

This guide is available online and can be produced in larger print on request.

Logging on Guide

2010

Student Network

On campus: To use the computers in the University you need to enter your student network username and password.

Username: Banner number e.g. **b00065432**

Password: For new students the initial password is your date of birth in ddmmyy format.

This should then be changed to a password you will remember.

Athens databases

You can access databases, electronic books and electronic journals with your **Athens** account by going onto the **library website** at <http://www.uws.ac.uk/library>, at **My UWS Library** on Blackboard, or on **My Athens** at <http://www.athens.ac.uk>.

All students have an Athens username and password created for them automatically shortly after they enrol. An email is sent to your student e-mail account giving details of your Athens username and password. *See overleaf for student email details.*

Details of your Athens username and password are available on the Announcements page of My UWS Library on Blackboard.

Your Athens username is in the format, *uws + banner number*, for example, *uwsb01234567*.

Your password is emailed to you, *or you can check it on My UWS Library.*

Change your Athens password by going to MY Athens at the Athens homepage.

Blackboard

Username: Banner number, the same as your student network username.

Password: Password is 6-digit date of birth, in ddmmyy format. This will remain your password unless you change it.

On-campus and off-campus: Go to <http://blackboard.uws.ac.uk> .

Student E-mail

See over

Access to student email

All students at UWS have a University email account. It is important that you know how to access this as academic staff use it to communicate with you. The University Library uses it to notify you of overdue books and also to inform you when items that you have reserved become available. Athens Account details are sent directly to your UWS student email account. **Please ensure that you know how to access your student email account and that you check your email on a regular basis.**

The format of a student email address is as follows:

BannerID@studentmail.uws.ac.uk e.g. B12345678@studentmail.uws.ac.uk

Detailed instructions on accessing your UWS email account are available from:

<http://www.uws.ac.uk/studentemail>

From this page click:

<http://www.outlook.com/owa>

The **Windows Live ID** will be:

BannerID@studentmail.uws.ac.uk e.g. B12345678@studentmail.uws.ac.uk

The **Password** is initially set as **uws** plus your **date of birth** as 6 digits,

e.g. **uws240586**

Once you have logged in for the first time using these details you must follow the instructions on the screen and change the password to something you will remember.

If you have any problems with using your UWS email account please contact the ICT helpdesk in one of the following ways:

In person at your campus ICT service centre.

Telephone: 0141 848 3999

Email: helpdesk@uws.ac.uk