



West Lothian College – Accessing College ICT from home

Advice for Students during the Coronavirus outbreak. This document contains information about how to stay connected to College systems while off campus. It also contains useful information about how to access tools, download apps and how to get help if problems are experienced.

Ensure you know your password so that you can login from home by visiting

www.office.com

Mobile phone and tablet access to resources If you have a Smart Phone or tablet you will be able to download a number of apps which will allow you to access your files and keep in contact with the College during the disruption.

- Download the mobile app for:
 - Teams - <https://teams.microsoft.com/downloads> Your lecturer may use Teams to keep in contact with you, create meetings and post information relating to your course. You will also be able to keep in contact with the rest of your class using this app.
 - OneDrive - Google Play Store or Apple App Store OneDrive is where you have been storing your files while at College.
 - Outlook for Email - Google Play Store or Apple App Store Your lecturer or the wider College may send you important emails during the period of disruption.
 - Office Mobile App – Google Play Store & Apple App Store This app will allow you to open and edit Office files such as Word, Excel and PowerPoint.

You should login using your College email address (i.e. matricnumber@student.west-lothian.ac.uk) and password to access the apps.

Accessing resources using a laptop, Mac or PC If you have a personal laptop or computer you can use a browser to access many applications and services, further you may be able to download Office and various applications which will make access even easier. This will give you an optimised experience as you will be able to access your resources on a device which has a good-sized monitor and keyboard.

You only need to login once to Office 365 to gain access to all your apps such as Outlook (Email), Teams and OneDrive. To access these apps via a browser, do the following:

- 1) Open a web browser and go to <https://www.office.com/?auth=2>
- 2) Sign in with your College email address and password
- 3) The screen that opens will allow you to access all of the Office 365 apps and your recent OneDrive documents.

Moodle (Virtual Learning Environment) Your lecturer may be using Moodle to host learning material and courses. To access Moodle you can do so from a browser:

- 1) Open a web browser and go to <https://moodle.west-lothian.ac.uk/login/index.php>
- 2) Follow the on-screen instructions and sign into Moodle using your College email address and password.

Getting ICT help if the College is closed

- Use the College website and Twitter feed for updated information on how the College is dealing with the Corona virus.

- If you have forgotten your password then contact ICT through one of the below mediums:

Email: itservices@west-lothian.ac.uk

Telephone: 01506 427519