

Logging into the Ara Network for the first time:

Please enter your Ara username, click on **Reset password**, and follow prompts to log into the Ara network.

Note: Multi Factor Authentication (MFA) adds an extra layer of security to your account. Follow the screen prompts to set up MFA.

You can change your passphrase at any time by pressing **Ctrl-Alt-Del**.

To find out about passphrases, resetting passwords, accessing services from home, or Multi-Factor Authentication, visit: pwd.ara.ac.nz

MyAra:

MyAra is the place you go to access your:

- **Moodle** – this is where your tutor places your course information
- **Student email** – to set up forwarding to your personal email
- **Calendar and timetable** – to see when your classes are scheduled
- **Student portal** – to see your exam and assignment results
- **Library Search** - to access resources for your study
- **Study Smart** – for tips and strategies
- **Explore MyAra** – for Academic and Personal Support
- **Print Balance** - to load money for printing

Find **MyAra** at: myara.ara.ac.nz

Note: on a mobile phone or tablet, you can download the *MyAra* app from your app store.

If you are prompted to log in, use your student email account which is your network **username@arastudent.ac.nz** e.g. **abc12@arastudent.ac.nz** and then use your Ara network passphrase.

Logging into Moodle

- 1 Use the *MyAra* app or go to myara.ara.ac.nz
- 2 Select **Courses or Moodle**.
Login using your username and passphrase.
Your courses will be listed. Select the **Moodle** button at the right of each course.

Note: The direct Moodle link is: moodle.ara.ac.nz

Logging into Student Email

On a campus computer

- 1 Select **Mail** on *MyAra*.
- 2 Select **Outlook** to access settings. If prompted, change the time zone. Scroll down to select **+12 Auckland Wellington**. Your inbox should open.

On your personal computer

- 1 Select **Mail** on *MyAra*.
- 2 Log in with your **student email address** if prompted.
- 3 Use your Ara network passphrase.

To forward your MyAra email

- 1 Select the **Outlook button** above your inbox.
- 2 Select  (**Settings cog**) in top right.
- 3 Select **Forwarding**.
- 4 Switch on **Enable Forwarding**.
- 5 Fill in the email address to forward to and select Save



Logging into the Student Portal

- 1 Go to *MyAra*
- 2 Select **Student Portal**. Enter your username in the format: First name. Family name. e.g. Joe.Bloggs.
- 3 If you don't know your password, select **Reset Password**.

Enter username or personal email address and select **Submit**.

The system will respond with “an email has been sent with a link to reset your password”. Go to your email and follow the onscreen prompts to reset your student portal password.

Note: we recommend you reset this to the same passphrase as your Ara network passphrase.

Note: The direct Student Portal link is: ebportal.ara.ac.nz

Connect to Wi-Fi

To connect your devices to Ara Wi-Fi you must complete the logging into the Ara Network for the first time (explained at the start of this leaflet).

Once you have access to the Ara network: go to *MyAra*, then **Explore MyAra** and then **Student Admin**. Select **IT** and then **Wi-Fi**. Here you will find instructions for setting up Wi-Fi on most common devices including Android, Apple, Windows, etc.

Find your OneDrive

As an Ara student, you have 1TB (1000 GB) of cloud storage available to upload and download files into your OneDrive. If prompted, always use your student email address and Ara network passphrase.

- 1 Select the **Office 365** tile in *MyAra*.
- 2 Select **Apps**.
- 3 Select **OneDrive**.

Note: you can access OneDrive while you are a student at Ara. Around 60 days after your course end date, you will lose access to Ara's OneDrive. If you need to maintain access to your files, move your documents to an alternative cloud or hard drive storage.

Get Office 365 for free

On your personal computer

- 1 Select Office 365 in *MyAra*. If prompted, always use your student email address and Ara network passphrase
- 2 Select Install Office and follow the screen prompts to install Office 365 to your own device

On tablets or iPads

- 1 Download the app for Microsoft Word from the app store
- 2 Use your student email username and Ara network passphrase to log in

Note: Office 365 access is only available while you are currently enrolled at Ara.

For further assistance on getting set up for study:

ICT Service Desk

03 940 8800

ictservicedesk@ara.ac.nz

or speak to staff at the library:

library@ara.ac.nz | 03 940 8089



ara.ac.nz

0800 24 24 76

City campus

Madras Street
Christchurch

Manawa campus

Antigua Street
Christchurch

Timaru campus

Arthur Street
Timaru



Getting ready for study

ara.ac.nz

Ara is a Business Division of **Tāwhiri** –
New Zealand Institute of Skills and Technology.



Ara

Institute of Canterbury
Ara rau, ōrua mātahi rau