STUDENT IT HANDBOOK

2024/25

1.0 College Computers

Throughout the academic year, you can use college computers or laptops or bring in and use your own laptop / tablet. To print documents, you can use the printers in selected classrooms or you can print to the photocopiers in the common areas.

 (**Note** : You will need a pin for the all printers See Section 5 on Printing for detailed instructions)

1.1 College Networks

The desktop machines throughout the college are on a wired Local Area network. For Wifi devices the following wireless network can also be used.

Network: **DDLETB_Temp**

Password: **askaboutwireless**

1.2 Your DCFE Username & Password (Office365)

Your DCFE college(**office365**) username and password will be emailed to you at the start of the academic year.

It will be emailed to the ' personal' email you provided in registration process (gmail / yahoo/ Hotmail / outlook etc.) Originating from noreply@tools4schools.ie with the subject Welcome to Dundrum CFE

This username and password will be required to log into any college desktop or laptop computer, Microsoft O365 and Moodle and for printing purposes

Note the office365 username and password is separate to the username and password for the eNROL   system which will separately be emailed to your 'personal' email (gmail / yahoo/ Hotmail / outlook etc.) from **smtrelay@mit.ie** entitled 'Successful Application Submission. It will also be in your Offer Letter.

"eNROL" system. eNROL is where you pay your €50.00 acceptance fee, complete the Learner Detail Form and upload documentation such as, ID, LC results, medical card and your photo etc.

It is important to check your personal email for both of the username and password mentioned above

- Your DCFE **email address** is your 8-digit username followed by *@dcfe.ie* E.g. 20245678@dcfe.ie.

- Your DCFE **email address password** will consist of a combination of numbers, letters and special characters, and is case sensitive. E.g. aA*12#zZ

Your college email address and password will be used to log in to:

       Any college computer / college laptop

       Microsoft 365

       Moodle

1.3 Resetting Your Password

Your Office username and password can be reset by selecting Forgot Password. For additional support contact your Programme Lead .

Iin the event of an issue with ENROL password contact your Programme Lead

2.0 Microsoft Office 365 Account

2.1 Your College Email Address & Microsoft 365 Account

Your college email address is your college 8-digit computer username followed by *@dcfe.ie* E.g. If your college computer username is 20245678; then your college email address is *20245678@dcfe.ie*

2.2 Logging in to Microsoft 365 the First Time

On your internet browser, go to the college website *https://cfedundrum.com/ and on the top right of the DCFE homepage click on the 3 dashes and then click '**My DCFE**'.*

1. Scroll down the page and Click the **Office 365**

Moodle and Microsoft Education Workspace

These simple, flexible, and secure tools with Microsoft for Education and Moodle make collaboration easier, streamline instruction, and keep your learning environment secure.

2. Enter your college **email address**.
   Your college email address is your college 8-digit student number followed by @dcfe.ie E.g. If your student number is 20245678; then your college email address is 20245678@dcfe.ie "

3. Click '**Next'**

4. Type your **password**.

   Note: Your Microsoft 365 password would have been given to you at the start of the year by email. E.g. aA*12#zZ
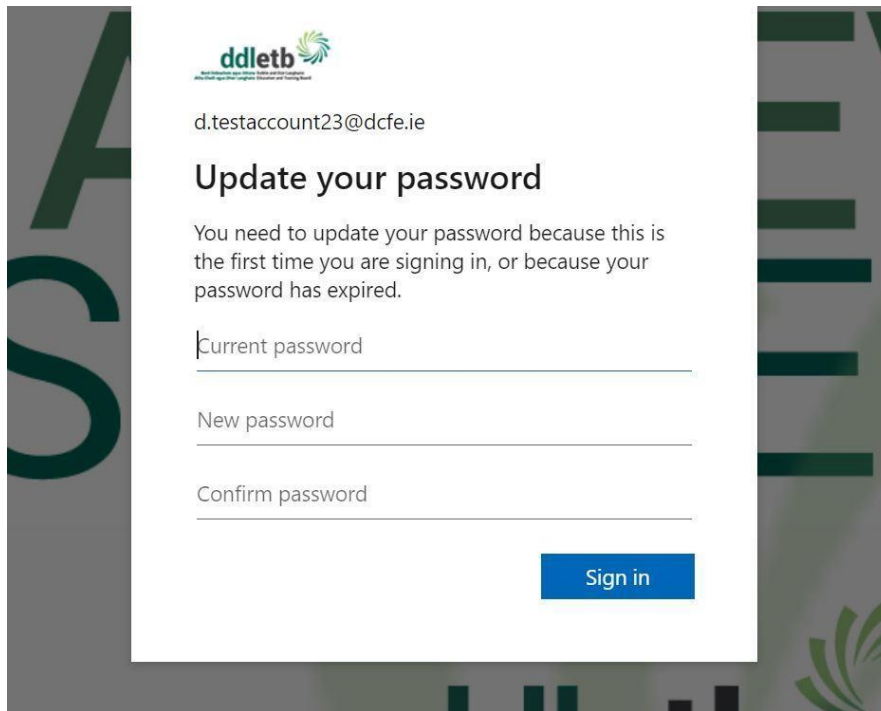
   ### Enter password

   ············|

   Forgot my password

   Sign in

5. Click **Sign in.**

6. You will need to change your password on first login. Make sure to store you password


7. When first using your office account you will be setting it up in the college campus during induction and even though there is no multi-factor authentication (MFA) is required here when in the college it is advisable to set it up at the start. You will need mobile phone number to complete

8. You should get the following screen to complete authentication. If you are not prompted to do so you will need to go to your profile on your 0365 landing page.
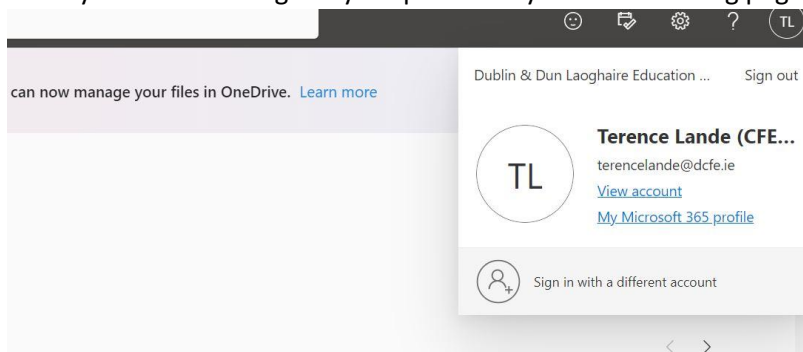

And then go to your security info
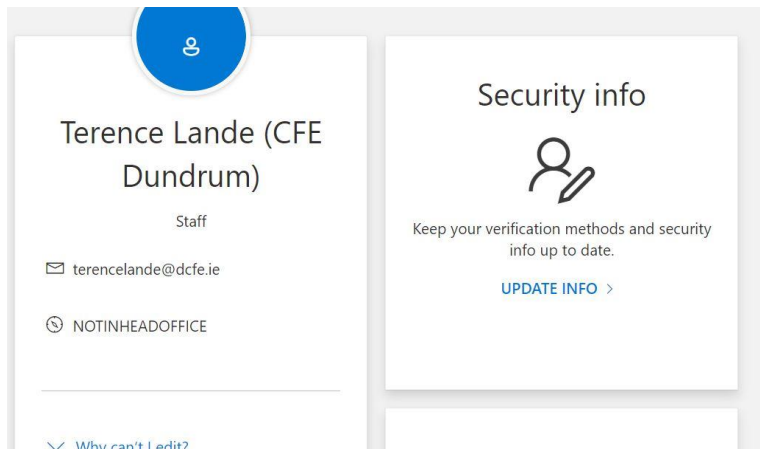
You will be able to update your profile as per step 11 below
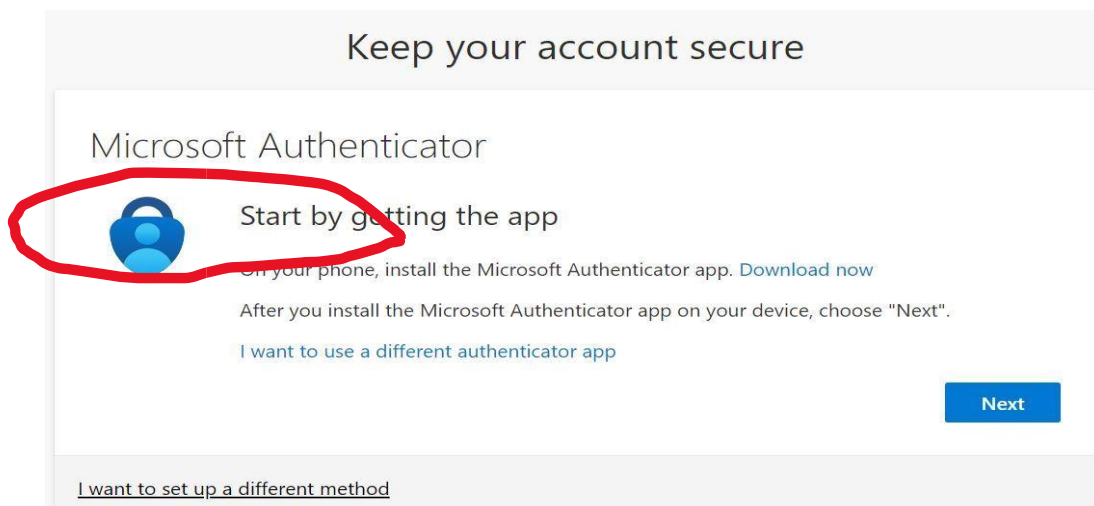
9. What this means is that once you are outside the campus. (At home for example) you will require this extra security check in order to login. (i.e Multi Factor)

10. The above prompt gives a choice to either select to use an app that you must download to a smartphone or alternatively just get an SMS to your phone to authenticate, you can select "I want to set up a different method" and follow the prompts for this second method.. It is advisable to choose this second method by the college
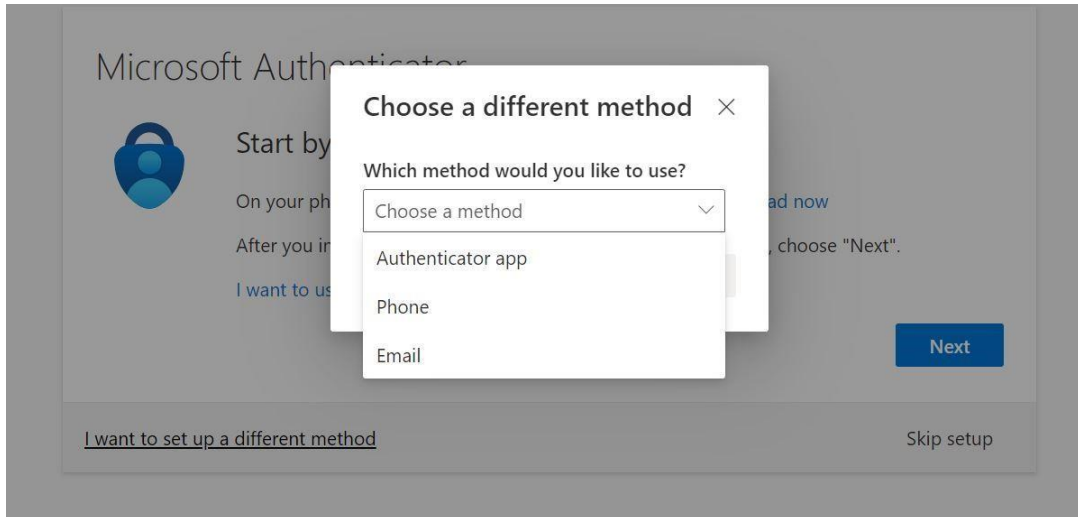
Choose Phone
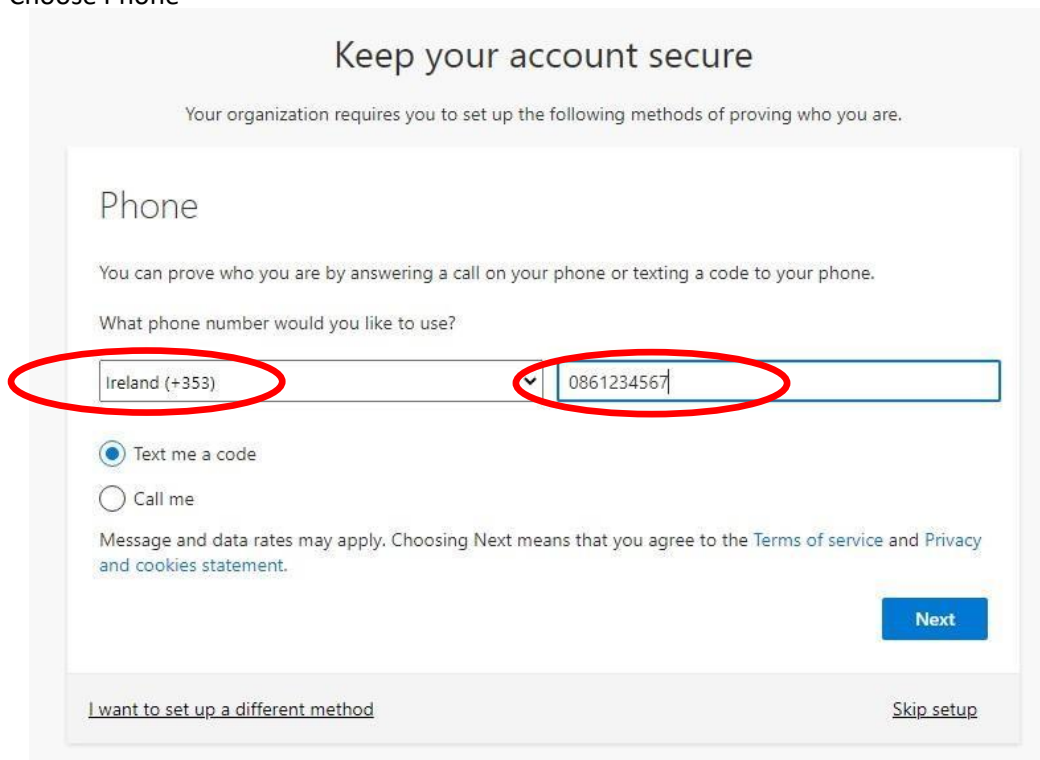
11. From the drop arrow, select '**Ireland (+353)'** and type in your full mobile phone number (Note: this mobile number may occasionally be sent a code for authentication / security purposes).

12. Click '**Next'** and a code will be texted to your mobile phone.

Phone

We just se   git code to +353 0868476907. Enter the code below.

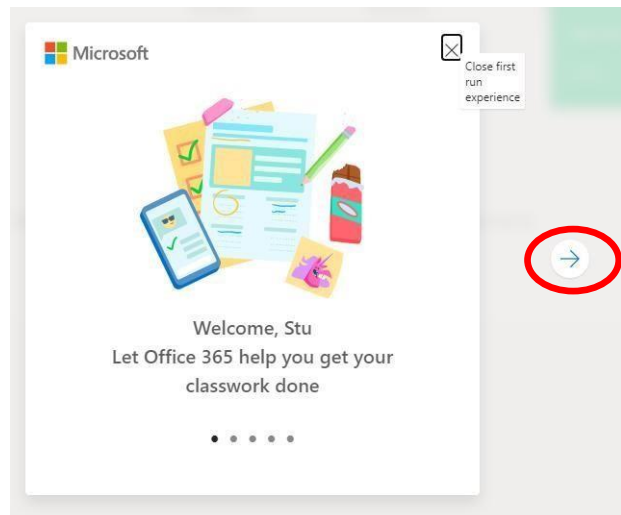771656

Resend code

Back   Next

13. Type in the code provided and click '**Next'**.

14. It may say something like "*SMS verified*. Your phone was registered successfully". Click '**Next.**

15. Choose "**Done**" to continue signing in".

16. Now that you were logged in, you can move through '*First run experience'* slides by clicking the arrow on the right of the slides.

3.0 Accessing your College Email for the First Time

1. Once logged in to Microsoft 365 t, click the app launch icon (i.e. the 9 dot grid on the top left corner). It will display all the apps within the Microsoft 365 program.

2. For email, select '**Outlook'**.
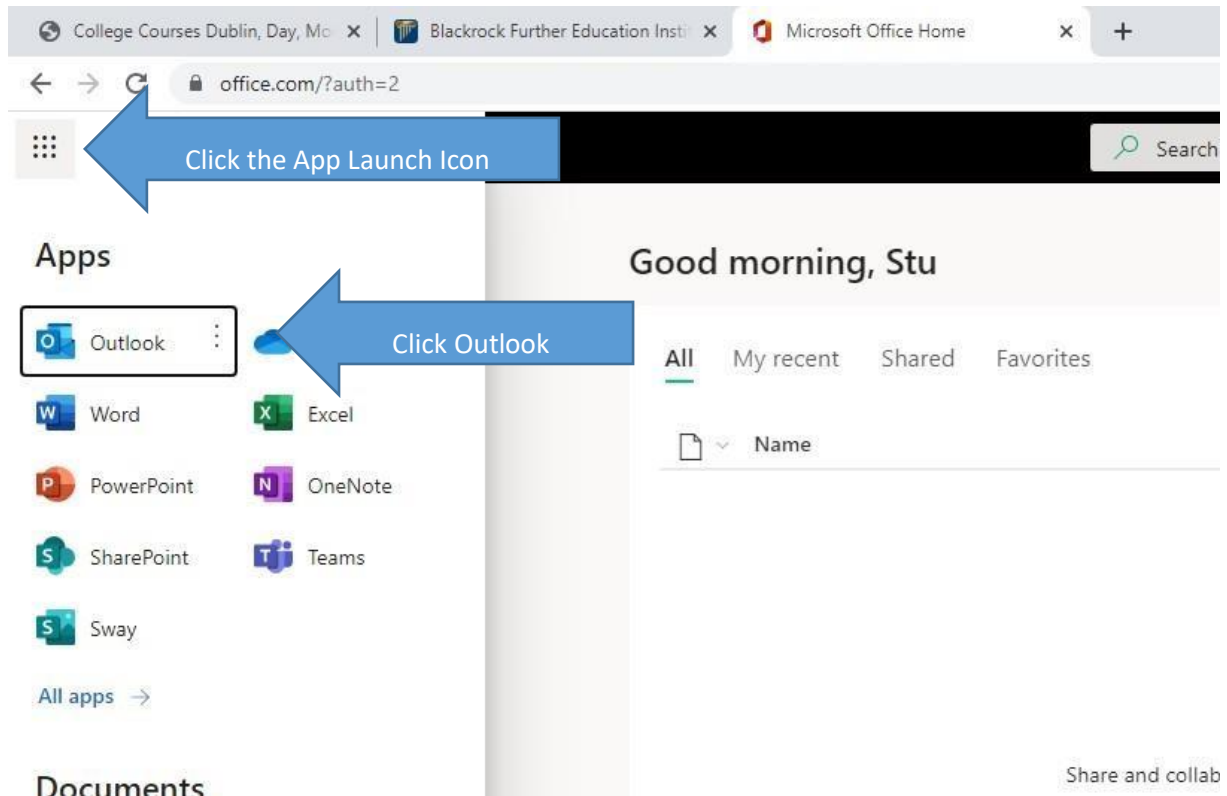
Note: This email account will be used by all staff to contact students and likewise you must use only this email account to communicate with both staff and students in DCFE so you should check your college email every day/morning.

You can download the 'Outlook' app on your phone so you can be alerted when college emails come in.

3.1 Download Microsoft Office Software to Your Home Computer/Device (Free)

As a student of DCFE, you are provided with 5 <u>free</u> Microsoft 365 Office Software licences. This means you can install Microsoft Office software on 5 separate personal/ home devices and thereby get access to the full "Desktop versions" of Word, Excel, PowerPoint, Outlook etc. for the academic year.

While the 'online' versions of Word, PowerPoint etc. are often sufficient for *basic* coursework, you may need also access to more functionality and features of the Office the 'Desktop' versions for other work (E.g. Word Processing or Spreadsheet classes).

NB. You must log into your college Microsoft 365 account on your home computer/device in order to download the free desktop software to the hard drive of that particular device.

1. On your home computer/device, open an Internet browser and log into your Microsoft 365 account

2. Click the app launch icon (i.e.9-dot menu grid in the top left-hand corner)
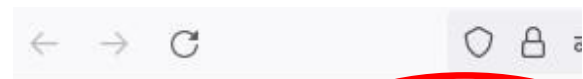
   Microsoft 365 →

3. To the right of the app launch icon, select
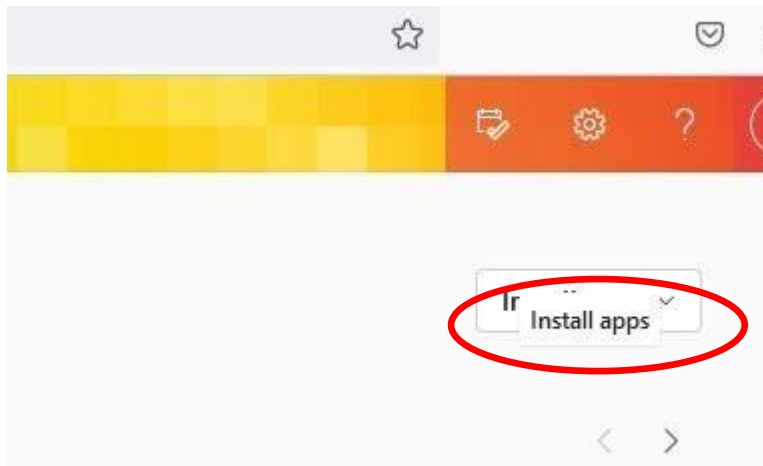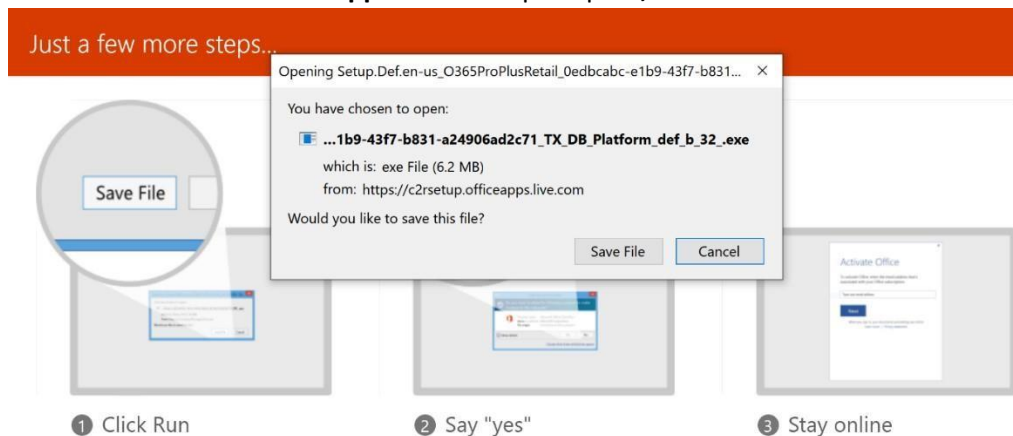
   Apps

   Outlook   OneDrive

4. On the top right, click '**Install Apps'**

5. Select **Microsoft 365 apps** and when prompted**, Save File**

6. **Run** the saved *.exe* file and follow the prompts to complete the download.

## 4.0 Storing Coursework - Microsoft 365 OneDrive

Storing Coursework:

- **All students are required to store all college coursework ONLINE** throughout the year. You can store college work on your Microsoft 365 OneDrive which is accessible using your college username and password.

- Students should NOT save their work to the hard drive of college computers (i.e. NEVER save your files to "This PC" in places such as 'Desktop' or 'Documents' or 'Downloads' or 'Pictures') as you may not be able to access this work later. USB storage devices/memory sticks are not recommended for storing college work as they can get lost, left in computers and/or corrupted.

- Note, all student accounts (Microsoft 365, DCFE network, Moodle,) will be disabled at the end of May when the academic year is complete. All student files stored on these accounts will no longer be accessible. Students should back-up, on their **personal** cloud storage, any college files they wish to retain before the end of the academic year.

1. Once you have logged in to your Microsoft 365 account, click the app launcher icon (i.e. the 9 dot grid on the top left corner) to expand the app menu.

2. Click on **OneDrive**
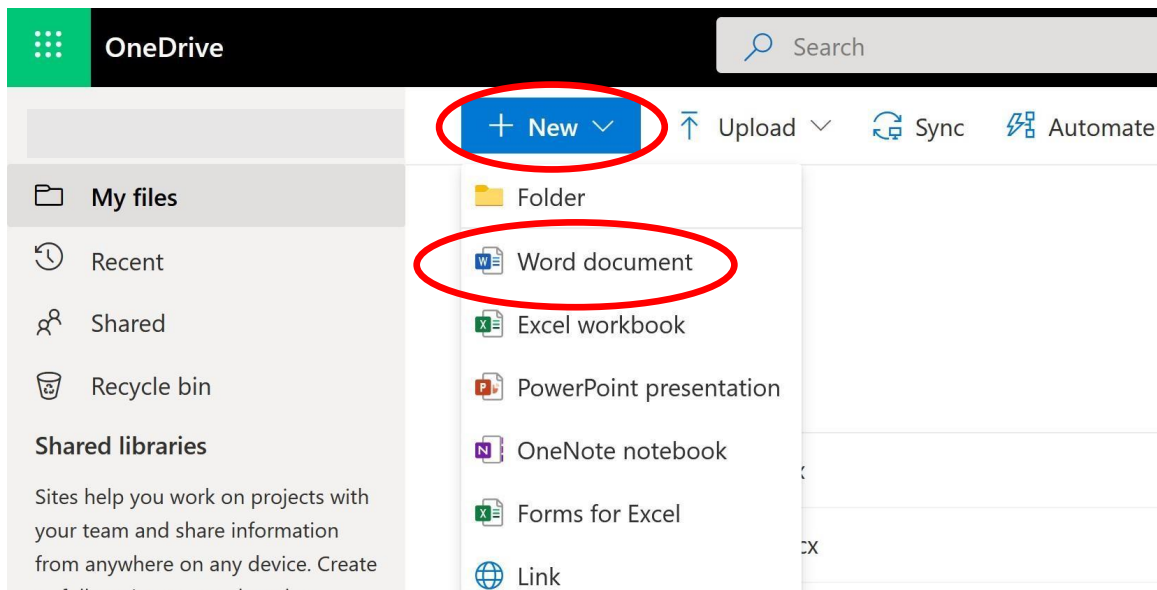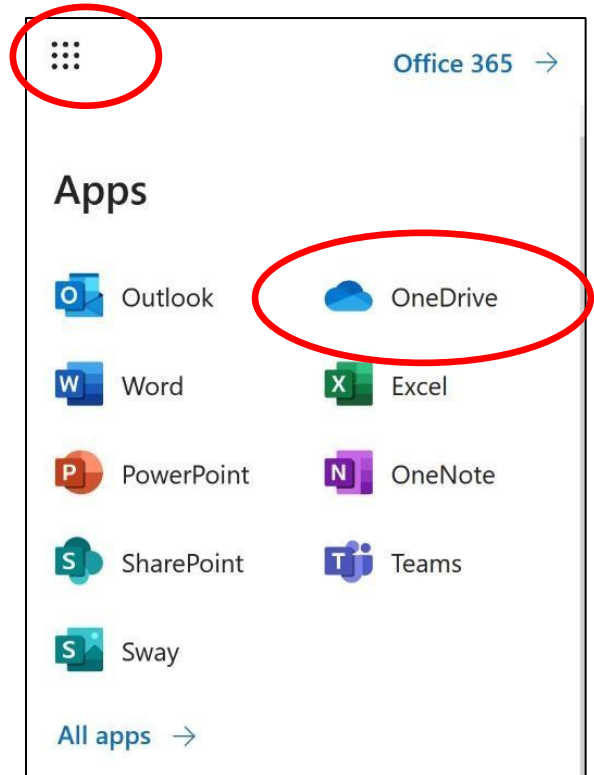
1. Give this new document a title by clicking where in the top left where it says 'Document1' or 'Document2' etc. and typing a new file name to replace this one. See example below.
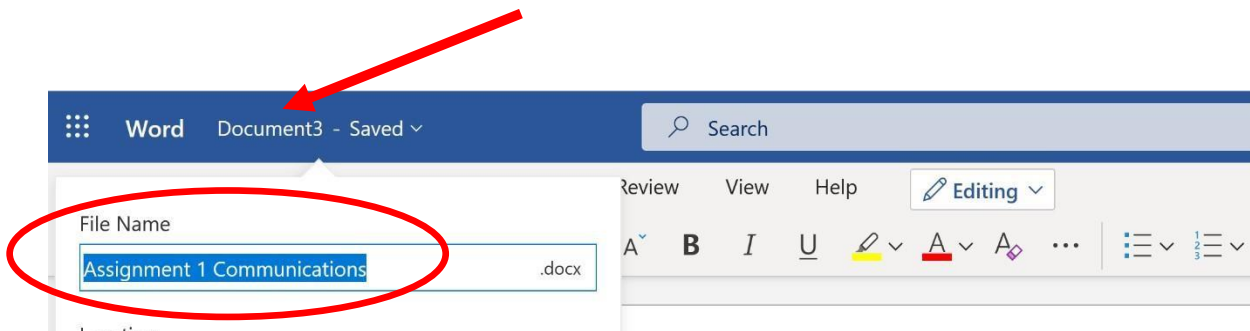
As you type in the online version of MS Word, your work is automatically saved as you type. You can close out at any time and the last text you typed will be saved. This document is also accessible anywhere you have Internet access and open Microsoft 365.

It is recommended that all college assignments are done using Online MS Word unless specifically stated otherwise by your subject Teacher or where other applications or more advanced Word features are required.

Saving to USB memory sticks is not recommended due to the risk of being lost or corrupted. You should upload all coursework to your Microsoft 365 OneDrive so you can access the file at anytime from anywhere there is Internet access.

While at college computers and working in the Desktop version of Office programs like Word, Excel etc., you can set up the program so that when you choose to do File>Save As, there is an option to save directly to your college OneDrive so that it automatically saves up online (This saves you having to Upload from within the OneDrive application).

4.1 How to Upload a Word file from a Computer's Hard Drive to the OneDrive

If working from home and you have saved the Desktop version of a Word document assignment to your home computer's hard drive (E.g. in a place like 'Desktop' or 'Documents'), then you will need to go online and log in to your Microsoft 365 account.

1. Once logged into Microsoft 365, click the app launcher icon (i.e. the 9 dot grid on the top left corner) and then click **OneDrive**.

2. Click **Upload** and then **Files**
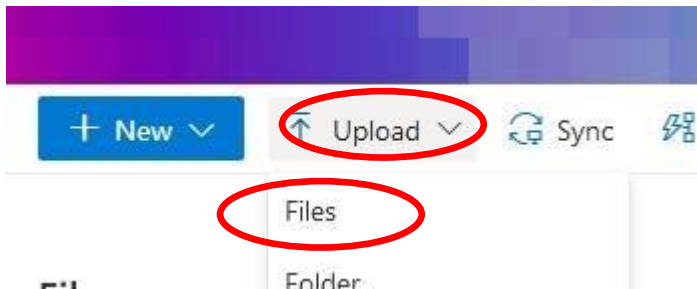
3. Navigate to where you saved the file (E.g. Desktop or Documents) and click on the file name it to select it. Click **Open.**

4. A message, like below, should appear telling you the file has now be uploaded.
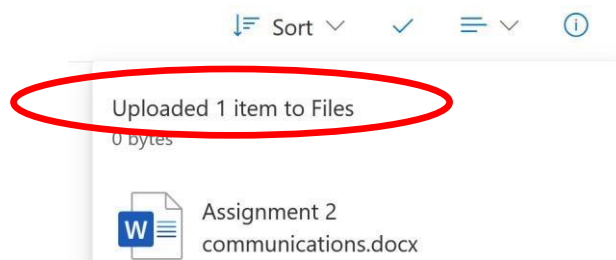
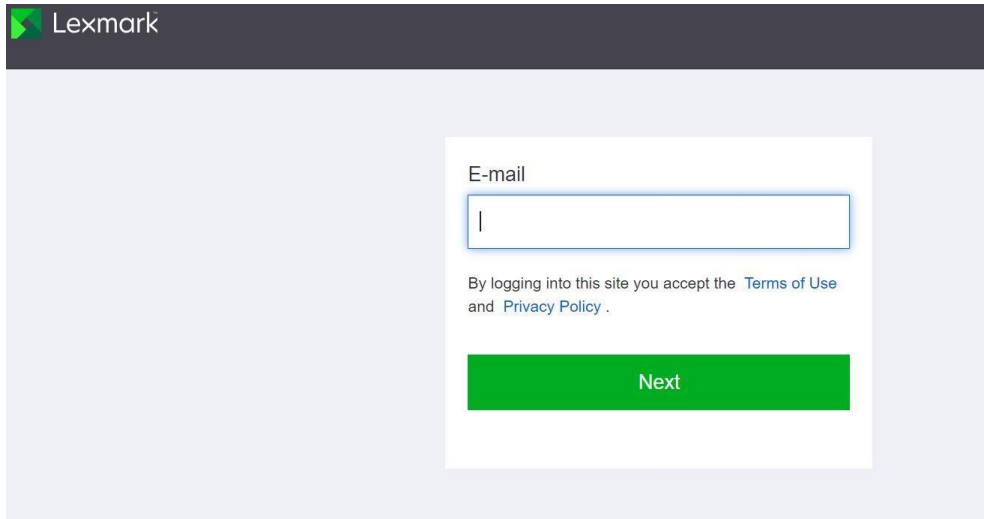## 4.2. Sharing files from your OneDrive

1. Once you have logged in to your Microsoft 365 Account, click the 9-dot menu grid in the top left-hand corner to expand the app menu and click on **OneDrive.**

2. <u>Open</u> the file or document that you want to share.

3. On the top right, click the **Share** button and in the 'Send link' pop-up box, type your recipient **email address**. Note: Staff email addresses consist of the Teacher's first initial, then full surname followed by *@dcfe.ie* .Click **Send**.
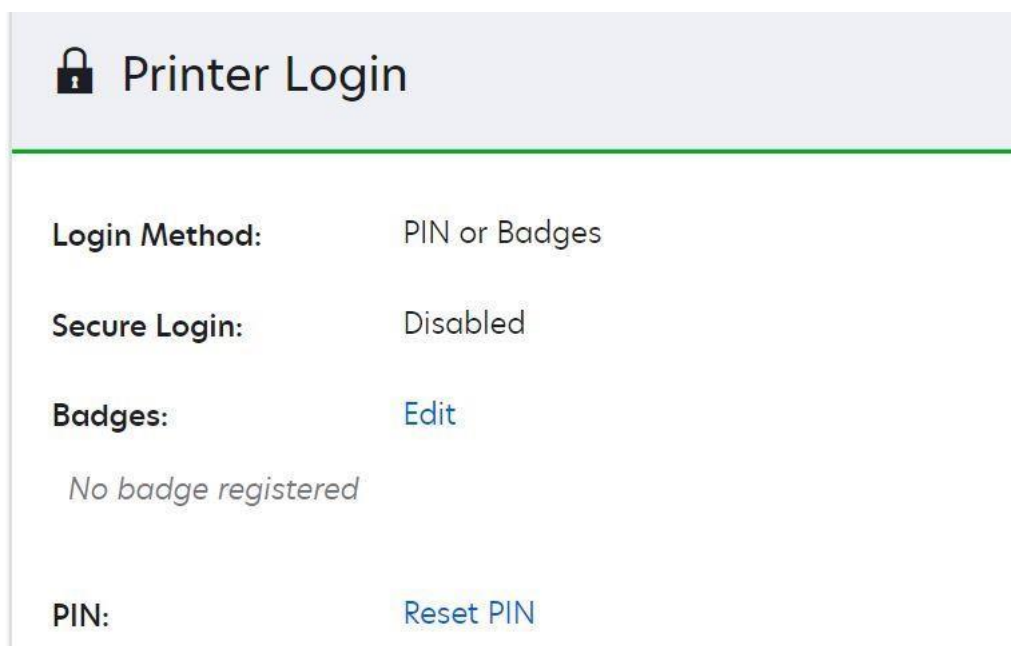
5.0 Printing in DCFE

For use of secure printing in the college building you must use an application (LexMark CloudPrint) and have a Printing PIN. You can use this pin on any printer in the college buildings.

5.1 Generate Your Printing PIN

1. Go to: **https://cloud.lexmark.com**.

2. Type in your @dcfe.ie email address and click Next

3. Go to **My Account** and click on **Set PIN** under Printer login section

🔒 Printer Login

Login Method: PIN or Badges

Secure Login: Disabled

Badges: Edit

    No badge registered

PIN: Reset PIN

4. A new PIN code will be generated and emailed to your college email inbox. (Check your Junk email if not sent to your inbox) You will need this PIN when you are at a printer and want to release what you sent to the print queue so it is advised that you take a photo of this PIN or store it somewhere in your phone.

5.2 Printing through browser

5. There are various ways to use cloud print but the easiest way is to directly through the browser .Go to   https://cloud.lexmark.com

6. If you are not already logged it to your office account you will then be asked to login to your dcfe.ie office account here.

7. Go to Print Management from the dashboard and then Print Queue
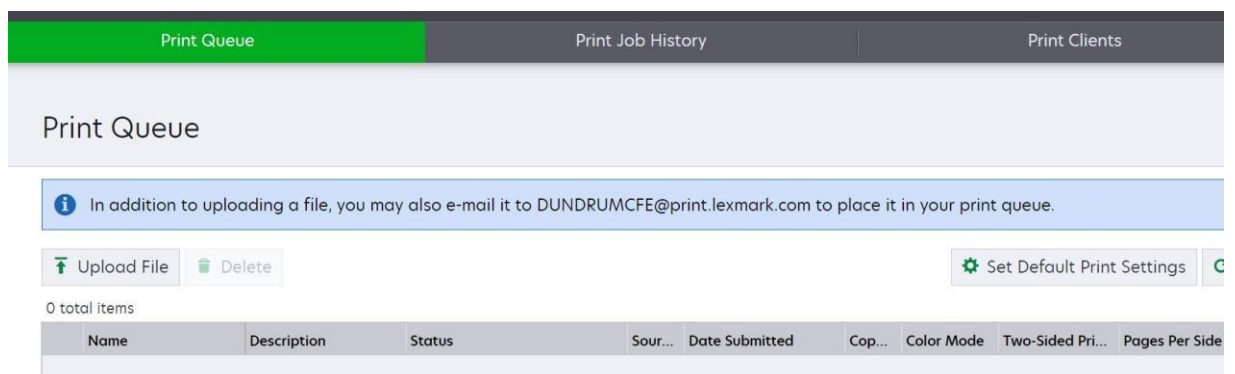
8. Click on the "Upload File" and select the file(s) you want to print. They will appear in the queue

   If you need to change the default print settings you can do this by clicking on set default print settings within the Lexmark Portal.

9. Go to printer and enter pin and select print release to collect your print outs

Note the desktop may have Cloud Print Management pre installed like in the following pictures. In this case you can select that Printer and collect your printout from the printer but you need to be using your PIN
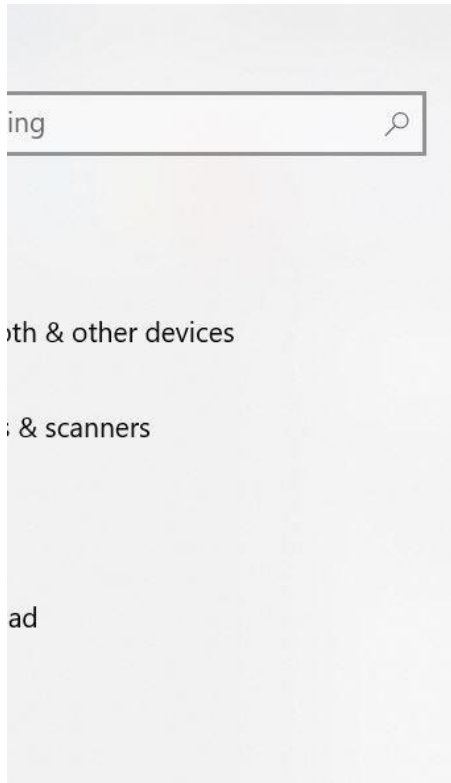
Printers & scanners

Add printers & scanners

+ Add a printer or scanner

Printers & scanners

🖨 Cloud Print Management - PCLXL

🖨 ECOSYS M6230cidn
Offline

🖨 ECOSYS M6230cidn (Copy 1)
Offline

Printing Notes:

The system is configured to automatically delete all unreleased print jobs older than 24 hours.

If you forget your PIN number and can't find the email from Lexmark: you can generate a new pin by logging into **cloud.lexmark.com** with your college email address and password. Navigate to "My Account" and under printer login section, click on "**Reset PIN**". The system will send you a new PIN code to your college email inbox.

6.0 Help & Support

Contact your Programme Lead for initial help and support to any of the topics in this handbook. The Programme Lead will contact IT Support on your behalf for problem resolution.

Appendix – Other Training Documents

See below a guide to all College Apps and IT services.

MICROSOFT OFFICE 365 RESOURCES			
	TOPIC	**Document**	**VIDEO**
1.1	Logging into Office 365 for the first time.	**Document 1.1**	Video 1.1
1.2	Outlook (College Emails)	**Document 1.2**	Video 1.2
1.3	One Drive (Storage for your files)	**Document 1.3**	Video 1.3
1.4	Word (To create assignments)	**Document 1.4**	Video 1.4
1.5	PowerPoint (Presentations)	**Document 1.5**	Video 1.5
1.6	Excel (Spreadsheets)	**Document 1.6**	Video 1.6
MOODLE RESOURCES			
	TOPIC	**Document**	**VIDEO**
2.1	Log into Moodle.	**Document 2.1**	**Video 2.1**
2.2	ENROLING to a Moodle course	**Document 2.2**	**Video 2.2**
2.3	Accessing lessons and resources	**Document 2.3**	**Video 2.3**
2.4	Uploading assignments.	**Document 2.4**	**Video 2.4**
2.5	Checking feedback from your teachers.	**Document 2.5**	**Video 2.5**
2.6	Re-submitting assignments.	**Document 2.6**	**Video 2.6**
2.7	Completing a "Quiz" as an exam.	**Document 2.7**	Video 2.7