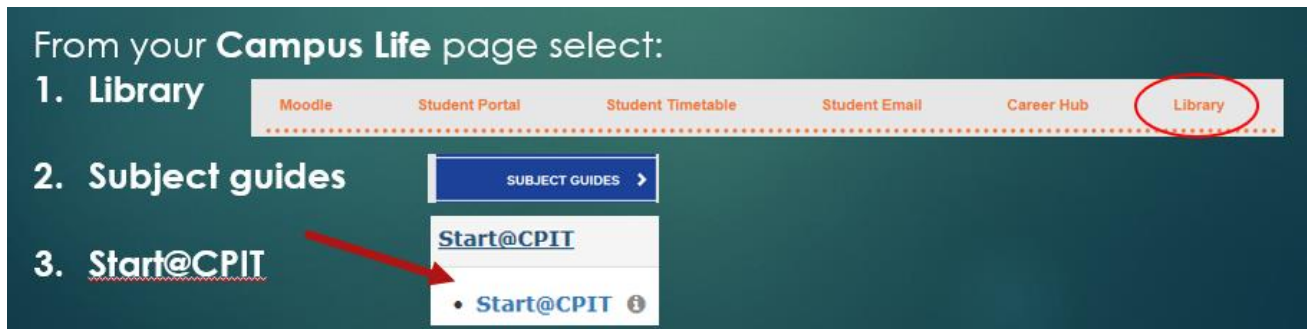


Technology on the Go : A checklist

If you are not sure how to do some of the processes in the checklist below ask a librarian for assistance or work through the information on the **Start@CPIT** subject guide. To find it ...



- Favourite or bookmark **campus.cpit.ac.nz** on your computer or device. (Star or Ctrl + D on keyboard)
- Log in once to **Moodle** on a CPIT computer so you can log in to this from home.
- Log in to **Student Portal** and change your password so it is the same as your network password.
- Log in to **Student Email** and change your password so it is the same as your network password.
- Set up forwarding to your preferred email address in **Student Email**
- On your own computer or device download **Microsoft Office 365** from your Student Email **FOR FREE**.
- With **Office 365** use **OneDrive** to save your work in the cloud for anytime, anywhere access.
- With **Office 365** use **OneNote** to organise and share valuable study notes in the cloud.
- Set up the **Office Lens app** on your smartphone to capture notes from a whiteboard, photos etc. to save instantly to your **OneDrive, OneNote** and your **Gallery**.
- Set up your own devices with free wifi access at CPIT. Ask a librarian for the password.
- Set up your own devices with a shortcut to **mobileprint.cpit.ac.nz** to print from your own device.
- Find and favourite the subject guide to library resources for your course. **Library.cpit.ac.nz / subject guides**.
- Favourite the **IT help** page for quick access to this. **<http://campus.cpit.ac.nz/support-for-you/IT-help>**
- Add the **Easybib** app to your smartphone for quick scan of book details in APA to email to yourself for your reference list.
- Set up **sms text alerts** for library notices.
- Improve your skills in **Office 365, Word, Excel, OneNote** and more with free courses at **Lynda.com**. Find at **<http://library.cpit.ac.nz>**. Click **Databases** then **Lynda.com**. Use your CPIT username and password to login.

Ask a librarian for handouts of instructions for **Student Email, Student Portal, Microsoft Office 365** and **Mobile Printing**.