


Get set up for study

You are ready to get set up once you have received confirmation of your enrolment. This letter will include your :

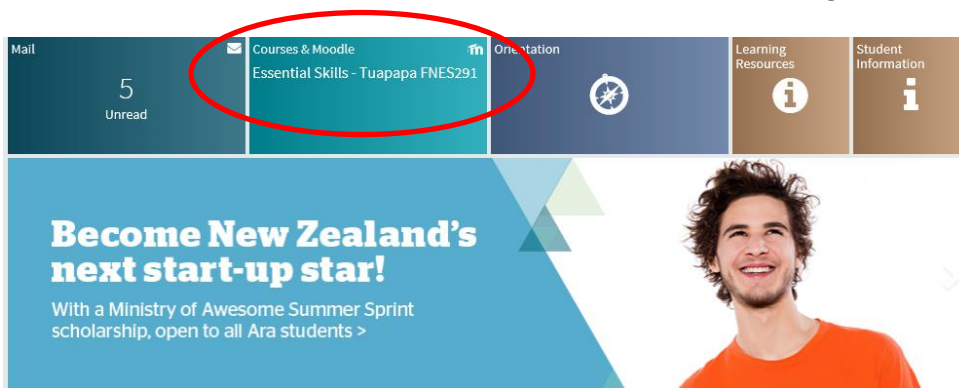
- Moodle username and password
- Student portal username.

1. Log in to a Campus computer

Use your Ara username and password. Change your password using the facility in the **Start menu**  or **Ara Links** unless automatically prompted. Your password must be 9 characters and include at least one upper case letter, one lower case letter, one number and one symbol.

2. Find **My Ara** at <https://myday.ara.ac.nz> Note: On your own device you can also download the My Ara app from your app store.

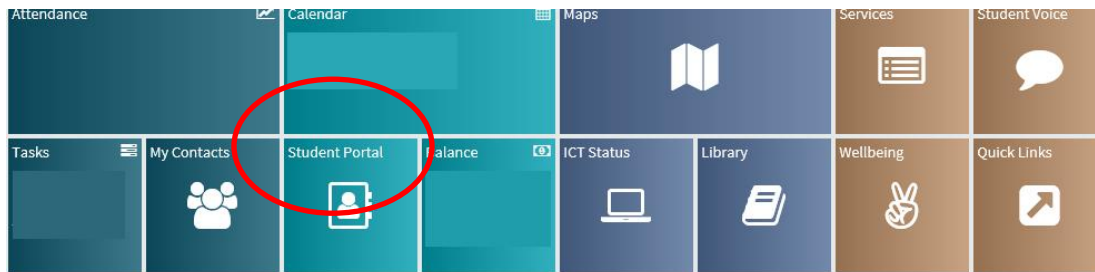
3. On a campus computer, find **Moodle** from your **My Ara** page. Moodle is where your tutor places your course information and assignments.



- a. Log in with your **Ara username and password**.
- b. Click on the name of your course to see your course information.

Note: Ring the ictservicedesk at (03) 940 8800, if you cannot easily get to a campus computer for your first Moodle log in.

4. Click on **Student Portal** on **My Ara**. Student Portal is where you can see your assignment and exam results or update your personal details.



a. Enter your username in the format `firstname.familyname`

e.g. Joe.Bloggs

b. Click on ***Forgot your password***

c. Enter your preferred email address.

d. Click on the link in the email sent to you to **reset your Student Portal password.**

e. Enter your birth date when prompted.

f. Enter your username and new password to access your Student Portal.



[Forgot your password?](#)

5. Open your Email in My Ara

On a campus computer

a. Click on **Email** on **My Ara**.

b. Change the timezone. Scroll down to click on **+12 Auckland Wellington**.

c. Your inbox should open.

On your own device

a. Click on **Email** on **My Ara**


b. If you are prompted to log in, use your Student Email address.

It's your **Ara username@arastudent.ac.nz**

e.g. **mav323@arastudent.ac.nz**

c. Use your Moodle password.

To forward your My Ara Email

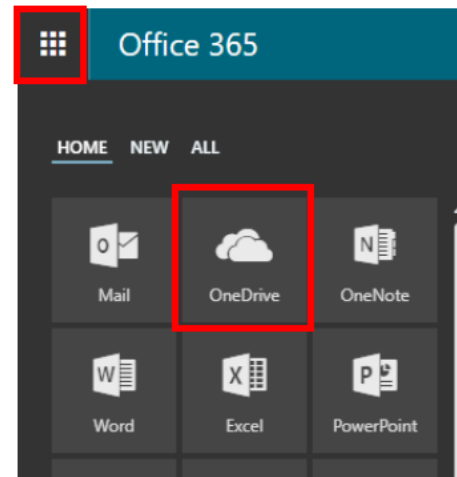
- Click on the cog  (in top right)
- Click on **Mail** which is under **My app settings**
- Click on **Forwarding** (in left column)
- Fill in the email address to forward to and click on **Save**.

6. Find your OneDrive

Students have 1 TB (1000 GB) of cloud storage. Upload and download files into your OneDrive which you access from your Student Email.


Once you are in your My Ara Email account :

- Click on the menu icon in the top left
- Click on the OneDrive icon



7. Get Office 365 for free

On your personal computer:

- a. Login to **My Ara Email** with your student email address and Network / Moodle password. (See No.5).
- b. Click on the cog  in the top right.
- c. Click on **Office 365** under **My app settings**.
- d. Click on **Install software** and follow the on screen prompts.

8. Connect to Ara wifi

Find Ara wifi on your device and enter your network username and password when prompted. If you have problems contact ICT or the Library staff.

9. Credit your printing account

Find <https://printfunds.ara.ac.nz/> and use your network username and password to add funds online.

10. Google **Ara Library** to find your library resources.

For further assistance

- Ask at the Library, City Campus, Christchurch, Manawa Campus or Timaru Campus
- Ring ICT : (03) 940 8800 or ring 0800 24 24 76 and ask for the ICT service desk
- Email : ictservicedesk@ara.ac.nz