

IT Training

Summer 2023 MSVU International Orientation

JULY 12, 2023



IT Training

This webinar is being recorded and will be posted to the IEC webpage



Reminder

International Education Centre



The International Education Centre (IEC) at MSVU offers personal, academic, cultural, and immigration advising to international students in Canada, as well as any student or faculty wishing to study, research, or conduct projects abroad. The IEC is also home to the University's English for Academic Purposes programs. Learn more about us.



Newsletter

Welcome to Winter 2023!

Your International Education Centre (IEC) would like to welcome you to a new academic semester. We have compiled a list of important announcements for new students, returning students and students who are getting close to finishing their program.

Please feel welcome at the IEC. We have a lounge and kitchen space where you can eat and socialize. If you have an appointment or are coming in to attend a workshop, why not come a little early and make yourself at home? We offer coffee, tea, snacks, and friendly conversation.

Wondering where we are located? The Seton Annex is at 95 College Road (No.10 on the map), just down the hill from Evaristus and just behind the Seton Academic Centre.

Wishing you all the best this term.
Your IEC Team



Online Webinars and Workshops

We gathered a list of online support webinars and workshops that will help you in your transition to Canada. The list is a combination of academic and student life support services and information. Please continue to visit this page as we are continuously adding to the list.

Click on the link above to access these resources. For more questions, email us at international@msvu.ca.

Today's presentation will be recorded and will be posted to:

www.msvu.ca/international

Presenters



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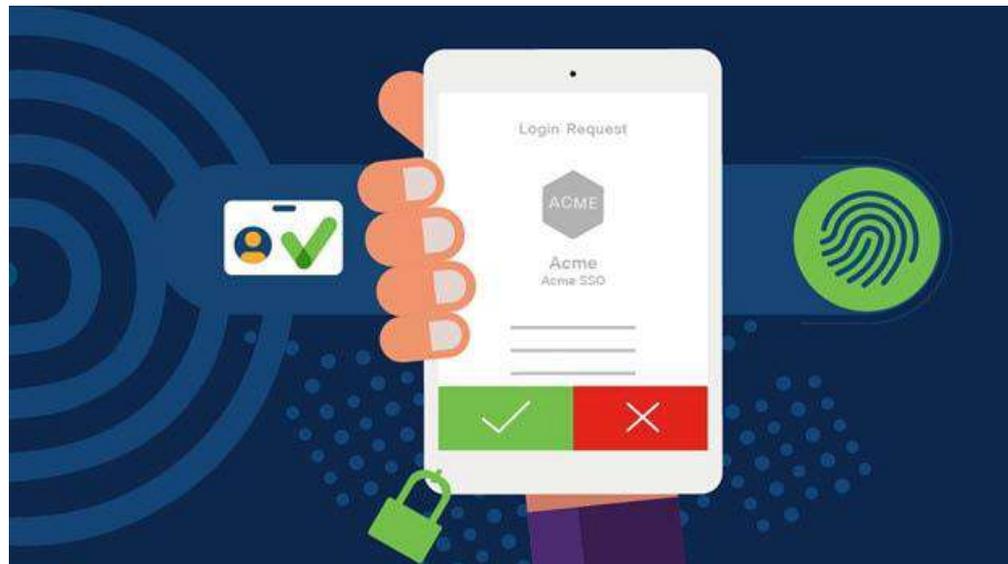
Outline

1. Multifactor Authentication (MFA)
2. MSVU email, username, and password
3. Office 365
 - downloading
 - apps
 - purposes
 - Teams – a brief introduction
4. myMount
 - services
 - purposes
 - functions
5. Moodle
 - Blackboard Collaborate
6. MSVU Apps
 - MSVU Ellucian Go
 - MSVU Safe
7. Important MSVU webpages



Part I

MSVU Multifactor Authentication (MFA)



Part I

1. MSVU Multifactor Authentication (MFA)

MSVU is committed to providing a safe and secure IT environment. Everyone - students, staff and faculty - shares this responsibility.

MFA is the use of two or more pieces of evidence to prove your identity when logging in:

- something you know (your password)
- something you have (a code that you receive via another device)

www.msvu.ca/helpdesk – if you need assistance



Part I

1. MSVU Multifactor Authentication (MFA)

How it works:

Login to your MSVU Office 365 account :

- provide your username and password
- enter a code delivered to you via one of the following means:
 - the Microsoft Authenticator App on your phone or tablet
 - call to a landline or cell phone
 - text message to a cell phone

Recommendation is the Microsoft Authenticator App

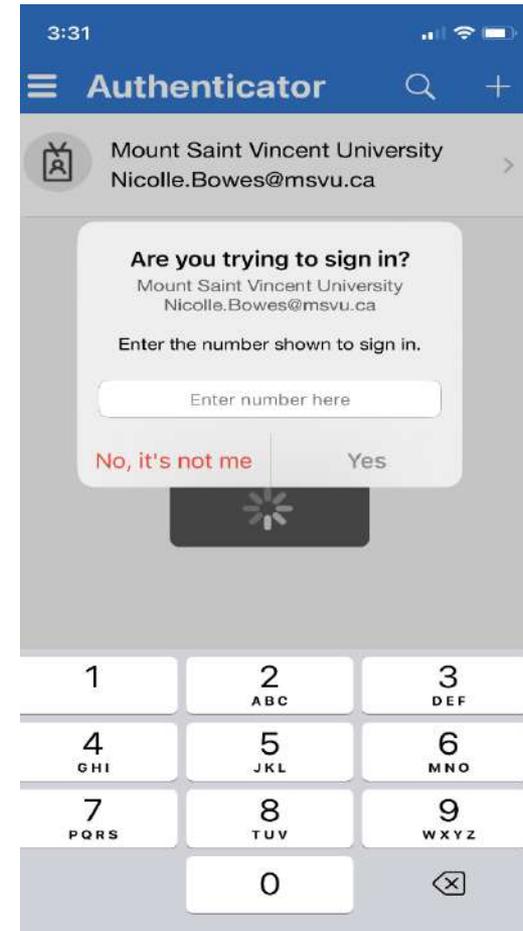
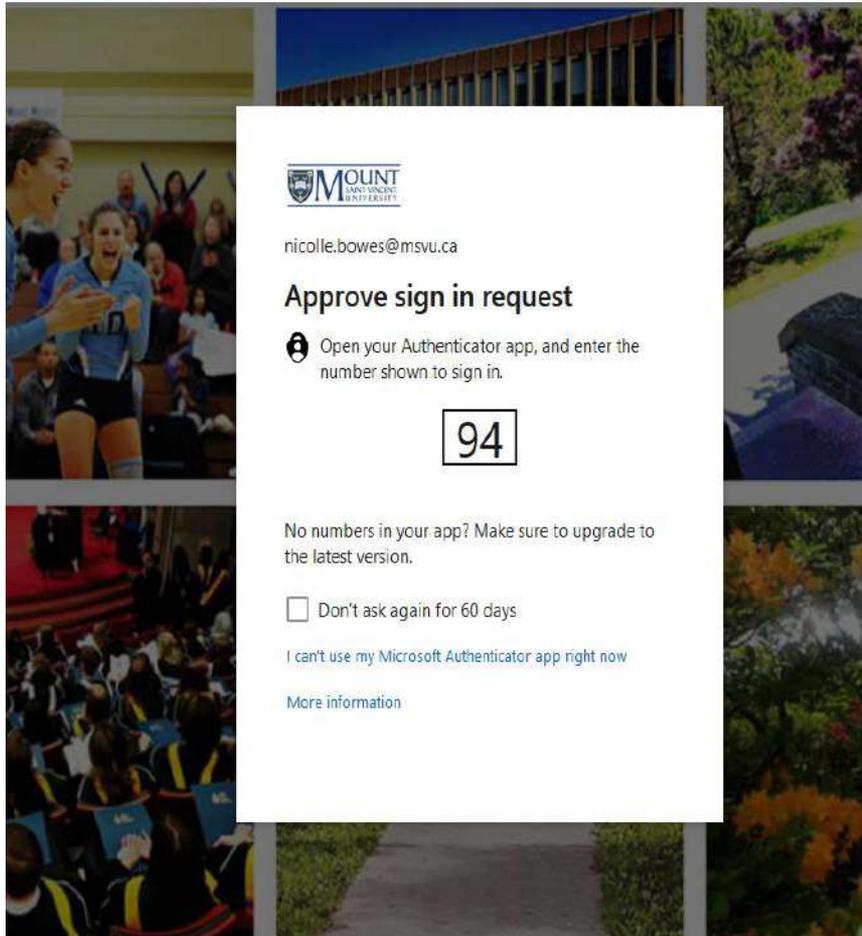
-most convenient

-no fee if you are travelling



Part I

1. MSVU Multifactor Authentication (MFA)



Part II

MSVU email, username, and password



Part II

After receiving acceptance email, from helpdesk@msvu.ca:

- *Your username is as follows: First initial followed by last name. If your email has a number on the end, so will your username. (Mount App, Financial Statements, Account Activity Statement, WebAdvisor, library searches, accessing MSVU PCs on Campus etc...)*
- *Your email address will be your full first name, followed by your last name. If you are unsure about if your email may or may not have a number, contact IT&S and we will assist you (Moodle, myMount).*
- *Your initial password is a ten character password starting with MSVU and the last six characters being your date of birth in ddmmyy (two-digit day, month and year) format. For Example: If your date of birth was January 24 1953 then your password would be Msvu240153.*
- *Please login to MyMount email in order to reset your IT Account password in the link below:
<https://www.msvu.ca/campus-life/campus-services/it-services/mymount-email/>*
- *After you have logged in successfully, you will see a Self-Service Password Reset (SSPR) setup window indicating: “More information is required. Your organization needs more information to keep your account secure”.*
- *Follow the steps to set up your future password recovery methods; we recommend setting up at least two methods for recovery.*
- *Once your recovery methods are setup you should not be prompted again. If on some future date you need to use SSPR to reset your password, you can follow the link on the MSVU page for forgotten password to reset your password.*

For more information about setting up recovery options or using the recovery tool go to:

<https://www.msvu.ca/password/>

Let us know if there is anything else we can help with!



Part II

2. MSVU email, username, and password

- If you do not have these, email helpdesk@msvu.ca
 - your full name
 - MSVU 7-digit student ID
 - your birth date



Part III

Office 365



Part III

3. Office 365

To download:

- www.msvu.ca/mymount
- Login with your MSVU username and password
- Choose "Office 365 Apps"
- Choose "Install Office"
- Follow the download prompts

Part III

3. Office 365

The different apps:

- Once Office 365 is installed, click the icon at the top left of your screen
- This one: The icon consists of a green square with a white grid of dots on the left, and the letters 'MSVU' in blue on the right. A blue circle highlights the grid portion.
- Here you will find all apps available in the Office 365 suite: Excel, Outlook (MSVU email), Yammer, Stream, etc.

Part III

3. Office 365

Microsoft Teams:

- An Instant Messenger app
- Similar to WhatsApp or WeChat
- Video conference and chat
- Contact using Name or MSVU Email address



Microsoft Teams

Part III

3. Office 365

For more information from Microsoft:

- <https://support.microsoft.com/en-us/topic/set-up-your-device-to-work-with-accessibility-in-office-365-a0ca81c1-fa3e-417e-9d3b-78b8816fce58?ui=en-us&rs=en-us&ad=us>
- <https://www.microsoft.com/en/microsoft-365>



Part IV

myMount

myMount / Email

Campus Life

A-Z List

Centre for Academic Advising
and Student Success

Accessibility Services

Athletics - Home of the Mount
Mystics

Campus Services

Art Gallery



myMount is the University's portal, providing you with personalized access to a number of services, including: Office 365, WebAdvisor, course registration, financial information and email.

[Log in to myMount / Email](#)



Part IV

4. myMount – www.msvu.ca/mymount

- Is MSVU students' administrative portal
- Where you can find university information
- For example:
 - Important dates and deadlines
 - Registering for and dropping classes
 - Your financial information
 - Your grades
 - Changing your address or password



Moodle

Mount Online Learning Platform



MSVU's Suite of Educational Technologies

Moodle is the Mount's Learning Management System that allows faculty to create and manage course content, host online discussions, administer quizzes and meet in real time with students. Moodle provides a place where students can access course content, submit assignments, complete activities, and communicate with their peers and their instructor.

Blackboard Collaborate is our online classroom software. It provides a virtual space where faculty and students can meet in real-time, work in groups, chat, and learn together.

Office 365 is a collection of apps used in course delivery such as OneNote, Teams, Stream, and Yammer.

Current students and faculty can view Moodle course sites and join online synchronous classes in Collaborate by logging into Moodle.

[Moodle Login](#)

More about Moodle

Scheduled Moodle Maintenance Periods

Blackboard Collaborate

Mount Online Learning Platform Informed Consent Statement

- Academics
 - Bachelor of Arts (BA)
 - Bachelor of Science (BSc)
 - Professional Studies at the Mount
 - Graduate Studies at the Mount
 - Faculty of Education
- Online Learning
 - Take Online Courses
 - Mount Online Learning Platform**
 - Video Tutorials
 - Online Program Offerings
 - Course Delivery Modes
 - Online Support for Students
 - Educational Technology Support for Faculty
- University Academic Calendars
- Co-operative Education at the Mount
- Diploma & Certificates
- Library
- Teaching and Learning Centre

Part V

5. Moodle – www.msvu.ca/moodle

- Is MSVU students' academic portal
- For both on-campus and online classes
- Where faculty will post course outlines, course content, discussion forums, videos, and quizzes

Blackboard Collaborate

- Online classroom space
- Click on this icon:



Important MSVU Apps



Part VI



The Ellucian Go MSVU App

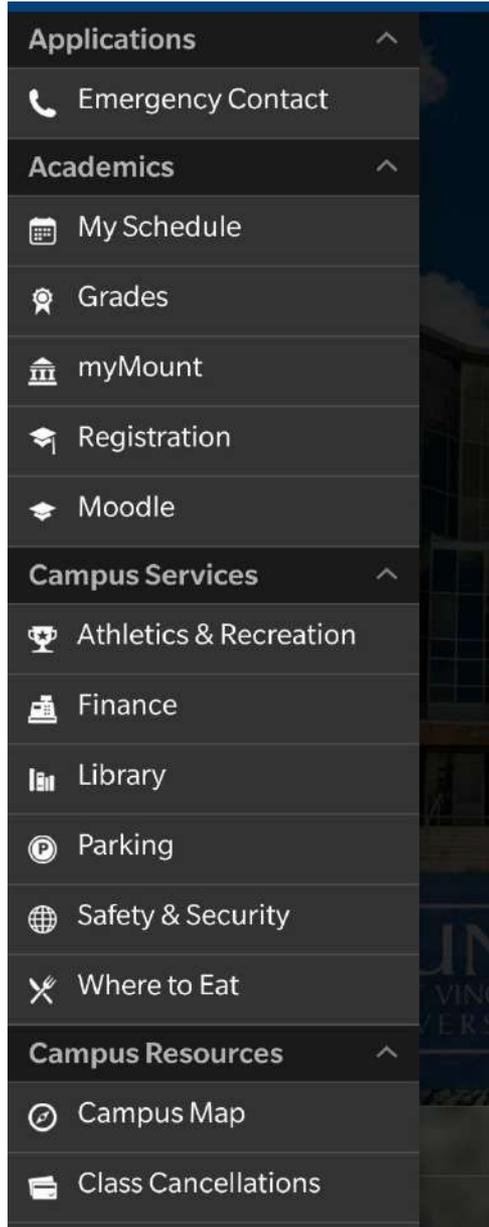
This app is available both on Play store and Apple store. You need your MSVU Email and Password to sign in

Ctrl + Click on the image to watch the video

<https://www.msvu.ca/campus-life/centre-for-academic-advising-and-student-success/academic-advising/first-year-academic-advising/>



Part VI



App does more than class registration!

- User-friendly
- Quick access to your basic student information and needs
- Click on myMount for a more detailed information on your student account and other MSVU information



Part VI

The MSVU Safe App

This app is available both on Play store and Apple store

To make maximum use of the app, users must have location services and calling services enabled. Features include:

- **Mobile BlueLight** – In an emergency, simultaneously send your location to, and call, Campus Security. They'll receive your location in real-time and talk to you on the phone.
- **Friend Walk** – Send your location in real-time to a friend in your phone's contact list. They can then virtually monitor you on the online map as you travel to your destination. They can also trigger a call to emergency services, if necessary.
- **Report a tip** – Easily report non-emergency safety or security concerns to Campus Security. If you see something, say something.
- **Virtual Walk Home** – Send your location to Campus Security so they can virtually monitor you on the online map as you travel to your destination. If you need assistance at any time, you can tap "Emergency" and Campus Security will be alerted.
- **Support Resources** – Find information about support services both on and off campus, including Counselling and Health Services.
- **Travel Safe** – Tap a button to call Campus Security directly to request to have a security officer accompany you to your destination.
- **Campus Maps** – Access MSVU campus maps and parking information, as well as the HRM Crime



Part VII

Important MSVU Webpages

The image shows a screenshot of the Mount Saint Vincent University (MSVU) website. At the top left is the MSVU logo, which includes the number '150' and the text 'MOUNT SAINT VINCENT UNIVERSITY'. To the right of the logo is a navigation bar with links for 'myMount / Email', 'Moodle', 'WebAdvisor', 'Library', and 'Contact Us'. Further right is a search box with a 'Search' button. Below this is a secondary navigation bar with links for 'Future Students', 'Academics', 'Campus Life', 'International', 'Alumni & Donors', 'Research', and 'About MSVU'. The main content area features a large banner for 'Marking MSVU's 150th Anniversary in 2023' with a sub-message: 'Find details on events, a historical timeline, stories & more!'. The background of the banner is an aerial photograph of a modern university building with a green wall and a courtyard.



Part VII

1. MSVU Homepage

www.msvu.ca Important tabs:



Part VII

1. MSVU Homepage

www.msvu.ca

Important tabs:

Equity, diversity, inclusion & accessibility MSVU is committed to ensuring that all students have the opportunity to advance EDIA across all facets of our university and in the community. MSVU is a Dimensions participating institution.	Costs & Financial Support How much does a degree cost? How do I pay for it? Find the answers and Tuition and fees Scholarships & Awards	Visit, Ask & Apply Admissions requirements Application deadlines Connect with a recruiter Viewbook Campus tour videos Apply today
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Things you should know	MSVU Accessibility Plan 2022-2025 provides direction on how the MSVU Community will work to remove even more barriers and support our staff, students and visitors to our community.	Top 10 MSVU News Stories of 2022 Read our most popular news stories of 2022 based on website page views, social media engagement & traditional media coverage!	An apology and our commitment to Indigenous Peoples In October, 2021, MSVU apologized for its role in the tragedy of residential schools in Canada and shared commitments to Indigenous Peoples.
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	Mount News Faculty and staff award winners celebrated at MSVU Wishing you a great holiday break - A message from President Dickinson Top 10 MSVU Stories of 2022	Helpful Links Events Important dates Class cancellations Safety & Security Indigenous Resource Hub
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Athletics, Fitness & Campus Recreation Learn more about: Athletics - Mount Mystics Mount Fitness Centre & Campus Recreation	Alumni & Donors Stay connected with the Mount and support future students. Donate today	Employment & Careers Current academic & administrative career opportunities and on hiring a co-op student or intern, Career Services, and more.
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Part VII

2. The IEC Webpage www.msvu.ca/international



Online Webinars and Workshops

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English Language Development

- » English Language Test Score Requirements
- » Language Bridging Classes
- » Language Assistance and Resources
- » Paragon English Tests
- » Go to the Main Page



Guidance for New International Students

- » Become an MSVU student
- » Preparing for MSVU and Halifax
- » New International Student Orientation
- » Go to the Main Page



Advising for Current International Students

- » Permits and Visas
- » Employment
- » Clubs, Societies and Volunteer Opportunities
- » Health Insurance
- » Go to the Main Page



Student Mobility

- » Incoming Exchange
- » Outgoing Exchange
- » Study Abroad
- » International Partners
- » Go to the Main Page



Quick Links

- » Registrar's Office
- » International Tuition
- » Tuition Payment Options
- » University Calendar
- » IT Services



Your International Team

- » International Education Centre Staff
- » **Note:**
The International Education Centre is not responsible for recruitment and admissions of international students. Please send all related inquiries to questions@msvu.ca.



Book an appointment with an IEC staff member.

Part VII

3. Campus Life

- www.msvu.ca/campus-life

Access a variety of services:

- Registrar's Office
- Financial Services
- Academic Advising
- Residence Life
- International Student Services
- Health and Wellness
- Accessibility Services
- IT Services
- Career Services
- Campus Services

The screenshot shows the MSVU website's 'Campus Life' page. At the top, the MSVU logo and navigation links are visible. The 'Campus Life' menu item is highlighted with a blue circle. Below the navigation is a large image of a student on a rainbow staircase, with a 'Book a Campus Tour' call to action. Below the image is a section titled 'We're here for you' with text about university life and a list of services. At the bottom, there is a 'Quick Links' section with a list of services: Registrar's Office, Financial Aid, Academic Advising & Student Success, Residence Life at the Mount, International Services, Health & Wellness Services, Accessibility Services, IT Services, Career Services, and Campus Services.



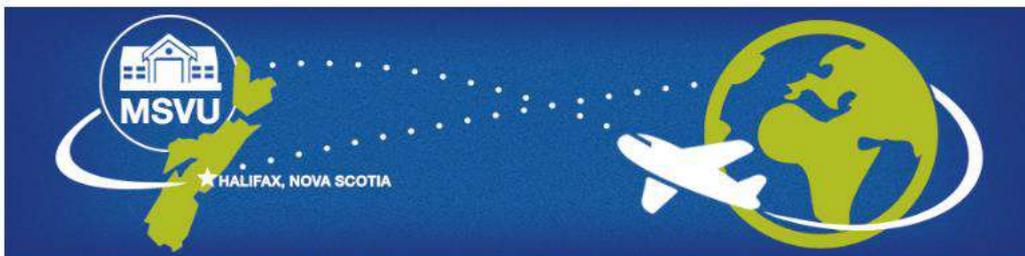
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Questions?

