



Getting your Usernames and Passwords off campus

Your University network username and password will give you access to:

- your own folder on the OneDrive
- printing and photocopying account
- An email account
- Blackboard
- all of our ebooks, ejournals and other online resources.

1. Look up your username and password

- From a PC connected to the internet go to the address <https://apps.cumbria.ac.uk/AccountActivation>
 - If a Security Alert box appears, just select OK.
- This will take you to a screen where you need to
 - read and accept the terms and conditions (tick the box).
 - Select Student
 - Fill in the form, as below.

TIP - Just type the number up to the first slash (/). Don't include **/1** or **/2** in the number.

Student

Student number. This is the number on your Cumbria Card

Date of birth (dd/mm/yyyy)

Select a Memorable Question

Please select a memorable question ▼

Answer

- You will then be asked to set your password.

Your password must be:

 - At least 8 characters long
 - must include a capital letter
 - must include a number (but don't use symbols or underscores)
- The final screen displays your username and your email address, please record these somewhere safe so you don't forget them.
- Finally Log out of the Password look up system (Hold down Control and Alt and then press Delete at the same time.)

Log back on with your Username (student number) and Password (the one you chose)

- Go onto the internet. From home you will need to enter the University web address www.cumbria.ac.uk
- Click on the **Students** link.



2. Log onto the hub

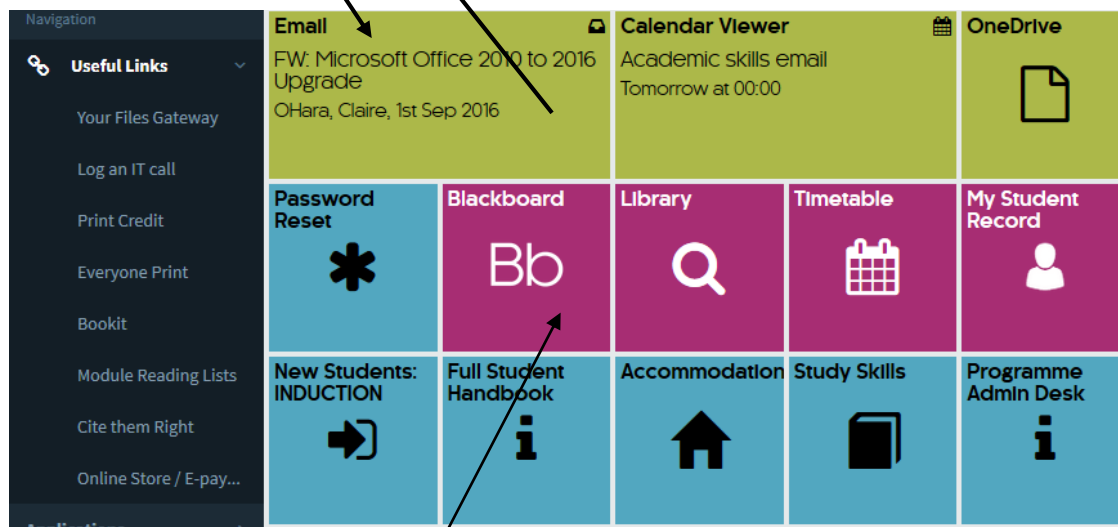
Log in with your University email e.g. s1234567@uni.cumbria.ac.uk and Password.

The Hub gives you quick access to all the University systems and resources in one place. You can download a free app for the hub just search for “**UoC hub**” in your app store.

3. Check your email

You should check your University email account regularly as this is how your lecturers and LiSS will communicate with you. This is a quick view, send and reply version, to add

attachments or appointments you need to go into the full [Office365](#) (link within the email)



4. Check your Blackboard account. (The University’s Virtual Learning Environment)

If your modules aren’t there you will need to notify your course leader.

5. Set your library PIN (for the self-issue machines)



Follow the Library link to OneSearch. Your name should appear here (top right)



Select **My account** > Personal settings > Edit details > Update PIN

Any problems contact the IT Servicedesk

Telephone 01228 888888 or email ITservicedesk@cumbria.ac.uk

Opening hours: Monday – Thursday 8.30am – 6pm & Friday 8.30am – 5pm.