

Logging on for the first time

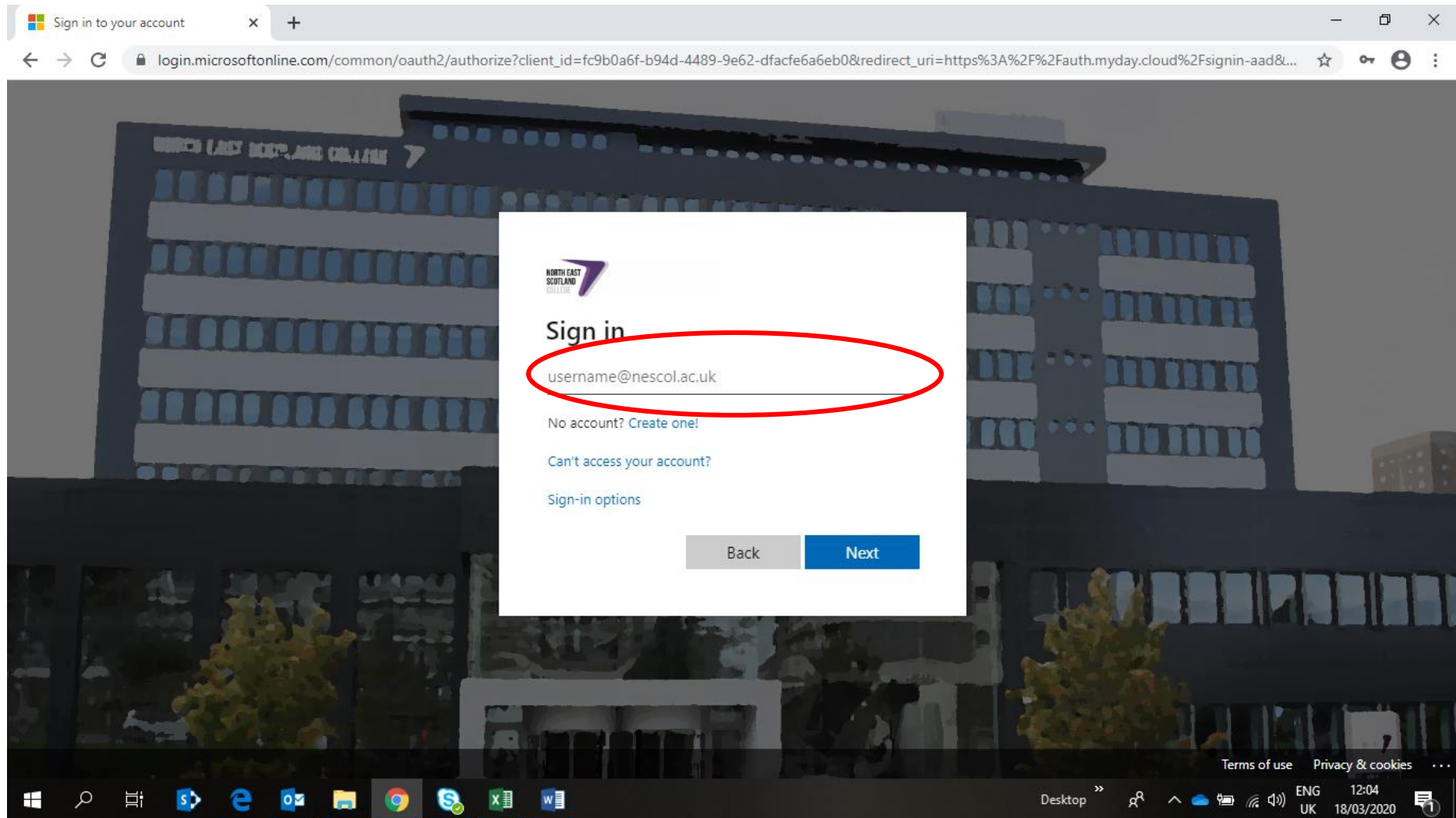
Go to www.nescol.ac.uk

Click the My NESCOL link

The screenshot shows a web browser window displaying the NESCOL website. The browser's address bar shows 'nescol.ac.uk'. The website's header is purple and contains the following navigation links: 'CORONAVIRUS UPDATE', 'MY NESCOL' (circled in red), 'STAFF PORTAL', 'MY APPLICATION', 'BUSINESS HUB', and 'CONTACT US'. Below this is a white navigation bar with dropdown menus for 'COURSES', 'STUDENTS', 'COLLEGE SERVICES', 'ABOUT NESCOL', and 'NEWS & EVENTS'. The main content area features a large purple banner with the text 'CORONAVIRUS: IMPORTANT UPDATE' and a 'Watch Full Video' button. The banner text states: 'From 9am on Tuesday (March 17) face to face teaching at the College will be suspended. Alternative methods of delivery are being finalised. Students are not required to attend but premises will remain open to students until Friday (March 20) for those who require access to collect belongings or specific resources.' Below this is the date 'Coronavirus: Important update -17/03/2020' and three buttons: 'Explore our courses', 'Full-time Prospectus', and 'Business Hub'. The Windows taskbar at the bottom shows the date as 18/03/2020 and the time as 12:03.

Enter your username

This will be 'yourstudentnumber@nescol.ac.uk'. For example: 12345678@nescol.ac.uk

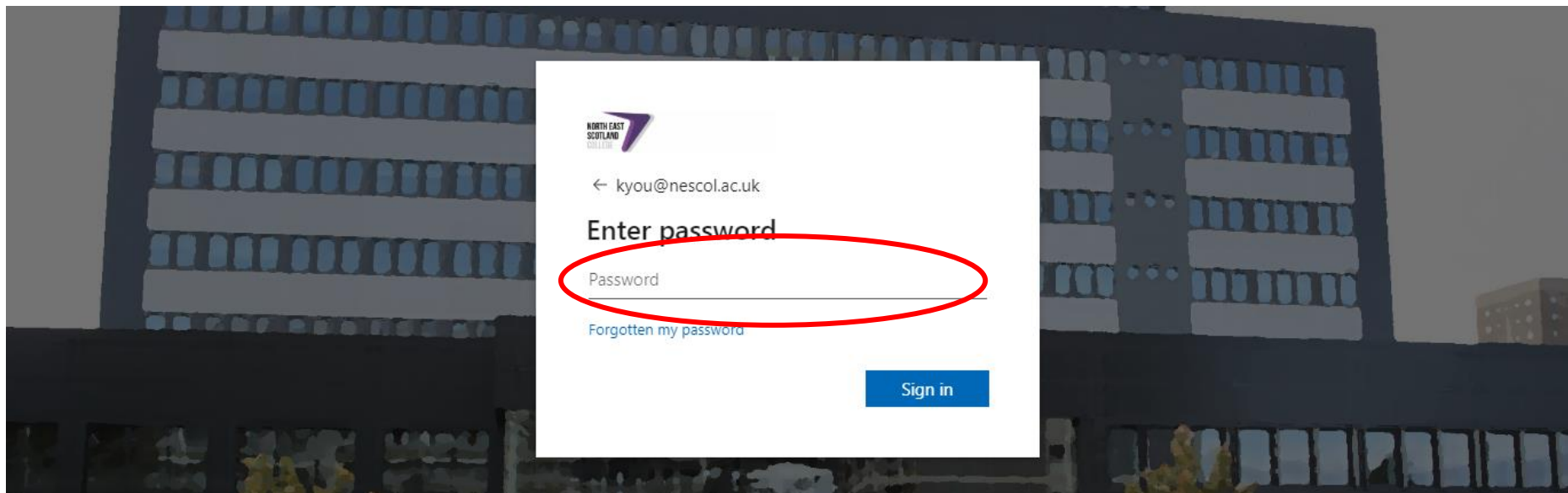


Enter your password

The first time you log into a college system you will need to enter your student number and your initial password. Your initial password will be in this format:

- **Uppercase first letter of your forename**
- **Lowercase first letter of your surname**
- **Date of Birth DDMMYY**

For example John Smith with a date of birth 20/07/2002 will have a password of Js200702



You will also be asked to set password recovery details the first time you log on. You will need to provide a phone number or email address where information to reset your password can be sent.

Once you have logged on, you will see this screen

Click on the 'Courses' button

The screenshot shows a web browser window displaying the NESCOL dashboard. The browser's address bar shows the URL `my.nescol.ac.uk/dashboard/home`. The dashboard features a dark sidebar on the left with navigation options like 'Send feedback', 'DASHBOARDS', and 'APPS'. The main content area is a grid of colorful tiles. A red circle highlights the 'Courses' tile, which displays the number '43'. Other visible tiles include 'Coronavirus: Information & Advice' with the NHS Scotland logo, 'Mail', 'Balance' showing £76.90, 'Newsroom' with various session announcements, 'Attendance' with progress bars, and social media links for Twitter and Facebook. The Windows taskbar at the bottom shows the date as 18/03/2020 and the time as 12:05.

This will take you to blackboard.

Click Login with Office 365 to access the log on screen.

Log on using the same log on details that you have just set up.

