



Security

- » **Your Password** – Remember to keep your password secret and don't forget to log out at the end of a session! Enrol for the Password Manager to enable you to change your password or reset a forgotten password at any time: bit.ly/ENUPasswordManager
- » **Security Information** – Learn how to spot a scam email and more by visiting the stay safe online pages at: bit.ly/ENUSTaySafeOnline

KEY FACT

25,017
threats / attacks blocked
March – April 2017

Spaces



KEY FACT

Daily connections to our eduroam Wi-Fi service peaked at **3,735** in February 2017

- » **Computer Suites** – Computer Suites are available on all campuses providing over 1200 Windows PCs, 252 "thin client" PCs and almost 200 Apple Macs, as well as areas for laptops and collaborative spaces. Check opening hours at: bit.ly/ComputerSuites

- » **Campus Libraries** – Use any of our three campus Libraries: bit.ly/3libraries Check when Libraries are open: bit.ly/libopenhours

- » **Wi-Fi** – Students have access to the eduroam Wi-Fi service both on campus and at other participating institutions. Connect via the Wireless-Help network: bit.ly/ITWiFi

- » **Study spaces** – There are social, quiet and silent study spaces in Libraries, just choose the study space that's right for you at that time.

- » **Group Study Rooms and Collaborative Pods** – Book a group study room in advance or use a free collaborative pod.

- » **Printing** – Use the Multi-Functional Devices (MFDs) to print, copy and scan. Find out about print costs and MFD locations at: bit.ly/MultiFunctionalDevice

- » **Audio Tours** – Use your smartphone and take an audio tour to get to know your Library and Computer Suite: bit.ly/ITLibtours

- » **Laptop Loan Service** – Self Service Laptops are available for loan from the 3 main campuses: bit.ly/ENLaptop

24/7
OPENING

in study areas
at Merchiston Library
and the JKCC
bit.ly/24-7open



KEY FACT

53,000
ebooks – find them
in LibrarySearch

Library



KEY FACT

over **135,000**
books in our libraries

- » Use **LibrarySearch** to find electronic or printed items purchased by the University: librarysearch.napier.ac.uk

- » **Our Intelligent Loans Service** –
 - Renews 'available' books for you.
 - Recalls items which are in demand.
 - Recalled items cannot be renewed and a fine will be charged if returned late.

- » **Requesting**
 - Sign in to LibrarySearch: bit.ly/RequestRenew
 - You can request items which are on loan or held at another campus.

- » **Reading Lists** – Find, read and annotate mobile-friendly reading lists for your modules. Share your thoughts and recommend readings to your classmates and lecturers.

- » **Can't find what you want?** Find out what you can do next: bit.ly/CantFindIt

- » **Inter-Library Loans** – Find out how to access material the Library doesn't have: bit.ly/interlibloan

- » **Using other Libraries** – Need to use another Library? Here's information on how to do that: bit.ly/otherlibs

- » **My Librarian** – Find out who your Subject Librarian is and how you can contact them: bit.ly/MyLibrarian

- » **Subject Guides** – Discover the Library resources and support available for your subject: libguides.napier.ac.uk

- » **Off Campus** – Find out which services you can use when studying off campus: bit.ly/EdNapOffCampus

- » **Additional Needs** – For details of the Library support available to you: bit.ly/additionalneeds

Contact Us

- » **Service Status** – Get up to date information about the University's online services at: bit.ly/ENServiceStatus2

- » **Enquiries Service** – Library: bit.ly/24-7enquiries, IT: bit.ly/ITContact

- » **Library Help** – Check our Help Centre (bit.ly/1HelpCentre) for details of the help available to you on and off campus including:
 - myNapier Library pages: my.napier.ac.uk/Library
 - Knowledge Base: ask.napier.ac.uk
 - Email: library@napier.ac.uk
 - Phone: 0131 455 3500
 - Face to face help: at our Library Help Desks.
 - Twitter: @EdNapLib
 - Contact us bit.ly/1Contacts

- » **IT Help** – Email and telephone help is available 24/7
 - Email: ISServiceDesk@napier.ac.uk
 - Phone: 0131 455 3000
 - myNapier IT pages: my.napier.ac.uk/IT
 - Face to face: at Computer Suite and Library Help Desks.
 - Twitter: @EdNapITBytes & @EdNapITSupport
 - Knowledge Base: ask.napier.ac.uk
 - UniDesk self-service: napier.unidesk.ac.uk





Research

- » **Research Cycle** – Explore key stages in research and access resources to support you: napier.ac.uk/is-research-cycle
- » **Open Access** – Find out more about open access on Edinburgh Napier University's Open Access blog: blogs.napier.ac.uk/open-access
- » **Research Repository** – Find out about the University's institutional repository: bit.ly/EdNapRepository
- » **BrowZine** – Create personalised lists of favourite journals and keep up to date with newly published articles: bit.ly/ENUbrowzine
- » **V Drive** – Offers an additional 10GB of space.
- » **Novi Survey Software** – Available for you to gather and analyse your data: bit.ly/ITNovi

KEY FACT

997,648
downloads from the
Repository 2009 –
May 2017

Study Resources

- » **Moodle** is the University's Virtual Learning Environment (VLE): moodle.napier.ac.uk
For Moodle help & support, click Student Links on the menu bar in Moodle.
- » Use **LibrarySearch** to find out where items are in the Library and check availability, access eResources, check My Library Card, request items and more: librarysearch.napier.ac.uk
- » **Finding and Borrowing Books** – How to find what you need in the Library: bit.ly/Findandborrow
- » **Finding Ejournals and Newspapers** – Find electronic and print versions: bit.ly/findejournals
- » **Borrowing and Returning**
 - Use the self-service machines.
 - Return items to any campus Library (except laptops).
 - Return laptops to the place you borrowed them.
 - If you return a recalled item late, a fine will be charged. See our charges and fines: bit.ly/ChargesFines

KEY FACT

19,000
individual student
Moodle logins in
September 2016

IT Tools

- » **Email** – Your Office 365 email account provides you with 50GB of storage – remember to check your University email account regularly!: bit.ly/EmailOffice365
- » **Virtual Desktop Service** – You can use the Virtual Desktop to access most of the University's services and desktop applications from your own devices (both on & off campus): bit.ly/VirtualDS
- » **Data Storage** – You have access to a personal data storage area (H drive) on the University network as well as an impressive 1TB of cloud storage via your Office 365 OneDrive account: bit.ly/SavingFiles
- » **On Campus Software** – Up to 200 applications available including MS Office, Adobe Creative Cloud and much more: my.napier.ac.uk/IT
- » **Free Software:**
 - The University provides free anti-virus and anti-spyware software for students: bit.ly/AVProtection
 - You have access to the full MS Office suite of programs for free! Installation instructions can be found at: bit.ly/ITOffice365
 - Download free software using the Software Download Service. Find out more at: bit.ly/SoftwareHome
- » **Purchase Supplies** such as USB sticks, DVDs and headphones from each campus: bit.ly/PurchaseSupplies
- » **iNapier Mobile App** – Get access to your University online services. Download from the Apple App store or Google Play.

KEY FACT

2016



We were recredited
for Customer Service
Excellence

"I really like
eResources
I can just access
at home."

KEY FACT

193
databases available
in LibrarySearch

"The IT provision is good, I love the Wi-Fi, it just automatically connects allowing access to journals and there are good (device) charging facilities."

"Being able to access stuff off campus as a part-time student is good. I use VDS (Virtual Desktop Service) a lot to access software instead of coming onto campus."

"The Journals online are more up-to-date and relevant for my studies."