IT resources for McGill students

IT User accounts

First time login to Minerva

- McGill ID - 260123456 (a 9 digit number)
- Minerva PIN - (yymmdd)

Will be prompted to change the initial Minerva PIN
IT User accounts

- McGill Username

  Format:  \textit{firstname.lastname@mail.mcgill.ca}

  Example:  \textit{john.smith@mail.mcgill.ca}

Minerva

Office 365

OneDrive

Computer lab

Minerva for Students

\url{www.mcgill.ca/minerva}

The Student Menu:
- Register, add or drop courses
- Request for transfers
- View citizenship/residency info
- View / request Transcripts
- View and pay e-Bills
- View/update IT accounts, personal information

Need help?
Contact McGill Service Point at 514-398-7878.
IT User accounts

- **Short Username**
  First letter of first name and first 5 letters of last name
  example: John Smith = jsmith5

To access:

- Network drive
- uPrint

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IT User accounts

![McGill Minerva](Image)

**Password for McGill Username**

Reset your McGill Password
This password is used with your McGill Username (or Short Username) to access many IT services at McGill.

1. Enter your new McGill Password in both fields below, using
   - 8 to 16 characters
   - No spaces
   - No single or double quotes (" or ‘)
   Tips on creating strong passwords

2. Click Submit new Password.
3. Allow 5 minutes for the new password to take effect on all systems.

McGill Username (Employee): mary.jones@mail.mcgill.ca
Short Username (Employee): mjones
Enter New Password:
Re-enter New Password:

Submit New Password | Reset
Setup Security Question For:

- your **McGill ID** through Minerva
- your **McGill Username** through myMcGill

**Good practice**
- change passwords often
- build strong passwords (e.g.: 2Hat$4Us
  *Two hats for us*)

Password / PIN

**Change McGill password or PIN**
- Minerva > Personal Menu

**Forgot PIN?**
- Minerva > enter McGill ID > Forgot PIN?
- Or call 514-398-7878
myMcGill (Portal)
http://mycgill.mcgill.ca

- Web interface
- Integrated access to McGill systems:
  - Minerva, myCourses, email and library resources

Library Access

McGill Library Website
http://catalogue.mcgill.ca

myMcGill > Library Account tab
https://mymcgill.mcgill.ca

Sign In to your Library Account

Your barcode number is the 10 or 11 digit number above the barcode on your MGCARD card. Some barcodes may end in a letter, which should also be included.

YY/MM/DD
To reserve a book from non-McGill library:
1. Go to www.mcgill.ca/library
2. Click Interlibrary loan (ILL)
Mobile Library Access

http://m.library.mcgill.ca

Access library services any place, any time on your mobile devices (iPhone, iPad, iPod Touch and smartphones).

IT Knowledge Base

www.mcgill.ca/it

Article # 1957

Is a one-stop shop for all IT services at McGill
Email for students

- McGill’s official means of communication
- Hosted on Microsoft Office 365
- Mailbox capacity: 50 GB
- Supports: email
  - Calendar, Tasks, Address book
- Access from:
  - myMcGill > Student Email
  - https://outlook.com/mcgill.ca

Email

- Your student email address is for life:
  - firstname.lastname@mail.mcgill.ca

https://outlook.com/mcgill.ca
myCourses
Learning Management System

- Over 1500 courses per term
- Interactive learning environment
  - Course material
  - Assignments, grades
  - Group work, discussions
- Secure online environment

To log in, use McGill Username and Password

myCourses: Videos and Documentation
www.mcgill.ca/it (Article # 1554)

* Training and Documentation
  Self-serve resources:
  - Videos and documentation for students using myCourses

* Index of documentation for students using myCourses

Course Tools
- Accessing the Classlist of your course video:
- Enrolling yourself in a group
- Registering your SRS sticker in myCourses
- Submitting Assignments video:
- Submitting a quiz attempt in progress
- Submitting Quizzes video:
- Subscribing to your myCourses Calendar video:
- Viewing content video:
- Viewing your grades video:
- Viewing reports and summaries of your Progress video:
- Recording an Audio file or Video note for News, Discussions, or Assignments
myCourses Learning Management System

Technical requirements:
- Internet connection
- Browser compatible

Verify Browser setup:
1. Go to www.mcgill.ca/it
2. Search for article # 1554
3. Click on the System Check link

myCourses: Pop-Up Blocker - Exceptions

Internet Explorer
Tools>Pop-up Blocker>Pop-up Blocker Settings

Mozilla Firefox
Tools>Options>Content>Exceptions
Law Labs
http://www.mcgill.ca/library/services/workshops/classrooms

Students can:
- burn CD/DVD,
- save files to the Atrium computer desktop (profiles will be deleted after 2 weeks)

For computer assistance, contact IT Service Desk by:
- Phone: 514-398-3398
- Email: ITsupport@mcgill.ca

Atrium: 12 computers

uPrint - campus printing Article # 1348

- Campus wide copy and print service
- Single pricing system, printing and copying charges billed to your student fee account (monthly)
- Scanning is free
- Double sided printing, stapling and sorting
- print from any mobile devices (smartphone, tablet, laptop)

To use:
- Need a valid McGill ID card
- No holds on student account
- Registered in current or upcoming fall/winter term, or just waiting for graduation
**Black and white prints and copies**
Letter and Legal sizes: $0.065 per page  
Tabloid (11 x 17): $0.13 per page

**Colour prints and copies**
Letter and Legal sizes: $0.22 per page  
Tabloid (11 x 17): $0.44 per page

*Note:* Copies are billed based on pages printed, not sheets of paper used.

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**Campus printing**

<table>
<thead>
<tr>
<th>If you are printing from:</th>
<th>Use this printer:</th>
<th>Drivers:</th>
</tr>
</thead>
</table>
| Library or other public area computer | uPrint Mono (PS 1, 2 or 3)  
uPrint Colour (PS 1, 2 or 3) | • Drivers are pre-installed |
| Your personal laptop / computer | uPrint Mono [popup]  
uPrint Colour [popup] | • You must install the print drivers.  
• Log in with your short username.  
• Off campus, connect to McGill’s VPN.  
• Refer to article #2658. |
| Your iPad, tablet or smartphone, or any personal laptop or computer without installing the print drivers | Email your files to print in an attachment to:  
uprint.mono@mcgill.ca  
OR  
uprint.colour@mcgill.ca | • No print drivers required.  
• Refer to article #5133. |
Black/Whiter Printer #:
- 1116
- 3055
- 5055

Colour printer #:
- 2018
- 4055

To release the print out:
1. Place your McGill ID card against the printer’s card reader and enter your McGill password
2. Click Custom Services or Print Release.
3. Select your document and click Print.
To view subtotals with taxes:
1. Log into Minerva > Student menu
2. uPrint - Campus Printing Menu > Review uPrint charges

Note: once you use uPrint, a charge will appear on your student fee account.

Microsoft Office 365 ProPlus

- Free download and install on up to 5 devices:
  - 365 Proplus for PC: full version of Office 2013
  - 365 Proplus for Mac: full version of Office 2011
  - Office mobile for iPhone and Android: Word, Excel, Powerpoint, OneNote and Lync.
- Use your McGill Username and password to download it
Microsoft’s OneDrive for Business (cloud file storage)

- Access files saved from anywhere
- Easily share files with others inside and outside McGill
- Control who can see and edit each file
- 1 terabyte (TB) of online storage

From campus:
- My Computer > P: Drive (100MB)

Off campus:
- https://webfolders.mcgill.ca/students/yourshortusername
  (short username e.g.: Jsmith5)

Good practice:
- Save your work regularly
- Save in multiple locations
- Use anti-virus software
Access McGill network with your laptop or mobile device.

You need:
- Your McGill username and password
- Wireless enabled laptop or mobile device

**Wi-Fi Protected Access (WPA)**
wpa.mcgill.ca
- Secured, one-time setup

Free wireless access for students on campus

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Wireless setup instructions

- Windows 7, 8, Vista
- Mac OS 10.6 & higher
- Linux, Ubuntu
- Wi-Fi enabled Blackberry
- iPad, iPhone, iPad Touch
- Android 3 or later
- Other mobile device or smartphone
Wireless coverage

- Libraries, Study areas
- Public lounges, cafeteria
- Atrium, hallways & classrooms
- Inter campus shuttle bus
  (wpa.bus.mcgill.ca)
- McGill University Health Centre (MUHC)
  (cusm-muhc.mcgill.ca)

VPN
Virtual Private Network  Article# 1212

- allows secure communications to McGills’ internal resources such as departmental and personal files
- must install Cisco AnyConnect VPN client (one time installation)
- requires user authentication
- use SSL protocol to encrypt data
- allows only McGill members
Off Campus, use EZProxy to access McGill's library databases and e-resources.

From McGill’s library page, search for online resource (ebook, eJournal etc.)

1. Search on a topic.
2. Click the Find It button.
3. It will prompt you to sign in with your McGill Username and Password.

McGill is a member of EDUcation ROAMing authentication service

 Allows users from participating educational institutions to securely access the wireless network

 Sign in with your McGill Username and McGill Password

 Provides connectivity for web browsing (HTTP), secure shell (SSH) and VPN access.
### Safe computing

**Article # 1892**

- Antivirus Scanner defends against viruses, spyware and web threats.
  - Install Trend Micro antivirus
    - Can be downloaded from [http://kb.mcgill.ca/it/antivirus](http://kb.mcgill.ca/it/antivirus)
    - Free for full-time students and staff
    - Automated virus definition updates
    - Students in residences must have it installed

### Online Safety

**Article # 1880**

- Limit the amount of personal information you post
- Remember that internet is a public resource
- Be wary of strangers
- Be skeptical (don’t believe everything you read)
- Evaluate your settings (use privacy settings)
- Use strong passwords
- Keep browser and OS up to date
- Use and maintain antivirus software
Online Safety

- Browser security
- Social Networking
  - → Identity theft!
- Email scams/Phishing
  - Don’t fall prey to phishing tricks
  - Malware and other malicious apps

Phishing (Automated Fraud)

Article # 1867

Online training course

Sign into myCourses

Find OLC 901 - IT Security

Awareness - Phishing
Need Help?

- IT Service Desk
  - 514-398-3398
  - ITsupport@mcgill.ca

- Walk-in support
  688 Sherbrooke West, Room 285

- McGill IT questions
  (www.mcgill.ca/it)

Thank you!

Useful links

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