1. **MyDMU** – available at [https://my.dmu.ac.uk](https://my.dmu.ac.uk)

Click the above link or enter the address in your web browser to open the student portal, MyDMU. Select the **student** profile.

**Screenshot 1a: MyDMU, the DMU’s student portal**

You will be required to read and accept the Terms of Use.

Login using the following details:

- **Username**: Your student number with a P in front of it (this can be found on your student card)
  - e.g. **P01234567** or **p1234567x** (not case sensitive)

- **Password**: please contact your administrator or ITMS for your password.

**Screenshot 1b: MyDMU, the DMU’s student portal**
A personalised timetable tile is available on MyDMU, along with tiles for Email, Blackboard Lite, Office 365, Personal Information, Exam Schedule, My Gateway and Student Regulations. Further tiles will be added as they are developed.

**Screenshot 1c: MyDMU, the DMU's student portal**

The MyDMU app can be downloaded to a mobile device by visiting your app store. MyDMU Help will provide further information about using the MyDMU app.

When you log into MyDMU for the first time you may automatically be asked to change your password. Follow the instructions on the screen to change your password. Please also take the opportunity to set your security questions as this will allow you to reset your own password in the future should you forget it. If you are not redirected to change your password you can use the Password Self-Service by going to https://password.dmu.ac.uk at any time. There is also a Change Password tile on MyDMU.

**Screenshot 1d: Changing your Password**
2. **Blackboard** – access via MyDMU (or [https://vle.dmu.ac.uk](https://vle.dmu.ac.uk))

Blackboard is the University’s Virtual Learning Environment (VLE). **Blackboard Lite** will show you the most commonly used areas suitable for a mobile device. To view the full Blackboard site within a web browser click **Blackboard Home**. The full Blackboard site will enable you to access all the learning resources and submit assignments.

**Screenshot 2a: Blackboard Lite**

You can continue to the main Blackboard home page by clicking on the ‘Continue’ Button.

**Screenshot 2b: Initial Blackboard ‘Announcements’ and ‘Continue’ Page**

The ‘Browser Support’ link lists the browser and system requirements needed to ensure Blackboard runs correctly on your computer.

**Screenshot 2c: Single Sign-On Login Page**

You will need to login again using Single Sign-On as shown below.

**Login details:**
To login to Blackboard use the same login details as MyDMU. (Screenshot 1a)
The Blackboard Home tab includes a number of content boxes (see below). The Services tab provides links to other DMU services. Further help and guidance is available from the User Guide tab.

From the drop down arrow you have quick access to recently visited modules (courses). Also you can adjust personal information and preferences (settings).

Ensure you logout and close all browser windows when you have finished, especially if you are using a public workstation.

Additional Resources:
- Add Resources – add resources to your home page e.g. calendar, notes, Campus Pack
- My Modules – link here to any modules that you are enrolled on. Programme modules that contain generic information about your course may also be available.
- Essential Information – useful information for students, especially regarding current issues for all users.
- My Communities – your programme may use a community rather that separate modules, in which case you will be advised at your induction.
3. **Student Email** – access via MyDMU

**Example email address:** your Pnumber@my365.dmu.ac.uk e.g. 

![Office 365 Email.png](attachment:Office_365_Email.png)

Microsoft Office 365 provides your student email account, the **Office 365 Email** tile in MyDMU will let you open Outlook directly. You can also open Outlook using the Office 365 tile as shown below.

4. **Office 365** – access via MyDMU

Use the **Office 365** tile to open your email account in Outlook. If you have not already logged into the Single Sign-On you will be asked to login again using the same login details as MyDMU, see screenshot 2c. Open Outlook by clicking on the **Outlook** tile, as shown below.

**Screenshot 4a: Accessing Student Email in Office 365**

![Screenshot 4a: Accessing Student Email in Office 365.png](attachment:Screenshot_4a.png)

Use **New** to create a new email message or calendar event.

**Screenshot 4b: Student Email in Outlook**

![Screenshot 4b: Student Email in Outlook.png](attachment:Screenshot_4b.png)
Clicking on the settings button (cog wheel) will reveal the search box where you can search for forwarding. Click Start forwarding, enter the forwarding address, select the keep a copy option and then Save.

**Screenshot 4c: Student Email – forwarding to another email address**

5. Help and Support

**IT Induction and support for learning technologies** – available at: [https://libguides.library.dmu.ac.uk/celt/home](https://libguides.library.dmu.ac.uk/celt/home)

This library guide contains information about IT induction, learning technology, the Microsoft Imagine Academy (MIA) - training courses for Microsoft technologies, Microsoft Office 365, the Inspiring Digital Enterprise Award (iDEA) and ITMS support.

**Distance Learning Designer (DLD) Contact Details**

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