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YORK
ST JOHN
UNIVERSITY

IT Guide



WELCOME
to your IT guide

Welcome to your IT guide

Get help from our IT team. Find guidance on the various YSJ systems, such as passwords, hardware, software and equipment loans.

Our IT support officers are here to support you with any IT issues and problems.

They provide support with:

- Password and log in issues
- IT security
- University hardware problems
- University software problems



More information is available on the YSJ website:
Innovation and Technology Services (ITS).

www.yorks.ac.uk/it-support



Getting Started

Once you have completed registration and enrolment you will have a valid York St John (YSJ) IT account.

Some of the main YSJ systems are accessed using the same username and password. Your username and email address will look like this: `firstname.secondname@yorks.ac.uk`.

Your username, along with your password, will give you access to important systems such as Moodle, Microsoft 365 and campus WiFi.

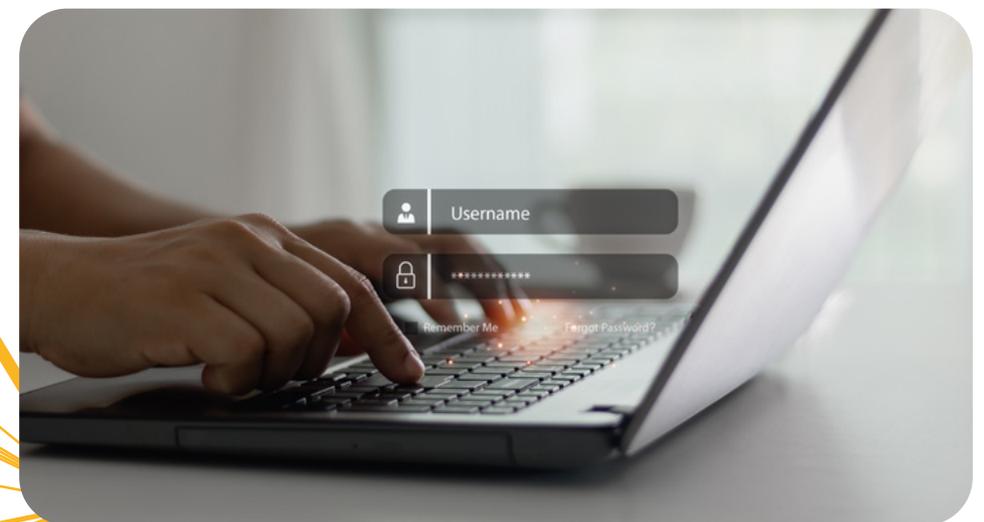
There are other systems, such as the Library and Accommodation systems, that have their own unique log ins.

Password set up

Most log-ins will require you to set up a memorable and distinct password for security.

Passwords should be a minimum of 8 characters, including upper - and lower - case letters and numbers.

Try avoiding using special characters like !@ \$* as some systems may not recognise them.



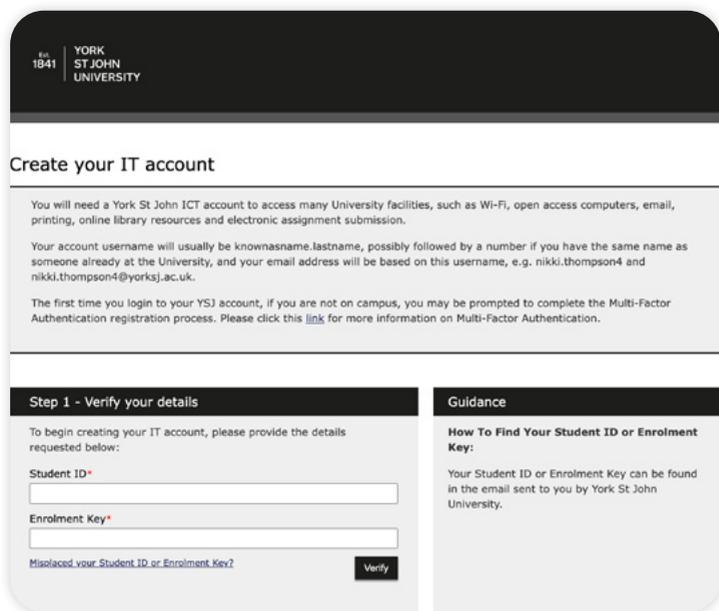
Online Registration Account Set Up

Step 1: Enrolment Key

You will receive an email sent by Student Records titled: "Enrolment Key – PLEASE ACTION". The key information within it will be your Student ID Number and Enrolment Key as shown below.

Step 2: IT Account

Go to the IT account website at myaccount.yorks.ac.uk. Once entered, use your Student ID Number and Enrolment Key to log in.



Step 3: Photo

Once logged in you will need to do the following:

1. Follow the instructions to create your password. Write your password down in your phone to ensure it is saved.
2. Upload a passport sized photo.



Online Registration: e:Vision

Step 4: IT Account Completion

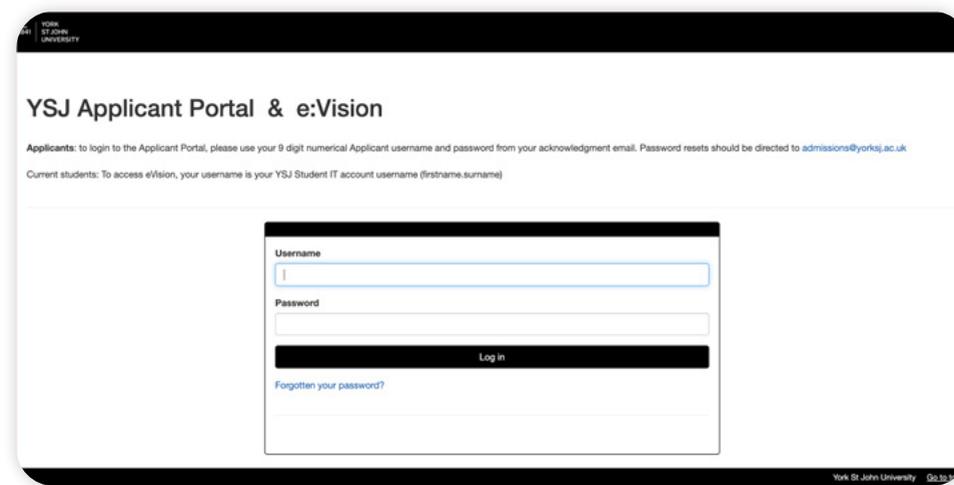
Your IT account will now be created allowing you to do part 2 of online enrolment.

You will now have a:

1. Username: Firstname.Secondname
2. Email Address: Firstname.Secondname@yorks.ac.uk

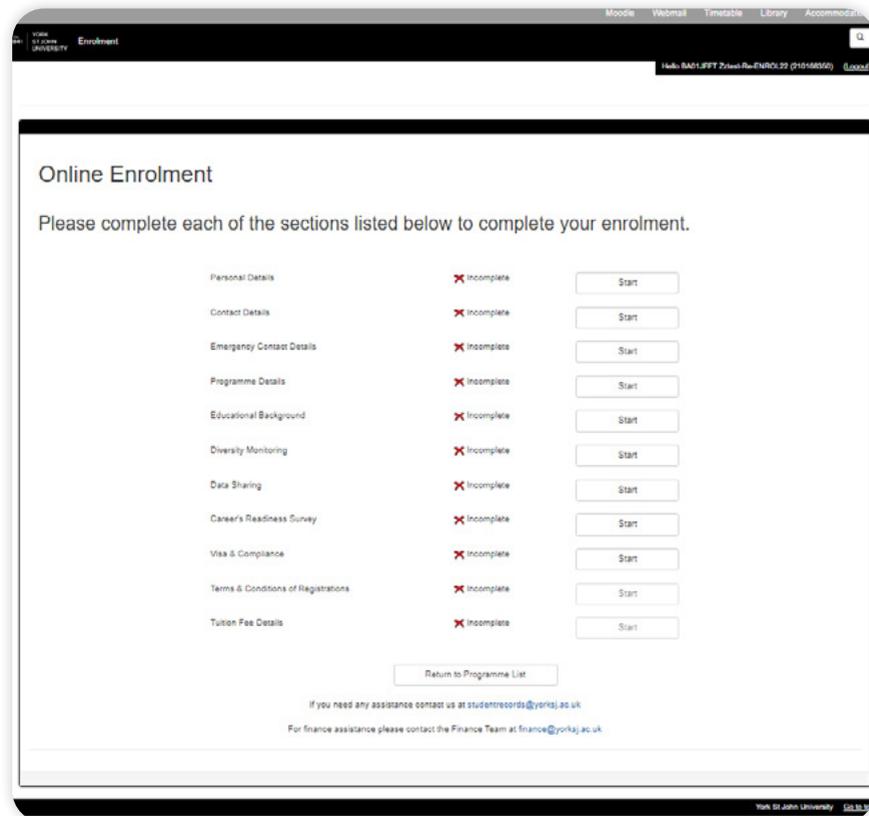
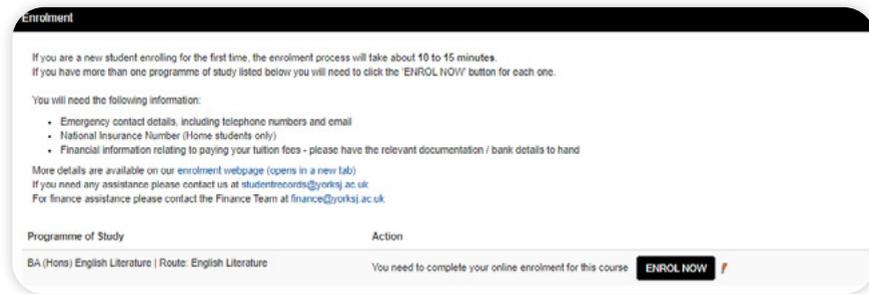
Step 5: e:Vision Log-in

Next you will need to log in to evision.yorks.ac.uk using your Username and Password.



Step 6: Online Enrolment Information

You must now take 5 minutes to complete all sections of your personal details.



Step 7: Term Time Address

If you are in the UK, you must put a UK address in the "Term Time Address" section.

1. The "Home Country Address" section must have your home address.
2. The "Term time Address" must have your UK address.
3. If there is no UK address you will not receive your: Bank letter, Council Tax letter or Attendance letter.



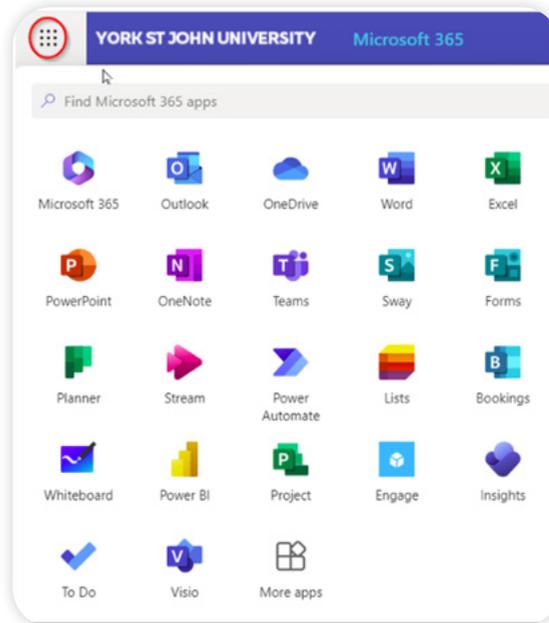
Microsoft

Microsoft 365 is a collection of apps and services available to all YSJ students. It includes Microsoft Office products, such as Outlook, Word, Excel and PowerPoint.

To sign in, use your full YSJ email and password.

Or, if you already have access to your email, click the 9 dots on the top left corner of your email to access any of the other Microsoft apps and systems.

You can use Microsoft 365 on up to 5 devices.

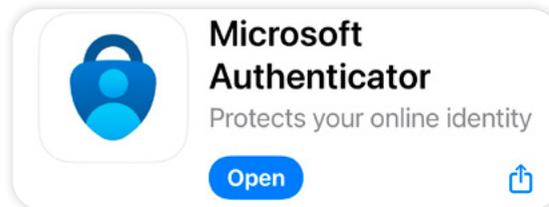


As part of your email registration process, you may be asked to download the Microsoft Authenticator app.

This provides additional cyber security by using a 2-step verification process, and it makes logging into your YSJ accounts easier across your devices. You will need to download the app onto your mobile phone and then log into your YSJ email account.

You will then be able to connect your YSJ account with Authenticator, which can be used to make the log-in process easier.

Make sure that the phone number you provide in the app is a UK phone number as it may require you to verify that number for log-in access.



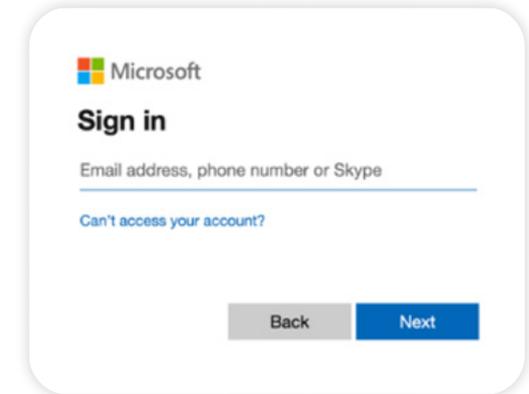
Microsoft Teams

Your online lectures will be on Microsoft Teams. Microsoft Teams is a collaboration platform on Office 365 which allows users to:

- schedule or join online meetings
- chat in a shared space, and
- securely share documents between Team members.

For more information on how to use Microsoft Teams follow this link to the Digital Training team's guide on Microsoft Teams:

tinyurl.com/YSJ-Teams-Introduction



Microsoft Teams

New to Microsoft Teams? Use this guide to learn the basics.

The screenshot shows the Microsoft Teams interface with several callout boxes providing instructions:

- Every team has channels**: Click one to see the files and conversations about that topic, department, or project.
- Start a new chat**: Launch a one-on-one or small group conversation.
- Use the command box**: Search for specific items or people, take quick actions, and launch apps.
- Add tabs**: Highlight apps, services, and files at the top of a channel.
- Manage profile settings**: Change app settings, change your pic, or download the mobile app.
- Move around Teams**: Use these buttons to switch between Activity, Chat, your teams, Calendar & Files.
- View and organize teams**: Click to see your teams. In the teams list, drag a team name to reorder it.
- See your calendar**: Click to see your schedule and join meetings.
- Join or create a team**: Find the team you're looking for, join with a code, or make one of your own.
- Access your apps**: Find apps added for your teams or your personal use.
- Manage your team**: Add or remove members, create a new channel, or get a link to the team.
- Add files**: Let people view a file or work on it together.
- Reply**: Your message is attached to a specific conversation.
- Compose a message**: Type and format it here. Add a file, emoji, GIF, or sticker to liven it up!

Printing

All new student print accounts automatically receive £2.00 free print credit when you start at YSJ . If you need more print credit at any time, you can top up your account online.



To add print credit, log in to your PaperCut account using your University credentials:

<https://papercut.yorksj.ac.uk/user>

Once logged in, click on the 'Add Credit' option, and then follow the on-screen instructions to top up your account using a debit or credit card.

Unfortunately, we cannot provide refunds for any unused student print credit. We therefore ask that you only top up what you need and use up any excess credit before you leave YSJ. Please note that the PaperCut portal is only accessible on campus. If you are using your own device, you will need to ensure that you are connected to the eduroam WiFi network to be able to connect to the PaperCut portal.



Library

The Library Support Team is available to support you with your learning and research. They can support you through your modules' reading lists, sourcing books and journals and searching the library's catalogue.



You can find out more about the Library's services on the YSJ website:

www.yorksj.ac.uk/library/welcome-to-the-library

To access Library services, borrow books and to pay your fines you must sign up to the Library Account.



Please see the Library and learning support page on the YSJ website for more information:

www.yorksj.ac.uk/library

The screenshot shows the library website interface. At the top left, it says 'Est. 1841 YORK ST JOHN UNIVERSITY'. There are search boxes for 'Search the library catalog' and 'Search the library catalogue'. Below the navigation bar, a message reads 'You must login for access to borrower services'. The login form includes fields for 'Borrower Number' and 'Enter your PIN', with a 'Login' button. There are also links for 'Forgotten your PIN?' and 'Reset your PIN.'. At the bottom, it says 'Powered by Exim'.

MyYSJ App

The MyYSJ app is your home for all things YSJ University.

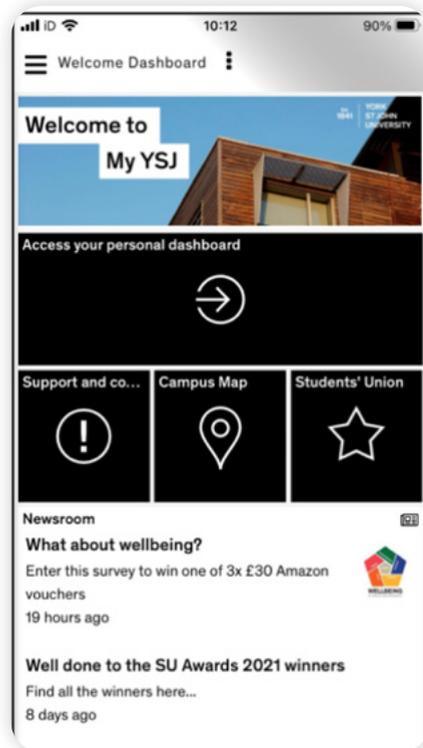
Here you can:

- Check your emails
- View your timetable
- Register your attendance
- Access Moodle and e:Vision
- See important updates from the University.

You can access all the essentials for student life, all in 1 place.



Search in your app store for MyYSJ or go to yorks.ac.uk/app to access it in a browser.



Android users can find the app here:
tinyurl.com/MyYSJ-App-Android



iOS users can go here:
tinyurl.com/MyYSJ-App-Apple



Students can also access MyYSJ online via PC, laptop, tablet or mobile phone at if preferred (so a smartphone is not required).
<https://yorks.myday.cloud/dashboard/student>



Instructions on how to use the app can be found in this helpful [YouTube video](#). This video will also show you how to subscribe to the London newsfeed - essential for all London Campus news updates.

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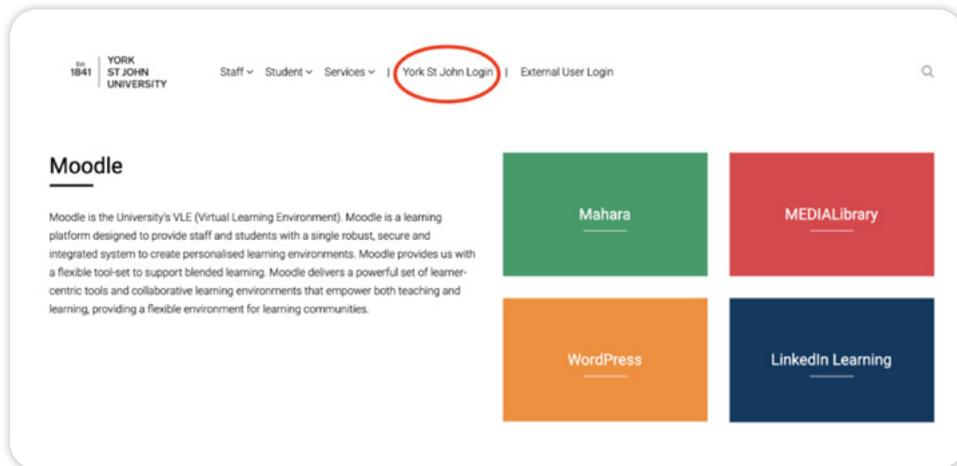
Download the MyYSJ student app or login online.
Everything you need in one place.

Moodle Quick Guide

Moodle is the main YSJ academic system. It holds details of all modules and is where assignments are submitted.

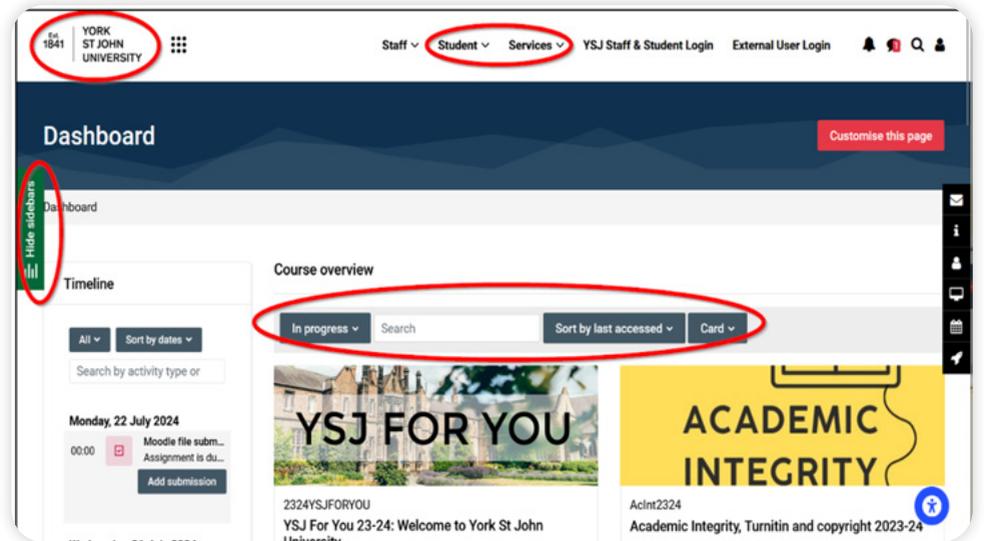
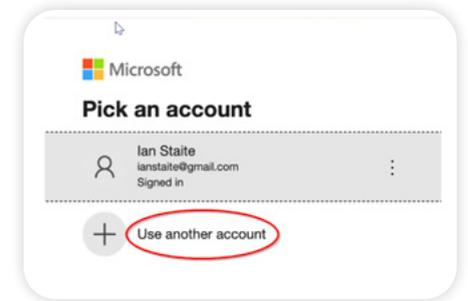


Watch our introduction video for more information:
tinyurl.com/Introduction-to-Moodle



We recommend using a browser, such as Google Chrome, to access Moodle, e:Vision and Timetable for the first time for easier log-in access.

If you are not already logged into Office 365, you will need to sign in with your YSJ email address and password. If you are logged in to Office 365 with a non-YSJ account, then click 'Use another account' and sign in with your YSJ email address and password. If you are still having issues, try opening Moodle in an incognito window.



For more information on Moodle check out the Digital Training teams' guides:

tinyurl.com/YSJ-Moodle-Help

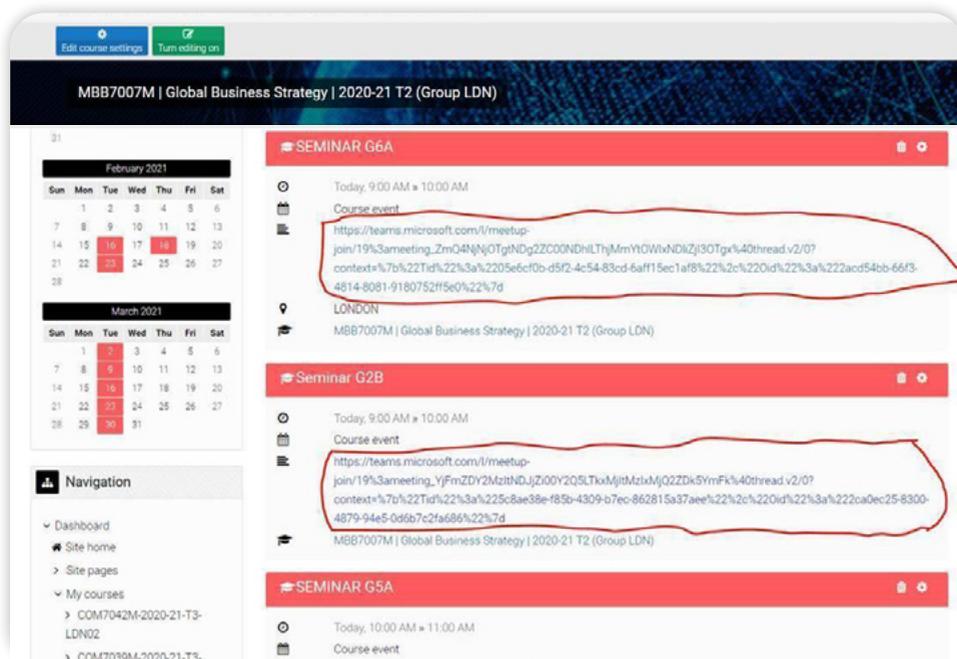
Moodle is also available as one of the tiles on the MyYSJ student app.

Accessing MS Teams Links for your Lectures/Seminars on Moodle

You should normally see all pre-recorded lecture links available from 8.00am on the Moodle Calendar.

Please note that for all pre-recorded sessions you do not need to watch it at that particular time (no attendance is taken) but you can view it any time of the day. It is important that you view it before your seminars, as this will have important information and prepare you for your upcoming seminars.

All the links are already there on Moodle (see example below) – click on the correct date on the Calendar, circled in red below, where you will see the links, and select the one for your Group.



Assignment submission

Most work is submitted via Moodle. Exceptions are physical artifacts – for instance, art installations and PebblePad portfolios.

You must submit any written assignments to TurnItIn first. TurnItIn, is a plagiarism checker that checks the similarity of your work to other published works. Once your work has been checked and scored you will receive a digital receipt. Keep that digital receipt for your records.

When you have submitted your work on TurnItIn you must then submit your assignment on Moodle.

Always submit assignments via Moodle – you cannot submit assignments for marking to TurnItIn.

Moodle file submissions are a 2-step process. Until the second page has been confirmed, the work is in draft and not officially submitted.



For more information on how to submit via Moodle, check out the Digital Training team's guide on Moodle Submission:

tinyurl.com/YSJ-Moodle-Submission

Submitting work to Moodle

- Submitting Word file assignments to Moodle: tinyurl.com/Submitting-file-assignments
- Submitting an essay to Turnitin via Moodle: tinyurl.com/Submitting-to-Turnitin
- Submitting Mahara ePortfolio to Moodle: tinyurl.com/Submitting-Mahara
- Submitting video to Moodle: tinyurl.com/Submitting-video-to-moodle
- Submitting text or links to Moodle: tinyurl.com/Submitting-text-or-links

If you have any questions or issues with your assignments, please contact admin.london@yorks.ac.uk.



Add New Media

Title *

Category *

Description *
996 characters left

Email Address *

Your submission has successfully been uploaded to Turnitin.

Digital Receipt

Turnitin submission id: 163463895

Submission extract:

Assignment 1 Report Lorem ipsum dolor sit amet, consectetur adipisicing

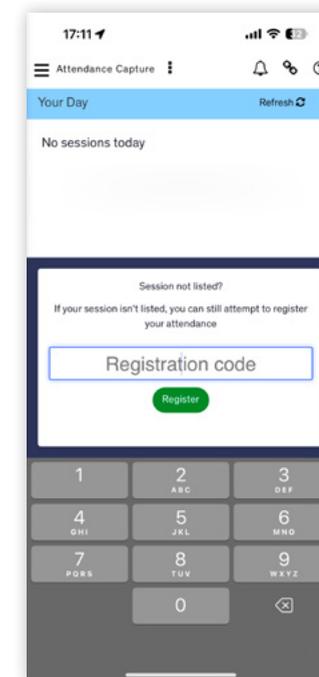
Attendance Monitoring

It is extremely important to register your attendance for your lectures and seminars. You can do so through the My YSJ app.

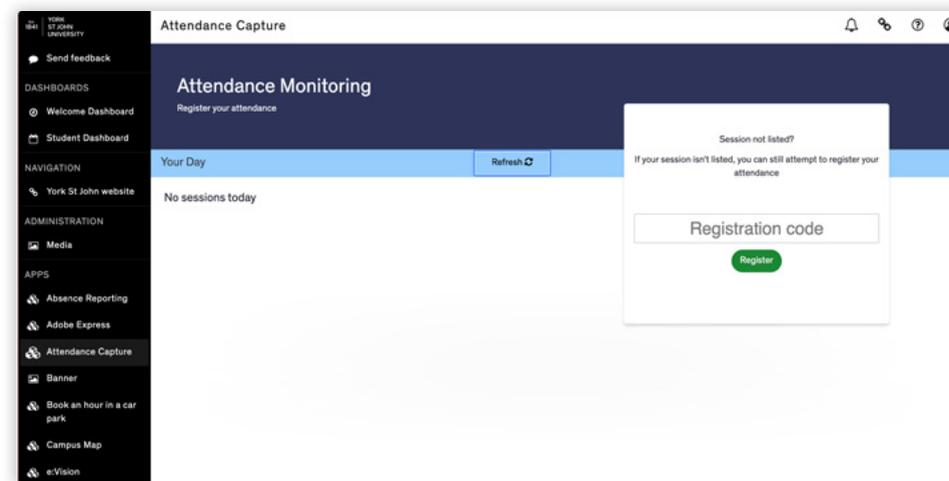
Register your attendance (online and face-to-face) by entering an 8-digit code given to you by your lecturer during the session. Please note that the code is unique for each session. Once you have received the code here is what you need to do:

Enter the code via the MyYSJ app. You will need to download the MyYSJ app if you haven't already done so.

You will see a tile on the app called 'Register your Attendance'. You just need to tap on the tile, find your required session from the list, and enter the code received during the session.



For more information on monitoring your attendance, visit the YSJ website: yorks.ac.uk/students/attendance-monitoring

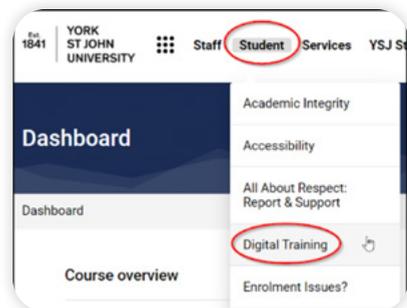


Student Digital Support team



More help and guidance are available through the Digital Support and Digital Training team.

[Digital Training Introduction to Microsoft Teams](#)



One-to-one training and tutorials

One-to-one training is available for most of the software and systems that are used day-to-day at the University. Tutorials can be held online, and, where possible, we can help using screen-sharing technology. Book a one-to-one or small group tutorial using the link below.

Book a one-to-one or small group tutorial using the link below.



Book a digital training tutorial:
tinyurl.com/Digital-Training-Tutorial

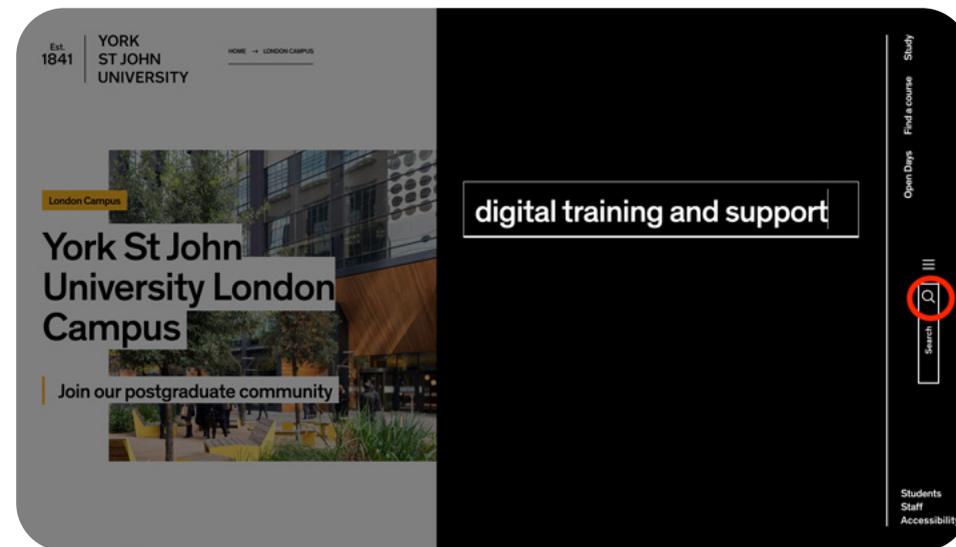


Book a digital training tutorial (London):
<https://tinyurl.com/D-T-Tutorial-London>

If there are no suitable tutorial slots, or you simply have another query, you can contact us for help or to arrange a tutorial by emailing digitaltraining@yorks.ac.uk



You can also try our self-help guidance and resources:
tinyurl.com/YSJ-self-help-resources





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