Hello and welcome to this video about IT services at the University of Bradford.

When you join the University, you will be invited to activate your account, and once you've done this, you'll be able to use the University's online services during your studies with us.

When you activate your IT account, you'll get an email address and a username. You will also create a password during this process.

For example, here is a student named Jayne Rachel Bloggs. She is given an email address which is 'j.r.bloggs2@bradford.ac.uk' and a username which is 'jrblogg2'. Jayne will create her own private password.

You'll need your username and password to sign into the University services. For example, jrblogg2, and your password. Be aware that some online services require you to add '@bradford.ac.uk' to the end of your username. Although this looks like your email address, it's not the same. Notice that your email address contains more characters, always includes your full family name, and also includes dots between your first name initials and your family name.

Here is a list of the main services and which username formats you need for each one. Remember to keep your details safe. Don't give your password to anybody else, and if you receive emails asking you to confirm your password, these emails will not be legitimate, so don't reply to them. The emails are from people who are attempting to steal your account details, so simply delete them.

Once you have your username and password, go to the University's website at www.bradford.ac.uk and select the 'Current students and staff' link on the top right of the screen. This will take you to this Microsoft sign in screen. Even though it asks you for your email address, you need to enter your University username with @bradford.ac.uk added at the end, as I described earlier. And select 'Next'.

This will take you to the University's sign in screen and it should remember your username. So here you just need to enter your password. If you've forgotten your password, select the 'Forgotten your password' link to set a new one. If you have any problems with signing in, you can call the IT Servicedesk on 01274 233333.

And once you're signed in, you will be taken to the University Portal. I'm a member of staff, and so I see a slightly different screen to you, but you will see something like this. The Portal is your personal digital dashboard and is your starting point for accessing all the University's services. Here you'll be able to see your course timetable details for the week ahead, University news and events, your library record, find out if there are any issues with any IT online services, any Office 365 groups you're a member of, study room availability, laptop loan details, and information about your student representatives.

Along the top is a search bar. You can use the search bar to find University intranet content, files that you've saved online, library resources, and more.

Over to the top right you can use this button to expand the slider to find your University email, calendar, and all the files that you store onto your OneDrive, which is the cloud storage available to you as part of your IT account. When you select that button at the top right of the Portal, the slider will open and you will be able to see your email, your files, and your calendar. Select each button to view each list, and at the bottom of each list is a 'View all' button. Use the View all button to open OneDrive and Outlook on the web fully.

Select the links on the left column to go to the following services:

Canvas is the virtual learning environment where you will find your modules, course materials, and links to online lectures. If you don't see the module that you're studying, please ask your lecturer or module leader. For help with using Canvas, see the 'Student guide to Canvas' course on your Canvas dashboard, or select the Help button on the left menu.

e:Vision is where you can access and update your personal details – for example, your contact details. It's your responsibility to ensure that you keep your information up to date. Be aware that for e:Vision, you need to enter only your username, without the '@bradford.ac.uk' bit.

PebblePad is the ePortfolio system at the University. Not all courses use PebblePad. Your lecturer will tell you about it if your course uses PebblePad.

The University has a system for placements. If you have a placement as part of your course, visit this link nearer the time.

Further down the left column are links to some of the most important sites within the University's intranet - so you have Health and Safety, Library Research Students, the Students' Union, and the Timetabling site. As well as viewing your timetable directly within the Portal, you can go to the Timetable link here to open up more information. This site has information about other ways you can view your timetable, as well as information about attendance, and FAQ. For help with timetable queries, contact your Faculty Office in the first instance.

The main Intranet Hub will take you to the full list of University services, but you can also search for these directly within the Portal - for example, search for 'counselling' - and you can see there is a Counselling and Mental Health Service site.

With your University account, you get access to many Microsoft 365 services. To access these, go to 'office.com' in your browser. You will need to sign into this using your University username with '@bradford.ac.uk' appended, and your password. Earlier I showed you how you can access your email and OneDrive files from within the Portal at the top right of the screen – but you can also access these here, and many other services.

Select Outlook to open your email.

Select OneDrive to store, access, and edit your University work files.

And you can access Microsoft Teams, which is a great tool for communicating and collaborating with your fellow students and staff. You can use Microsoft Teams to call, chat, have online meetings, share your screen and video, collaborate on files and more.

To find out more, search the Portal for 'IT Services' and visit the IT Services intranet site. Here you'll find all of our services for students, including help sheets, and how to contact us to report any IT issues.

We also have an IT advice service in the J. B. Priestley Library, which is run by fellow students who can help with downloading University software, using Word, Excel and PowerPoint, and advise about potential hardware issues.

Thanks for watching.