needs Questionnaire \(ENA\)](#) (Student Services)
- [IT Training](#) (Student)
- [Need a room today for self-directed study?](#) (Student)
- [MyGateway - your new one-stop-shop to Careers and Student Gateway services](#) (Student Services)
- [The Natural Relaxation Package](#) (Student Services)
- [Applications for #DMUglobal are now open!](#) (Student)
- [Living Life to the Full, a free online self help package](#) (Student Services)
- [Going Global - Job search around the world!](#) (Student Services)

Links - □

DMU Network Alert: 05/08/16, 16:14 - Estates Services will be undertaking essential electrical work and testing on our data centre on the Saturday 6th August. This work will result in a controlled outage of a large majority of IT systems for 8 hours from 8:00am - 4:00pm. 

Single Sign On Systems

[Student Email](#)

[Blackboard](#)

[Student Printing](#)

Timetable (15/16) ? - □

Please note that your timetable is subject to change related to University constraints. We endeavour not to change teaching days and times where possible after publication, but this can be unavoidable at times, so please ensure that you regularly check your MyDMU timetable for changes.

If after you click 'My Timetable' it says 'No personal timetable found' then please visit your Faculty Advice Centre to ensure that you are fully enrolled.

[My Timetable / Module / Course](#)

There are three timetables available:

- My Timetable - Click link above to view your personalised timetable. You must attend all the classes on your timetable.
- Module - All the timetabled events for a specific module.
- Course - All the timetabled events for a specific course.

Click on  to expand the panel.

Today - □

Tue 09 Aug 2016

Academic Week **45**

Last logged in Wed 13 Jul 2016 09:55:08 BST


Weather from [bbc.co.uk](#)

Tuesday: Sunny Intervals
Max: 18°C (64°F)
Min: 11°C (52°F)

[Detailed Forecast](#)

ITMS - □

IT Services - Start Here 

- [Blackboard](#)
- [E-mail service](#)
- [Campus printing service](#)
- [Wireless network service](#)
- [Managing your password](#)
- [IT Spaces](#)
- [Data protection](#)
- [Off campus access service](#)
- [Buying computer supplies](#)
- [Regulations](#)
- [Where do I get help?](#)
- [IT training](#)
- [Computer lab software lists](#)

Change Your Password - □

Who's looking at your information ? 

Keep it private

[Change your DMU password](#)

Google - □



[Google Sign in](#) - (Access your old Google Email Account)

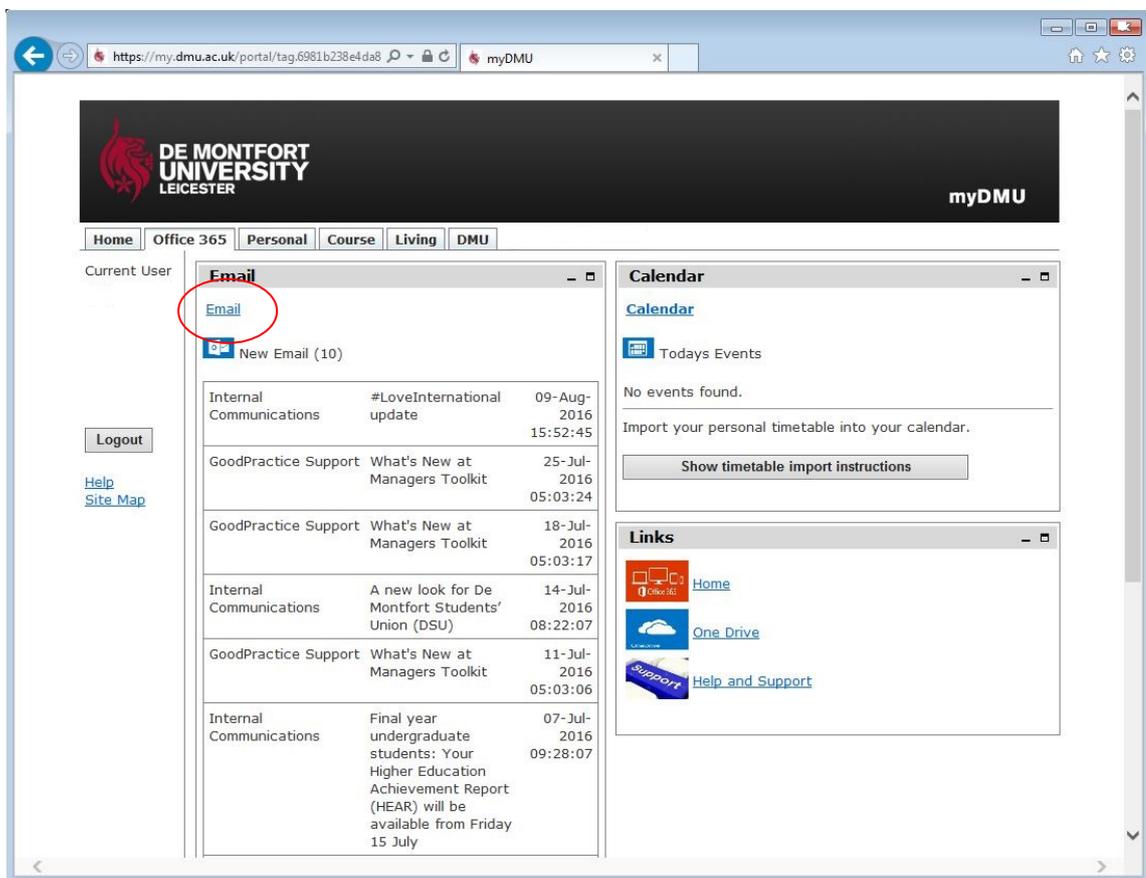
Email

Please follow instructions below to log into your DMU Office 365 email account:

- Log into myDMU
- Click on the Office 365 tab



- On the Office 365 tab click on the Email link.



The screenshot shows the myDMU interface with the Office 365 tab selected. The 'Email' section is highlighted with a red circle. The interface includes a navigation bar, a current user section, a calendar, and a links section.

Navigation Bar: Home | Office 365 | Personal | Course | Living | DMU

Current User: Logout, Help, Site Map

Email Section: New Email (10)

Internal Communications	#LoveInternational update	09-Aug-2016 15:52:45
GoodPractice Support	What's New at Managers Toolkit	25-Jul-2016 05:03:24
GoodPractice Support	What's New at Managers Toolkit	18-Jul-2016 05:03:17
Internal Communications	A new look for De Montfort Students' Union (DSU)	14-Jul-2016 08:22:07
GoodPractice Support	What's New at Managers Toolkit	11-Jul-2016 05:03:06
Internal Communications	Final year undergraduate students: Your Higher Education Achievement Report (HEAR) will be available from Friday 15 July	07-Jul-2016 09:28:07

Calendar Section: Calendar, Today's Events, No events found. Import your personal timetable into your calendar. Show timetable import instructions

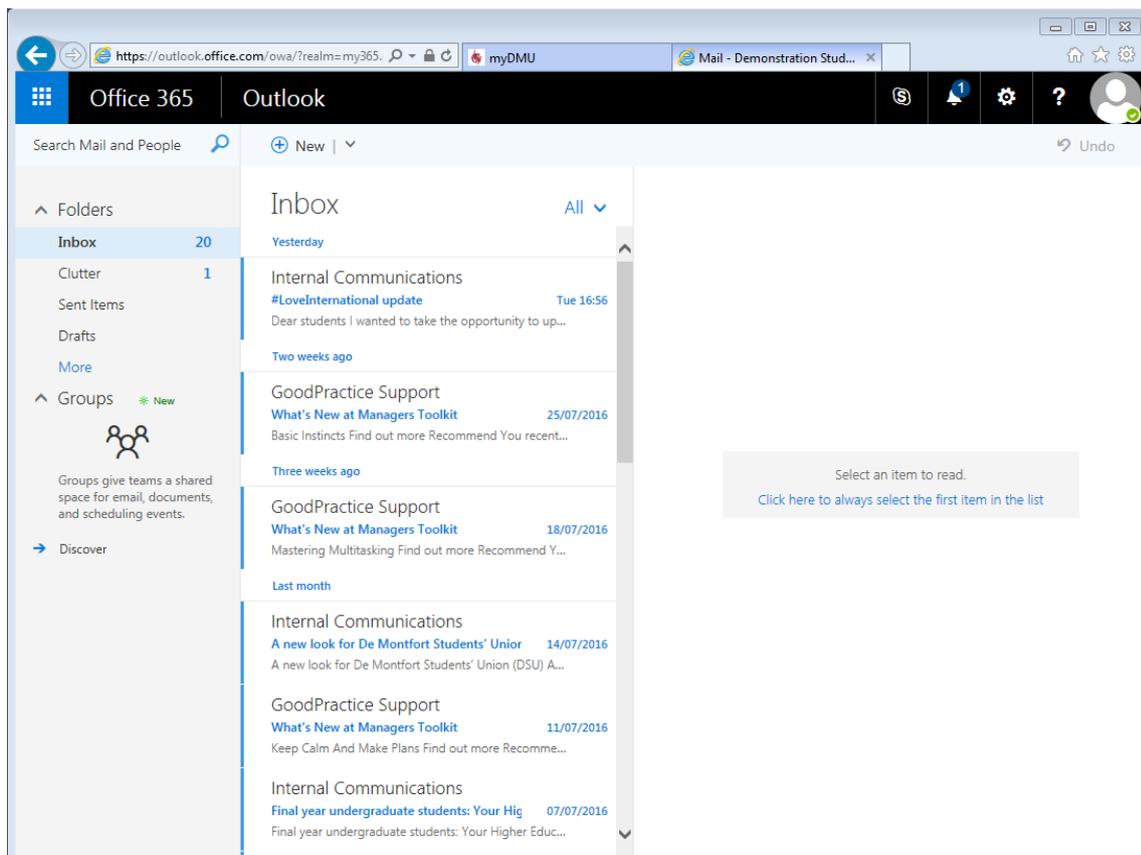
Links Section: Home, One Drive, Help and Support

The email section displays your 10 newest unread emails.

The links section allows you to access the Office 365 homepage, your OneDrive and the support pages.



This is a typical email screen.



When you have finished using the DMU Office 365 email service you MUST click on the  icon in the top right and use the Sign out function. You must sign out to close your personal account.

As per University policy, the actual email address for receipt of emails will always be in the format pnumber@my365.dmu.ac.uk whilst you are a student at the university.

Once you leave the University if you would still like to continue receiving emails, the alias can then be changed to firstname.lastname@my365.dmu.ac.uk which can be used to receive and send emails.

Athens Accounts

You need to ***open your email*** to retrieve your **ATHENS** Account. This account gives you access to the electronic databases that are available to you from the Kimberlin Library <http://www.library.dmu.ac.uk/>.

Accounts are created automatically for all registered students. Students can obtain this information by logging onto the University student e-mail system. The username is based on your student ID number, but begins "**DMU**". The password includes both letters and numbers. The account should last as long as you are studying at De Montfort University. To change your Athens password go to <http://www.athensams.net/myathens/>.

Progress Reports

This is a step-by-step guide describing the steps of writing, saving and archiving progress reports for meetings held between research students and supervisors.

It is strongly recommended that during the writing of a record it is saved regularly by clicking on the Save button to prevent it from being lost in the event of a power or computer failure.

The order of writing, saving and archiving a record is as follows:

- The student writes a record, saves it and makes it available to the supervisors (at this point the supervisors will receive an email alert).
- The supervisors read the record, add any comments if required and then saves the record.
- The student reads the supervisor's comments and archives the record. The process is now complete.

Follow these steps to create a new record:

1. Log into myDMU <http://my.dmu.ac.uk> and select the 'Personal' tab.
2. Locate the panel called 'Progress Report'.
3. Click on the link 'Create a new progress report'.



4. A blank progress report form will be displayed. The following parts of the form should already be completed: student name, student number, faculty, programme year, first supervisor and second supervisors.
5. Move the cursor to the Attendees box and type the names of the people who attended the meeting.
6. Use the drop down menu to select the type of discussion that took place.
7. Enter the date of meeting.
8. Enter the date and time of the next meeting. This will have been decided during the meeting.
9. Move the cursor to the Issues Discussed box. This is an expandable text box. Enter as much information as you want.
10. When you are ready, move the cursor to the next box called, Actions for student. Enter the student actions. These will have been discussed and agreed in the meeting.
11. When you are ready, move the cursor to the next box called, Actions for supervisor. Enter the supervisor actions. These will have been discussed and agreed in the meeting.

Progress Report

(Save your report every 15 minutes)

Student: Research Student Student Number: p0research Faculty: Health and Life Sciences

Programme: Pharmacy Research Year: 1 First Supervisor: Joe Bloggs Second Supervisors:

Attendees:

Date of Meeting: Date & time of next meeting:

Type of Discussion:

Issues Discussed

Actions for student

Actions for supervisor

12. Click on the next box Agenda for the next meeting. Enter the items that need to be discussed in the next meeting.
13. Click on the Save button to save the record. The Progress Report panel will show that the meeting record has been updated. Click on the link back to the meeting record.

Progress Report

Progress report updated.

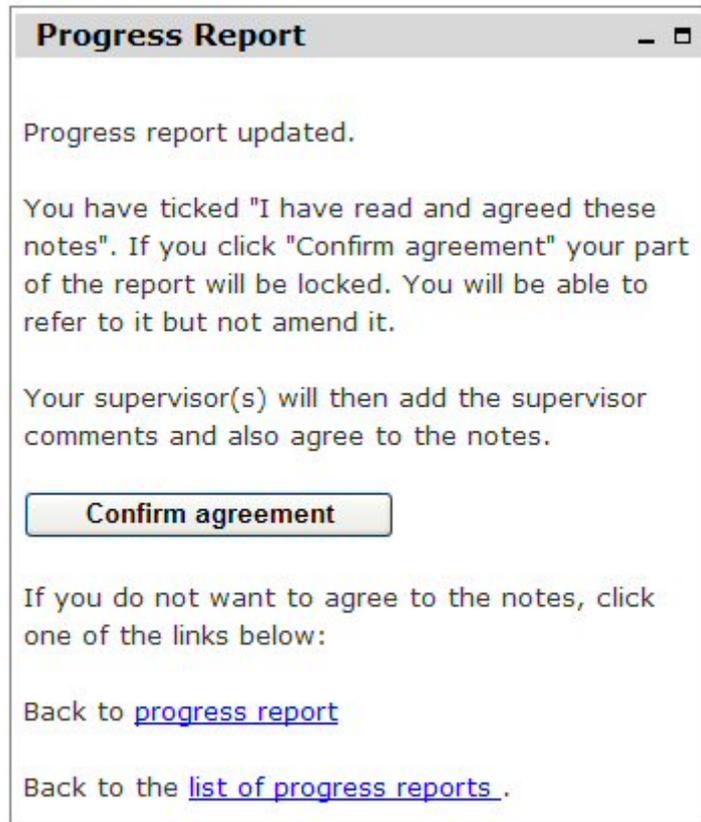
Back to [progress report](#)

Back to the [list of progress reports](#).

14. If you are ready to send the record to your supervisor tick the box 'I have read and agreed these notes' and then click the Save button.

student: I have read and agreed these notes

A screen appears that asks you to confirm your agreement. Click on the button to confirm.



Your supervisors can now view the report and add their comments and will receive an email to inform them that the report is available. The Progress Report panel will show that there is a record ready for your supervisor to read and agree. The message 'Status: awaiting supervisor comments and agreement' is displayed.

15. When the supervisors have read the record and added any comments, they will return the record to you to complete. The Progress Report panel will show that there is a record ready for you to view and complete. The message 'Status: ready to complete' is displayed. You will also receive an email informing you that there is a record awaiting completion.
16. Open the record by clicking on the link. Note any supervisor changes or comments and, when you are ready, click on the 'Complete Report' button to archive the record and complete the process.



17. The record is now archived. No more changes can be made. The panel reminds you that you can create a new record. You can create up to 10 records at any one time without finalising previous records.
18. Completed records are displayed at the bottom of the Progress Reports panel in 'View completed reports'. These can be opened by clicking on the date which matches the record.

Printing Reports

Click on the 'Printer friendly version' link at the bottom of a report to display the report in a printable format. The page can then be printed out using your web browser's print facility. For example, if using Internet Explorer click 'File' and then 'Print'.

Before printing, ensure that you save the report first if any changes have been made.

Deleting Reports

There may be occasions when a report needs to be deleted, for example if a report is incorrect or a supervisor asks for it to be re-created.

To delete a report, click on the 'Delete Report' button on the bottom-right side of the report. A confirmation message is then displayed.



Click 'Confirm deletion' to delete the report. A message is then displayed to confirm that the report has been deleted.

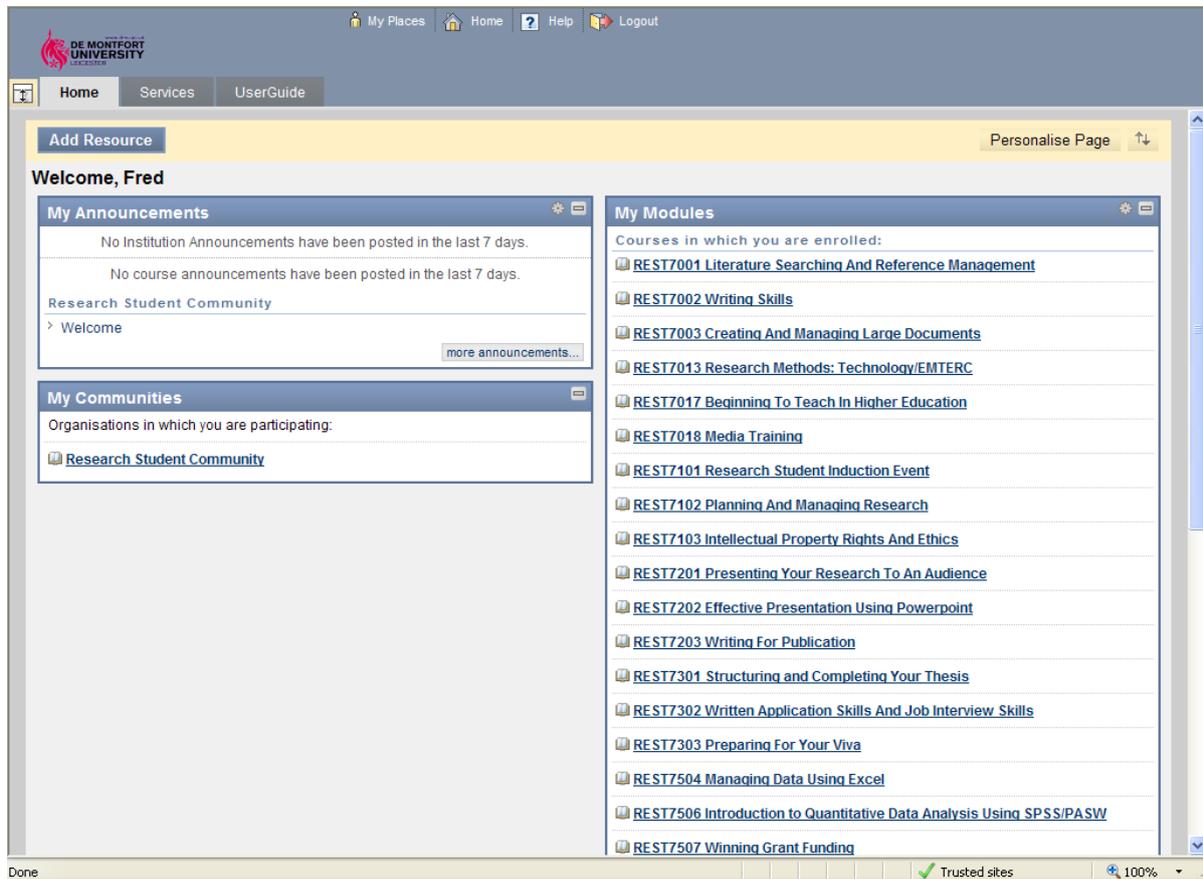


Blackboard Facilities For Research Students

Blackboard is available at <https://vle.dmu.ac.uk>. Log into the Blackboard site with your Student P number and your password (dob) unless you have already changed this.

Blackboard Facilities

This is an example of the initial page you will see after you login to Blackboard:



There are three tabs at the top of the page and these provide the following information:

- **Home**
This shows general DMU announcements, community and the courses you are enrolled on.
- **Services**
This lists links to various useful webpages including student email and the library.
- **UserGuide**
This userguide provides Step-by-Step instructions on each specific function of the Blackboard system.

It is possible to modify the layout of this page by using the icons in the top right hand corner of each content box.

There are three sections to the Home tab:

- **My Announcements**
This shows all institutional and course announcements.
- **My Communities**
This lists all communities in which you are participating in.
- **My Modules**
This lists all the courses you are enrolled on.

If you have any other queries regarding Blackboard please contact us by telephone on 0116 250 6242 or email rtp@dmu.ac.uk.