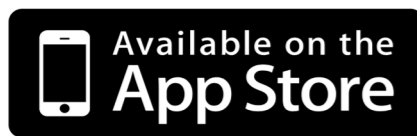


# IT Quick Start for Staff

## MYTU - STUDENT PORTAL



[mytu.tees.ac.uk](http://mytu.tees.ac.uk)

## GETTING HELP



01642 342220 Business Hours  
0330 024 0153 Out of Hours



e: [ithelp@tees.ac.uk](mailto:ithelp@tees.ac.uk)  
w: <http://mytu.tees.ac.uk>



Middlesbrough Tower M1.25  
Centuria Building H1.02  
Clarendon Building CL2.51  
Phoenix Building PG.07



<https://www.tees.ac.uk/campusmap>



Mon - Thurs 08:30 - 17:00  
Friday 08:30 - 16:30

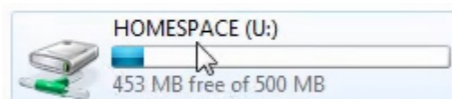
## LOGIN PROCESS

Remember

- Change Password
- Register Security Details

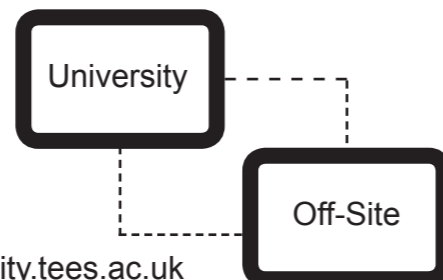


## SAVING YOUR WORK



Remember

- Save only to U Drive
- Use Folders & Descriptive Names



**WARNING**

USB Memory Sticks  
Portable Hard Disks

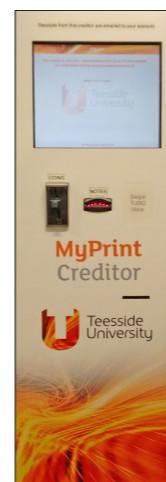
Send To: \_\_\_\_\_  
Cc: \_\_\_\_\_  
Subject: \_\_\_\_\_

**SAVE your email ATTACHMENTS  
to your HOMESPACE before  
you make CHANGES!**

## TEESSIDE UNIVERSITY SMART CARD



## PRINTING (MYPRINT)



University Library

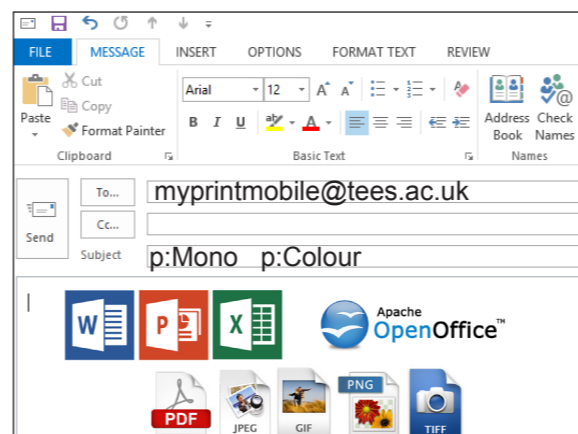
- Ground Floor
- First Floor
- Second Floor

Centuria Building

- First Floor Open Area



	A4		A3	
	Simplex	Duplex	Simplex	Duplex
Mono	4p	7p	8p	14p
Colour	12p	23p	24p	46p



Make sure you SIGN OUT

## EMAIL



[j.bloggs@tees.ac.uk](mailto:j.bloggs@tees.ac.uk)



## NOTES

# IT Quick Start for Staff

## E-VISION

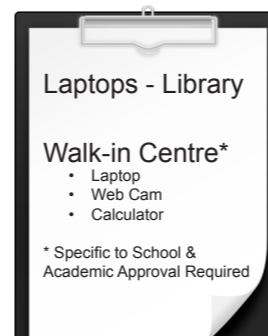


- Apply, Register and Re-enrol
- Edit your details
- Confirmation of attendance (SLC)
- Graduation Ceremony
- Council Tax Certificate
- Enrolment letters
- Results and Assessments
- Request / Receive a CAS Number for renewing your VISA
- Passport / Visa information (overseas students)

## FREE SOFTWARE



## EQUIPMENT LOAN



## COMPUTER SECURITY

### WARNING

- REMEMBER to Logout**
- NEVER let others use your account**
- STORAGE for Academic Use ONLY**
- REMOVE Memory Stick / Portable HD**

## BLACKBOARD (E-LEARNING)



## WI-FI (EDUROAM)



Username: j.bloggs@tees.ac.uk  
password: XXXXXX

## SELF HELP



## CASHLESS VENDING



## IT POLICY



<http://url.tees.ac.uk/pol.htm>

## NOTES

**NO TRANSFER between Accounts**