

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:

Add Value Machines Are Located at:

Niagara-on-the-Lake

- Library
- 2nd floor, outside of N202

Welland

- Library
- Learning Commons

Technical Help is Located at:

Niagara-on-the-Lake

- Library
- Walk in and look to the left

Welland

- Library
- Walk in and turn to the right

Make sure you are backing up all of your schoolwork.

New Student

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 Student

Contents

Just the basics:

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



**Niagara
College
Canada**

APPLIED DREAMS.

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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 student, recent alumni member, or applicant
6. Enter in your Student number and Date of Birth
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. Log on with your Blackboard Username and password

For Most Mobile Device Wi-Fi

1. Click Settings
2. Connections
3. 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

Step 3: Set up your email

1. Log into Blackboard at <https://blackboard.niagaracollege.ca>
2. Click: My Apps
3. Click Email
4. Click: Student E-mail
5. Sign in with your blackboard username @ncstudents.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 a student!)

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 student Card

1. Go to: <http://niagaracollege.ca/studentcard>
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 to Print

You need to register your student 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

Releasing Print Documents

1. Send your document to a printer: Colour, 11 x 17 or Black and White
2. Tap your card on the reader
3. Click Release in the bottom right corner
4. Check the printer for your document

For any non-standard printing please visit the Ricoh Center