

For Most Apple Mobile Devices Wi-Fi

1. Go to **Settings**
2. **Wi-Fi**, and make sure Wi-Fi is turned on.
3. Tap the name of the **secure Wi-Fi network** you want to join.
4. Enter the **username** and **password** for the secure Wi-Fi network
5. Tap **Join**.

Things to know:

Technical Help is Located at:

Niagara-on-the-Lake

- Library

Welland

- Library
- L30 (use the double doors)
 - Bring your ID card!

Make sure you are backing up all of your work. Especially if you need to have your computer re-imaged.

Editing your course

- Log into **Blackboard**
- Click **My Blackboard**
- Select the course you want to edit

New Staff

This Pamphlet Online

<https://its.niagaracollege.ca/>

How to Guides on the following topics

Blackboard

Windows 10

Office 365

OneDrive

Skype for Business

<https://its.niagaracollege.ca/>

Niagara College Help Desk

Monday-Friday 8:30am to 4:30pm

Phone: 905-735-2211 ext. 7642

<https://its.niagaracollege.ca/>

New Staff

Contents

Just the basics:

- Register Blackboard
- Connect to Wi-Fi
- Register Your Email
- Get a Staff Card
- Register Your ID Card to Print



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Step 3: Set up your email

1. Log into Blackboard at <https://blackboard.niagaracollege.ca>
2. Click: My Apps
3. Click Email
4. Click: Staff E-mail
5. Sign in with your blackboard username @niagaracollege.ca and Blackboard password
6. If you don't see a page requesting you to set up your verification options
 - Go to: <http://aka.ms/ssprsetup>
7. Set up your Email and Phone

Download Office 2016

(It is free as long as you are staff)

1. Log into: **Blackboard**
2. Click: **My apps**
3. Click: **Email**
4. Click the Office 365 (top left)
5. Click Install Office 2016
(On the right, you will see Install Office 2016)
6. Follow prompts for the installation

To Reset Your Password

1. Go to <https://passwordreset.niagaracollege.ca>
2. Fill in the email and captcha
3. Press Next
4. Select which verification method you wanted
5. Put in the code (once received)
6. Change the password

Step 4: Getting your Staff Card

1. Go to: <http://www.niagaracollege.ca/id-cards/>
2. Scroll down until you see the "Online photo submission form"
 - Click it
3. Log in with your Blackboard credentials
4. Read through click Continue at the bottom
5. Click choose file and select your photo
 - Select your Campus from the dropdown menu
 - Check the copyright box

Step 5: Register Your ID Card

You need to register your Staff ID card with your account before the printer will release your document

1. Tap your card on the card reader
2. You will see a pop up → Click **Yes**
3. Log in with your Blackboard account

Finding your offices printer

1. Click the **search bar**
2. Type in [\\mfopc1](#) for photocopier or [\\printnc1](#) for laser print drivers
3. Press **Enter**
4. Scroll through and double click on the desired printer

For any bulk Classroom printing please visit the Ricoh Center

Step 1: Register with Blackboard

1. Visit: <http://niagaracollege.ca>
2. Click: **Blackboard**
3. Click: **Set / Change Your Password**
4. Click: **New Staff/New Student**
5. Click: **I am a Niagara College Staff member**
6. Enter in your **Given Name, Surname and Date of Birth (YYYY-MM-DD)**
7. Click : **Next**
8. Set up your Security Questions

Step 2: Connect to Wi-Fi

With a Laptop Wi-Fi:

1. Click the **Wi-Fi** Icon in the bottom right
2. Select **AirNC-Secure**
3. Click **Connect**
4. Login with your Blackboard Username and password

For Most Mobile Device Wi-Fi

1. Click **Settings**
2. Click **Connections**
3. Click **Wi-Fi**
4. Select **AirNC-Secure**
5. Login with your blackboard user and password
 - EAP method: **PEAP**
 - Phase 2 authentication: **None**
 - CA certificate: **(unspecified)**
 - Identity: **Blackboard Username**
 - Anonymous identity: **Leave blank**
 - Password: **Blackboard Password**