

Get Office 365 for free

On your personal computer:

- 1 Log in to your **Student Email** with your student email address and network/Moodle password
- 2 Click on **Office 365** in the top left.
- 3 Click on **Install software**, or if this isn't visible, click the **cog**, then **Office 365** under *My app settings* then **Install Software**.

For tablets, ipads, etc:

- 1 Download the app for Microsoft Word
- 2 Use your student email username and password to activate.

Note: Office 365 only works while you are currently enrolled.



TIP: We recommend you use just one password for all your Ara logins.



TIP: If you forget your password, go to Campus Life and type "password" in the search box. This will bring up a Password Reset facility. You can use this whether you're on campus or using your own device off campus.

Connect to Wifi

To connect your device to Ara wifi, you'll have to log on with your details to an Ara campus computer first.

Once you have completed this, go the **IT Help** page on **Campus Life** under **Support for you** (<http://campus.ara.ac.nz/support-for-you/IT-help/wifi>)

Here you will find instructions for setting up wifi on most common devices including: Android, Apple, Windows, etc.

For further assistance on getting set up for study :

ICT Service Desk
03 940 8880
ictservicedesk@ara.ac.nz
<http://campus.ara.ac.nz/your-study/IT-help>
or speak to staff at the library

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Kā tautoko ako
Academic Support Services

Getting ready for study

This brochure has been created to guide you through some important things you need to do to get set up for study.

To get started, there are two things you need (which are both included in your enrolment letter):

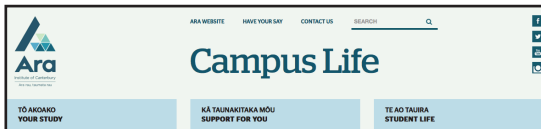
- Your network username and password
- Your student portal name

Logging in to a campus computer

When you use a computer on campus, you'll need to log in using your network username and password. Login for the first time using the password provided in your enrolment letter. You then select Ctrl+Alt+Del to create your own password. Your password must be at least 9 characters, upper and lower cases, symbols and numbers.

Visiting the Campus Life website

You'll use Campus Life frequently while you're studying at Ara. It's where you go to access your Moodle, Student Portal and Student Email. The address for Campus Life is : <http://campus.ara.ac.nz/>



Logging in to Moodle

Moodle is where your tutors will place your course information. Before you can login your own device, you need to login using a campus computer.

- 1 Go to the Campus Life website (<http://campus.ara.ac.nz/>)



- 2 Login using your network username and password
- 3 Click on the name of the course to see your course information



Logging in to the Student Portal

- 1 On Campus Life website, select Student Portal



- 2 Enter your username with your first name, then a full stop, then your family name e.g. Joe.Bloggs
- 3 Click on **Retrieve your password**.



- 4 Enter your **birth date** with no spaces or dashes, e.g. 17081992

- 5 You will receive an email (to the address you gave when you enrolled) with your password
- 6 Enter your password and click **Login**.
- 7 Change your password at the bottom of the **Details** page.

Logging in to Student Email



On a campus computer

- 1 Click on **Student Email** on Campus Life (<http://campus.ara.ac.nz/>)
- 2 Change the timezone by scrolling down to select **+12 Auckland Wellington**. Your inbox should be open.

On your own device

- 1 Log in, use your student email address (e.g. arb123@arastudent.ac.nz) and your normal network/Moodle password. Alternatively, access from <http://outlook.office.com/arastudent/ac/nz>

To forward your email

- 1 Click the cog  in the top right.
- 2 Select **Options** (if you don't see Options, select Mail under *My app settings*)
- 3 Click on **Forwarding** in left column
- 4 Fill in the email address to forward to and click **Save**.