

ITDS Orientation



Welcome to UTS Insearch!

Semester 2, 2020

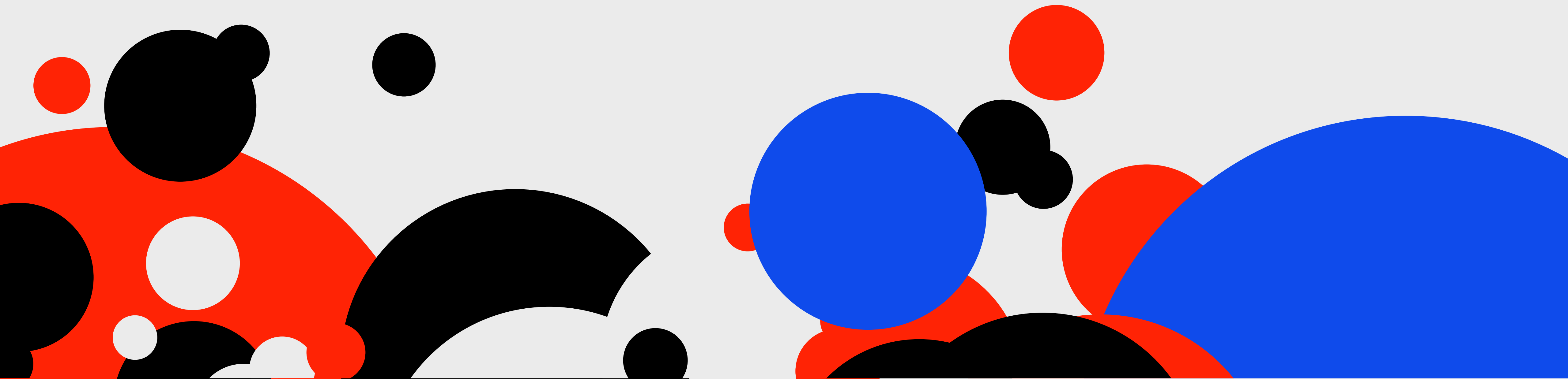


Table of content

- 1) Show you how to get help from **Insearch** ITDS
- 2) Introduce you to our password self-service portal for managing your **Insearch** password (MYA)
- 3) Introduce you to **Insearch** Student Extranet and find the Help Guide
- 4) Introducing to eStudent and update contact details
- 5) Set up and activate your **UTS** account for **UTS** services.
- 6) Introducing you to Canvas – Learning Management System
- 7) Taking your student card photos
- 9) How to join your online classes

Note: Difference between Insearch and UTS accounts

Insearch Account :

- MYA (Password reset self service)
- Student Extranet (help guide, Campus Map)
- eStudent (class timetable)

Need Help?

Contact ***Insearch*** Service Desk on:

- <https://servicedesk.insearch.edu.au>
(use UTS email credential to log in)
- or dial '02 9218 7000'

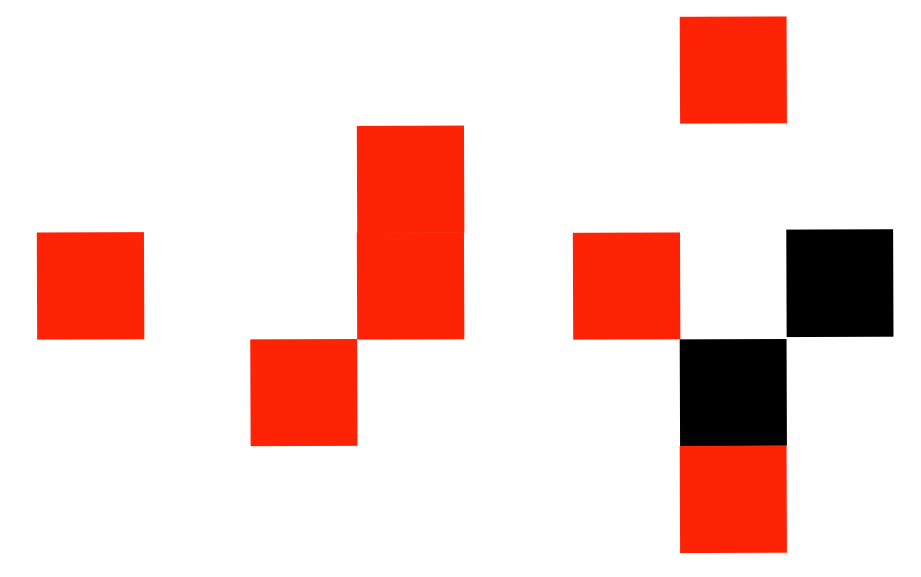
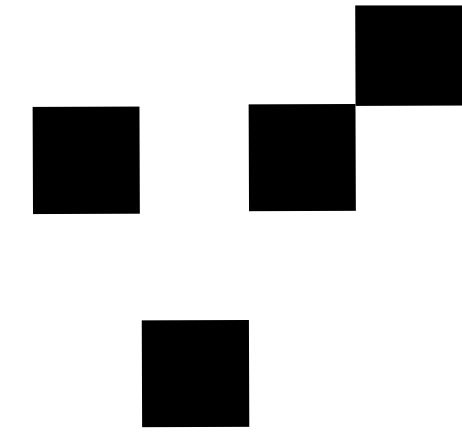
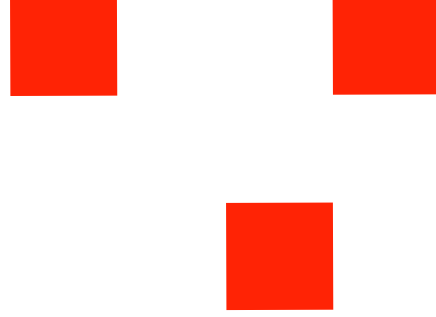
UTS Account :

- **UTS** Email
- **Canvas**

Need Help?

Contact UTS IT Support Centre on:

- <https://serviceconnect.uts.edu.au>
- or dial '02 9514 2222'



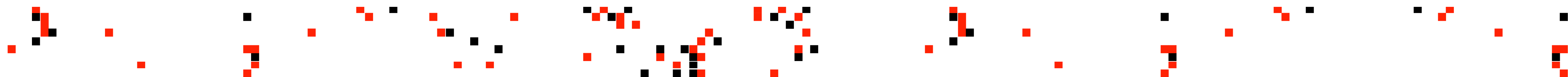
How to get help from Insearch ITDS

Information Technology & Digital Services (ITDS) Service Desk

Operating Hours:	Business days (Monday - Friday)	Saturdays	Sundays
	8:00am – 8:00pm	9:00am – 2:00pm	Closed

Phone number: +61 (02) 9218 7000

Service Desk portal: <https://servicedesk.insearch.edu.au>

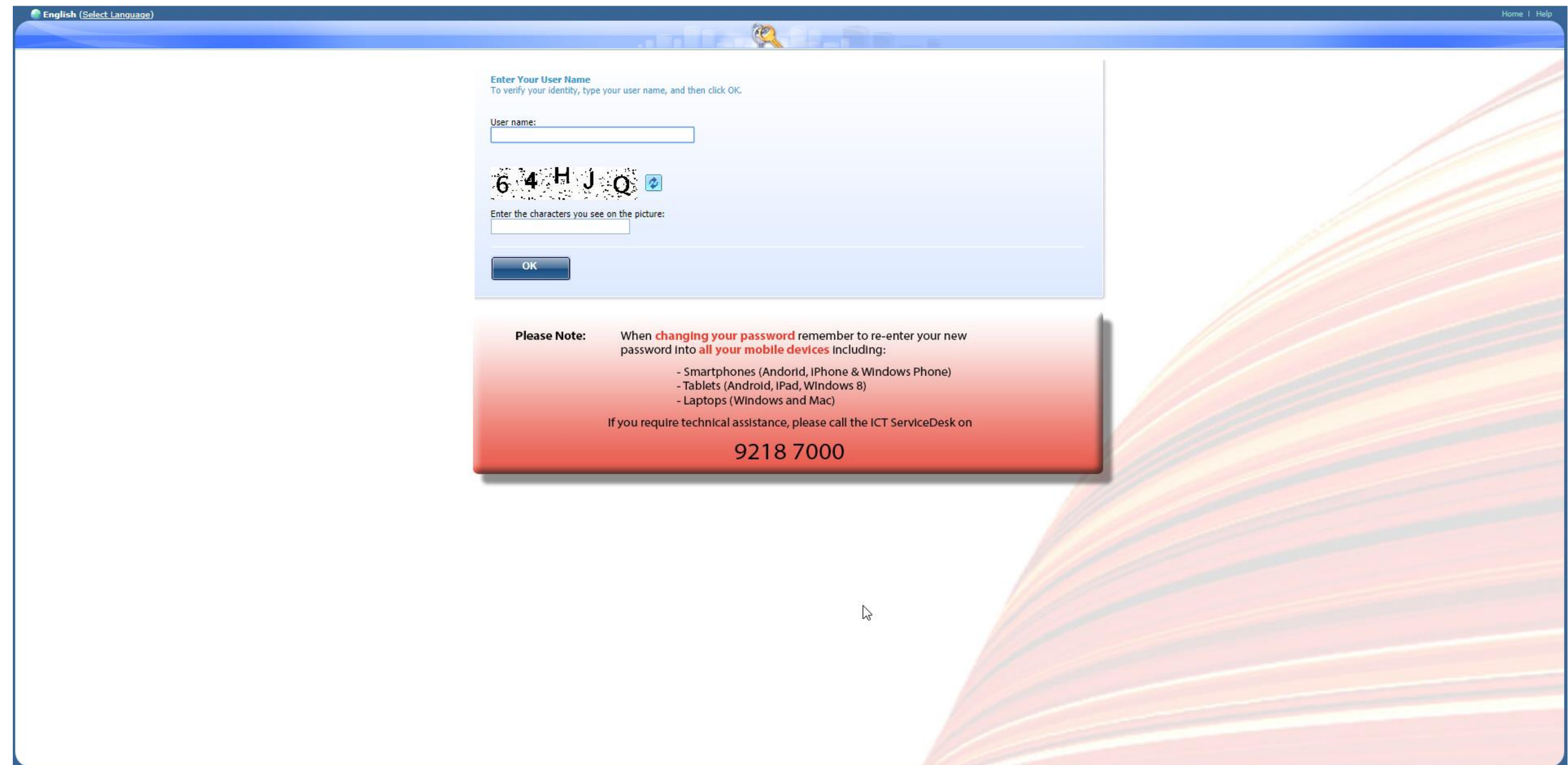


Password self-service portal for managing your Insearch password (MYA)

Password self-service portal - Insearch password Manage Your Account (MYA)

Please go to:

<http://mya.insearch.edu.au>





Password self-service portal - Insearch password Manage Your Account (MYA)

- 1. Go to <http://mya.insearch.edu.au>
- 2. Enter your **student number** in the 'User name' field
- 3. Click on 'Register with Password Manager'

Enter Your User Name
To verify your identity, type your user name, and then click OK.

User name:

Register with Password Manager by creating your Questions and Answers profile for your account.

	Register with Password Manager If you are a new user, you must...
	I Have a Passcode If you have not registered with Questions and Answers profile...

Password self-service portal - Insearch password Manage Your Account (MYA)

1. Enter your **Insearch** password
(Default Password: DDMMYYYY?A)
2. Click 'Next'
3. Answer the 3 security questions
4. click 'Finish'

Enter Your Password
To proceed, enter your password.

User name:
3141176
[If you are not 3141176, click here.](#)

Password:
.....

Configure Your Questions and Answers Profile
Provide answers to these questions and make sure you remember your answers, because the questions will be used later to allow you to reset your forgotten password and unlock your account. Your answers must comply with the policy requirements. To see the policy, [click here](#).

Language of questions and answers: English

Hide my answers for security purposes

Question:
What is your date of birth? (birthday in ddmmyyyy format ie: 30111984)
Answer:

Question:
What is your favourite hobby?
Answer:

Select a question:
What is your pet's name?
Answer:

I agree that Password Manager will store my personal information

Note: You can reset your password and unlock your account from the MYA homepage.

The minimum length of each answer will be 4 characters.

Password self-service portal - Insearch password Manage Your Account (MYA)






If you forget your password, go to

<http://mya.insearch.edu.au>

click on **“Forgot My Password”**
and answer the security questions
to reset your password.

And now, please click on **“Manage
My Passwords”** to reset your
Insearch password.

Register with Password Manager by creating your Questions and Answers profile and use the tools below to manage your password account.

	Forgot My Password	Set your new password by answering a series of private questions.
	Manage My Passwords	If you know your current password, you can securely change all your passwords.
	My Questions and Answers Profile	Configure your personal Questions and Answers profile that will allow you to reset your or unlock your account in the future.
	My Alerts	Select events that you want to be notified about, such as when your password was changed or your account was locked.
	I Have a Passcode	If you have not registered with Password Manager and forgot your password, click here to create your Questions and Answers profile using your passcode.
<input type="button" value="Disabled Tools"/>		

Password self-service portal - Insearch password Manage Your Account (MYA)

Please enter your default password here again (DDMMYYYY?A)

Click on "Next"

And now, please reset your own password. Your password **must**:

- Include a number (1,2,3)
- Include a capital letter (A,B,C)
- Include a special character (%,\$,@)

The screenshot shows the 'Manage My Passwords' interface for user 'Elsie Meng'. On the left, a 'Steps to complete' list shows 'Identity Verification' as the current step, with 'Target systems' and 'New password' as subsequent steps. The main content area is titled 'Enter Your Password' and contains the instruction 'To proceed, enter your password.' Below this are two input fields: 'User name:' with the value 'EMeng' and a link 'If you are not Elsie Meng, click here.', and 'Password:'. At the bottom of the form are 'Next' and 'Cancel' buttons. A blue arrow points from the text 'Please enter your default password here again (DDMMYYYY?A)' to the password input field.

The screenshot shows the 'Manage My Passwords' interface for user 'Elsie Meng'. On the left, the 'Steps to complete' list shows 'Identity Verification' as a completed step, with 'Target systems' as the current step. The main content area is titled 'Enter New Password' and contains two input fields: 'New password:' and 'Confirm new password:'. At the bottom of the form are 'Finish' and 'Cancel' buttons. A blue arrow points from the text 'And now, please reset your own password. Your password must:' to the 'New password:' input field.

Password self-service portal - Insearch password Manage Your Account (MYA)

Done!

Please remember your password and
DO NOT share with anyone.



Manage My Passwords (Elsie Meng)

✓ Your password has been successfully changed.

Your password has been successfully changed in the following systems:

✓ Active Directory

To continue, click one of the links below.

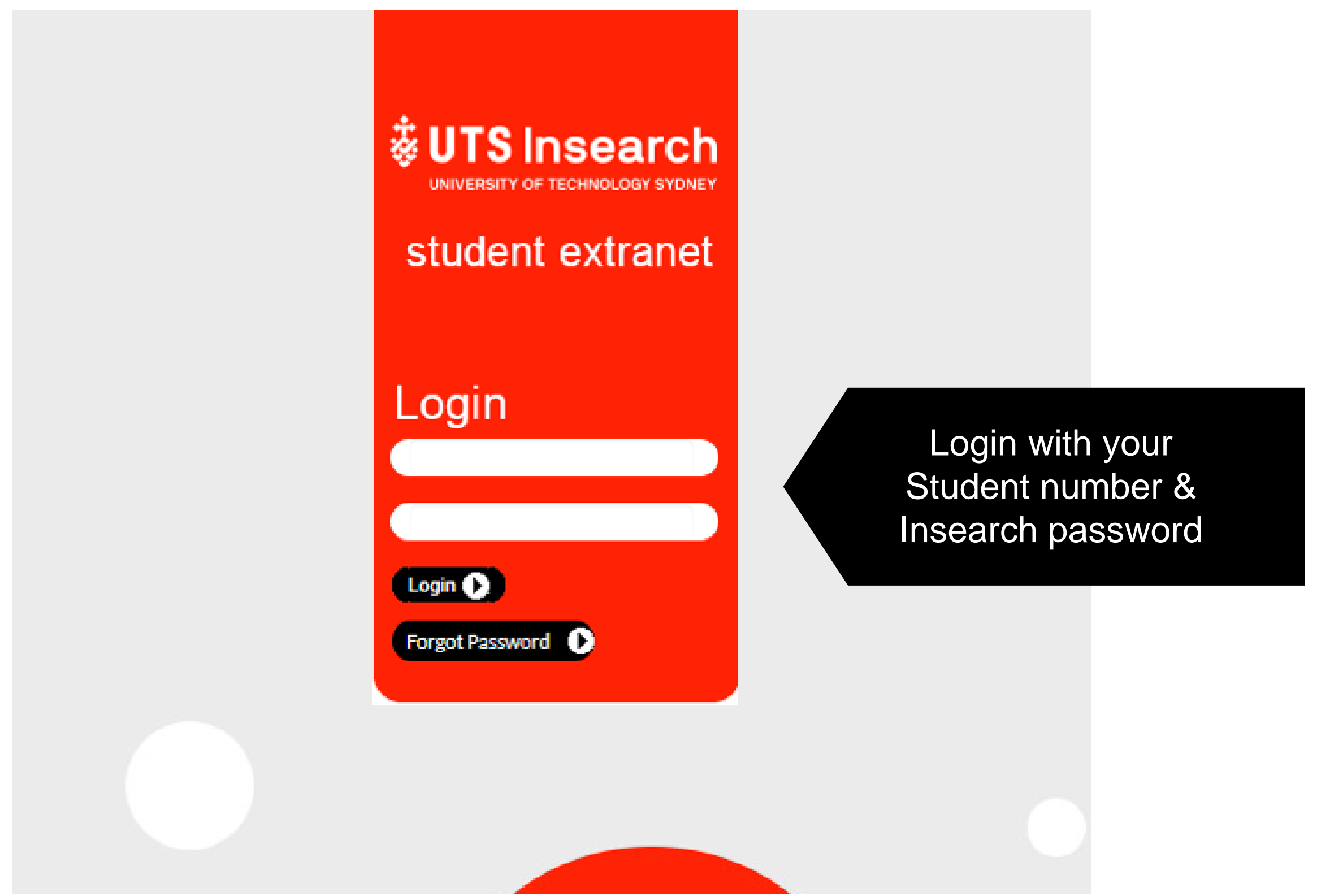
- [Go to home page](#)
- [Update my Questions and Answers profile](#)
- [Close this window](#)

Insearch Student Extranet and find the Help Guide

Student Extranet

Student Information, News, Subject Resources and Timetables.

<https://student.insearch.edu.au>




Student Extranet

Student Information, News, Subject Resources and Timetables.

<https://student.insearch.edu.au>

welcome to canvas



Welcome to Canvas
Canvas is UTS Insearch's new Learning Management System for Diplomas and UTS Foundation Studies. Canvas is where you'll find all your subject materials including assessments and announcements. It's also the place where you'll submit assessments, complete group work, receive grades, feedback and communicate with your teachers outside of class.

[read more >](#)

student notices

Bpoint 3D Secure
From December 2018, Bpoint payments will require additional authentication. To authorise the transaction, cardholders will have to enter a one-off PIN sent to their registered number. For more information regarding Bpoint payments, please email studentce ...
[read more >](#)

The Department of Immigration and Border Protection (DIBP) changes its name
The Department of Immigration and Border Protection (DIBP) has changed its name to the Department of Home Affairs. The Department of Immigration and Border Protection no longer exists. The Department of Home Affairs now incorporates the functions previous ...
[read more >](#)

[view all notices ▶](#)

my calendar my timetable

March 2019

your upcoming reminders:

S	M	T	W	T	F	S
24	25	26	27	28	29	30



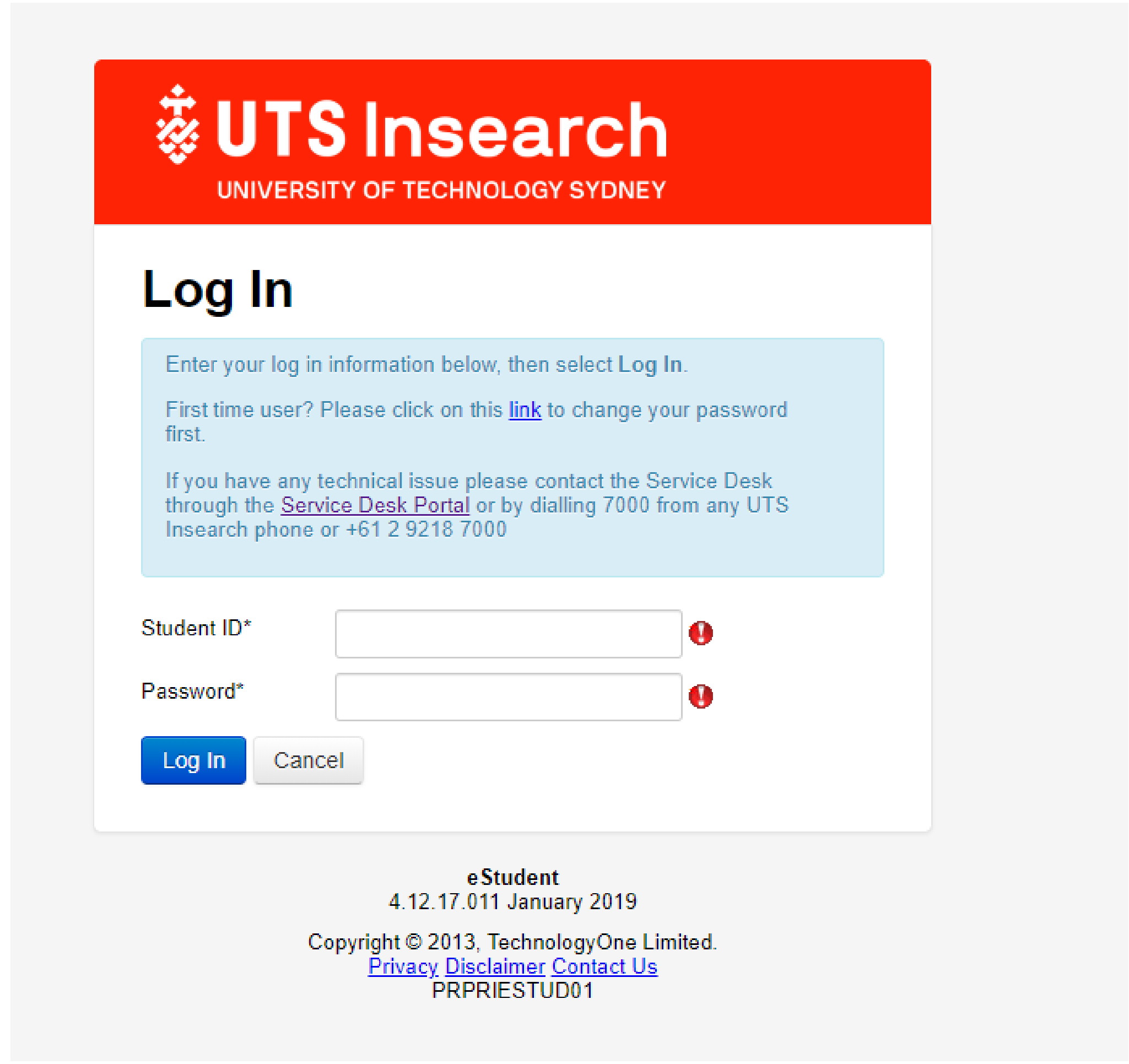
- my email
[Log in to my inbox >](#)
- insearch photos [more photos >](#)
- ICT Quick Links
- Need Help? Click here
- PAN 2 - Assessment Results
- eStudent - Timetable
- UTS Online - English
- Canvas
- Web Print
- Policies & Procedures

1. Access to UTS Email
2. Access to ITDS Quick Help Links
3. Access to student Help guide
4. Access to eStudent (to check class timetable)
5. Access to Canvas (LMS)
6. Access to Insearch Printing Website

eStudent and update contact details

Class timetable

<https://estudent.insearch.edu.au>




The screenshot shows the UTS Insearch login interface. At the top is a red header with the UTS logo and the text 'UTS Insearch UNIVERSITY OF TECHNOLOGY SYDNEY'. Below this is a 'Log In' section. A light blue box contains instructions: 'Enter your log in information below, then select Log In. First time user? Please click on this [link](#) to change your password first. If you have any technical issue please contact the Service Desk through the [Service Desk Portal](#) or by dialling 7000 from any UTS Insearch phone or +61 2 9218 7000'. Below the instructions are two input fields: 'Student ID*' and 'Password*', each with a red warning icon to its right. At the bottom of the form are two buttons: 'Log In' (blue) and 'Cancel' (grey). At the very bottom of the page, there is footer text: 'eStudent 4.12.17.011 January 2019 Copyright © 2013, TechnologyOne Limited. [Privacy](#) [Disclaimer](#) [Contact Us](#) PRPRIESTUD01'.

Please go to:

<https://estudent.insearch.edu.au>

eStudent
<https://estudent.insearch.edu.au>

 **UTS Insearch**
UNIVERSITY OF TECHNOLOGY SYDNEY

Log In

Enter your log in information below, then select **Log In**.

If you have any technical issue please contact the Service Desk through the [Service Desk Portal](#) or by dialling 7000 from any UTS:INSEARCH phone or +61 2 9218 7000

Student ID*

Password*

Login with your Student number & password

eStudent

<https://estudent.insearch.edu.au>

- View Insearch contact details
- Update your personal details
- Perform online enrolment
- Check your class timetable
- Check your final results

UTS Insearch
UNIVERSITY OF TECHNOLOGY SYDNEY

Home Personal Details Enrolment Finances Timetables Results Graduation

Insearch eStudent Homepage

Need Help With	Contact	Details
FAQ	Student Centre	[W] student.insearch.edu.au/Student-Help
Forms	Student Centre	[W] student.insearch.edu.au/Student-Centre/forms-and-pdf-downloads/forms-and-pdf-downloads
Useful links	Student Centre	[W] student.insearch.edu.au/Useful-Links
Logging on	ICT Service Desk/Computer Support	[T] (+61 2) 9218 7000 [E] ServiceDesk@insearch.edu.au
General Enquiries	Student Centre	[T] (+61 2) 9218 8666 [E] StudentCentre@insearch.edu.au
Enrolment and Student Timetable	Student Administration (Enrolment)	[E] Enrolment@insearch.edu.au – (Diploma and Foundation) [E] EnglishEnrolment@insearch.edu.au – (ELT) [W] student.insearch.edu.au/Enrolment---Timetabling/Academic-Enrolments/Academic-Enrolments
Exams & Results (Diploma and Foundation)	Student Administration (Exams & Progression)	[E] Exams@insearch.edu.au [W] student.insearch.edu.au/exams-and-progression/academic/academic
Result Appeals (Diploma and Foundation)	Student Administration (Exams & Progression)	[E] Appeals@insearch.edu.au [W] student.insearch.edu.au/exams-and-progression/academic/appeals-process/appeals-process
Graduation (Diploma and Foundation)	Student Administration (Exams & Progression)	[E] Graduation@insearch.edu.au
Study and personal difficulties (Diploma)	Academic Advisers for Diplomas	[E] AdvisersDiploma@insearch.edu.au [W] student.insearch.edu.au/Student-Help/Learning-Support
Study and personal difficulties (Foundation)	Academic Advisers for Foundation	[E] AdvisersFoundation@insearch.edu.au [W] student.insearch.edu.au/Student-Help/Learning-Support
Study and personal difficulties (ELT)	Academic Advisers for ELT	[E] AdvisersEnglishLanguage@insearch.edu.au [W] student.insearch.edu.au/Student-Help/Learning-Support

eStudent

<https://estudent.insearch.edu.au>

Please update your personal details by clicking on “personal details” tab.

- Current address
- Overseas address (if available)
- Email address
- Phone number
- Emergency contact

Please update your current residential address whether within Australia or not

Home Personal Details Timetable Results 11111111

Personal
Contact
Citizenship and Residency
My Parent / Guardian Education

Contact

Information

My Addresses

Preferred	Address Type	Address	
	Permanent Home	<input type="text"/>	<input type="button" value="Edit"/>
<input type="button" value="Preferred Address"/>	Semester (Sydney)	<input type="text"/>	<input type="button" value="Edit"/>

My Phone Numbers

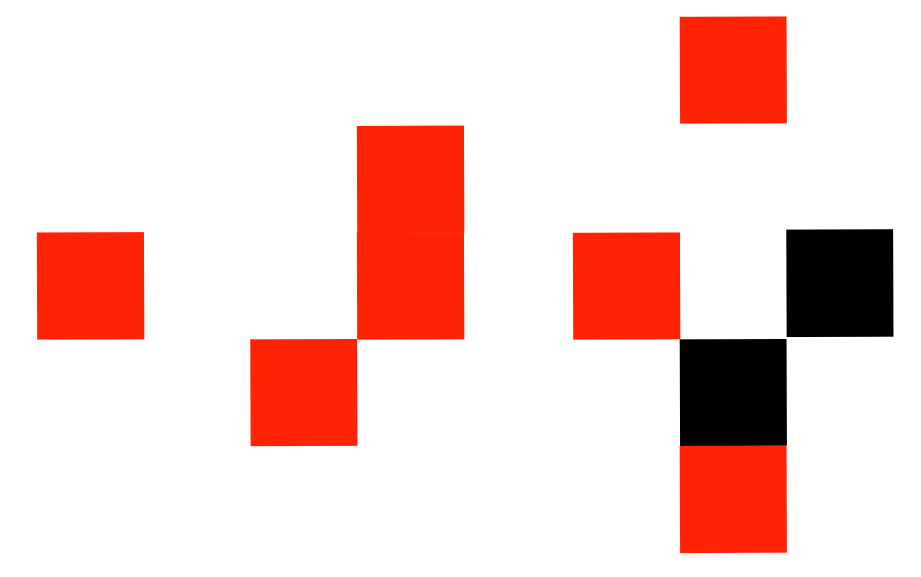
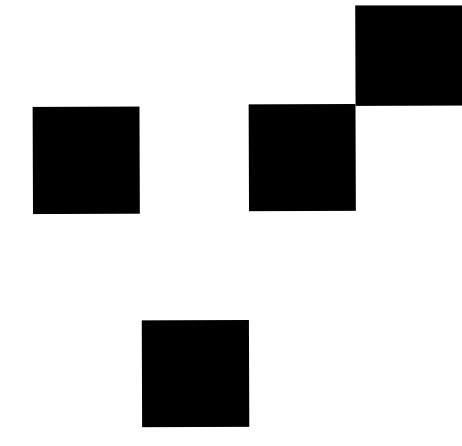
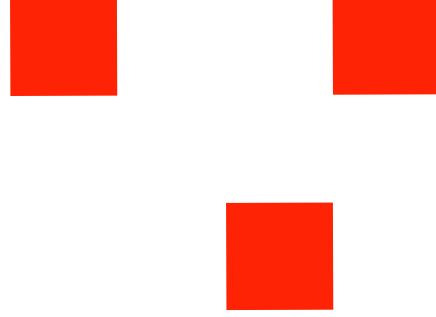
Phone Type	Phone Number	
Mobile Phone	<input type="text"/>	<input type="button" value="Edit"/>
Overseas Mobile	<input type="text"/>	<input type="button" value="Edit"/>

My Email Addresses

Preferred	Email Type	Email Address	Status	
	Pre 2.6 Preferred	<input type="text"/>	NA	<input type="button" value="Edit"/>
<input type="button" value="Readonly"/>	Agent/Counsellor		NA	

Emergency Contacts

Contact Type	Name	Relationship	Mobile Phone	Address	
Emergency Contact		Mother		[not specified]	<input type="button" value="Edit"/>



Activate your UTS account



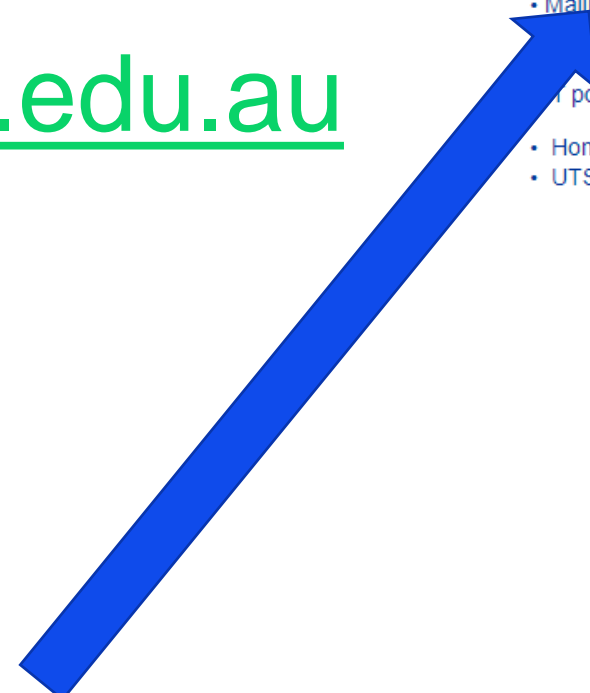
Activating your UTS Account

<https://email.itd.uts.edu.au/email/>

1. Please go to

<https://email.itd.uts.edu.au>
[/email/](https://email.itd.uts.edu.au)

2. Click on “account activation”



We encourage all staff and students to adopt best practice when considering security relating to IT services and facilities. Please remember that if you see an un-notified change you should consider this a potential scam or phishing attack. In order to investigate and prevent security incidents it is important to report all suspicious events. To do this you can call IT support by dialling 9514 2222 (when off campus) or 2222 (when on campus) or report online using [ServiceConnect](#).

Activating your UTS Account

UTS

UTS: MyAccount

Please identify yourself to the system. The names entered must match your official records.

Please note: You can only activate your account **once**.
If you have already activated your account, you may use [MyAccount](#) to change your details.

Your UTS Student (or Staff) Number:

Your Given Name:

Your Family Name:

Your Date of Birth (dd/mm/yy):

Please note: You will now be directed to set your Security Questions:
Please select your security questions wisely and make sure they are easily remembered.

Please contact the [IT Support Centre](#) if you are having difficulties activating your account.

3. Enter your
- Student number
 - Given (first) name
 - Family (last) name
 - Date of Birth (dd/mm/yy)
- Click Continue

Activating your UTS Account

4. Read the UTS IT Facilities Policy and 'tick' the boxes.



UTS: MyAccount

The use of any of UTS IT facilities is governed by several policies. agree to these policies shown below before you can activate your agreement by marking the box beside each policy or statement.

- I have read and agree to abide by the UTS Email Policy. [\[Show below\]](#) [\[Show in new window\]](#)
- I understand I will be held responsible for all actions performed
- I have read and agree to abide by the UTS IT Security Policy. [\[Show below\]](#) [\[Show in new window\]](#)
- I will not breach Australian Copyright law using UTS Facilities or UTS (e.g. Illegal music downloads, plagiarism etc).
- I have read and agree to abide by the UTS Acceptable Use of [\[Show below\]](#) [\[Show in new window\]](#)
- I will not disclose my password to anyone and will log out of my

4. Select 3 security questions →
Enter the answers →
Click 'Set Security Question'.

Question 1
What is your favourite sport?

Type the answer to your security question here:

Question 2
What is your favourite animal?

Type the answer to your security question here:

Question 3
What is your favourite food?

Type the answer to your security question here:

Activating your **UTS** Account

4. Set your new password

(It can be the same or different from your Insearch password)

UTS Password Criteria:

- 8 – 16 characters long
- Can only contain letters, numbers and symbols
- Must contain at least one of each.
- Spaces are not allowed
- Do not use your Student ID number

Your User ID (username):

Enter your new password:

Re-enter your new password:

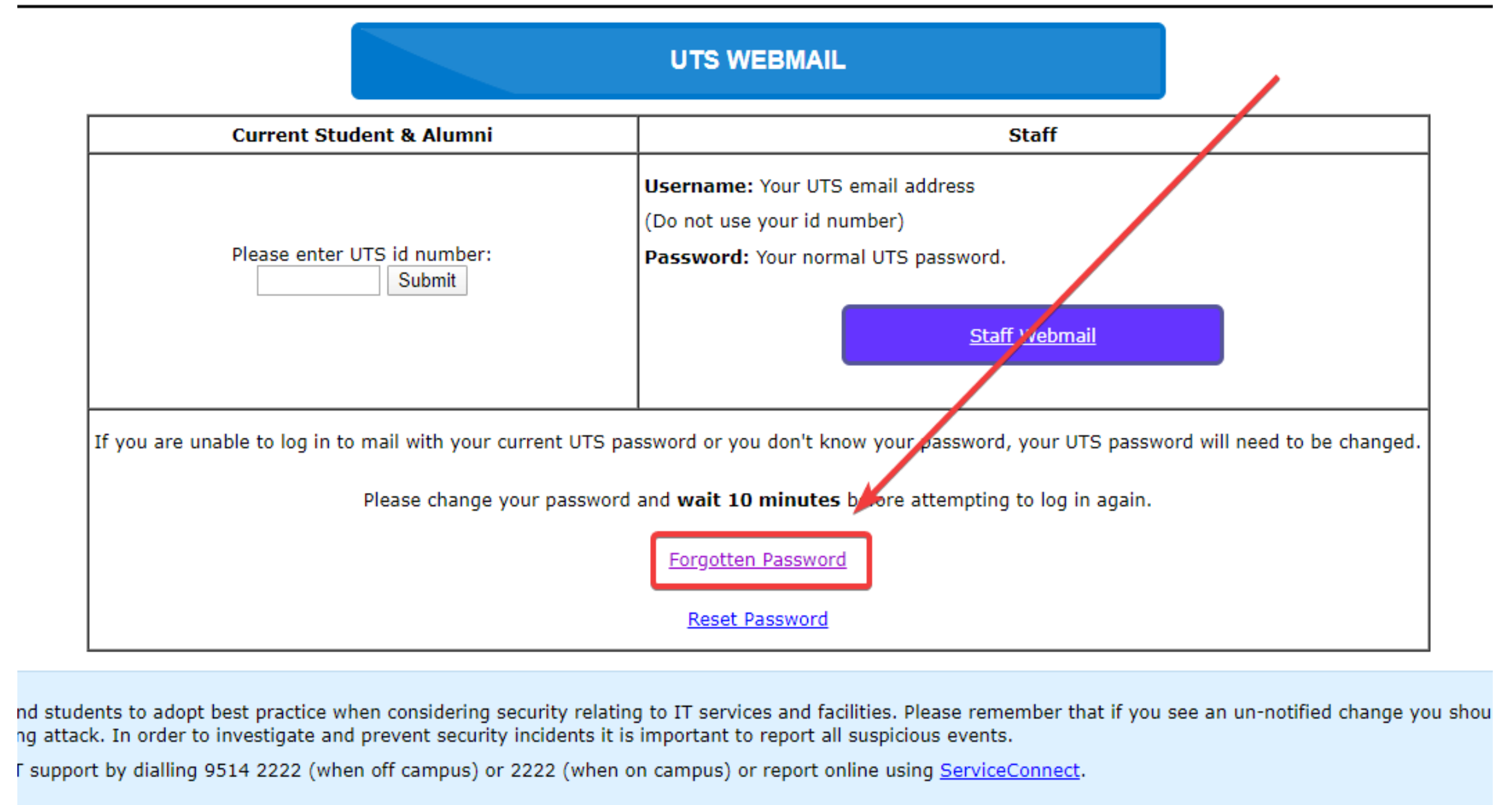
Activating your UTS Account

5. To change your UTS email password, please go to <https://email.itd.uts.edu.au/webapps/myaccount/passwordreset/>

Or click on “forgotten password” at UTS webmail portal

6. If you have any other issue with UTS email, Please contact →

UTS IT Support Centre: 9514 2222



UTS WEBMAIL

Current Student & Alumni	Staff
Please enter UTS id number: <input type="text"/> <input type="submit" value="Submit"/>	Username: Your UTS email address (Do not use your id number) Password: Your normal UTS password. <input type="button" value="Staff Webmail"/>

If you are unable to log in to mail with your current UTS password or you don't know your password, your UTS password will need to be changed.
Please change your password and **wait 10 minutes** before attempting to log in again.

[Forgotten Password](#)
[Reset Password](#)

and students to adopt best practice when considering security relating to IT services and facilities. Please remember that if you see an un-notified change you should report it to the IT Support Centre. For support by dialling 9514 2222 (when off campus) or 2222 (when on campus) or report online using [ServiceConnect](#).

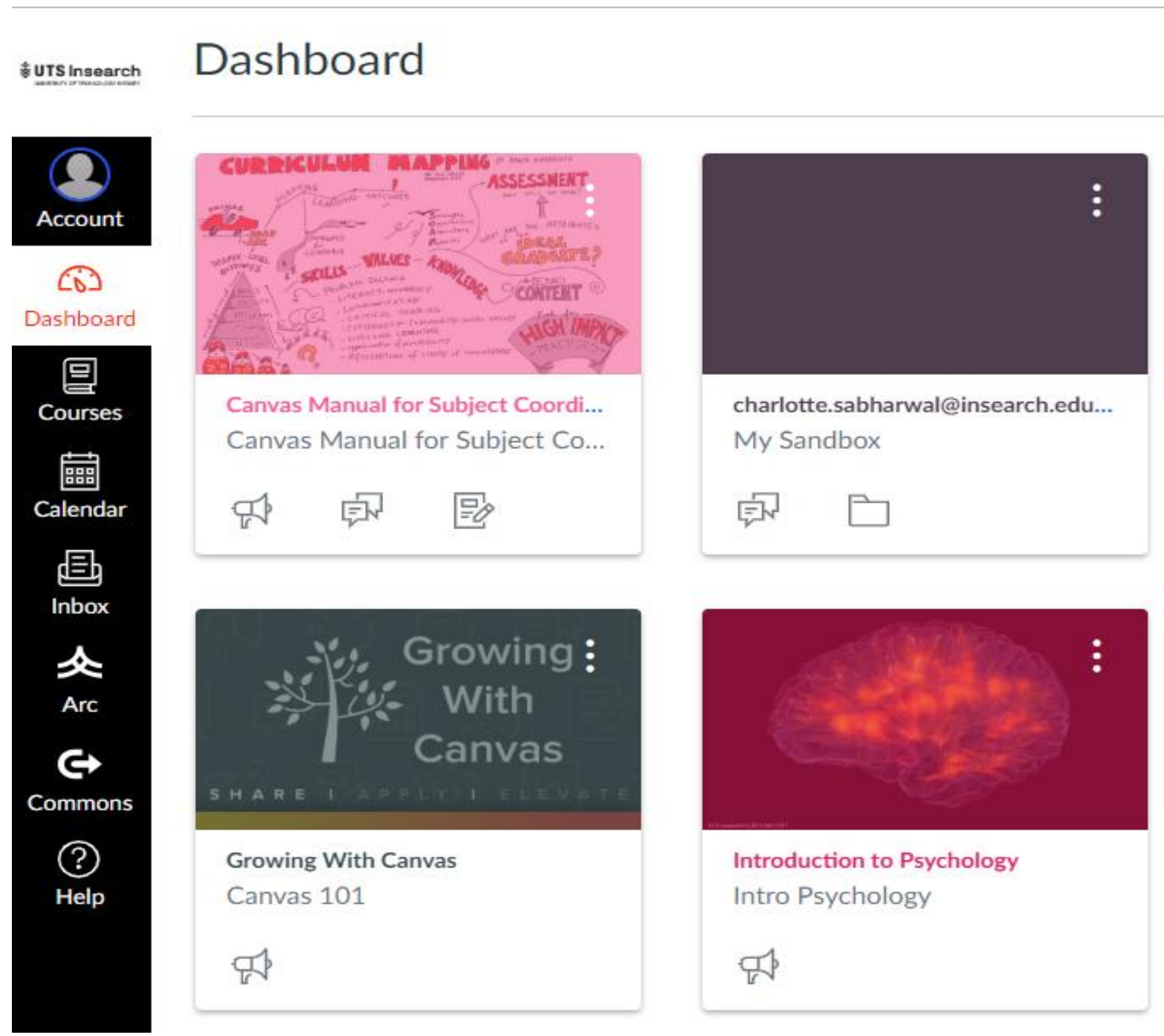
Canvas – Learning Management System

What is Canvas

Canvas.Insearch.edu.au

Canvas is our learning management system for Diploma and Foundation students.

- Canvas is where you'll:
 - View your subject material
 - Submit your assignments
 - Receive feedback and grades
 - Complete group work
 - Communicate with your teachers



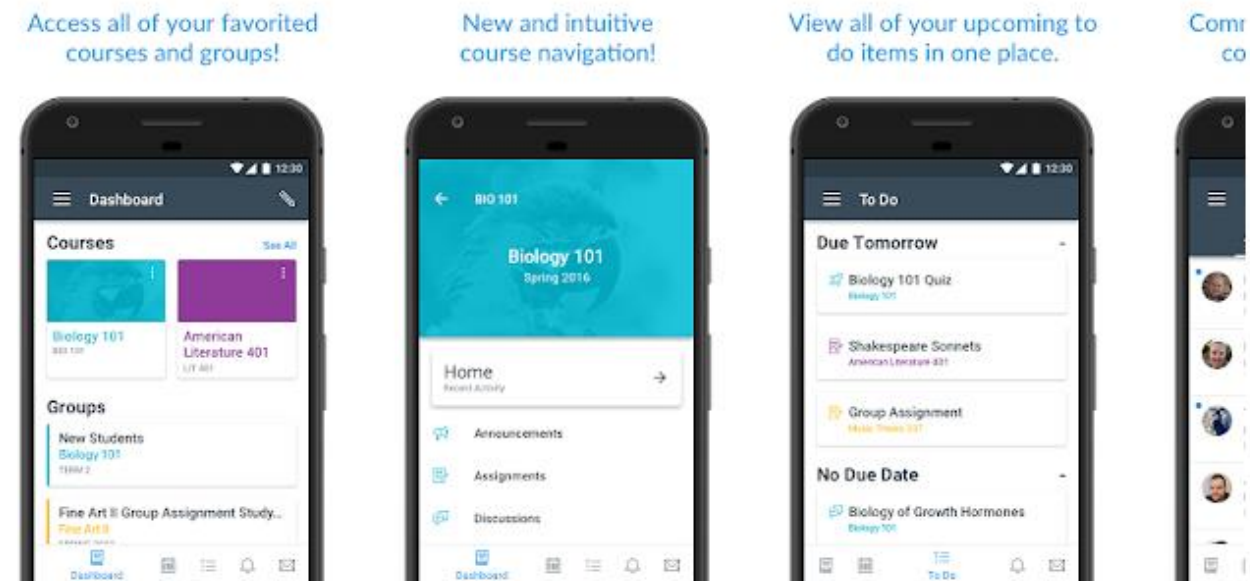
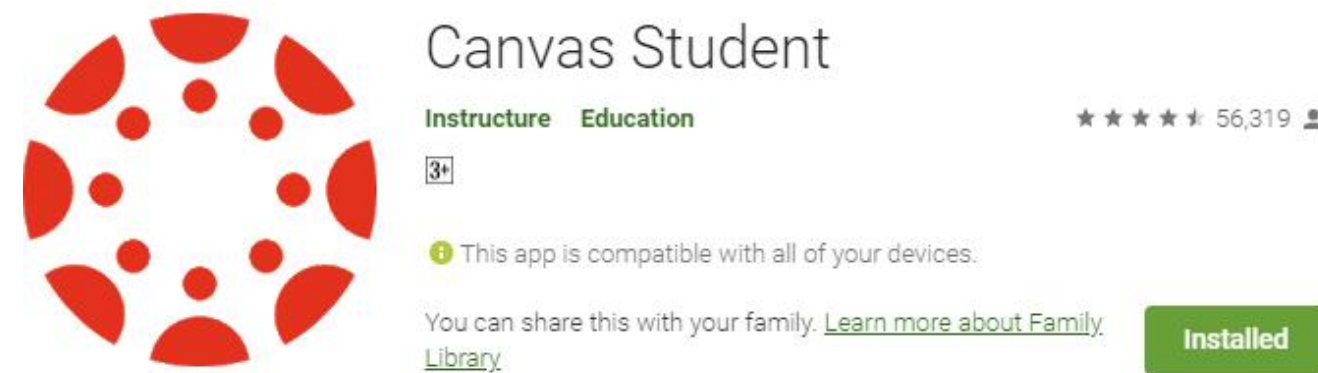
- You can access Canvas from your mobile device or through a web browser.

Download the Canvas Student app

Search Canvas app in app store/google play store

Open the app once it is downloaded, and click on “Find my school”

Android

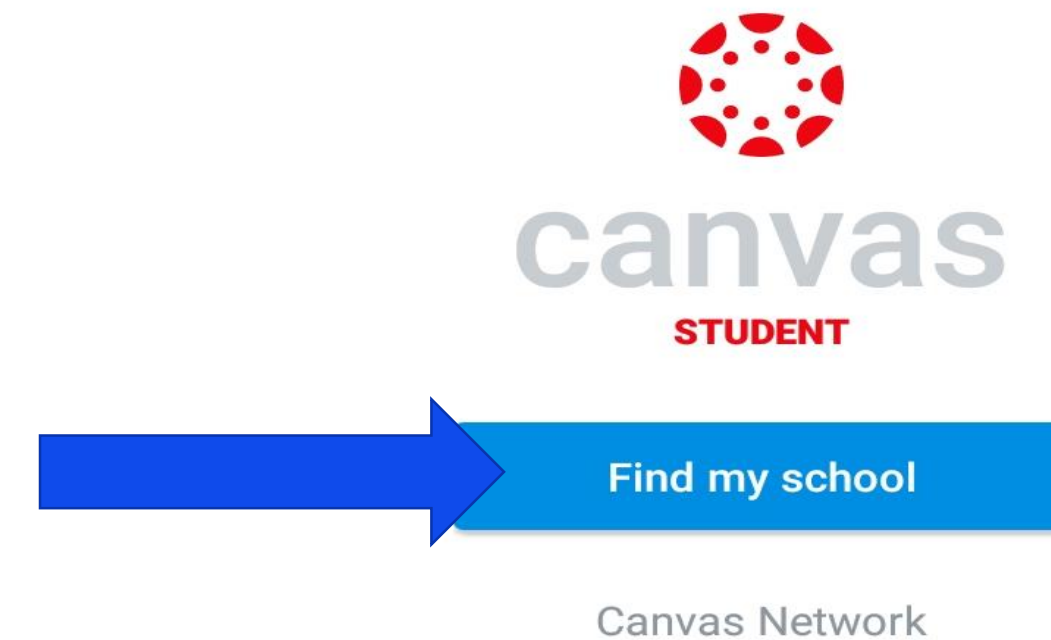
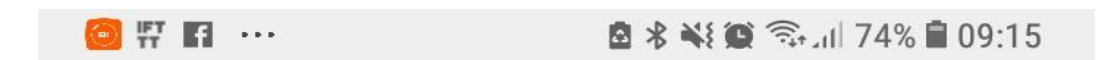
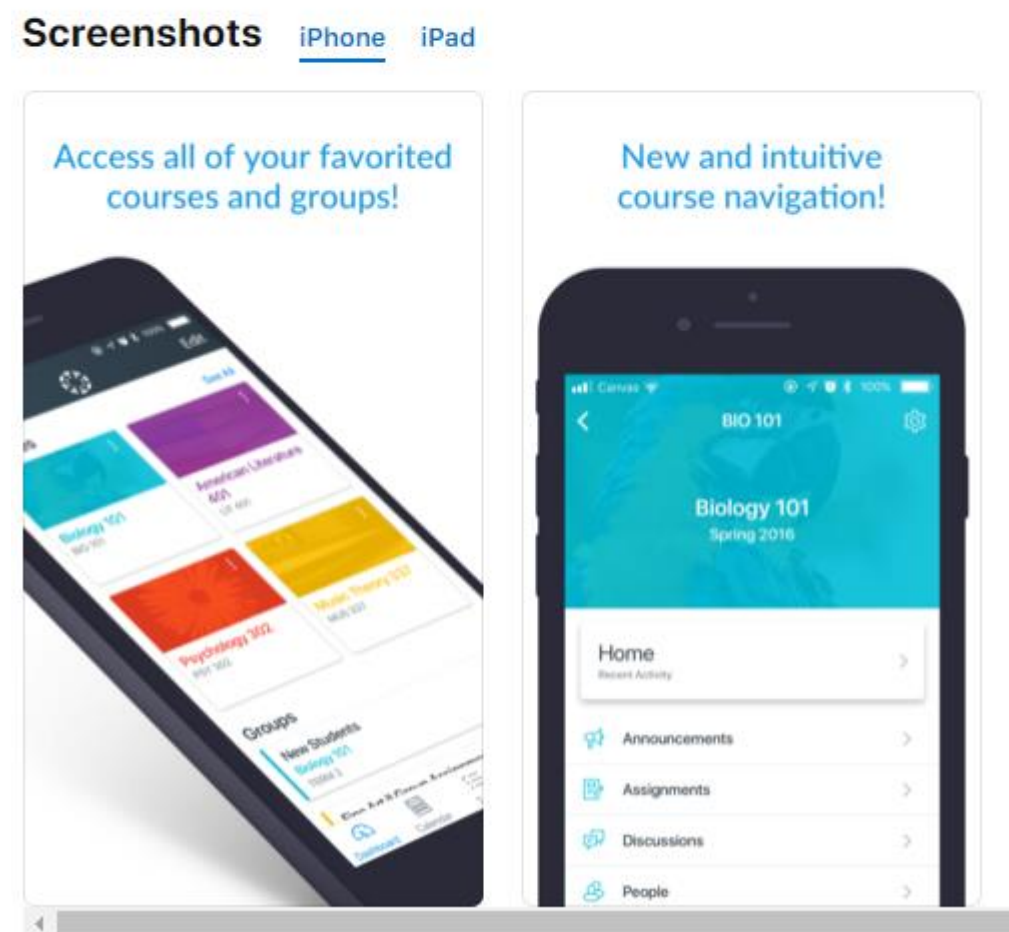
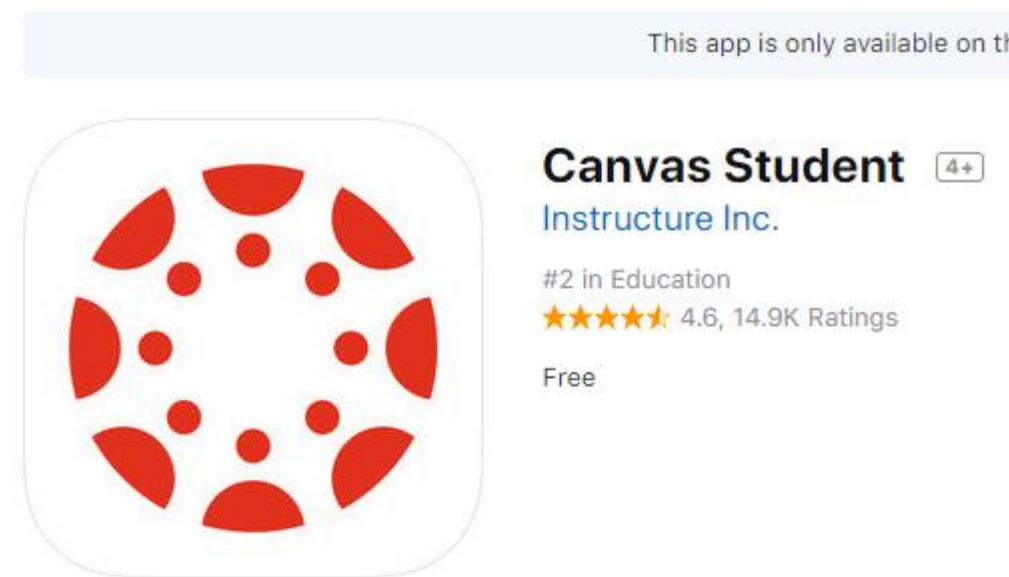


Access your Canvas courses on the go with the Canvas Student mobile app! From any device, students can now:

- View grades and course content
- Submit assignments
- Keep track of course work with to do list and calendar

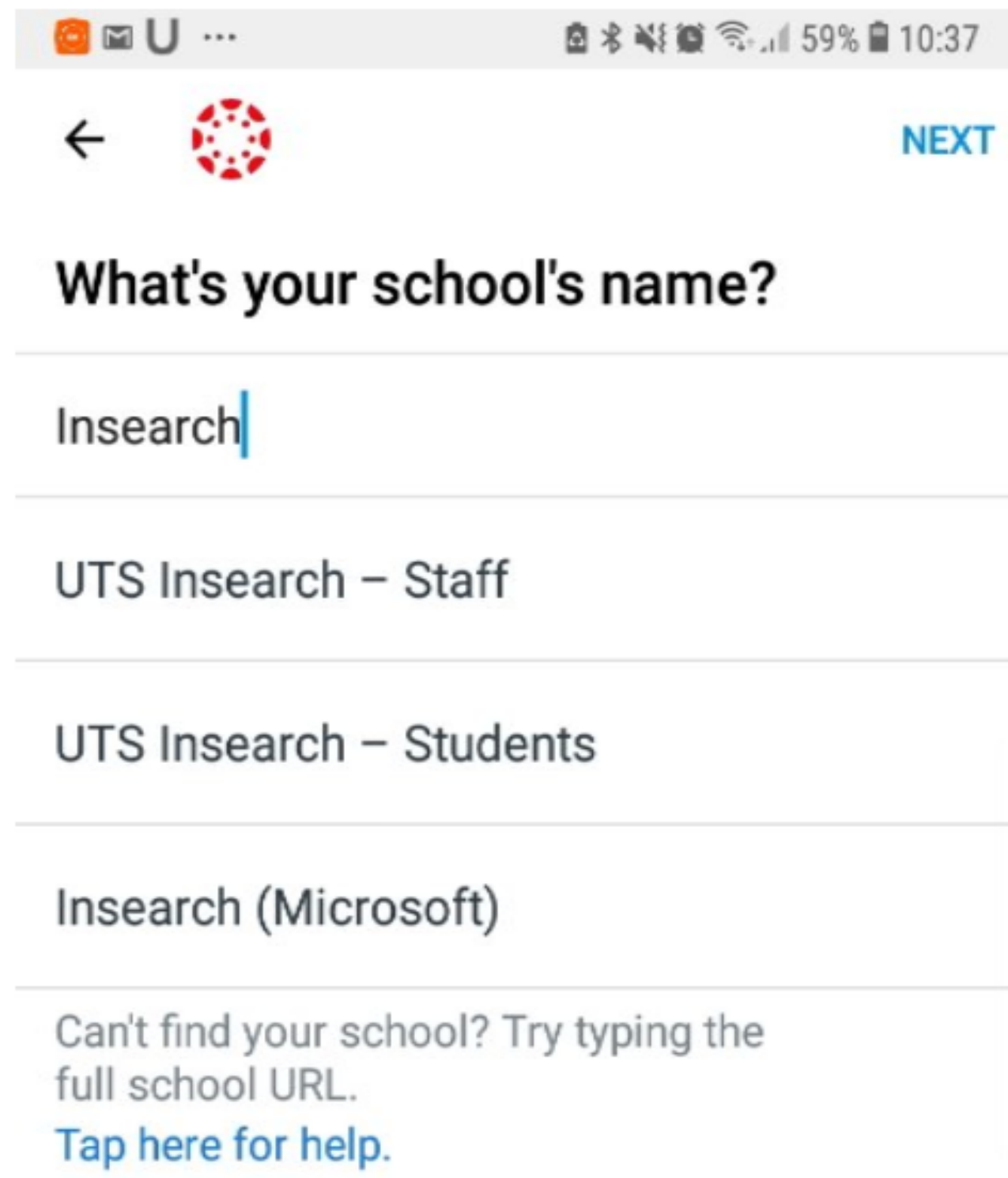
[READ MORE](#)

iOS



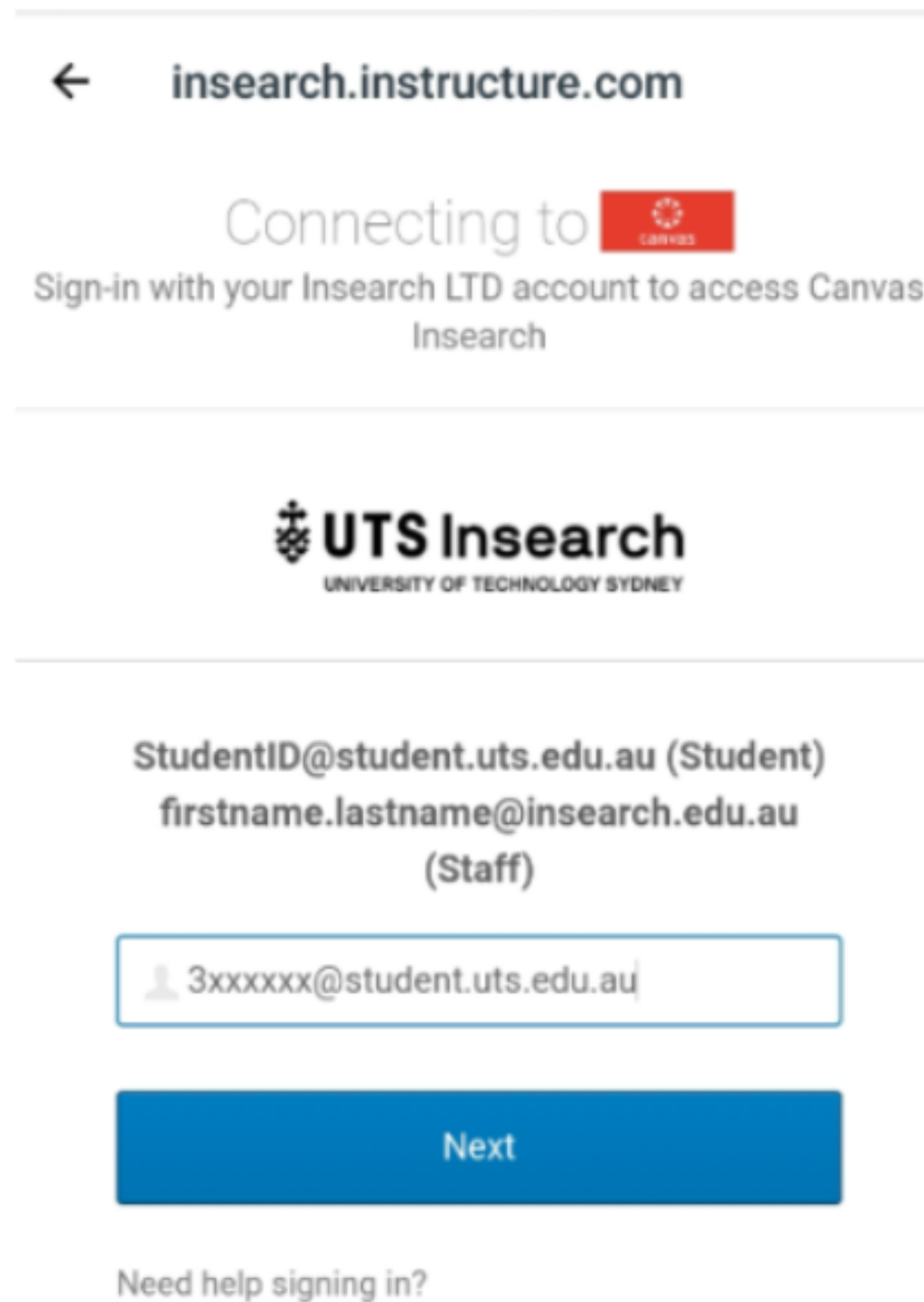
Download the Canvas Student app

Select on **UTS Insearch**



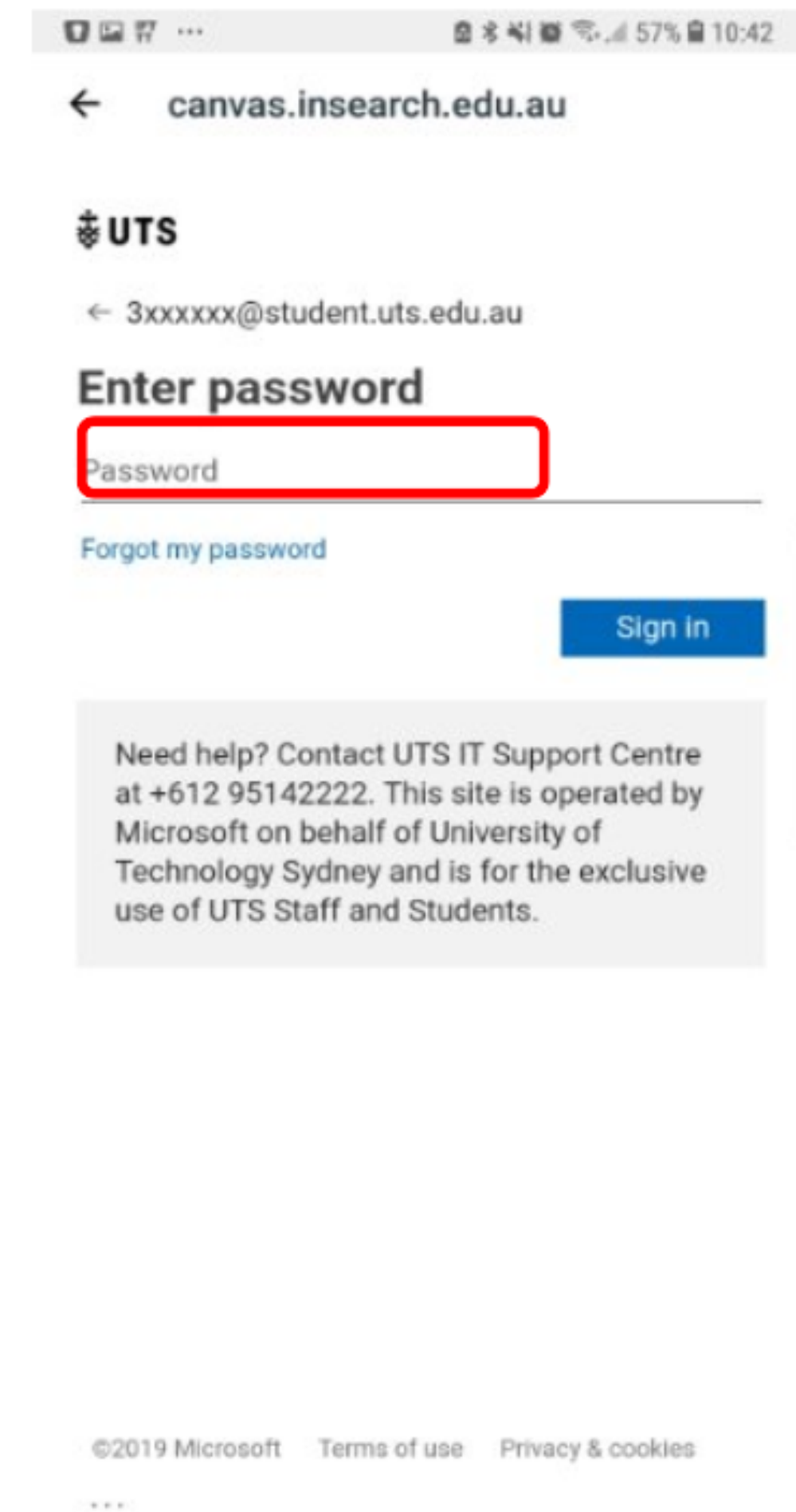
A mobile app interface showing a search for schools. At the top, there's a status bar with icons for signal, Wi-Fi, and battery (59%), and the time 10:37. Below that is a navigation bar with a back arrow, a red circular logo, and a 'NEXT' button. The main content area has the question 'What's your school's name?' followed by a search input field containing 'Insearch'. Below the input are four list items: 'UTS Insearch – Staff', 'UTS Insearch – Students', 'Insearch (Microsoft)', and a footer note: 'Can't find your school? Try typing the full school URL. Tap here for help.'

Login using your studentID@student.uts.edu.au



A mobile app interface for logging in. The address bar shows 'insearch.instructure.com'. The main content says 'Connecting to' with a red Canvas logo, followed by 'Sign-in with your Insearch LTD account to access Canvas Insearch'. Below this is the 'UTS Insearch UNIVERSITY OF TECHNOLOGY SYDNEY' logo. There are two email options: 'StudentID@student.uts.edu.au (Student)' and 'firstname.lastname@insearch.edu.au (Staff)'. A text input field contains '3xxxxxx@student.uts.edu.au'. A blue 'Next' button is at the bottom. A link 'Need help signing in?' is at the very bottom.

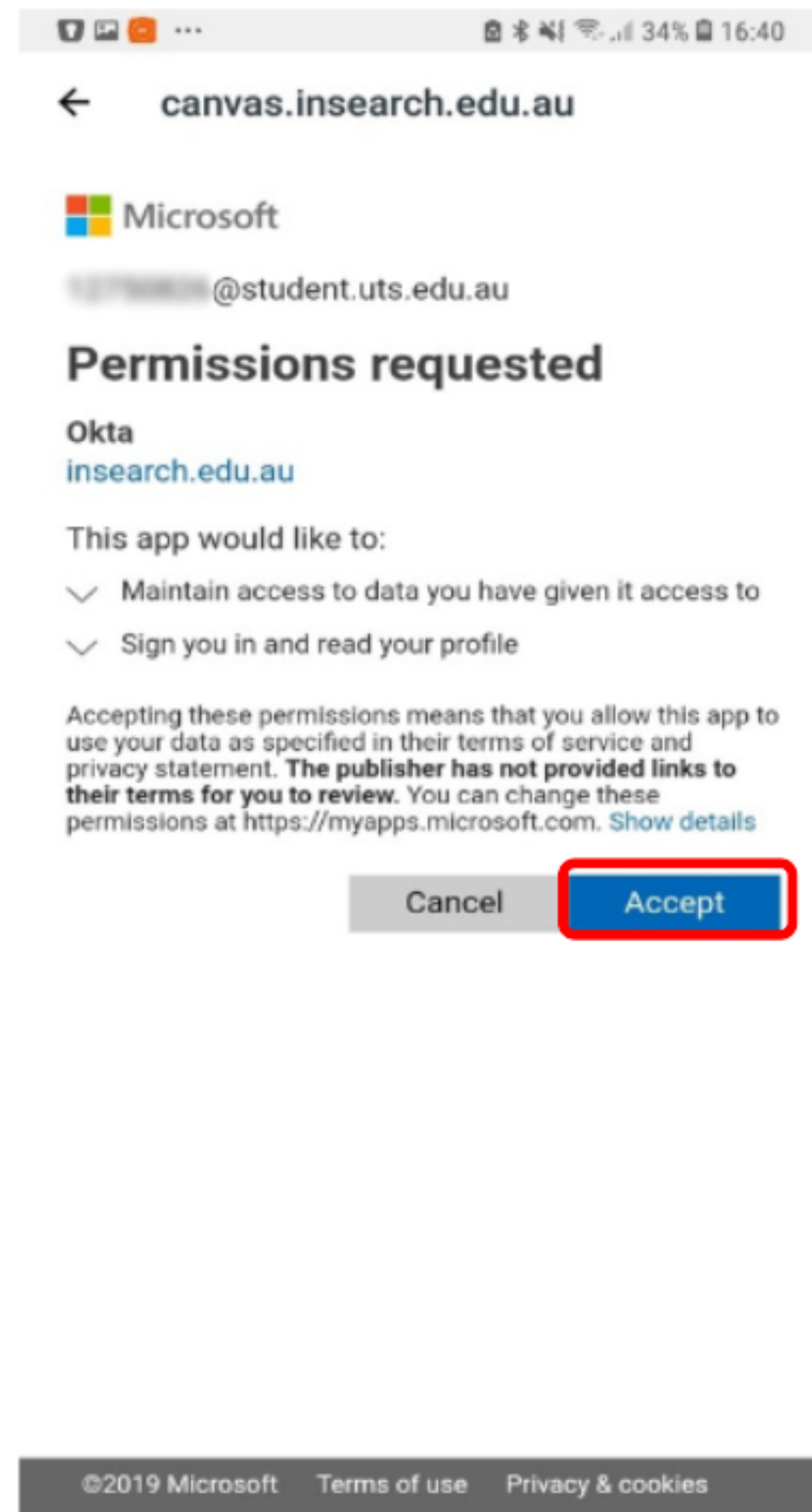
Enter your password



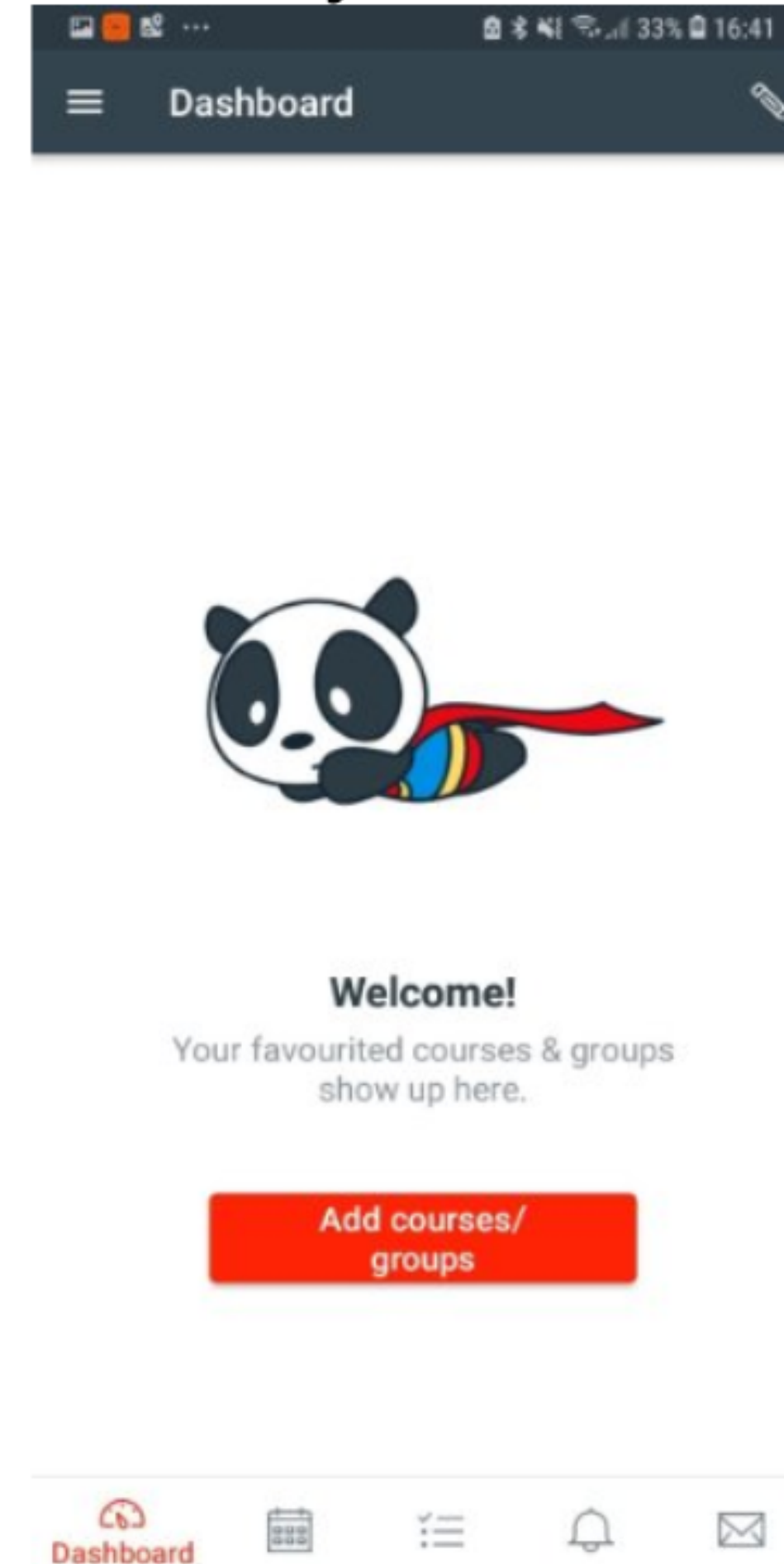
A mobile app interface for entering a password. The address bar shows 'canvas.insearch.edu.au'. The main content shows the UTS logo, a back arrow, and the email '3xxxxxx@student.uts.edu.au'. Below that is the heading 'Enter password' and a text input field containing 'Password', which is highlighted with a red border. A link 'Forgot my password' is below the input. A blue 'Sign In' button is on the right. At the bottom, there's a grey box with text: 'Need help? Contact UTS IT Support Centre at +612 95142222. This site is operated by Microsoft on behalf of University of Technology Sydney and is for the exclusive use of UTS Staff and Students.' At the very bottom, there's a footer with '©2019 Microsoft Terms of use Privacy & cookies'.

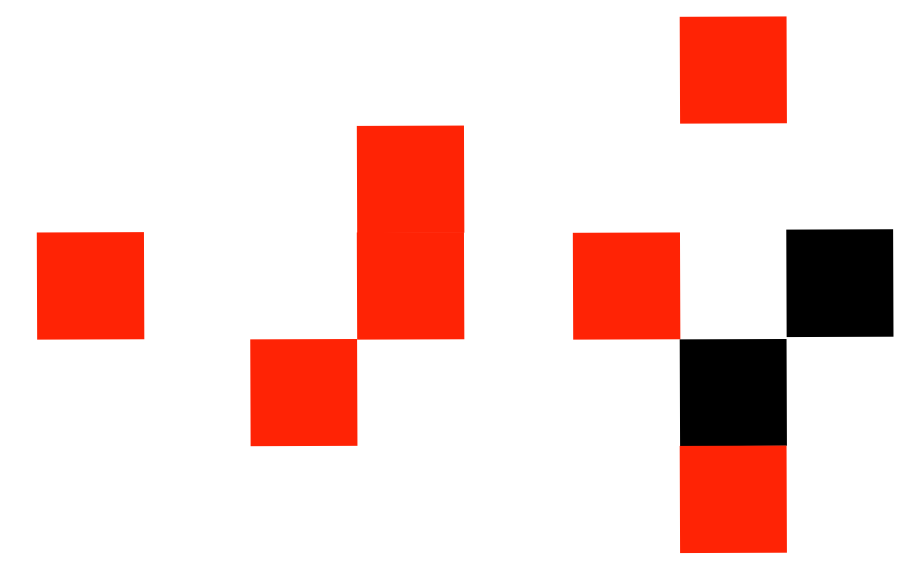
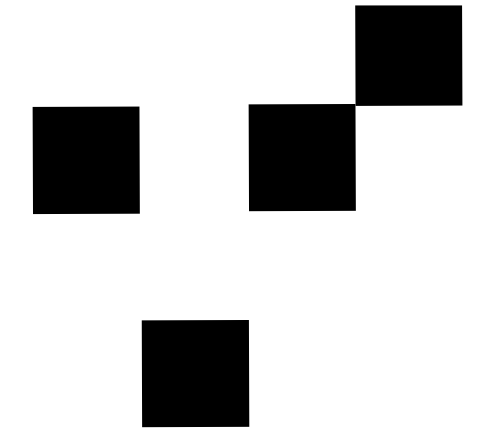
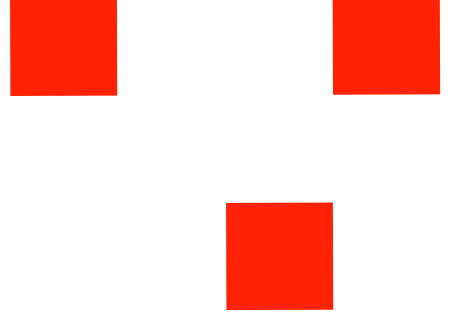
Download the Canvas Student app

Select **Accept**



You should now be able to view your dashboard





Taking your student card photos

Student Card Photos

Enter the login URL below in your browser:

<https://capturemelogin.insearch.edu.au>

Username: UTS Insearch Student ID

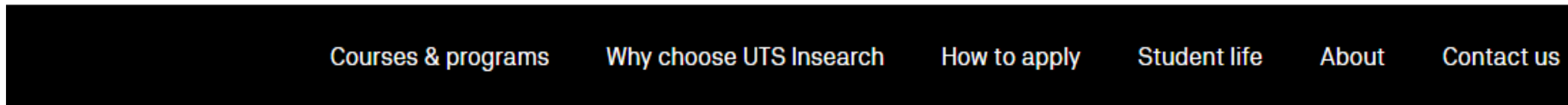


Password: Date of Birth (DDMMYYYY)



Submit

Confirm reCAPTCHA details before you click



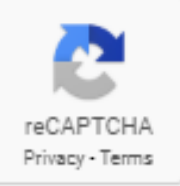
Upload your ID card photo via CaptureME

Login

Username

Required field *

Password

 I'm not a robot

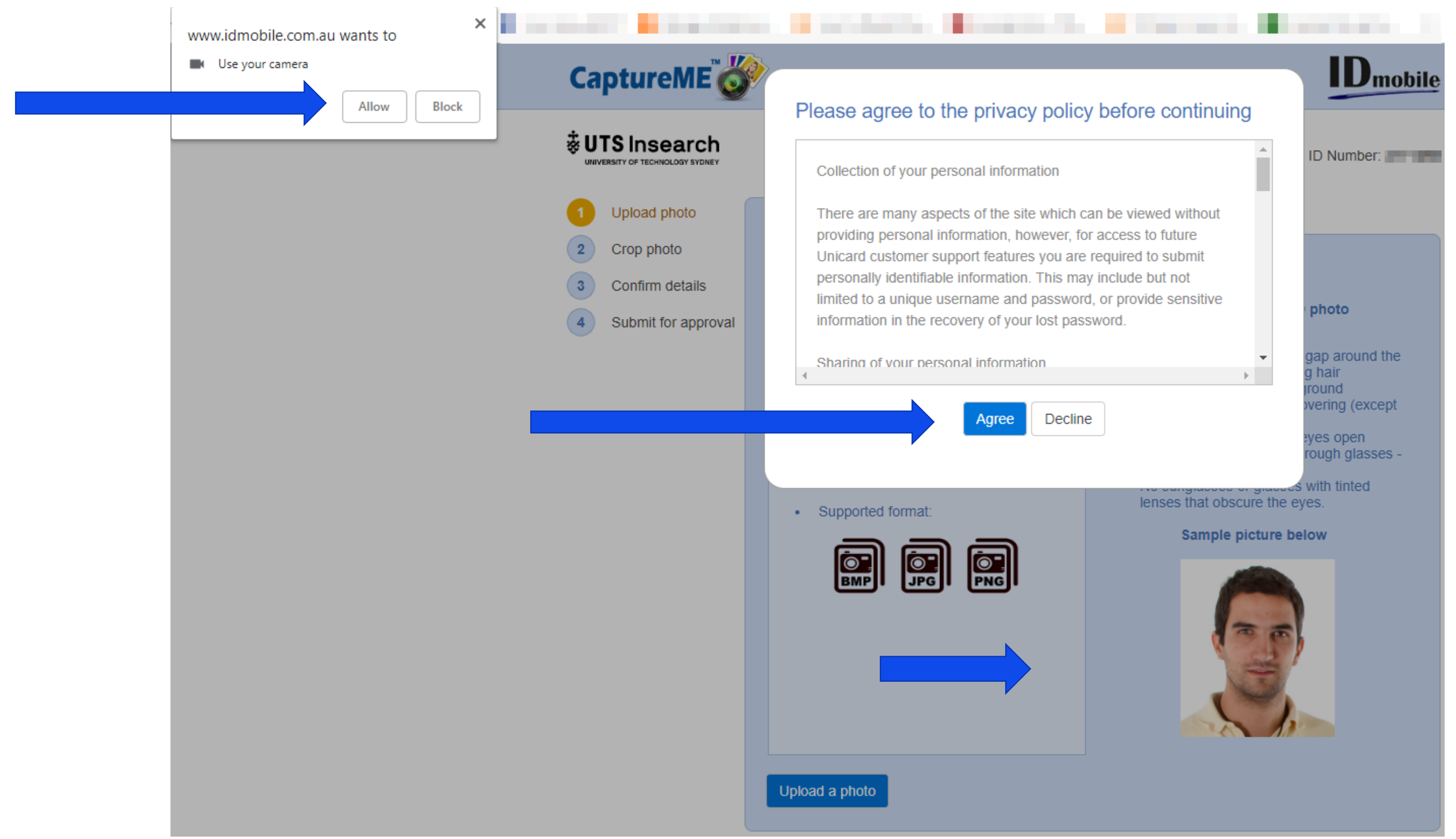
Submit

Student Card Photos

Once logged in to CaptureMeLogin:

1. Click on "Allow" in the pop-up.

2. Click on "Agree".



Student Card Photos

Once logged in to CaptureMeLogin:

1. Click on the "Take a photo from your webcam" tab
2. Click on "Step 1: Take photo"
3. Click on "Step 2: Submit this photo"

CaptureME™ ID Photo Capture

UTS Insearch UNIVERSITY OF TECHNOLOGY SYDNEY

Upload photo

ID Number: 3171458

- 1 Upload photo
- 2 Crop photo
- 3 Confirm details
- 4 Submit for approval

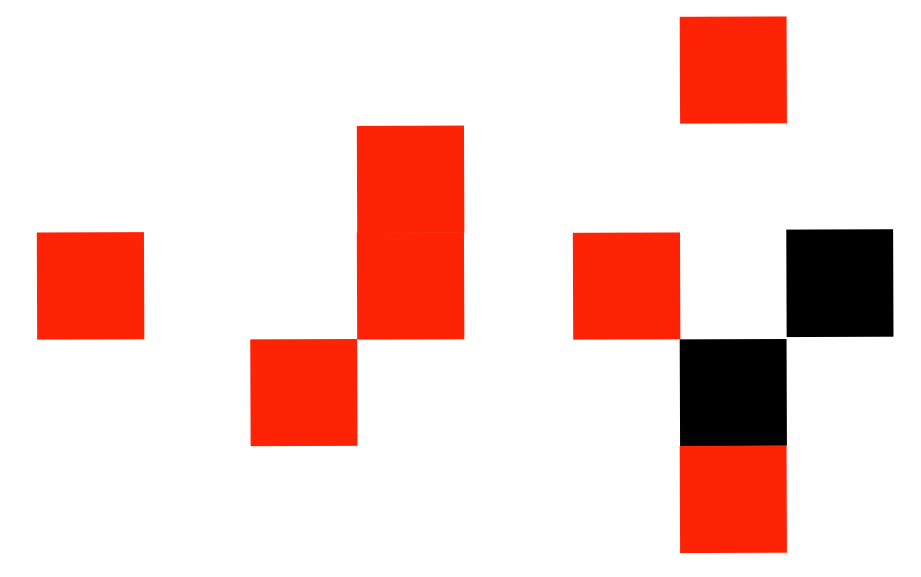
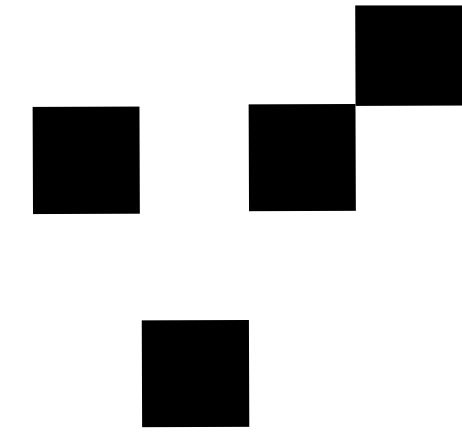
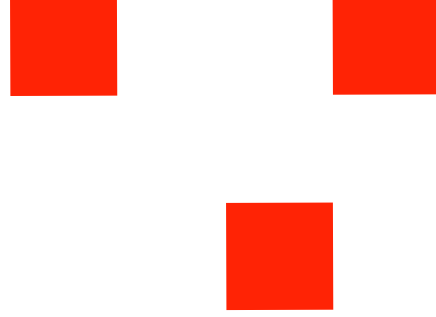
Upload a photo | Take a photo from your webcam 1

If you have a webcam, press the allow button below to start the camera.

1: Take photo 2

2: Submit this photo 3

If Take photo button does not respond, Refresh the current page

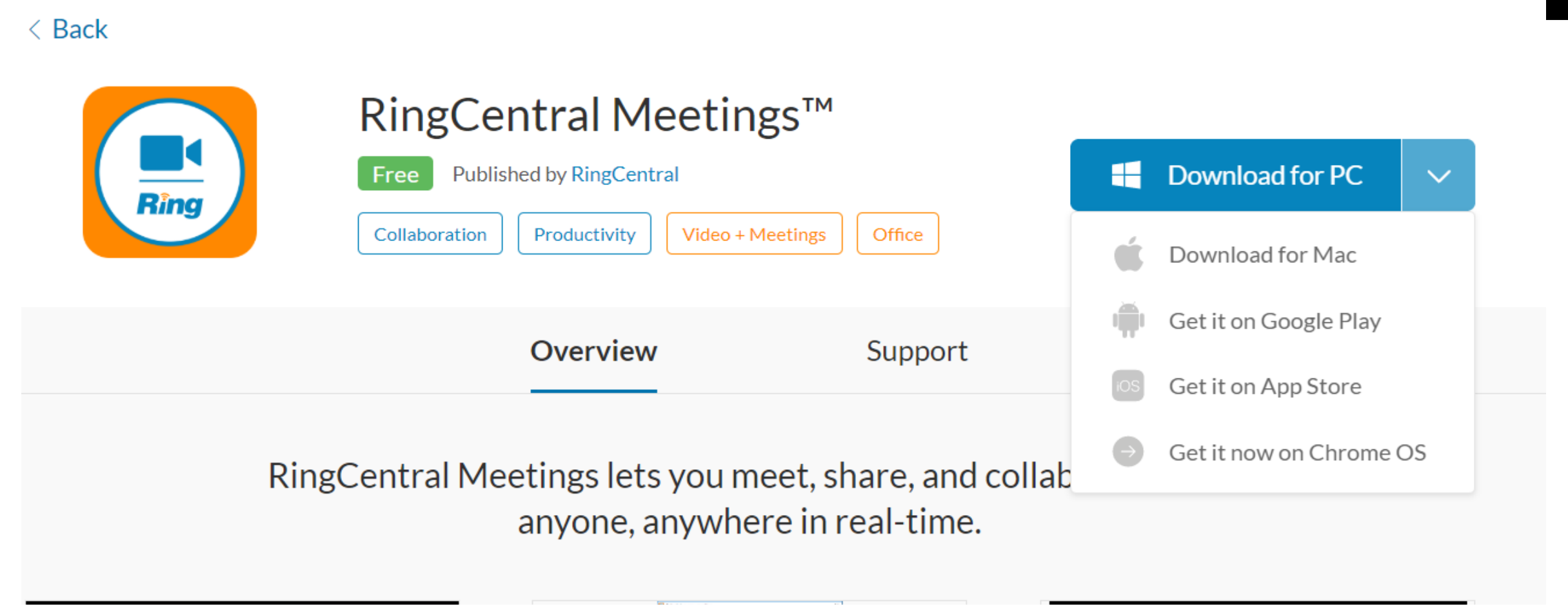


How to join your online classes

How to join your online classes

1. Download RingCentral APP (available for Mac, Windows, Android and IOS)

<https://www.ringcentral.com/apps/rc-meetings>



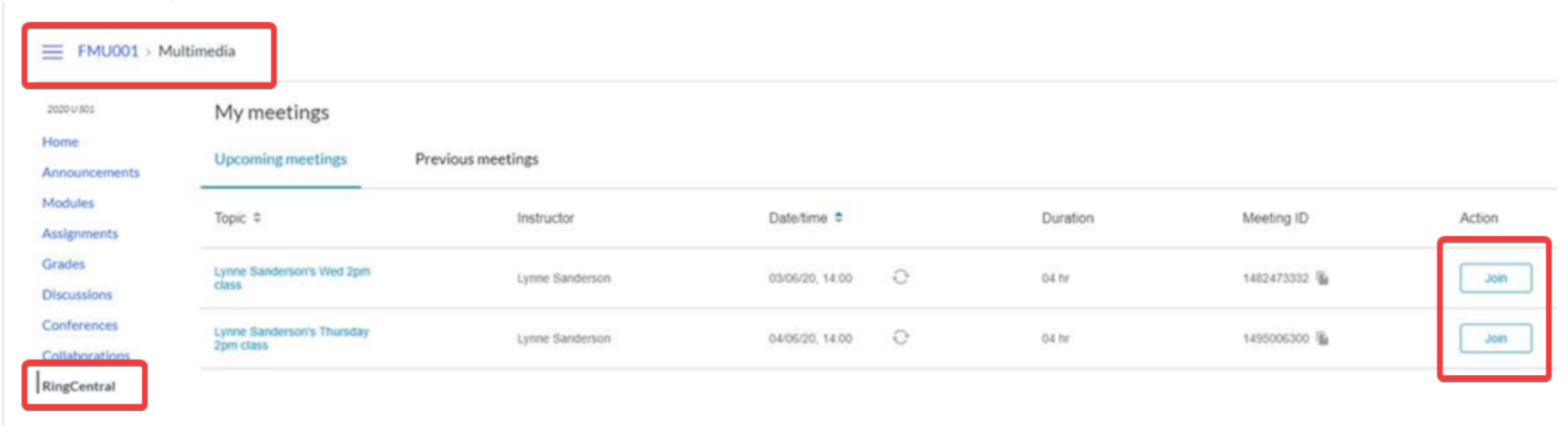
2-1. If you receive the class link in email:

Click on the meeting link you received

e.g. <https://meetings.ringcentral.com/j/xxxxxxxxxxx>

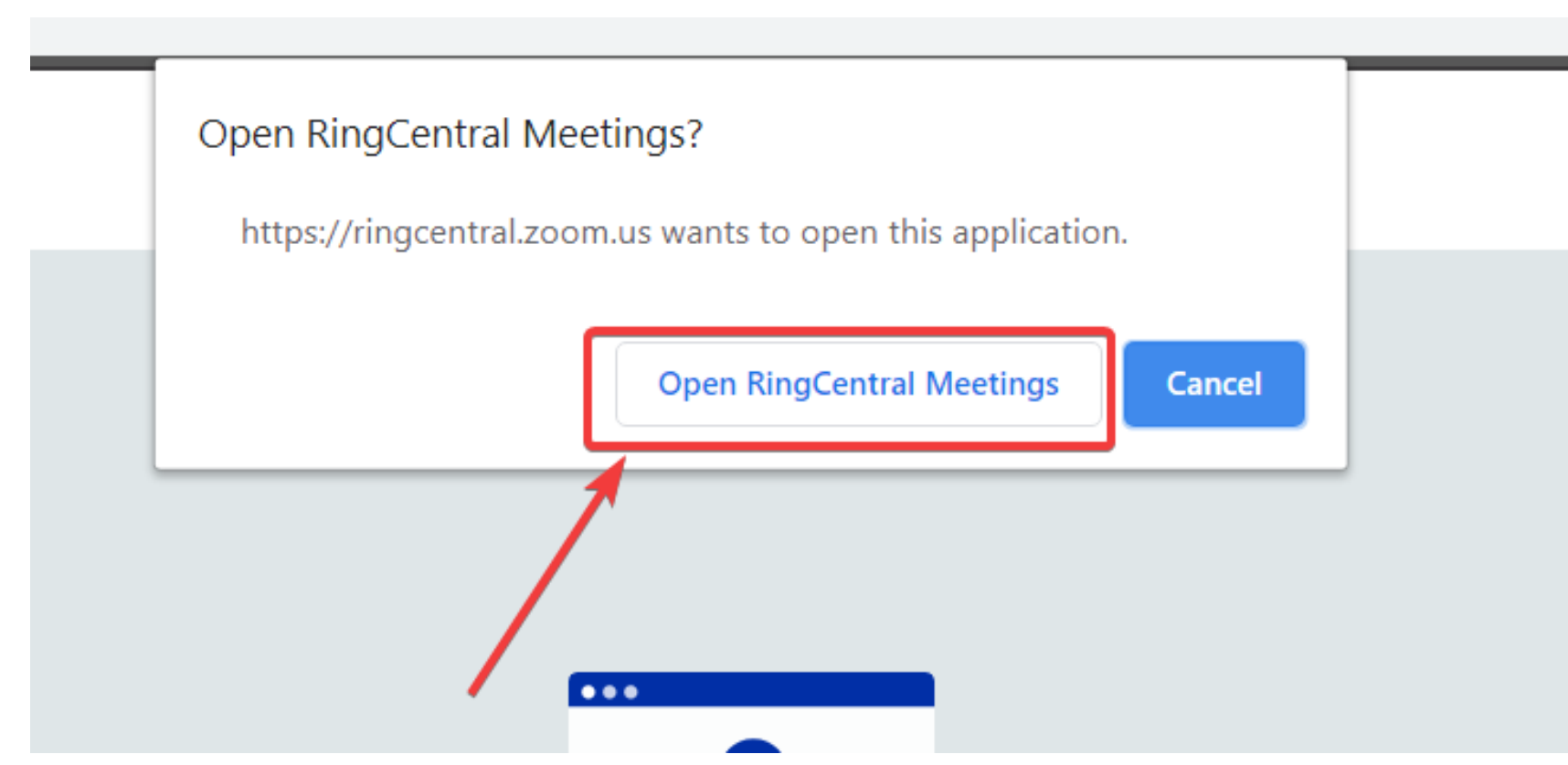
2-2. If your teacher published the class in Canvas

Go to the class, click on "RingCentral" tab, and then click on join.

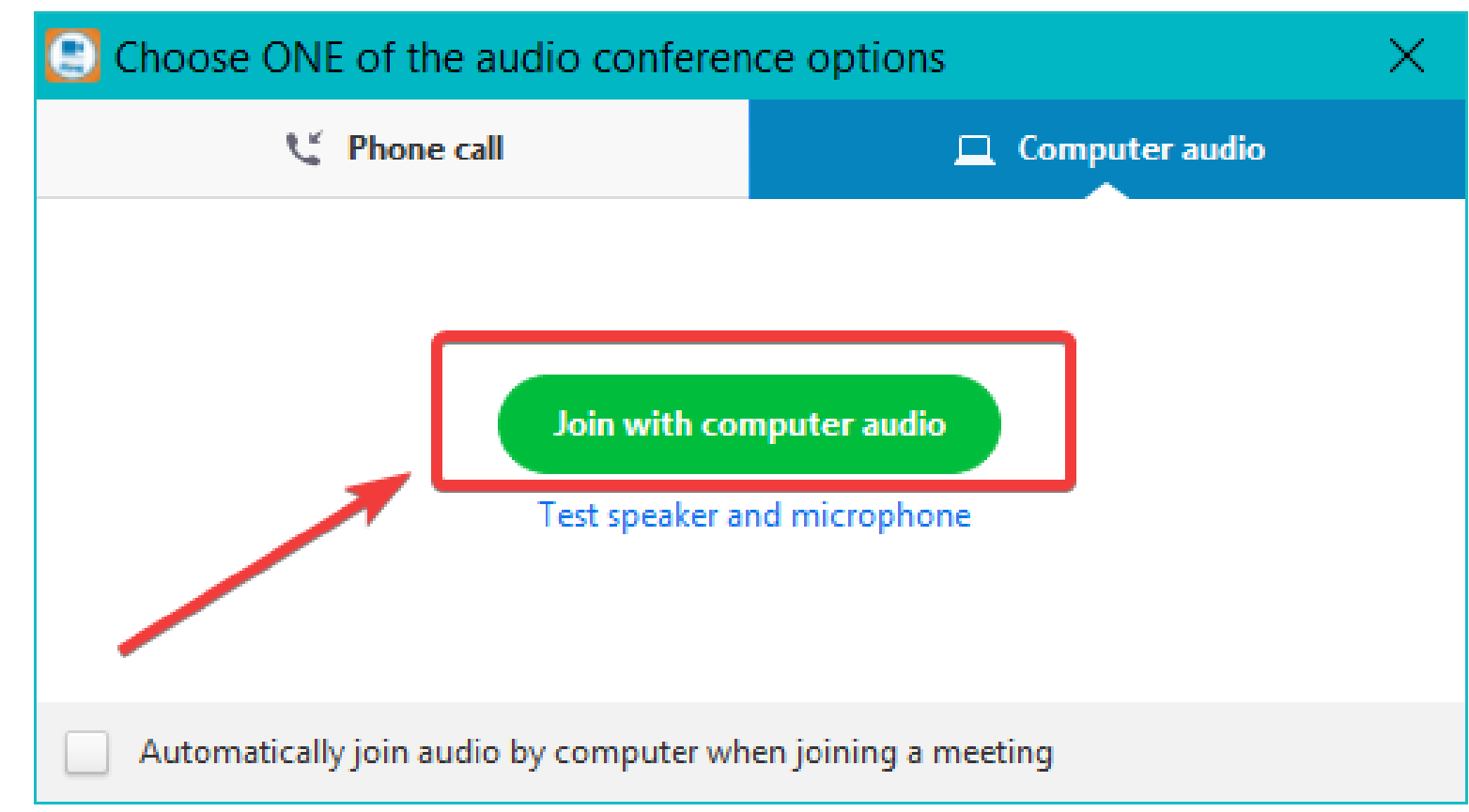


How to join your online classes

3. A window will pop up in your browser after you click on the link, now click on "open RingCentral Meetings"

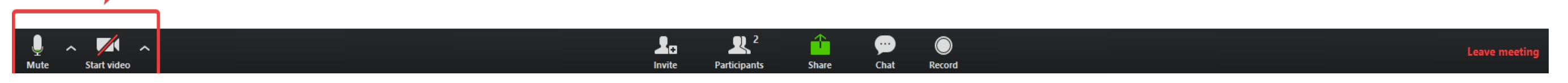
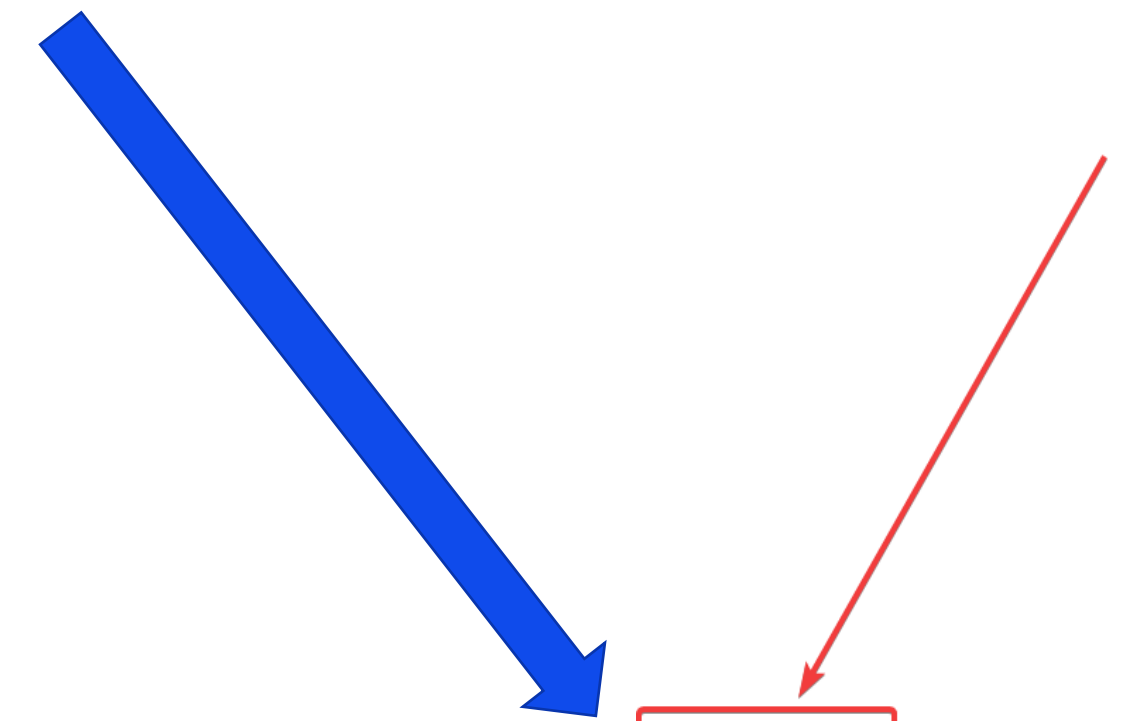


4. Your RingCentral APP will open, now click on "Join with computer audio" so you can talk or hear the audio in the meeting



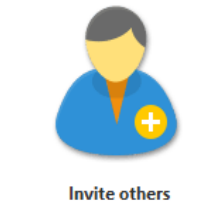
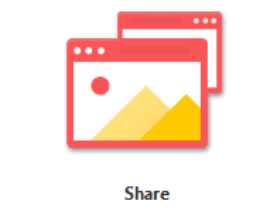
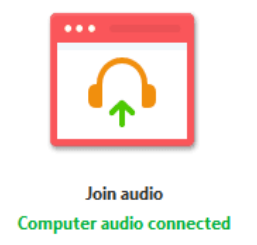
How to join your online classes

5. You can also mute/unmute yourself or turn on/off your camera at the bottom left corner



Talking:

Meeting topic: Herman Tam's RingCentral Meeting
Host: Herman Tam
Invitation URL: <https://meetings.ringcentral.com/j/1480399647>
[Copy URL](#)
Participant ID: 54





**You've now completed
ITDS Orientation!**

Good Luck with your studies