

LOGIN INFORMATION

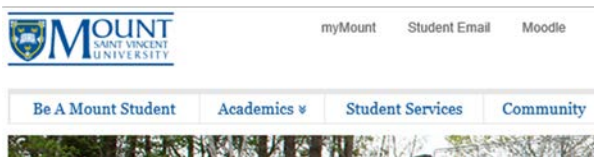
Information Technology & Services



Logging into myMount, Email and Office 365

Accessing myMount provides you with personalized access to a number of services including: Office 365, WebAdvisor, Course Registration and financial information.

Step 1: Click the *myMount* link from the MSVU homepage



Step 2: Sign in using your full MSVU email address and password.

A screenshot of the myMount sign-in form. It has two input fields: the first contains the email address 'monty.mystic@MSVU.CA' and the second is a password field with masked characters. Below the fields is a blue 'Sign in' button.

Step 3: Depending on your screen size, click on the waffle or the burger icon to access your email and other Office 365 features.



Logging into Moodle

Moodle is the Mount's Learning Management System and allows educators to create their own unique course website. Course sites can be used to administer quizzes and tests, create assignments and facilitate online discussions.

Logging into Moodle allows students and faculty to access their courses.

Step 1: Click the *Moodle* link from the MSVU homepage.

Step 2: Enter your Mount username and password.

A screenshot of the Moodle login form. It has a title 'LOGIN' with a user icon. Below are fields for 'Username' (containing 'mmystic') and 'Password' (masked). There is a checkbox for 'Remember username' which is unchecked. At the bottom are two buttons: a blue 'Log in' button and a dark green 'Lost password?' button.

Step 3: Click *Log in*.

Logging into Novanet Catalogue

Step 1: Click the *Library* link from the MSVU homepage.



Step 2: Click the *Check/renew my Novanet Library Loans* link.

Find articles, journals, books, videos and more:

Novanet Discovery
[Check/renew my Novanet Library loans](#)

Step 3: Enter the barcode number from your Mount ID card. The default password is set as the last four digits of your personal phone number.



Pcounter Webprint

To print from your personal laptop, go to <https://pcounter.msvu.ca>

Log in with your email address or username and password.
Visit the IT&S Helpdesk or Library Circulation to purchase print credits.

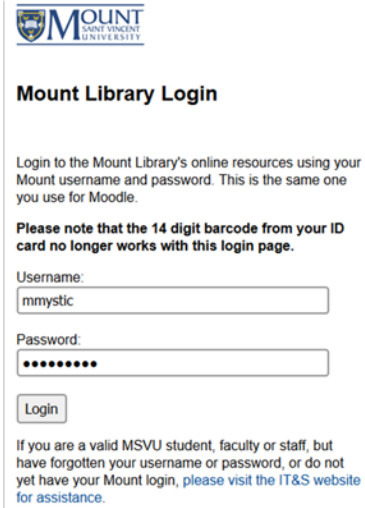
When using Pcounter...

- Select the closest printer to your area
- Click *Set Options* to change paper size, orientation, etc.
- Click *Preview* to display your document prior to printing
- Ensure you have print credits purchased

Accessing Library Resources from Off-Campus

When accessing online Library resources from off-campus, you will be redirected to ezproxy.msvu.ca

Use your Mount Username to login.



Changing Your Password

To change your password for myMount, Moodle and your email, please visit
msvu.ca/passwordupdate

Step 1: Click on *Change my Password*.

Step 2: Enter your Mount username and password and click
Login.



The screenshot shows the 'eControl Login' interface. At the top, there is a blue header with the Mount Saint Vincent University logo on the left and the 'omni' logo on the right. Below the header is a light blue box containing the login form. The form has two input fields: 'Username:' with the text 'mmystic' and 'Password:' with a masked password of nine dots. Below the fields is a 'Login' button and a link that says 'Forgot Your Password?'.

Forgot your Password?

If you've forgotten your password, click on the *Forgot your Password?* link on the above page. You will need your email address, username and ID# to proceed.

IT&S Helpdesk

902-457-6538

msvu.ca/itservices

helpdesk@msvu.ca