WELCOME TO EDINBURGH NAPIER UNIVERSITY

This guide gives you the information you need to get started with Edinburgh Napier University’s online services.

The guide is in 2 sections:

- **Section 1** - Instructions on how to access the Edinburgh Napier’s online services for the first time (you only need to run through these steps once).
- **Section 2** - Useful information which you can read in your own time and refer to in the coming weeks.

SECTION 1: GETTING STARTED AT EDINBURGH NAPIER UNIVERSITY

There are 4 steps you need to take before you start to use Edinburgh Napier's online services:

1. Set your password
2. Enrol for the Password Manager
3. Activate your email account
4. Work through the Moodle module: “Introduction to Computing and Library for Off Campus Students”.

Before you start the process you will need:

- Your Edinburgh Napier **student number (matriculation number)**.
- Access to your personal email account to retrieve the **“Registering with Edinburgh Napier University” email** which was sent to you after you applied. If you cannot find this email in your inbox then check your **junk email** folder.

**Step 1 – Set your Password**

Before you access any of our resources you need to set your password:

1. After you applied to Edinburgh Napier you will have received a “**Registering with Edinburgh Napier University**” email. This was sent to your personal email account.

   If you cannot find this email in your inbox then **check your junk email** folder.

   Open the email:
Thank you for choosing to study with Edinburgh Napier University. This email includes important information you need to study with us, please do not delete it.

Before you start your studies, you are required to register officially as a student – this is known as matriculation. You will need to create your Edinburgh Napier account password, which will give you access to the electronic resources you need during your programme of study.

The registration will either be completed at an organised session on in your own time. You will be advised in due course about when it should be completed, but if you are unsure please contact your local programme team.

- If you will be completing your induction / registration with an International Partner:
  - You will be sent with your Edinburgh Napier student number (also known as matriculation number) during the session.
  - Please open the email safely and securely so that you can access this email during the session.

- If you will be completing your induction / registration on your own time:
  - You will be asked for your Edinburgh Napier student number (also known as matriculation number) directly.
  - Please open the email safely and securely so you have received your Edinburgh Napier student number.
  - Check you have your Edinburgh Napier student number and are ready to create your password. You should click on the "Create your password!” link below.

Please note the password set process can only be completed once, please ensure you DO NOT click on the link until you are ready to complete the process.

Create your password: link

Please open the email safely and securely so that you can access the link provided above at the induction/registration session.

We look forward to welcoming you to the University.

Kind regards,
Edinburgh Napier University

2. Click on the link in the email:

Please note, the password set process can only be completed once, please ensure you DO NOT click on the link until you are ready to complete the process.

Create your password: link

Please open the email safely and securely so that you can access the link provided above at the induction/registration session.

We look forward to welcoming you to the University.

The Getting Registered screen will appear:
3. Enter your Edinburgh Napier student number (matriculation number) and your personal email address into the spaces provided.

4. Enter your new password in the spaces provided. Your new password must meet the following requirements:
   - Must be at least 7 characters long
   - Must be no more than 16 characters long
   - Must contain at least 1 number and 1 letter
   - Must not contain the words “Napier” or “Password”
   - Must not contain your name
   - Must not contain your Edinburgh Napier student number (matriculation number)

5. Click Submit. The following screen will appear confirming that your password has been created successfully:

   Your password has been created successfully
   Please check your email for further instructions about completing your registration with the University.

   You will now be redirected to the relevant University website.

6. You will be redirected to the myNapier homepage:

7. You will also receive an email to your personal email account confirming that your password has been set:
Congratulations – you have now created your Edinburgh Napier University password!

You can use your password to access the electronic resources you will need to complete your course.

Please contact your Course Leader for more information about starting your studies.

For further information about the resources available to you visit myNapier link, where you will find links to Moodle (the Virtual Learning Environment) and to the Introduction to Computing and Library Services which you must complete.

Kind regards,
Edinburgh Napier University

You can change your password at any time by accessing the Password Manager at: https://password.napier.ac.uk/ or via the myDashboard section of myNapier.

You will find out more about your password as you work through the Introduction to Computing and Library Services Moodle module in Step 4.

Step 2 – Enrol for the Password Manager

Once you have enrolled for the Password Manager you will be able to:

- **Reset** a forgotten password at any time using secret questions and answers without having to contact the IS Service Desk.
- **Change** your password at any time.

To enrol for the Password Manager:

1. Go to [http://my.napier.ac.uk](http://my.napier.ac.uk) and click on myDashboard.

2. You may be prompted to log in. If so, enter your Edinburgh Napier student number (matriculation number) and **new password** in the spaces provided:
3. Click **Password Manager**: 

   ![Click Password Manager]

4. From the Password Manager homepage click **Enrol for Password Manager**:

   ![Click Enrol for Password Manager]
At this stage you may be prompted to login. If you are prompted to log in:

- In the user name field enter “napier-mail\” followed by your Edinburgh Napier student number (matriculation number) e.g. if your Matriculation Number was 01234567 you would enter: napier-mail\01234567
- In the password field enter your new password.
- Click OK:

The Password Reset Enrolment screen will appear:

5. Enter your new password in the Current Password field and click Next.

6. Follow the on screen instructions to answer your 3 secret questions (choose the questions from the drop down menu) and click Next.

7. Once you have answered your 3 questions click Finish:
You will see a screen confirming that you have enrolled for the Password Manager:

You will also receive an email into your Edinburgh Napier email account.

In future if you wish to change your password you can change it at: https://password.napier.ac.uk/ or via the myDashboard section of myNapier.

**Step 3 - Activate your Edinburgh Napier University email account**

The first time you log in you will need to activate your email account:

1. Go to http://my.napier.ac.uk and click myDashboard. If prompted, log in using your Edinburgh Napier student number (matriculation number) and new password.

2. Click on the Email button:
You may be prompted to **log in**:

3. Enter your **Edinburgh Napier student number** (matriculation number) in the Username field.

4. Enter your **new password** in the Password field.

5. Click **Sign On**. You will be taken to the Outlook Web App screen.

6. Enter your **Language** and **Timezone** using the drop down menus and click **OK**. You will be taken to your email inbox.

7. **Close your Email** by clicking on the close button on the top right.

You are now registered and can access your email by clicking on **Email** when logged into myNapier.

You will find out more about your email account as you work through the Introduction to Computing and Library Services Moodle module in Step 4.

**Step 4 - Work through the Edinburgh Napier University Moodle module:**

“Introduction to Computing and Library for Off Campus Students”

This module will give you further information about myNapier, email and other computing and library services, a link to the presentation can be found on the IT section of myNapier:

1. Go to [http://my.napier.ac.uk](http://my.napier.ac.uk) and click **IT**.
2. From the menu on the left click **Getting Started** and choose **Off Campus Students**:

3. Click on the "**Introduction to Computing and the Library**" button:
4. You may be prompted to log in to Moodle, if so enter your **Edinburgh Napier student number** (matriculation number) in the Username field and your **new password** in the Password field, click **Sign On**: 

![Moodle Login Screen]

5. The Introduction to Computing and Library Moodle module will open, click **Off Campus**: 

![Module Screen]

6. Follow the on screen instructions and **work through the module** which should take around 20 minutes.

7. Once you’ve finished working through the module please remember to log out of myNapier and close the browser windows.

**Congratulations! You have completed the Introduction to Computing and Library Services.**
**SECTION 2: EDINBURGH NAPIER’S IT SERVICES – USEFUL LINKS**

You can read through this information in your own time and refer back to it in the following weeks:

| Avoiding Trouble | Before you start using the computing facilities at Edinburgh Napier University you must read the Information Security Policy. Go to [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > Staying Safe Online > Information Security |
| myNapier | myNapier is your online gateway to all your University electronic resources. Access from anywhere in the world with internet access via: [http://my.napier.ac.uk](http://my.napier.ac.uk).  
- Access many Edinburgh Napier online services e.g. Moodle, Email and your Student Record via the myDashboard section.  
- View important news, information and announcements from the University. |
| Accessing Online Services | When you click on a link to access myDashboard or any of your online services you will be prompted to log in.  
- Your login ID is your Edinburgh Napier student number (matriculation number).  
- You set your password yourself when you first accessed Edinburgh Napier’s online services. |
| Important information about your password | Do not disclose your password to anyone else:  
- You can reset your password if it has been forgotten or isn’t working once you’ve enrolled for the Password Manager at: [https://password.napier.ac.uk](https://password.napier.ac.uk).  
- To find out how to change your password and for further information, go to [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > Staying Safe Online > Your Password. |
| Your Edinburgh Napier email account | The student email service is "Office 365" which is hosted externally by Microsoft.  
- Access your email via myNapier: go to myDashboard and click Email.  
- Log in using your Edinburgh Napier student number (matriculation number) and University password.  
- If you have problems accessing your email account via myNapier you can log in directly at: [outlook.office365.com](http://outlook.office365.com)  
- Your email address is <yourmatriculationnumber>@live.napier.ac.uk e.g. 00123456@live.napier.ac.uk.  
- Your mailbox size limit is 50GB.  
- Edinburgh Napier email is the method used by lecturers and other staff members to contact you (they will NOT email accounts with other providers).  
  You MUST check your University email account regularly.  
- Find out more at: [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > Your IT Services > Email |
| Storing your data | Your personal data area (H drive) provides you with secure data storage:  
- It is protected by your password and backed up regularly.  
- The Virtual Desktop Service enables you to access your H drive from any PC out with the University providing it has internet access.  
- Find out more at: [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > Your IT Services > Virtual Desktop Service.  
- As part of your Office 365 email account you can access your OneDrive for Business account which provides 1TB of storage.  
Find out more at [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > Your IT Services > Data Storage |
| Anti-Virus Software | As an Edinburgh Napier student you’re entitled to free anti-virus software. Go to [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > Staying Safe Online > Virus Protection |
| Help & Support | View the status of Online Services: [http://www.napier.ac.uk/service-status](http://www.napier.ac.uk/service-status)  
Any questions? Visit the askNapier Knowledge Base: [https://ask.napier.ac.uk](https://ask.napier.ac.uk)  
Telephone and email support is available 24 hours a day, 365 days a year:  
Email: [ISServiceDesk@napier.ac.uk](mailto:ISServiceDesk@napier.ac.uk)  
Telephone: +44 (0) 0131 455 3000.  
Find out more at [http://my.napier.ac.uk](http://my.napier.ac.uk) > IT > About Us and Contact |
MOODLE AND ONLINE LEARNING - USEFUL INFORMATION

<table>
<thead>
<tr>
<th>What is Moodle?</th>
<th>Moodle is the online environment we use at Edinburgh Napier University for supporting learning, teaching and assessment. Moodle integrates a number of features including access to electronic resources, communication, assessment and collaborative tools.</th>
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<tbody>
<tr>
<td>How do I access Moodle?</td>
<td>Once you have matriculated you will automatically be registered in the Moodle system and enrolled on to the modules and programmes that use Moodle. Moodle can be accessed from any computer or mobile device with an internet connection using a web browser such as Microsoft Internet Explorer, Safari or Mozilla Firefox. To access Moodle:</td>
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<tr>
<td>1. Go to myNapier: <a href="http://my.napier.ac.uk">http://my.napier.ac.uk</a></td>
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<td>2. Click Moodle.</td>
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<td>3. Log in using your Edinburgh Napier student number (matriculation number) and Edinburgh Napier password.</td>
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<tr>
<td>4. Your Moodle homepage will open.</td>
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<tr>
<td>What will I find in Moodle?</td>
<td>Your Moodle homepage provides access to your enrolled modules. Each module is accessed by clicking on its linked title within Moodle. Each module will typically provide links to various sections appropriate for supporting that module. All modules have a Moodle presence, and queries relating to the module content in Moodle are to be directed to the module leader.</td>
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<tr>
<td>Where can I find help with Moodle?</td>
<td>Moodle Help provides answers to the most frequently asked questions. From the Moodle homepage, click Student Links and Moodle Help, and you will be taken to the Moodle help section in myNapier. If you are unable to log in to Moodle contact the IS Service Desk: Email: <a href="mailto:ISServiceDesk@napier.ac.uk">ISServiceDesk@napier.ac.uk</a> Telephone: ext. 3000 or (0131) 455 3000</td>
</tr>
<tr>
<td>If you are having problems viewing the correct modules in Moodle 48 hours after matriculation, check that your module enrolments are correct. To check your module enrolments:</td>
<td></td>
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<tr>
<td>1. Go to myNapier: <a href="http://my.napier.ac.uk">http://my.napier.ac.uk</a></td>
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<tr>
<td>2. Click myDashboard and log in if prompted.</td>
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<tr>
<td>3. Click eStudent Records.</td>
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<td>4. If the correct modules are not displayed then contact your School Office</td>
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<tr>
<td>5. If the correct modules are displayed then contact the IS Service Desk Email: <a href="mailto:ISServiceDesk@napier.ac.uk">ISServiceDesk@napier.ac.uk</a> Telephone: ext. 3000 or (0131) 455 3000</td>
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Information Services would like to take this opportunity to wish you the best of luck with your course!