



New Zealand School of Tourism

Introduction to IT on Campus



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Introduction

Welcome to Information Technology or IT on campus!

This is a manual designed to explain some important areas of IT that you will be able to use on campus while studying with us.

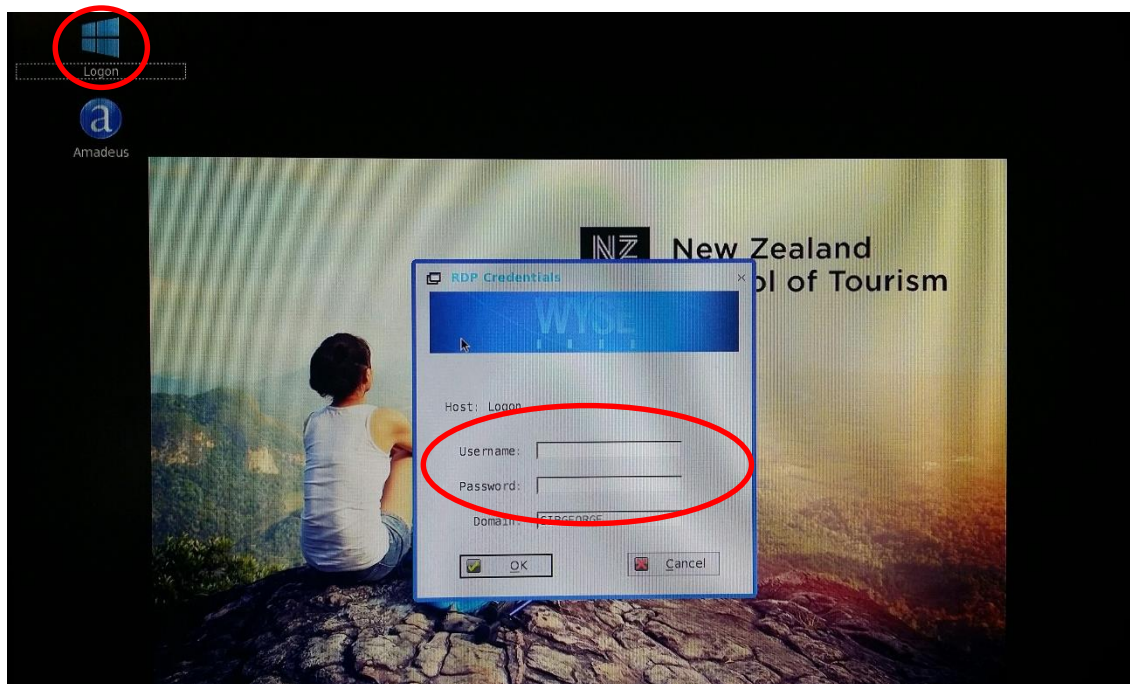
We are going to go through some different stages with you step by step to set you up so you are ready to go for the year.

IT is a big part of your campus life, your social life and your future employment opportunities. While you are on campus, you will have the opportunity to use various resources of IT to help with your education.



Campus Computers – Initial Log on

1. Double click on the Logon button (top left hand corner)
2. Type in your username and password. Your username is your first name followed by lastname e.g. sallyandrews Please check with your tutor if you are unsure what your username might be. Your password initial password is Welcome1



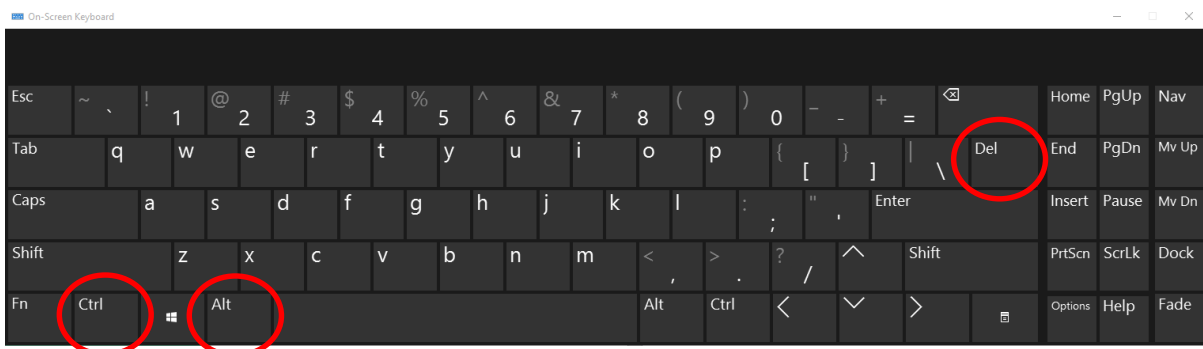
Once you log on for the first time, you will then be prompted to change your password. Its as easy as that!

Changing your password

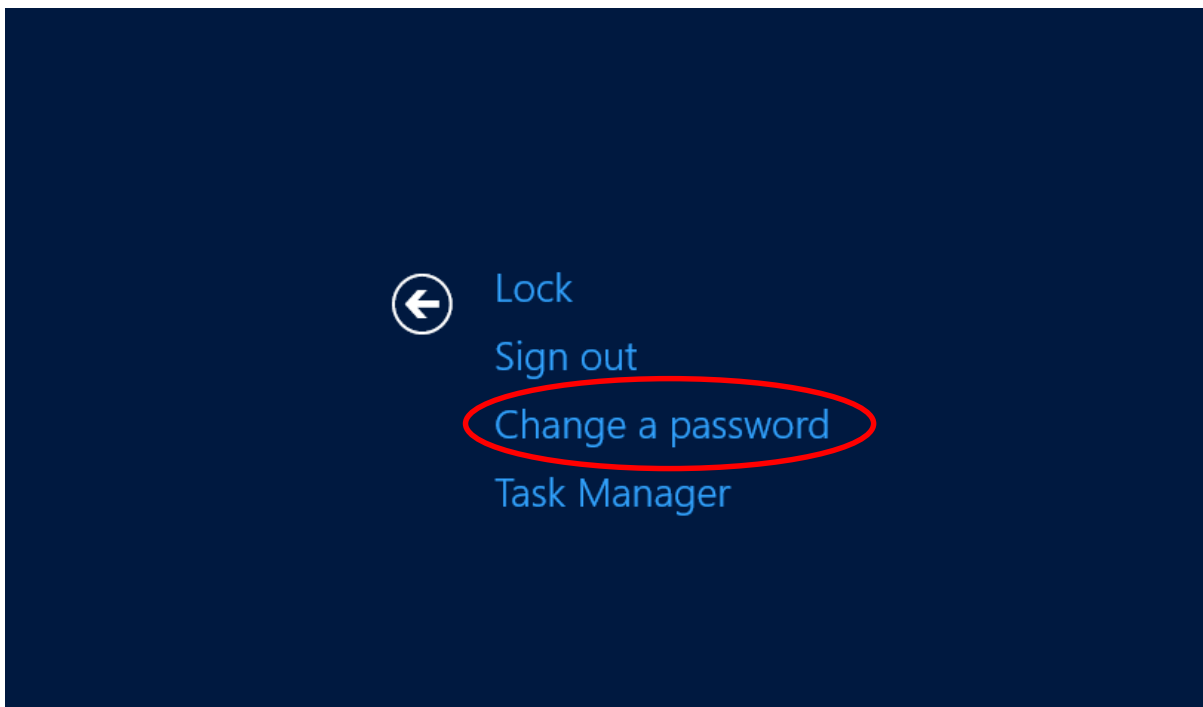
If you need to change your password, there are two different ways this can be done.

Option 1

1. On the keyboard hold down the **CTRL + ALT** keys and then press **DEL**



2. Click on Change a password



Then follow these instructions and your password will be successfully changed. You will need to enter your original password followed by entering your new password twice. After successfully completing this, your new password will become active the next time you log on.

If you forget your password, then talk to your tutor who will contact the IT Manager for you who can reset this for you.

Campus Wi-Fi

While studying here, you will have access to the campus Wi-fi using your personal devices such as phones, tablets, laptops etc.. You will find this under your wireless connections.

The name of our Wi-fi is **“ATTGWiFi”**

Your tutor will give you the password for you to connect to it.

From time to time, the password for the campus Wifi may change. When this happens, you will need to firstly **“Forget ATTGWiFi”** before reloading it onto your device as above.

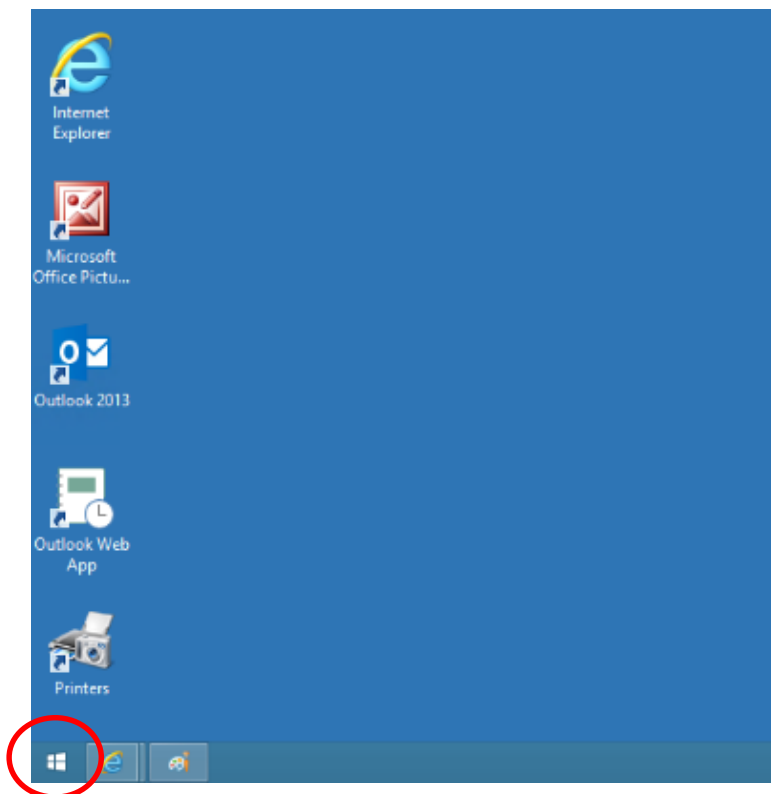
When you reload the WiFi it will prompt you for the new password which will be given to you by your tutor.



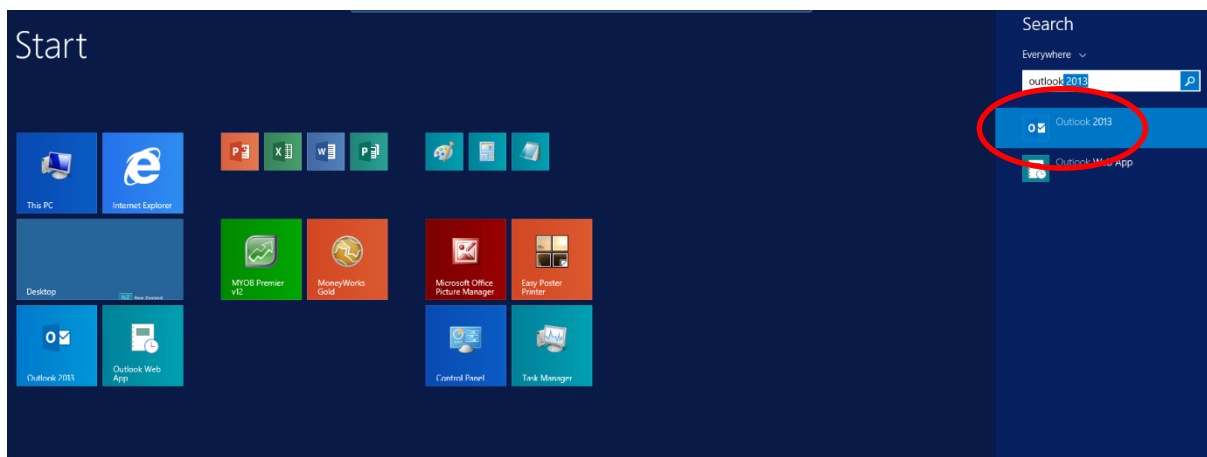
Campus Email

You will have your own email account using Microsoft Outlook. It is a good idea to regularly check your emails so you keep up to date with everything that is going on on your campus. Generally it is a great way to hear about different employment opportunities that arise.

1. From your desktop click the **“Start”** button or press the Windows key on your keyboard

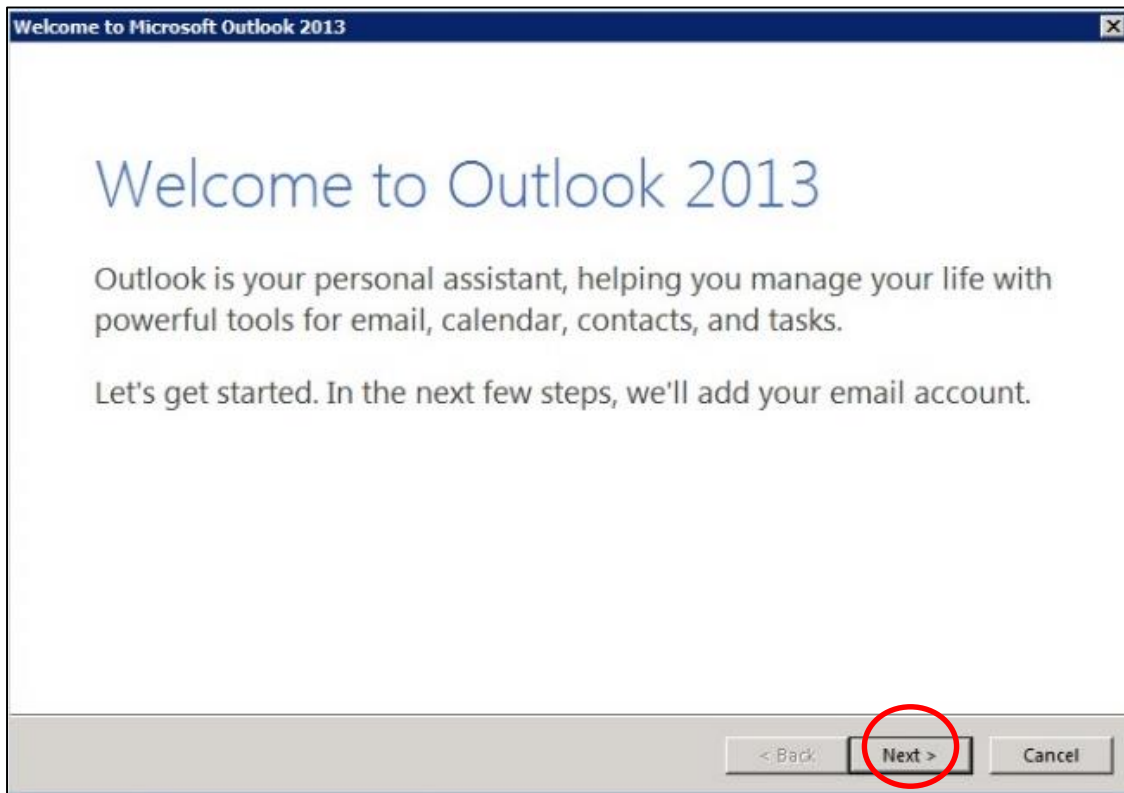


2. Without clicking on anything just start typing “Outlook” and you will see Outlook 2013 appear on the right hand side. Click Outlook 2013

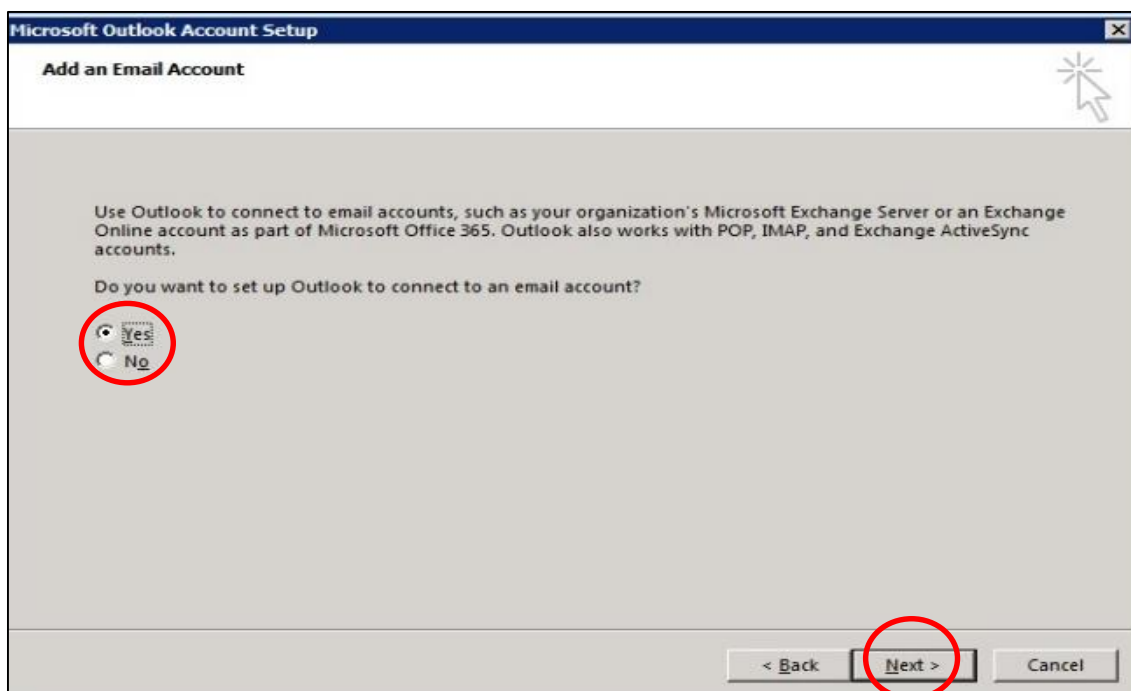


When accessing Outlook for the first time you may have to go through the setup wizard.

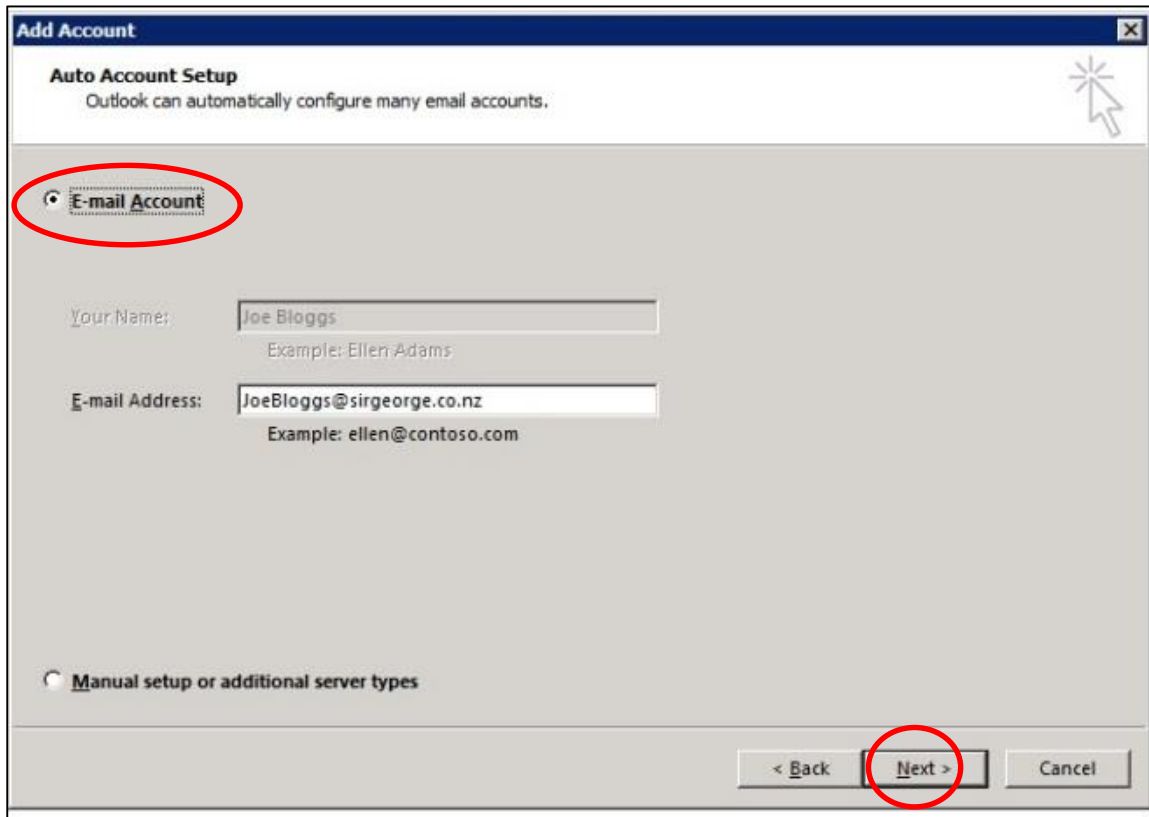
3. Click next when this screen appears



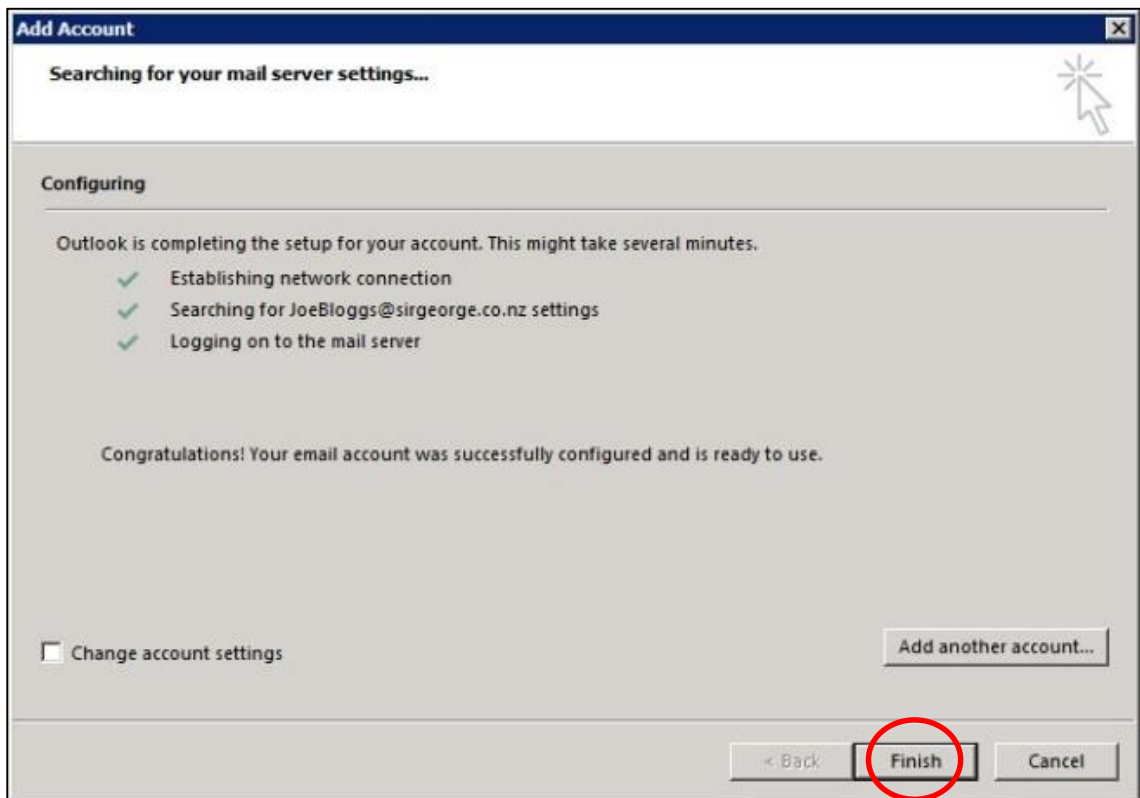
4. Ensure the "Yes" box is ticked and click "Next"



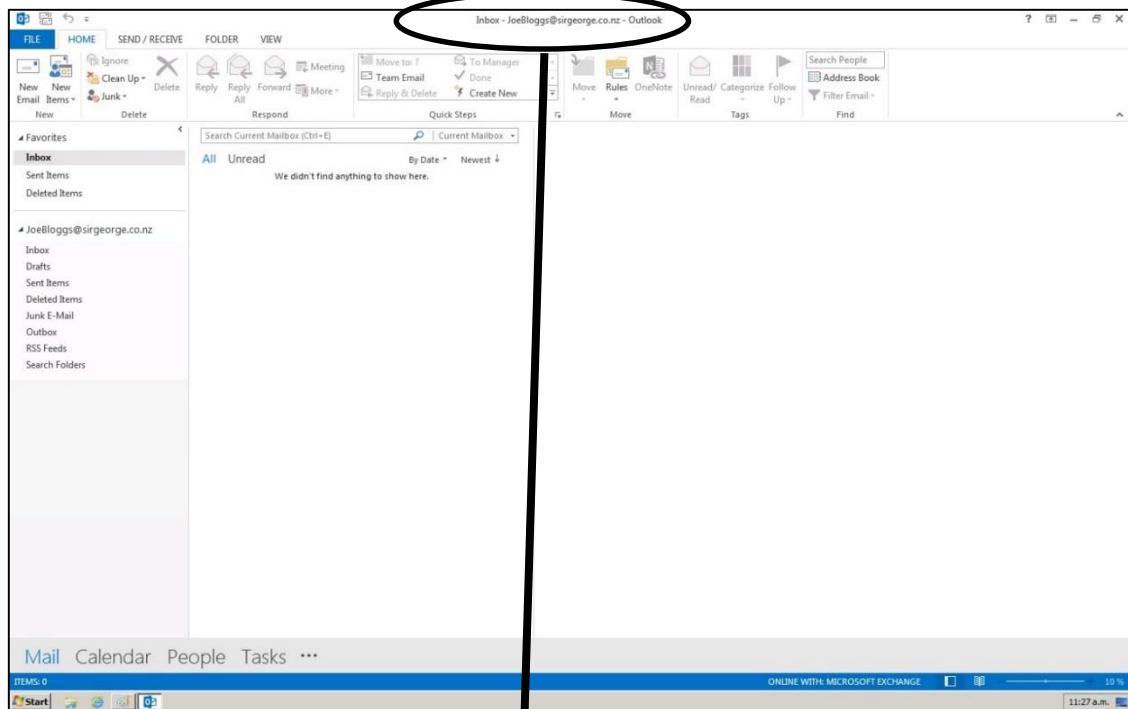
5. Ensure that you have “Email account” ticked and then click “Next”



Click “Finish”



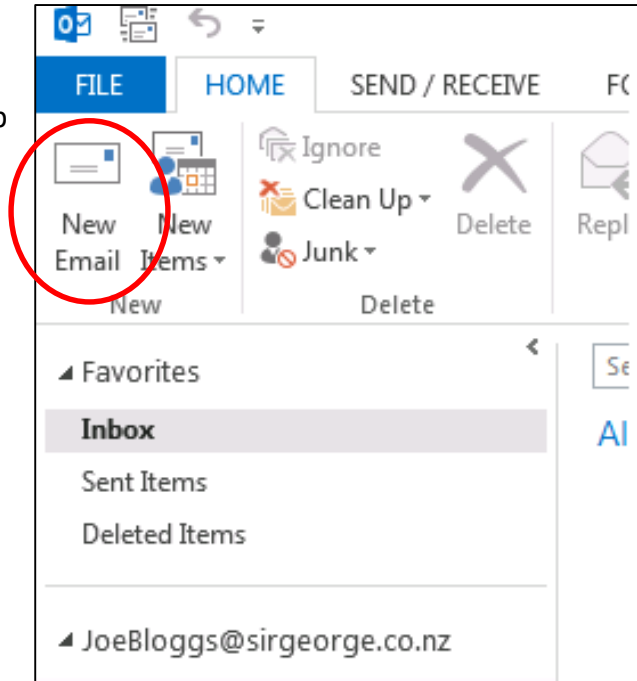
You are now set up ready to go. You can find your personal campus email address located at the top of Outlook.



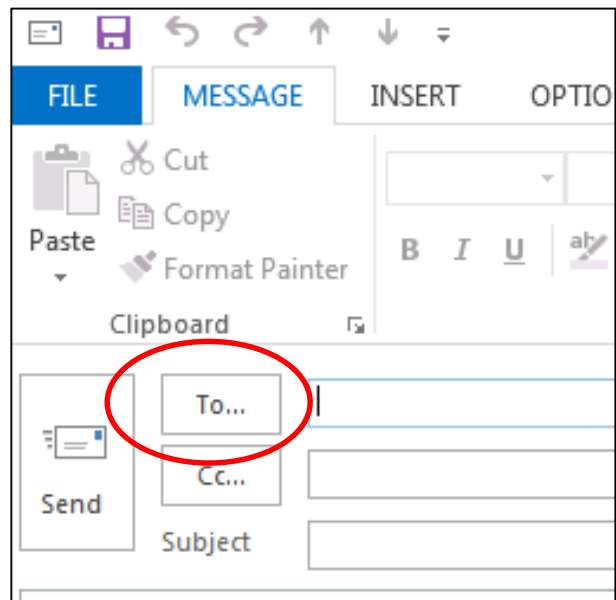
How to send emails to other students and staff

If you want to send emails to other students or staff, then here's how you will be able to do so.

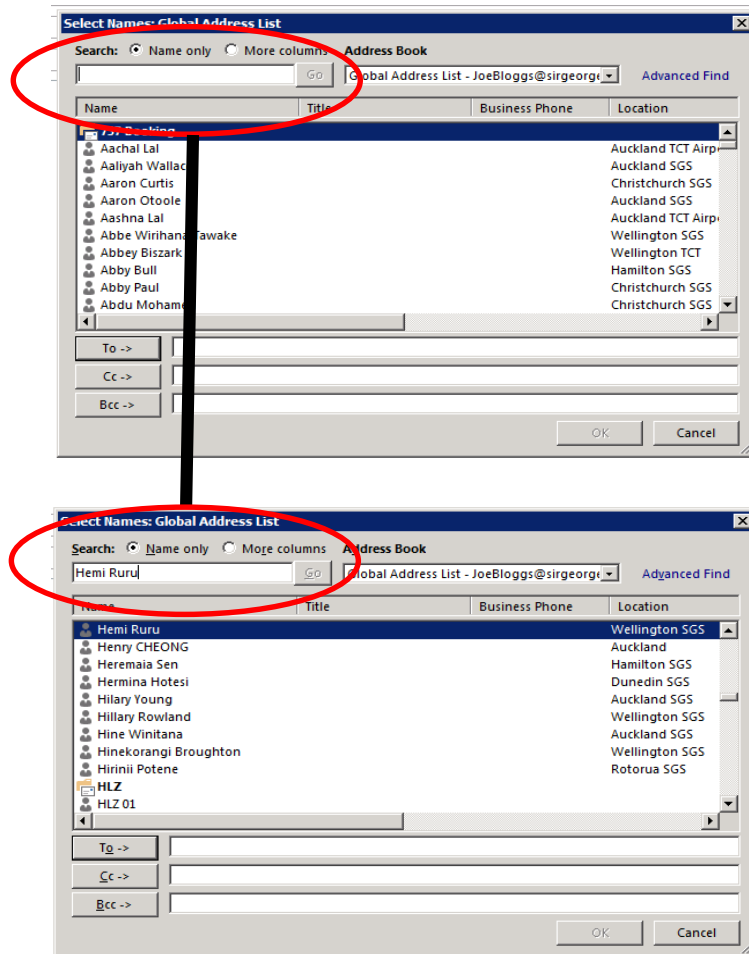
Open up Microsoft Outlook and at the top right side click **"New Email"**



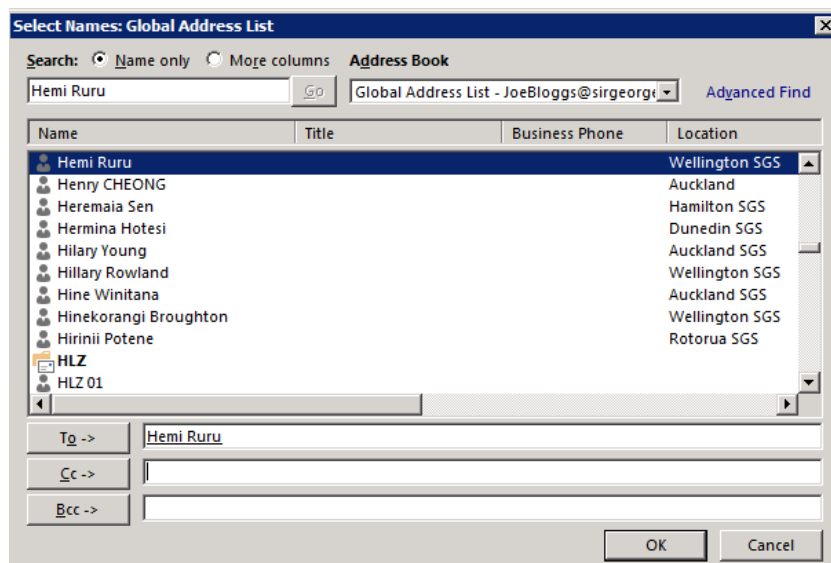
When the new message opens, click on **"To"** to select recipients for the email.



This box will open up. Type the name of the person you are trying to send the email to in the box circled.



Highlight the persons name and click on either **“TO”**, **“CC”** or **BCC”**. You can send emails to multiple recipients by following the same steps as above. Write your email and once you have finished, simply hit send and your email is gone.



Accessing your email from home

You can access your emails from home by entering the following address in your internet browser; <https://mail.nzschoolorftourism.co.nz/owa>

You must type the address in the browser exactly as it appears above ensuring that you type HTTPS – most websites only need you to type http however if you miss the s, you will not be able to access your emails.

1. Type <https://nzschoolorftourism.co.nz/owa> in the browser address bar and you will come to this screen.



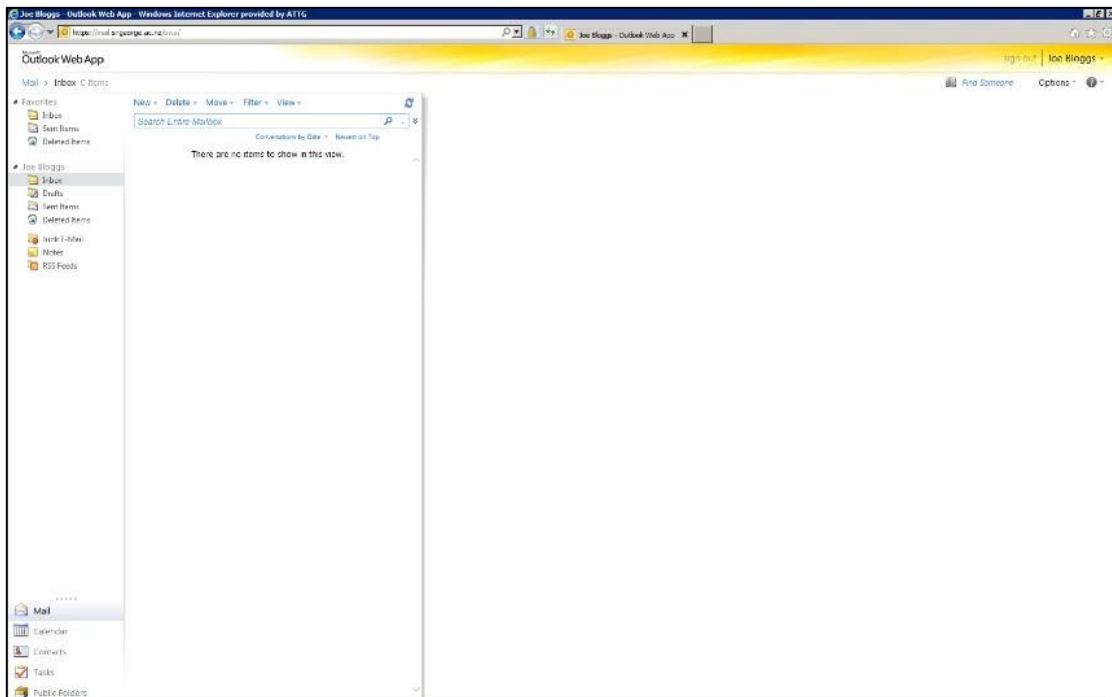
The screenshot shows the Microsoft Outlook Web App login interface. At the top, it says "Microsoft Outlook Web App". Below that, there is a "Security" section with a link to "show explanation". There are three radio buttons: "This is a public or shared computer" (selected), "This is a private computer", and "Use the light version of Outlook Web App" (unchecked). Below the radio buttons are two input fields: "User name:" and "Password:". To the right of the "Password:" field is a "Sign in" button. At the bottom, it says "Connected to Microsoft Exchange" and "© 2010 Microsoft Corporation. All rights reserved."

2. Enter your username and password. These will be the same as you normally log onto the computer on the campus. **Eg: Username: joebloggs & Password: Welcome1**

Ensure that your language is **English** and time zone set to **Auckland, NZ**



You are now able to access your emails from home.

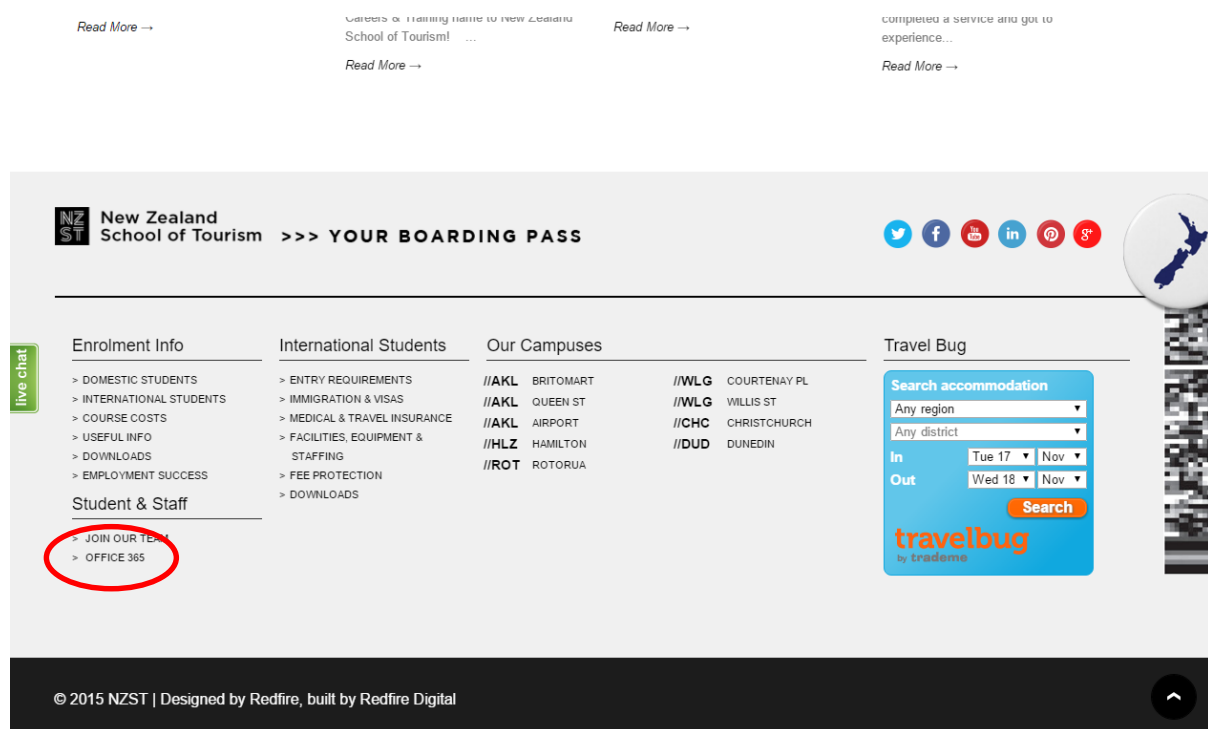


One Drive

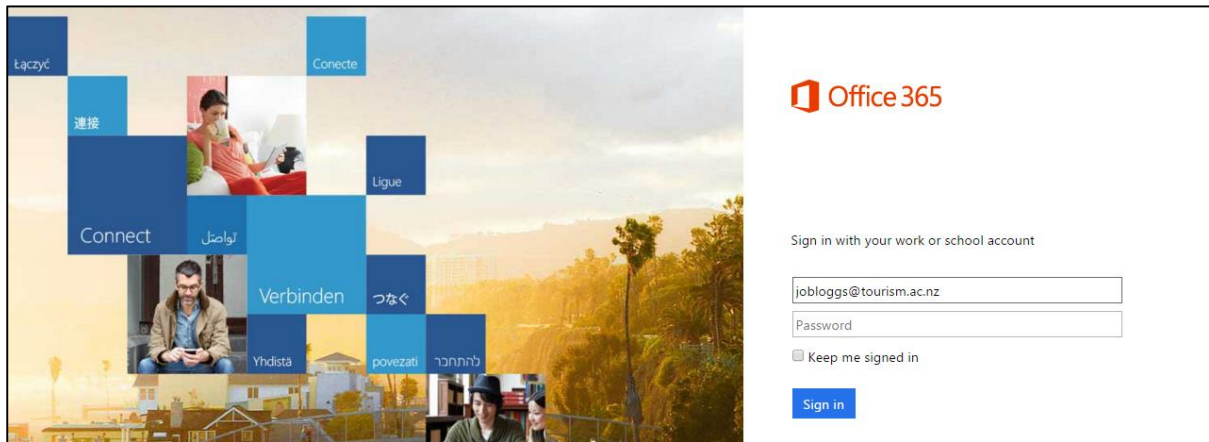
One drive is an online storage system where you can save and open documents from course or home. It is similar to “My Documents” you would normally have on your computer at home but instead of being limited to only accessing your documents from campus, you can now access them anywhere, anytime on any device with an internet connection.

The following steps will help you access one drive so you can access your documents and files.

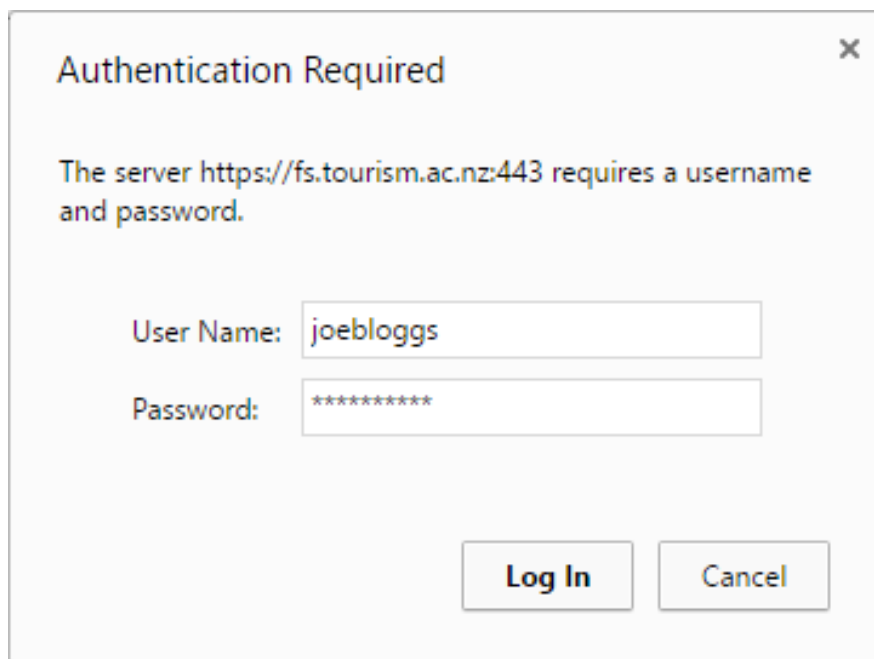
1. Open the internet explorer and type in the URL <http://nzschooloftourism.co.nz/>. Once the homepage has loaded then scroll right down to the bottom and click Office365



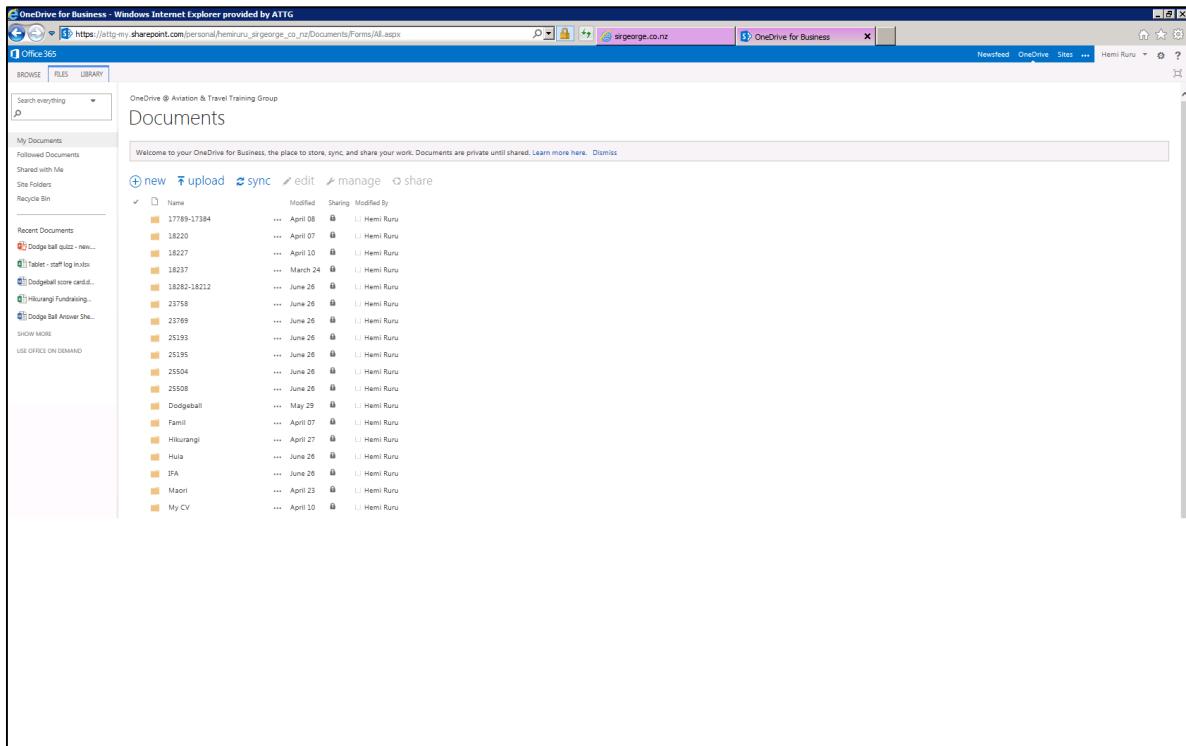
2. Type in your campus email address. This is your username followed by @tourism.acnz



3. Enter your details for logging onto the computer on campus (your username & password)

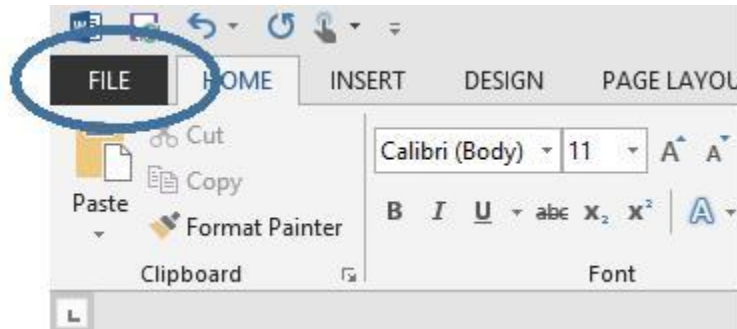


Congratulations, you now have access to One Drive! From here you can access your files and documents you have on your one drive.

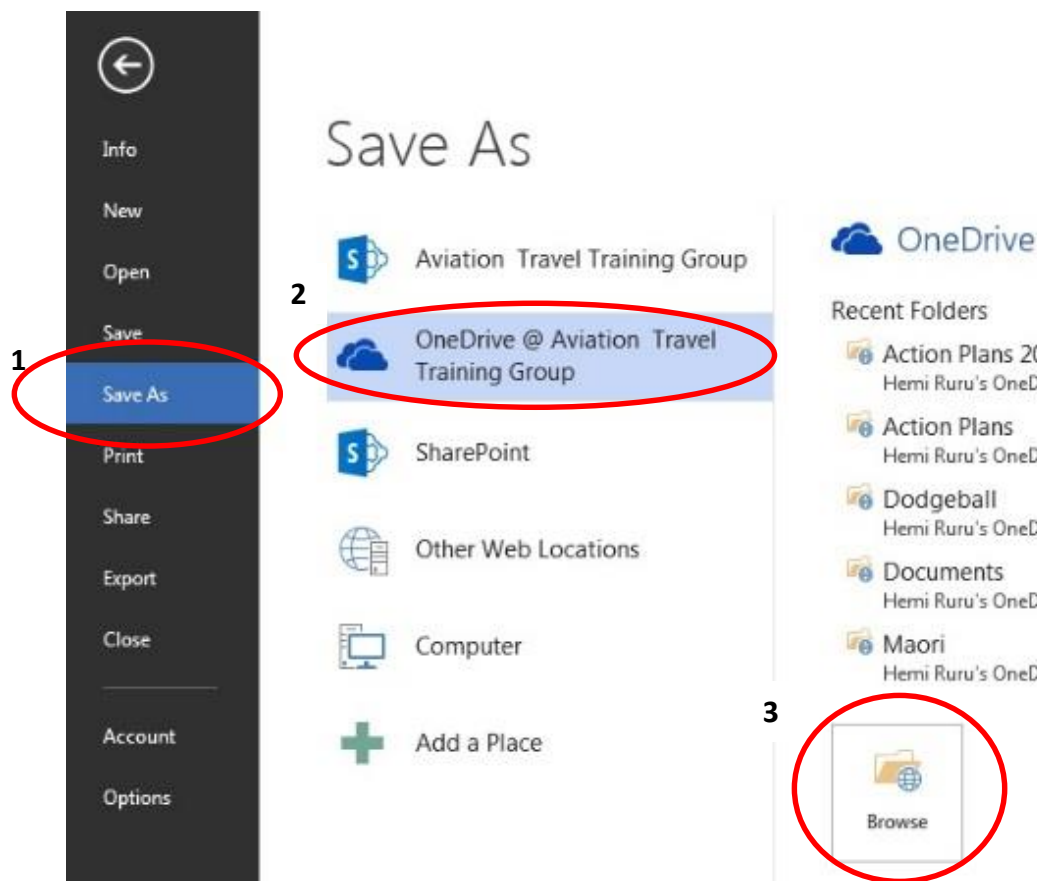


How to Save Documents to OneDrive in Microsoft Office Programs

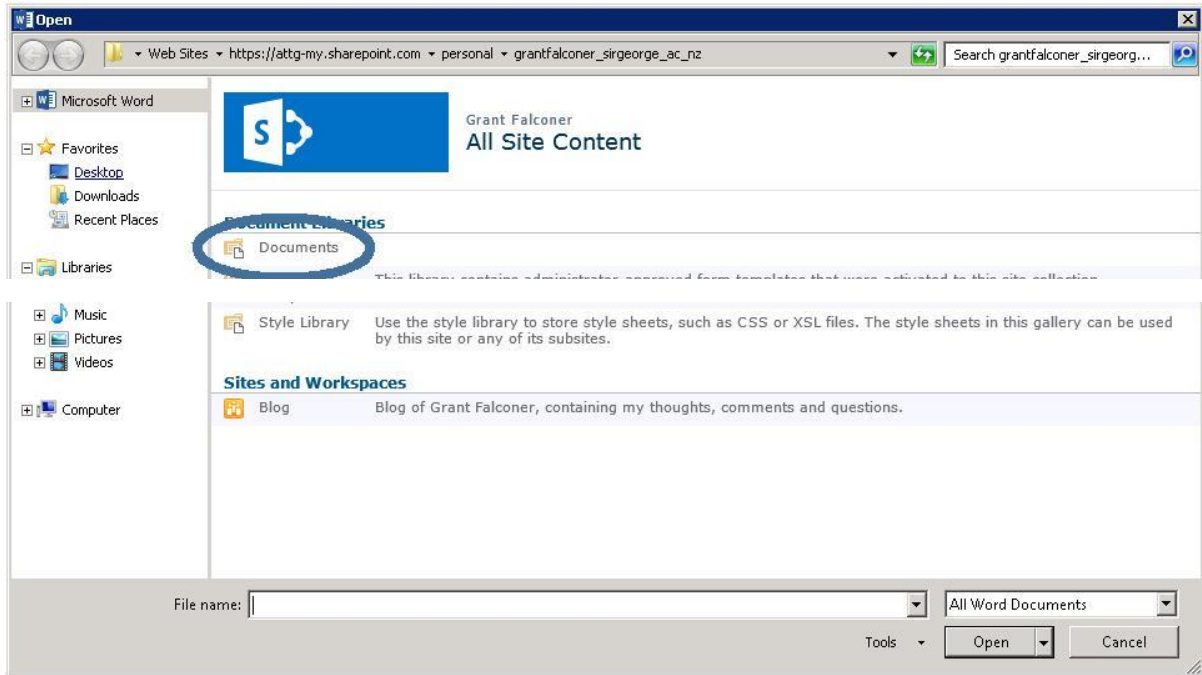
1. On the ribbon within any Microsoft Office 2013 program click on the **"File"** tab



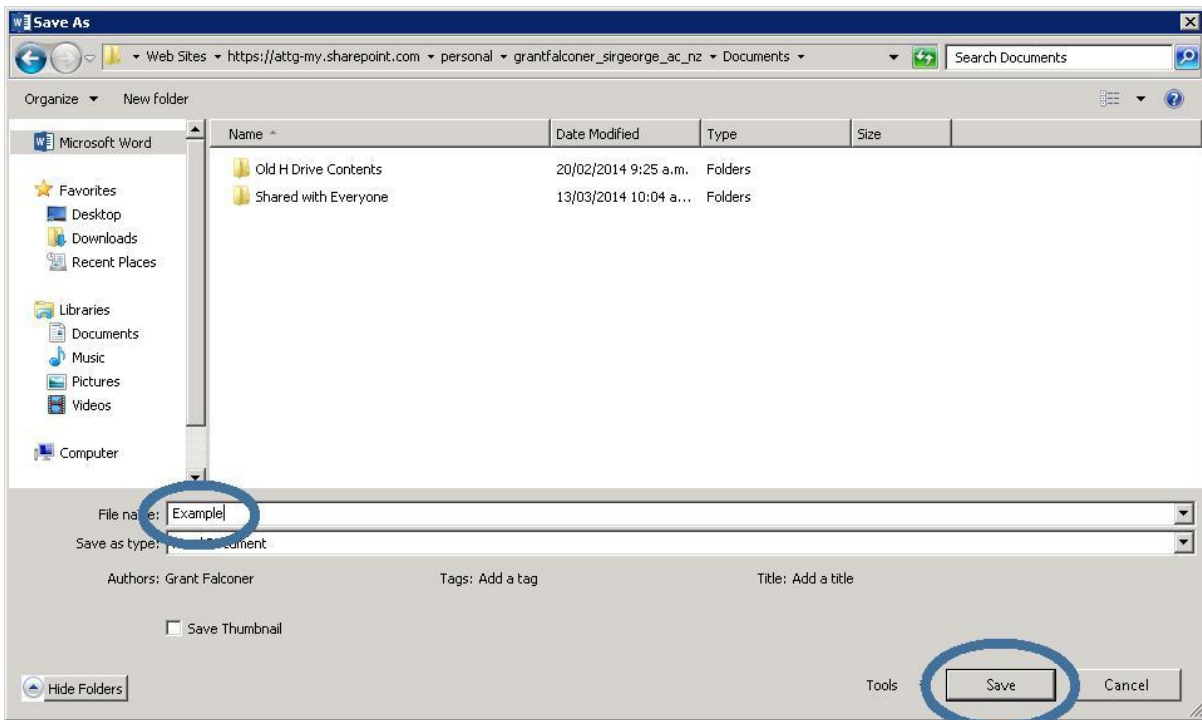
2. Click on **"Save As"** and select the **"OneDrive @ Aviation Travel Training Group"** option. Click the **"Browse"** box.



3. Click the “Documents” option



4. Name the file and select “Save”



Pathways Awarua

Pathways Awarua is an online learning system intended to support adult learners to strengthen their numeracy and reading skills. The 100+ interactive learning modules are linked to the Learning Progressions and results from the Literacy and Numeracy for Adults Assessment tool you complete can be used to select your starting point. Eg. if you are a step 4 then you choose to enter the programme at this level.

You can access this programme from home and at the college. It is all about self development so remember, the only person you are competing with is yourself. Employers in industry now take into account your literacy & numeracy levels so if you find that your level isn't as high as you'd hoped for, do not worry. Use this tool to gain more knowledge and when it comes to completing your next Literacy & Numeracy assessment, you may just find that the hard work you have put into pathways has paid off for your future.

Remember, its all about your development.



1. Open the internet explorer and type in the header www.pathwaysawarua.com



2. Click on 'Learner Registration'

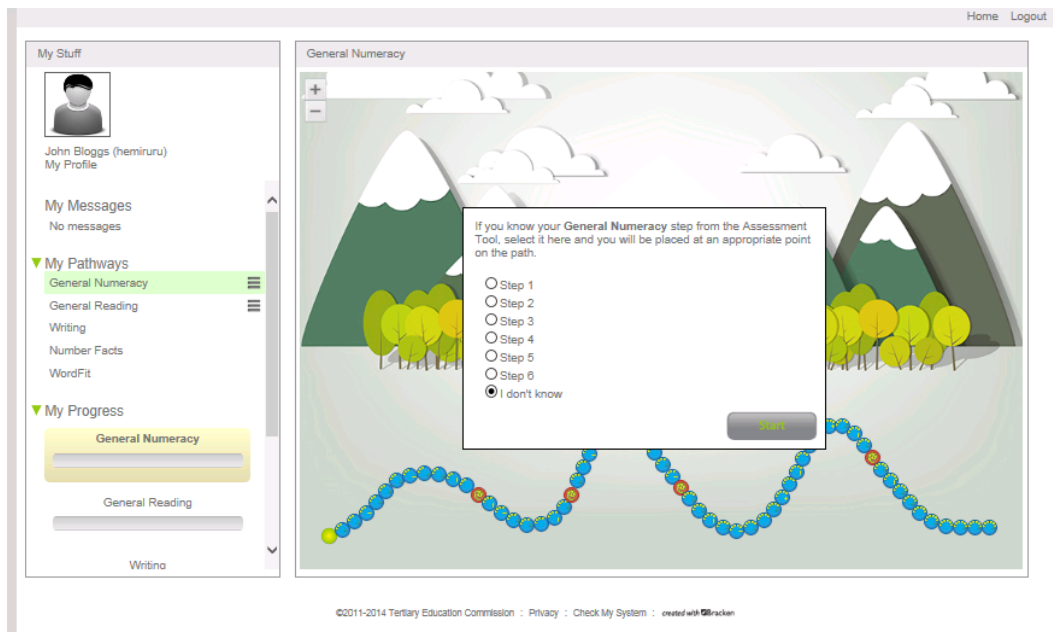


Fill in your details on the form. Your join code will be given to you by your tutor. Once you have filled in the form and accepted the terms & conditions, click register.

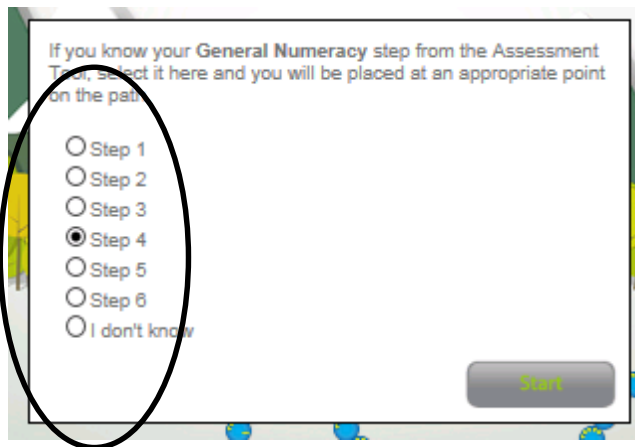
Register here to join Pathways Awarua

<input type="text"/>
<i>Firstname</i>
<input type="text"/>
<i>Lastname</i>
<input type="text"/>
<i>E-mail address</i>
<input type="text"/>
<i>Mobile number</i>
<input type="text"/>
<i>Username</i>
<input type="text"/>
<i>Password</i>
<input type="text"/>
<i>Confirm password</i>
<input type="text"/>
<i>Join code</i>
<input type="text"/>
<input type="checkbox"/> Accept terms and conditions
<input type="button" value="Register"/>

You will be brought onto your home page



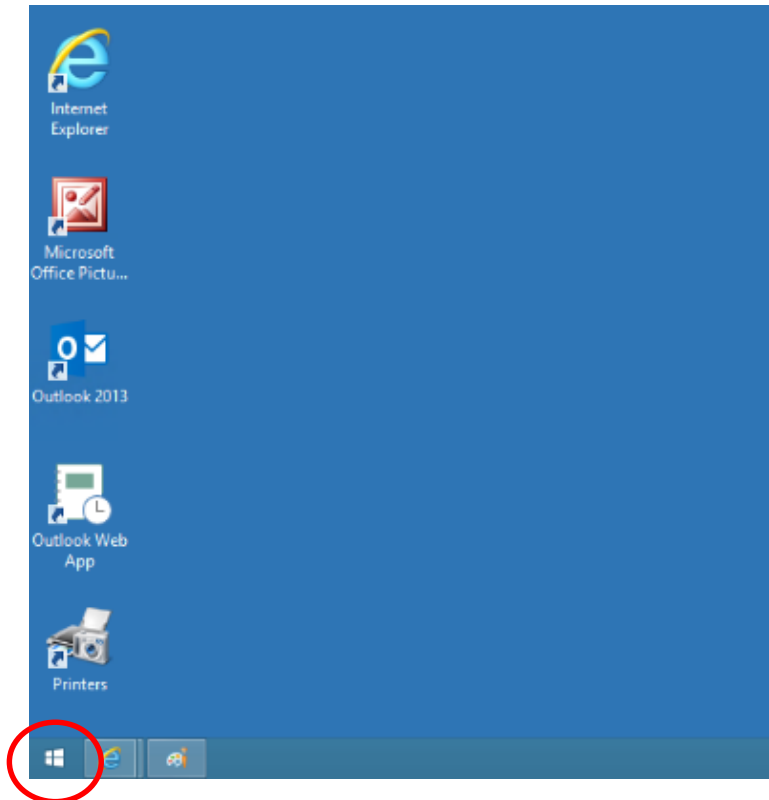
Click which step you are for Literacy and numeracy. Once you complete these, you are ready to go!



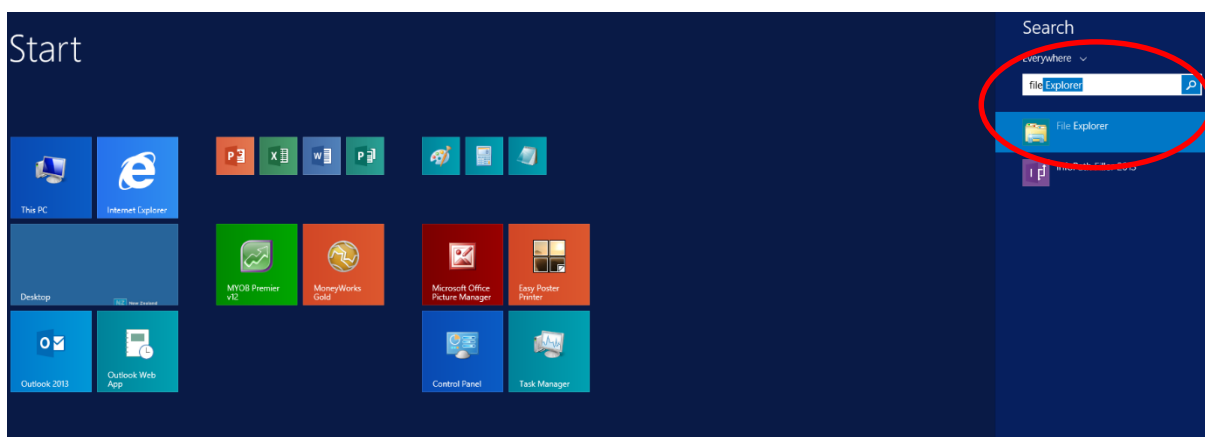
Printers on Campus

When you initially log on to the computers on campus, you should have access to all the printers you need. If your printers are not available you may need to load them. Loading printers is really easy and ensures that if for what ever reason you cant find the printer you are looking for, you can easily load these at a later time.

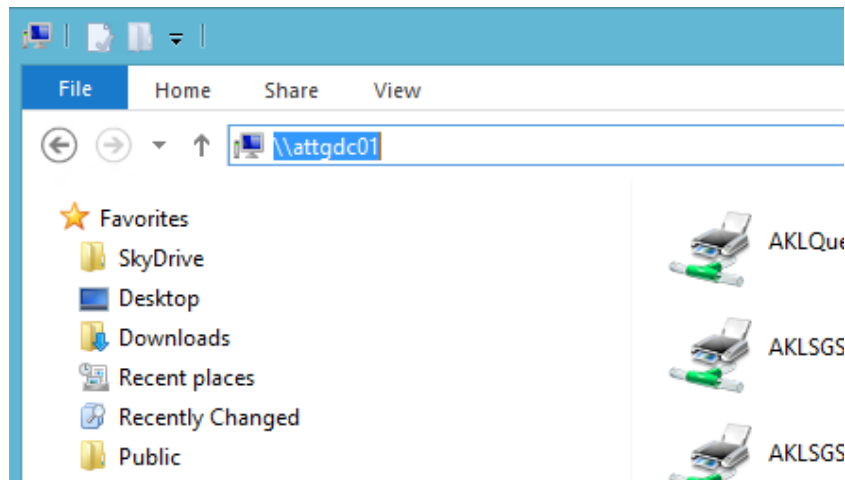
1. From your desktop click the **“Start”** button or press the Windows key on your keyboard



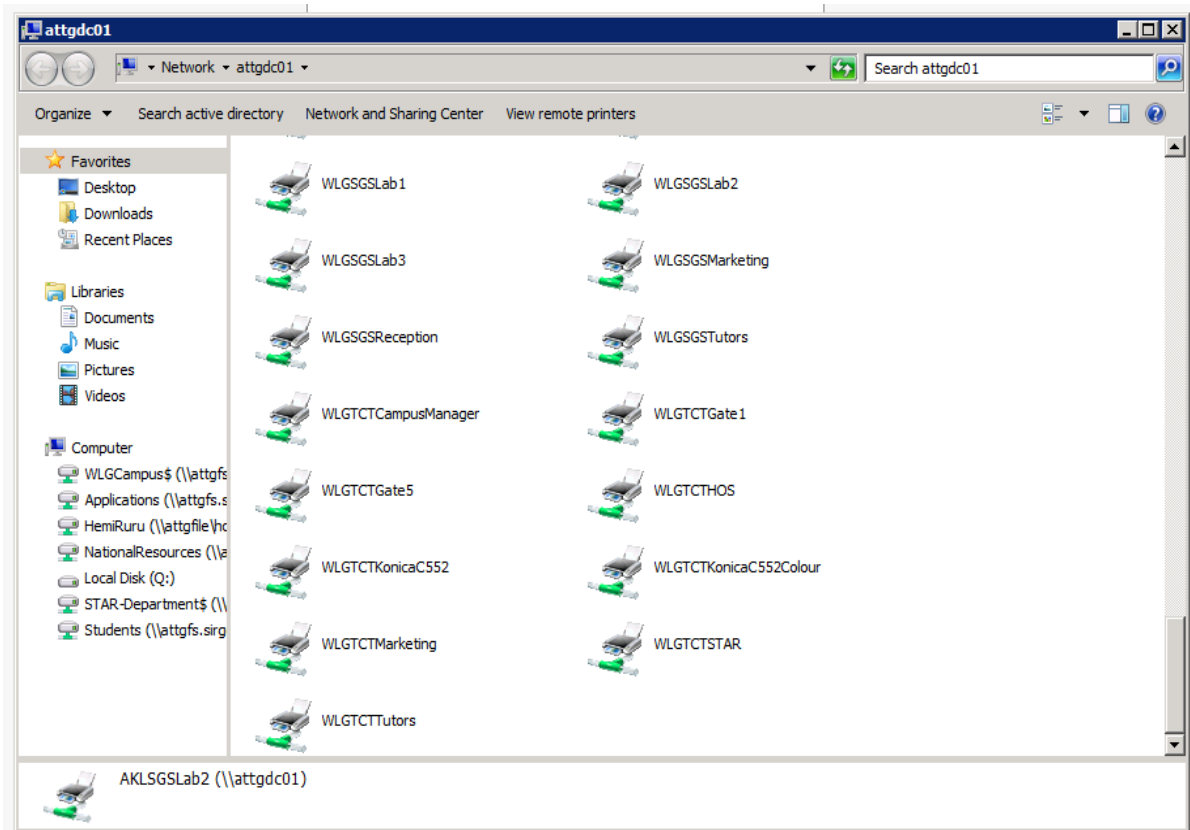
2. Without clicking on anything just start typing “File Explorer” and you will see File Explorer appear on the right hand side. Click File Explorer



3. In file explorer address bar type [\\attgdc01](#) and hit enter



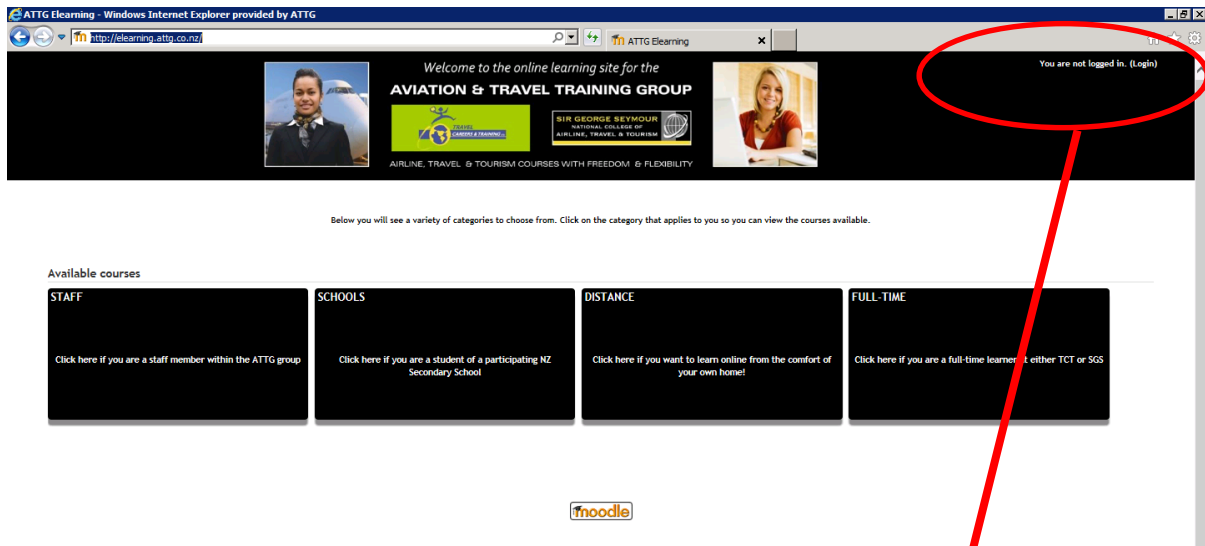
Scroll down the list until you find the printers you need to load. To load the printer, simply double click that printer and you will now be able to print to that printer. **(Note that you will not be able to access printers from other campuses)**



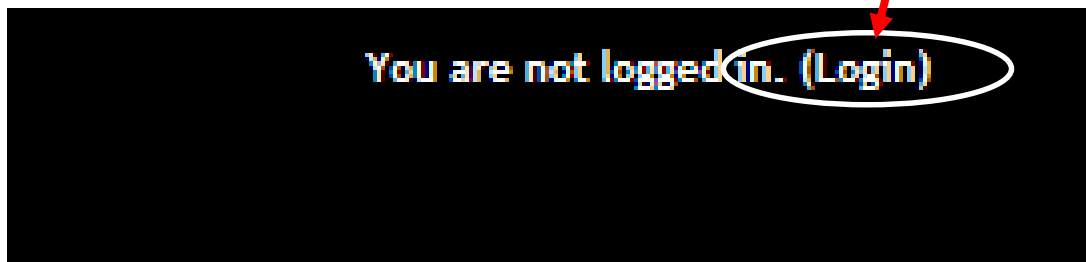
E-Learning

E-Learning is a website you will need access to for various units while on campus. If you are studying International Flight Attending, you will refer back to e-learning when completing your closed book exams.

1. Open internet explorer and type in <http://elearning.nzschoooloftourism.co.nz/>



2. Click on the “Login” button at the top right of your screen



3. Click "Create new account"

Is this your first time here?

Hi! For full access to courses you'll need to take a minute to create a new account for yourself on this web site. Each of the individual courses may also have a one-time "enrolment key", which you won't need until later. Here are the steps:

1. Fill out the [New Account](#) form with your details.
2. An email will be immediately sent to your email address.
3. Read your email, and click on the web link it contains.
4. Your account will be confirmed and you will be logged in.
5. Now, select the course you want to participate in.
6. If you are prompted for an "enrolment key" - use the one that your teacher has given you. This will "enrol" you in the course.
7. You can now access the full course. From now on you will only need to enter your personal username and password (in the form on this page) to log in and access any course you have enrolled in.

Create new account

4. Complete the information as per below. Choose a username **Eg: joeblogs**. Your password must have at least 8 characters, 1 digit, 1 lower case letter, 1 upper case letter and 1 non-alphanumeric character. **Eg: Password1!** When supplying an email address, use your campus email address **Eg: joeblogs@tourism.ac.nz** and not your personal email address. (This is a easier way to locate your password in the future should you forget it)

Write down your username and password so you can find it if you happen to forget it.

Home ► Login ► New account

Choose your username and password

Username*

The password must have at least 8 characters, at least 1 digit(s), at least 1 lower case letter(s), at least 1 upper case letter(s), at least 1 non-alphanumeric character(s)

Password* Unmask

More details

Email address*

Email (again)*

First name*

Surname*

City/town*

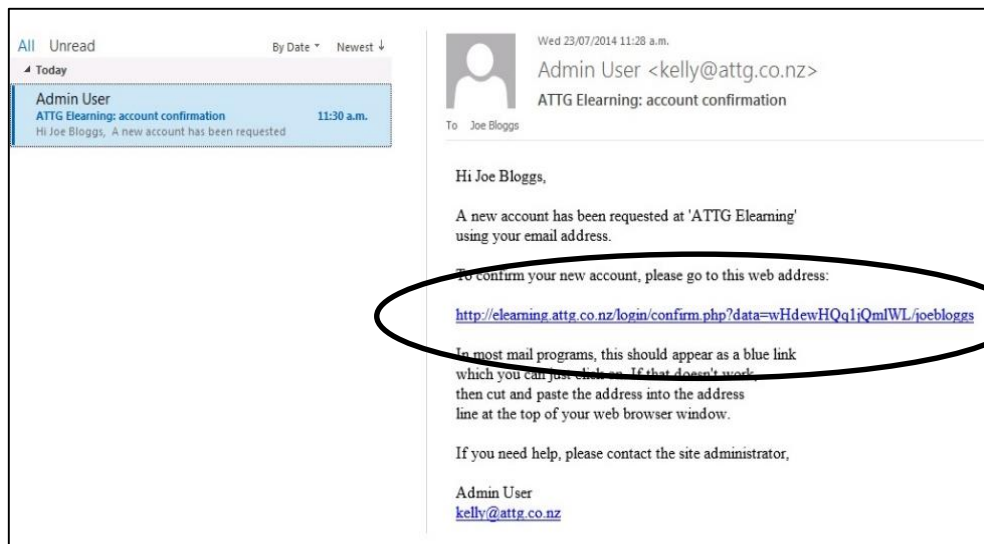
Country*

Create my new account

5. When you have hit **“Create my new account”**, this box will appear and an email will be sent to you.



6. Open up **“Outlook”**, select the email from **“Admin User”** and click the link.



This will take you back to the internet explorer. You should see this dialog box appear.

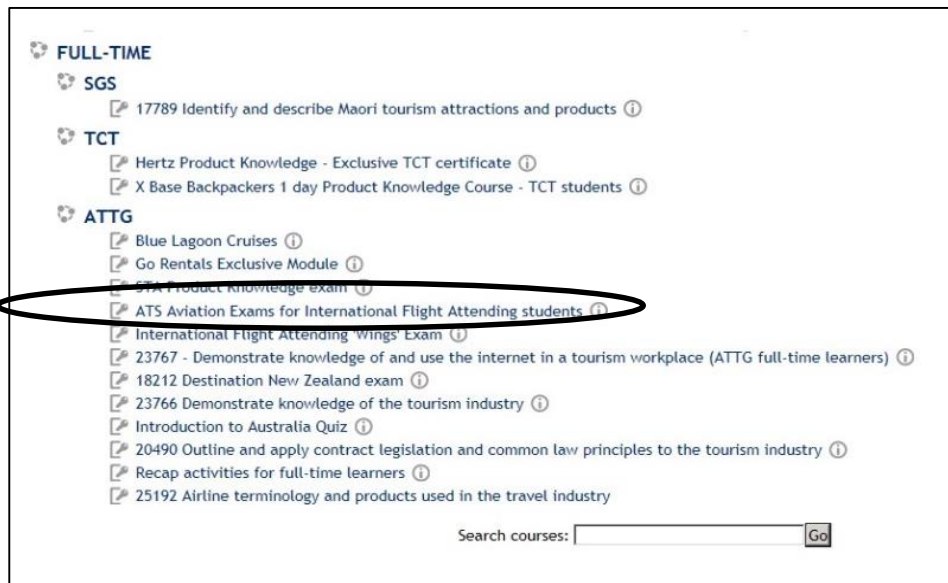


Congratulations you are ready to go. Welcome to E-Learning!

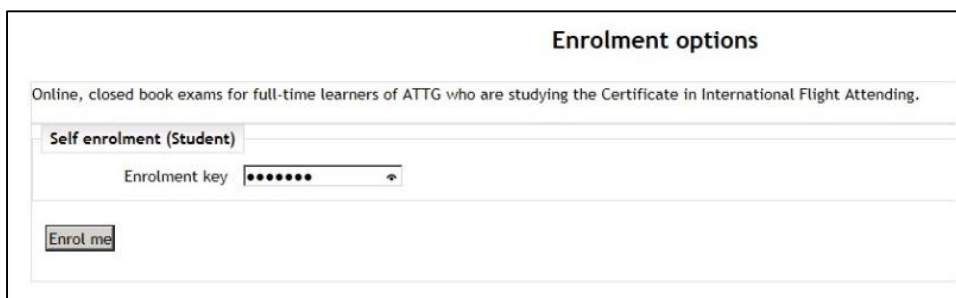
E-Learning for International Flight Attending course

For IFA, you will complete your closed book exams on E-Learning. Here are a few simple steps to access the closed book assessments. (To access the actual closed book exam, you must obtain the password for the assessment. Every closed book exam has a different password that corresponds with that particular exam)

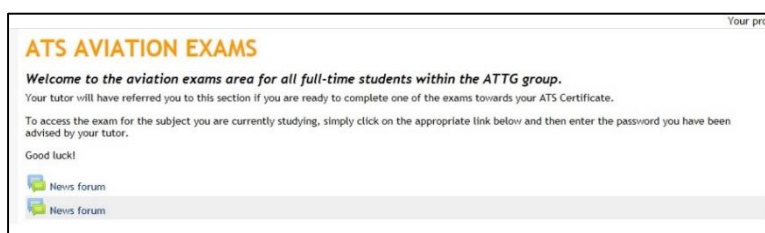
1. Once logged onto E-Learning, scroll down and select **“ATS Aviation Exams for International Flight Attendant Subjects”**



2. Enter the enrolment key (This will be given to you by your tutor)



You are now ready to complete your aviation exams when needed. Remember that to access each individual exam, you will need to be given the password by your tutor.



Fishbowl

So whats in it for you? Imagine you are a fish in the ocean in a giant school of fish. Do you want to be the first to swim free or be eaten by a shark?

When an employment opportunity beckons, do you want to be the first one recommended because your Cv & Fishbowl are completely up to date and proofed? Or do you want to wait in line behind everyone else as you add a few things at the last minute or miss out altogether because 5 students had their Fishbowl profiles completed and were already sent for those jobs? Its all up to you. You control the way you appear to industry.

More to the point, whats not in it for you?

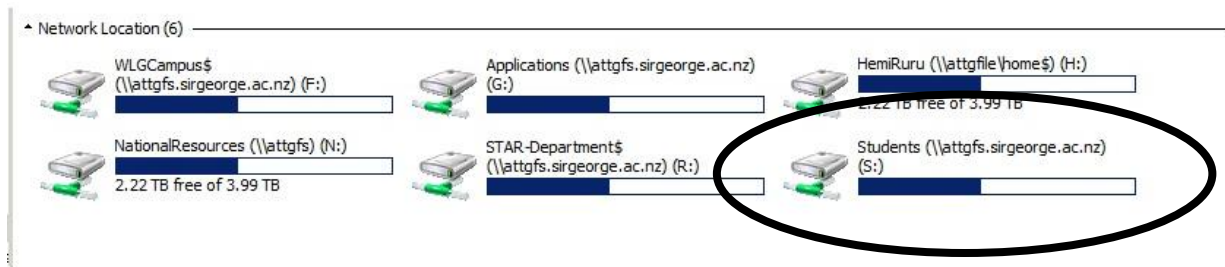
No mucking around with last minute proofing and finding referees phone numbers and permissions. When the job offers come in, your profile is ready to go!

If you don't keep Fishbowl up to date, say bye bye to employment opportunities. By not keeping it up to date, you are telling your campus manager "Hi, yeah I loved the course, but I wont be needing a job thanks. I wasn't dedicated enough to complete my Fishbowl profile. I had more important things to do. Cheers"

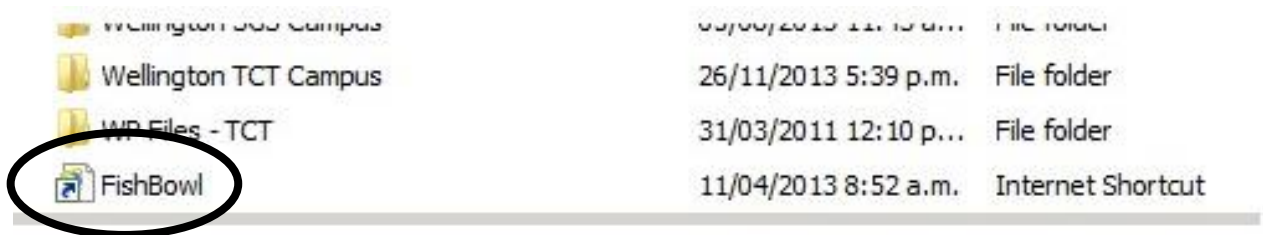
So remember, Fishbowl is your opportunity to sell youself to prospective employers and it starts from day one.



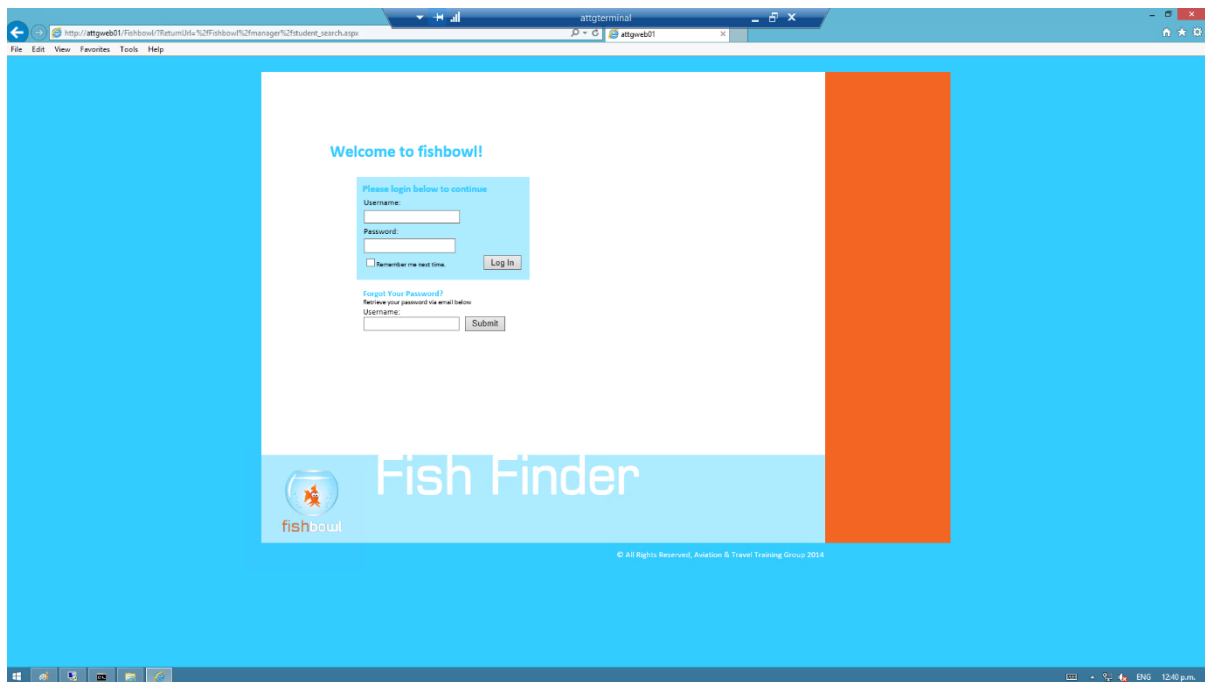
1. In File Explorer click on “Students Drive”



2. Scroll down to the bottom and then click on “FishBowl”



This will then open up the **FishBowl** website



3. Your tutor will give you your username (this is your Take2 id number) and your default password is **welcome2014**

Welcome to fishbowl!



Please login below to continue

Username:

Password:

Remember me next time.

4. After you have logged on, you will be taken to your home page. Initially you will not have much information on your profile. The first thing you will need to do is to edit your profile. Simply click **“Edit Profile”**.



5. You will then be brought to your page to edit your personal details. Simply update these as below and then click **“Update”** at the bottom.

The screenshot shows a form titled "Personal Details" with a light blue background. The form contains several input fields with labels in blue text. The fields and their values are: Username: 158676; First Name: Joe; Family Name: Bloggs; Mobile: 0277277277; Email: joebloggs@tourism.ac. x; Licence Type: Full NZ; Overseas Travel: Tahiti, Australia, Fiji; YouTube Video Link: (empty). At the bottom of the form, there is a grey bar with the text "Update Cancel".

6. Update your details regarding your customer service experience & your personal statement. (It is a great idea to use your Personal Statement that you create when you do your CV)

The screenshot shows two sections of a form. The first section is titled "Customer Service" and shows a duration of "1 yr, 4 mths". Below this is a section titled "Update your Customer Service Experience:" with two dropdown menus for "0 Years" and "0 Months", a plus sign, and an "Update" button. The second section is titled "Personal Statement" and contains a paragraph of text: "As a dependable, well-grounded person, I am reliable and can be trusted to provide a consistent, quality standard in all aspects of my work and personal life. With a logical mind, I like to be organised and systematically arrange and structure plans, ideas and intentions. I value myself as an efficient worker who is diligent in carrying out tasks and duties set to the highest level. With an outstanding work ethic, I always strive for excellence and endeavour to succeed in all components of life. My ability to provide exceptional customer service has been recognised by previous employers as a key competency I hold. My capability to solve problems and gratify an individual will set a platform for an interactive role in the tourism industry. Along with my positive attitude manners and conscientious character, I put a profound effort into my personal presentation. These attributes, along with my strong passion for tourism will help me to achieve success and develop a pathway into this industry." To the right of the text is a grey bar with the text "Edit".

7. Edit your Jobs & Location options. Select your preferred job (what is your ultimate job). Select your preferred location (you can have more than one location you are willing to work in eg: Wellington, Palmerston North, Auckland) and then select any other jobs that you are open to working in the future. Again you can select multiple jobs that you wish to work later on down track.

Jobs & Locations

Preferred Job

Airline Flight Attendant Delete

Update your Preferred Job Choice:

Accommodation - Backpackers and Camping Grounds ▼

Perferred Locations

Palmerston North Delete

Add a Location to your Preferred Locations List:

Auckland ▼

Other Jobs

Airport Check-in, Duty Free, Retail, Food and Beverage	Delete
Hotel Reception, Reservations, Porter	Delete
Travel Agency	Delete

Add a Job to your Other Jobs List:

Accommodation - Backpackers and Camping Grounds ▼

8. The last step is to upload your CV and a cover photo. (Don't worry about uploading your CV if you haven't done the CV unit just yet, we can come back to this step). To upload a CV, you must save this as a PDF document with your username file ID eg: 158676. Note that it can take up to 24 hours for this to link to your profile so if it doesn't appear straight away, don't worry.

CV & Photo Uploads

CV:

Please include 158676 & Janelle Salisbury in your CV's filename.

Once uploaded correctly your CV('s) will show in a list below where you can then edit the filename or delete it from your profile.

158676.pdf	Edit Delete
------------	-------------

Photo:

Please include 158676 & Janelle Salisbury in your Photo's filename.

Once uploaded correctly your Photo will show below where you can then edit the filename or delete it from your profile.

158676.jpg	Edit Delete
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Your Profile

Once you have updated your profile, click **“My Profile”** on the right hand pane and you will be taken to your updated profile as below. Your profile shows your contact details, literacy & numeracy levels, the qualification you are enrolled to study as well as how many days you have had off campus and all the details your filled out while editing your profile.

You now have a fishbowl profile that is going to help you get into employment. But don't forget that you need to ensure that your fishbowl profile is constantly updated so YOU are the one the campus manager sees standing out when employment opportunities come up!

Student

Home

My Profile

Edit Profile

Change Password

Logout

Joe Blogs

Mobile:	0277277277	Customer Service Exp:	1 yr, 4 mths
Email:	joeblogs@tourism.ac.nz	Literacy:	4/6
Licence:	Full NZ	Numeracy:	6/6

Personal Statement

As a dependable, well-grounded person, I am reliable and can be trusted to provide a consistent, quality standard in all aspects of my work and personal life. With a logical mind, I like to be organised and systematically arrange and structure plans, ideas and intentions. I value myself as an efficient worker who is diligent in carrying out tasks and duties set to the highest level. With an outstanding work ethic, I always strive for excellence and endeavour to succeed in all components of life. My ability to provide exceptional customer service has been recognised by previous employers as a key competency I hold. My capability to solve problems and gratify an individual will set a platform for an interactive role in the tourism industry. Along with my positive attitude manners and conscientious character, I put a profound effort into my personal presentation. These attributes, along with my strong passion for tourism will help me to achieve success and develop my way into this industry.

Qualifications

- Certificate in Airline, Travel & Tourism
- National Certificate in Travel Level 4

Yr of Study	Absent Days	Status
2014	0.00	
2014	0.00	C

Jobs I want to apply for in the industry

- Airport Check-in, Duty Free, Retail, Food and Beverage
- Hotel Reception, Reservations, Porter
- Travel Agency

My preferred job choice

Airline Flight Attendant

My preferred locations to work

Palmerston North

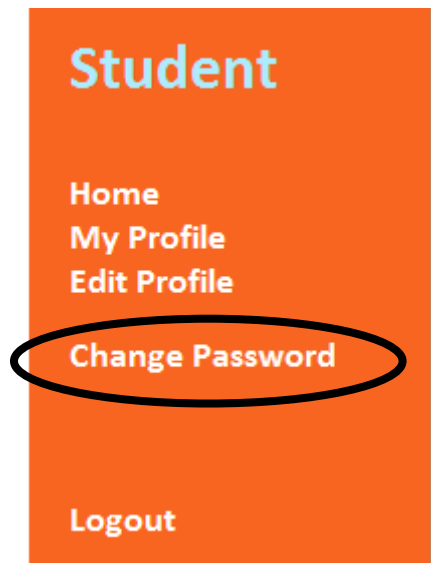
Available CV's:

158676.pdf	View	Download
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Student Profile

Changing your password

If you need to change your password, simply click on the right hand pane and select **“Change Password”**



You will then be able to change your password. Type in your current password and then type your new password in the given boxes. When you change your password, it must contain 1 symbol and 6 characters (as per the picture below)

Change Your Password

Old Password:

New Password:

Confirm New Password:

Need Help?

Old Password

The password you used to login to your account.

New Password

Must include:

- 1 symbol (~ @ # % ^ & * () - _ = + \ | / . ?)
- 6 characters or more (a - z, A - Z)

Confirm New Password

Re-enter your new password.

