

# Getting Started

## ITDS Welcome

Welcome! Your IT account is ready and waiting for you to get started ...

Getting logged on to UWS systems for the first time?

You must change your network password the first time you log on. Please go to <https://passwordmanager.uws.ac.uk> and follow the instructions there. Please complete your alternative contact details, which will enable you to reset your own password in future.

### Your Temporary Password

UWS, then the first 4 characters of your surname (if you have 4 characters) 789!

E.g. Johnston - UWSJohn789!

or Lee - UWSLee789!

or O'Donnell - UWSO'Do789!

or van Barneveld - UWSvan 789!

Please note your password is case sensitive.

### MyDay



MyDay is your new student portal which is packed with features to help you in your UWS journey. MyDay is the place to go to get everything!

To access MyDay portal, login using your student email address and password.

[myday.uws.ac.uk](http://myday.uws.ac.uk)

### Self Service Banner

The Self Service Banner system is where you enrol and will eventually hold your exam results. You can also reach this through MyDay. This has a different initial password, which you will see when you click on the tile.

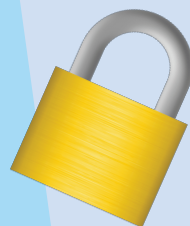


### To access the following systems

- UWS Computers
- Password Manager
- Moodle
- Library

You will only require your BannerID and password.

(You will have received your BannerID in your welcome letter, it is in the format B00111111)



### UWS APP

ITDS has launched the UWS App (this app is on both Apple and Android stores) with targeted content for students, staff and visitors.

The app will continue to be developed to keep up to date with everything UWS!

Some features of the UWS App include; campus navigation, timetable and programme information, live information updates and more information. Get your free app now.



### To access the following systems

- MyDay
- Office 365
- Eduroam Wireless access

You will need your student email address in the format of [BannerID@studentmail.uws.ac.uk](mailto:BannerID@studentmail.uws.ac.uk) and password.

(You will have received your BannerID in your welcome letter, it is in the format B00111111)