

# Getting Online

# Student Enrolment Tasks

## 01 Locating Details



First you must locate your details sent by Central Student Support

## 02 Log into MyBeckett



Next you should log onto the VLE - your details have been sent to your personal email

## 03 Emails & Enrolment Form



You can locate your student emails on the VLE and should complete the enrolment form on the VR

## 04 Log into Zoom



The final step is to log into Zoom



# SUITABLE EQUIPMENT

**YES**

**Laptops are suitable equipment for enrolment purposes**



**NO**

**Phones are not suitable equipment for enrolment purposes**



# YOUR LISC DETAILS

## Leeds Beckett Details Vs Study Group Details and Emails:

- You have 2 sets of details
- Study Group - 2\*\*\*\*\*@student.LBUISC.com
- Leeds Beckett -  
ISC@student.leedsbeckett.ac.uk /g\*\*\*\*\*



# LOCATING YOUR DETAILS

## Leeds Beckett Details:

- Check personal email/email you registered with when applying (including junk & spam)
- You are looking for an email from Central Student Support (tip - search for CSS and this will highlight all emails from Central Student Support)
- You are looking for an email that contains a password protected PDF file, the file name will be a username starting with a g
- The password for the file is your date of birth in the DDMMYYYY format
- This file will contain all the initial details you need to log into MyBeckett



# LOGGING INTO MYBECKETT

## Leeds Beckett Details:

- Step 1: open MyBeckett and click log in
- Step 2: enter the details sent to you by CSS (g\*\*\*\*\* and temporary password)
- Step 3: change your password (guide on next slide)
- Step 4: set up authenticator (Separate guide here)
- Step 5: log back into MyBeckett using new password and authenticator

# MyBeckett

Log in

# PASSWORD CHANGE

## Setting up a strong password:

A strong password must contain; letters, capital letters, numbers, and must be at least 12 characters long. Do not make this specific to you - no names, dates of birth, or passwords that you have previously used.

Example of a strong password: aBC123e!Fg456?

**THIS IS AN EXAMPLE THAT APPLIES TO THE PRINCIPLES ABOVE - DO NOT USE THIS PASSWORD**



# AUTHENTICATOR

**Download the Microsoft Authenticator App on your mobile device.**

**Get the app on your phone\***

Scan the QR code with your Android or IOS mobile device.



Google Play




App Store

# THE VIRTUAL RECEPTION

## Navigating MyBeckett:

- **Step 1: once you have logged onto MyBeckett you will be presented with the Leeds ISC section - click 'Leeds ISC Virtual Reception'**
- **Step 2: once on the virtual reception you will need to complete the enrolment form (this may not be available until you arrive at the centre)**

Welcome Leeds International Study Centre - Helpful Links

<a href="#">Leeds ISC Virtual Reception</a>	
<a href="#">Leeds ISC Contact Form</a>	
<a href="#">Leeds ISC Induction Video</a>	
<a href="#">Study Skills: Khan Academy</a>	
<a href="#">Show All (7)</a>	



# EMAILS ON MYBECKETT

## Navigating MyBeckett:

- **Step 1:** once you have logged onto MyBeckett scroll down until you see the IT section - click 'Access your email'
- **Step 2:** you will be redirected to Microsoft 365 and you may need to login with your MyBeckett details again
- **Step 3:** click the outlook app to open your LBU Emails

The screenshot shows the MyBeckett IT portal interface. On the left, a blue box contains the text "IT". To the right, a list of links is displayed:

- IT Self Service Portal
- Access your Email, OneDrive and Office 365 Portal
- Access WebFiles (your network drives)
- Where to go for IT Support (PDF)
- Access PebblePad and ATLAS

Below this is a red header bar with the Leeds Beckett University logo, the text "LEEDS BECKETT UNIVERSITY", and "Microsoft 365".

The main content area shows a "Welcome to Microsoft 365" message. On the left side, there is a navigation menu with three items: "Home" (with a house icon), "Create" (with a plus icon), and "Outlook" (with an Outlook icon and a red underline).

# LOGGING INTO ZOOM




## Zoom Details:

- Step 1: open Zoom app or webpage
- Step 2: click login with SSO
- Step 3: click I don't know company domain
- Step 4: enter your SG email (2\*\*\*\*\*@student.LBUISC.com)
- Step 5: enter your password (DoB - DDMMYYYY)
- Step 6: click open Zoom Meetings




# EMAIL ADDRESSES

## WHICH ACCOUNT TO USE FOR EACH SYSTEM

YES	LBU - ISC@student.leedsbeckett.ac.uk		2*****@student.LBUISC.com	NO
YES	2*****@student.LBUISC.com		LBU - ISC@student.leedsbeckett.ac.uk	NO
YES	LBU - ISC@student.leedsbeckett.ac.uk		2*****@student.LBUISC.com	NO

# PASSWORDS

<b>YES</b>	Sent by Central Student Support and then changed by student	 <p>MyBeckett Log in</p>	DOB ddmmyyyy	<b>NO</b>
------------	---	---	-----------------	-----------

<b>YES</b>	DOB ddmmyyyy	 <p>zoom</p>	Sent by Central Student Support and then changed by student	<b>NO</b>
------------	-----------------	---	---	-----------