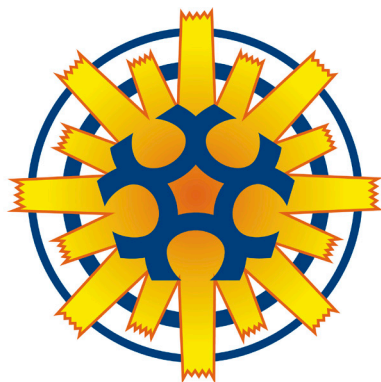


# University of Canberra Schools Card Quick Guide for Students



UC HIGH SCHOOL  
**KALEEN**



UC SENIOR SECONDARY COLLEGE  
**LAKE GINNINDERRA**

# I HAVE RECEIVED MY CARD. WHAT DO I NEED TO DO NOW?

## CREATE A PASSWORD

Once you have received your student card you need to ring the UC ITM Service Desk on 6201 5500 to request a password. For UC to identify you, you will need to tell the Service Desk your UC student ID number (username) which is located on the top left corner on your card (the ID number starts with the letter 'u'). The Service Desk will then give you your password.

## CHANGE YOUR PASSWORD

It's easy to change your password if you want to. **Log onto the MyUC Student Portal:** <https://www.canberra.edu.au/myuc/group/uc-students/home>. Click on **My Access** and then select **Change Network Password**. Passwords need to be 8 characters long and need to include one special character i.e.: !=\_\$/- Example: test=123

## EMAIL ACCESS

It's easy to access your student email. **Log into MyUC**, then go to **Study Tools** and then click on the **'Email'** link. You can also access your student email by going to <http://www.uni.canberra.edu.au> - your Windows Live ID is your student ID number e.g.: u123456@uni.canberra.edu.au and your password is the same password you use for MyUC.

## IT HELP

If your card doesn't work for some reason or you are having technical problems please ring the ITM Service Desk on 6201 5500 or contact them by email: [servicedesk@canberra.edu.au](mailto:servicedesk@canberra.edu.au). The ITM website <http://www.canberra.edu.au/icts> can also be used to find answers to your questions.

## ID CARD

Your ID Card has certain conditions attached to it. Conditions of use for Students: Your ID card must be carried at all times and presented upon request by UC staff. The card remains the property of

the UC and you must give it back to UC if you are no longer a student enrolled at a UC School.

- **Lost/Stolen Card.** If your card is lost or stolen please send an email from your student email account to: [Security@canberra.edu.au](mailto:Security@canberra.edu.au). State that your card has been lost/stolen and request that your card be cancelled. Don't forget to send this from your student email and include your student ID number as part of your email. For lost or stolen cards a \$10 replacement fee may be charged.
- **Replacement Card.** To have your card replaced if it is lost, stolen or damaged, please bring some photo ID or your ID card in to the Student Centre in Building 1 on Campus and we will print another card for you. Opening hours are Mon – Thurs 9-5 and Fri 9-4.30
- **Access issues.** If you are having problems with your access on campus please email: [Security@canberra.edu.au](mailto:Security@canberra.edu.au) and include your UC student ID number (username) and the problem.

## LIBRARY ACCESS

Please visit our Library Welcome page, <http://www.canberra.edu.au/library>. Here you will be able to use your username and password to gain access to Library resources, including the Library Catalogue (find material, renew borrowed items, check due dates) at <http://webpac.canberra.edu.au/search>.

## CONTACT THE LIBRARY

Information and Loans Desk staff

Phone: 6201 2953 Email: [libraryloans@canberra.edu.au](mailto:libraryloans@canberra.edu.au)

Research Assistance Desk staff

Phone: 6201 5082 Email: [askalibrarian@canberra.edu.au](mailto:askalibrarian@canberra.edu.au)

Special services contacts

- Ask a Librarian (email reference service)
- Chat with a Librarian (live service, check Library website for hours)



# UNIVERSITY OF CANBERRA

**AUSTRALIA'S CAPITAL UNIVERSITY**

## CONTACT

### STUDENT CENTRE

Building 1 Level A Room 150

Phone: 1300 301 727

Email: [Student.Centre@canberra.edu.au](mailto:Student.Centre@canberra.edu.au)

### Opening Hours

Monday to Thursday

9:00am to 5:00pm

Friday

9:00am to 4:30pm

### ITM SERVICE DESK

Phone: 6201 5500

Email: [servicedesk@canberra.edu.au](mailto:servicedesk@canberra.edu.au)

Website: <http://www.canberra.edu.au/icts>