

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 :

- *Ara username and password*
- *Student portal username.*

1. Log in to a Campus computer or Ara systems

- On an Ara computer, use your Ara username and password. Change your password by pressing Ctrl-Alt-Delete
- On your own device change your password at <https://pwd.ara.ac.nz/>.
- 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://myara.ara.ac.nz>

Note: On a mobile phone or tablet download the **My Ara** app from your app store. If prompted, log in to **My Ara** with your student email account which is your **Ara username@arastudent.ac.nz** e.g. **ajk32@arastudent.ac.nz** and then use your normal Ara password.

3. Find **Courses & Moodle** on your **My Ara** page. Moodle is where your tutor places your course information and assignments.



- a. If prompted, log in with your **Ara username and password.**
- b. Click on the Moodle button to the right of each of your courses to access each one.

4. Open your Mail in My Ara

On a campus computer

- Click on **Mail** on **My Ara**.
- Click on **Outlook** to access settings.
- If prompted, change the time zone. Scroll down to click on **+12 Auckland Wellington**.
- Your inbox should open.

On your own device

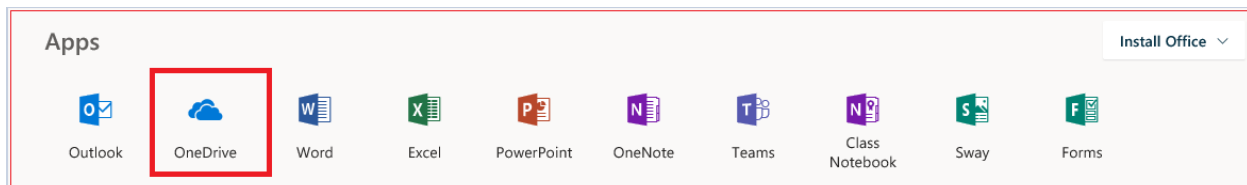
- Click on **Mail** in **My Ara**
- Log in with your username, which is your **Student Email address**.
(See no. 2)
- Use your Ara password.

5. Find your OneDrive

Students have 1 TB (1000 GB) of cloud storage. Upload and download files into your OneDrive which you access from the **Office 365** tile in **My Ara**.



Click on **OneDrive** to open it.



Note: You can access **OneDrive** while you are a student at Ara. Around 60 days after your course end date at Ara you will lose Ara OneDrive access. Move your documents from Ara OneDrive to alternative cloud or hard drive storage to maintain access if needed.

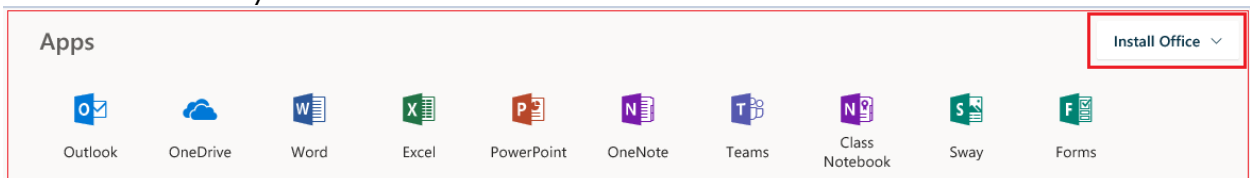
6. Get Office 365 for free

On your personal computer:

- a. Click on **Office 365** in **My Ara**. If prompted, use your student email address and Ara password. (See No.2).



- b. Click on **Install Office** and follow the on screen prompts to install Office 365 to your own device.



7. Connect to Ara wifi

Find Ara wifi on your device and enter your network username and password when prompted. Full instructions to connect on different devices are in **My Ara** on the **Student Admin** tile under **IT**. If you have problems contact ICT or Library staff.

8. Credit your printing account

Click on **Print Balance** in **My Ara**. Log in using your username and password.

9. **Ara Library** – Click on **Library Search** in **My Ara**, to search for books, ebooks, articles and more for your assignments.

For further assistance

- Ask at the Library, City Campus, Christchurch
- Click the **TechAssist** button in **My Ara**
- Live chat with a Librarian during open hours via [Asklive](#)
- Ring ICT : (03) 940 8800 or ring 0800 24 24 76 and ask for the ICT service desk
- Email : ictservice@ara.ac.nz