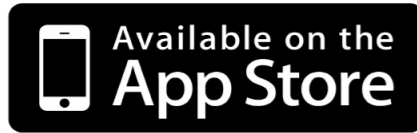


# Digital Welcome - Quick Start Guide for Students

## 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 MG.01



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

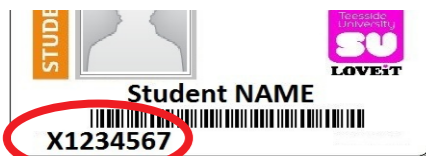


Mon - Thurs 08:30 - 17:00  
Friday 08:30 - 16:30

## LOGIN PROCESS

Remember

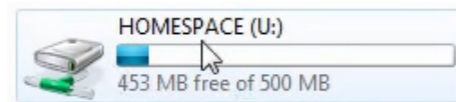
- Change Password
- Register Security Details



## SAVING YOUR WORK



- Access files from any device
- Deleted files Recoverable (90 days)
- 1TB of Storage
- Web version on University computers
- <https://www.office.com/>

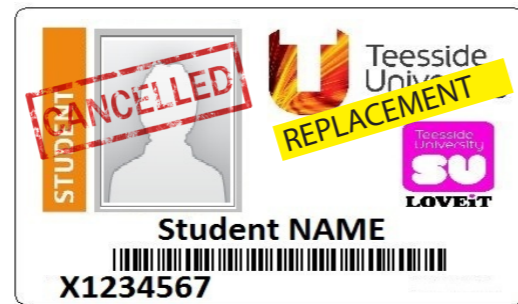


- Save to U Drive on University Computers
- Use Folders & Descriptive Names
- Copy to OneDrive to access on other devices (eg iPad)

## WARNING

USB Memory Sticks  
Portable Hard Disks  
Put your name on it  
Lost – Report it (21 days)

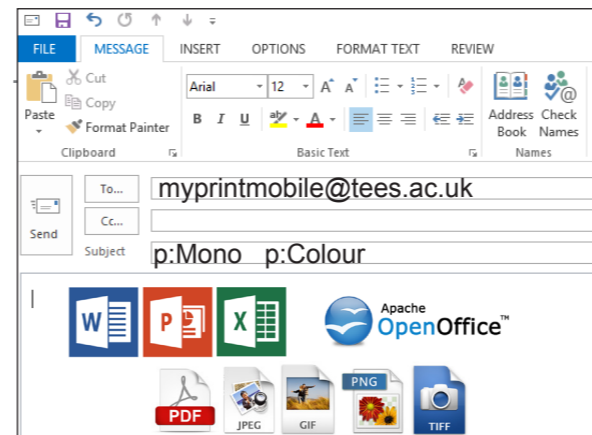
## TEESSIDE UNIVERSITY SMART CARD



## PRINTING (MYPRINT)



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

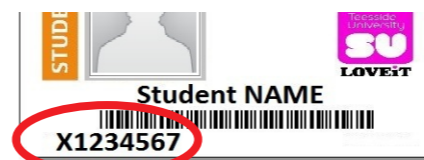


Make sure you SIGN OUT

## EMAIL



[X1234567@live.tees.ac.uk](mailto:X1234567@live.tees.ac.uk)



## NOTES

# Digital Welcome - Quick Start Guide for Students

## 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



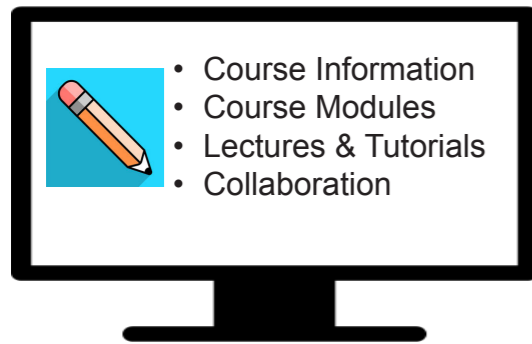
## APPSANYWHERE



- AppsAnywhere – Any time & any University Computer
- Click 'AppsAnywhere' Icon
- Click on 'Launch'

## NOTES

## BLACKBOARD (E-LEARNING)



- Course Information
- Course Modules
- Lectures & Tutorials
- Collaboration

## WI-FI (EDUROAM)



Username: X1234567@live.tees.ac.uk  
Password: XXXXXX

## COMPUTER SECURITY

### WARNING

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

## SELF HELP



- FAQ
- Tutorials
- Tips
- Handouts

## MOBILE DEVICE CLINIC



Mon - Fri  
9am - 4pm  
Term-Time

Free Software  
Advice & Repairs

Mobile  
Devices

from NOVEMBER

## CASHLESS VENDING



**NO TRANSFER between Accounts**

## IT POLICY



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