Introduction

As a student, you are assigned an individual username and password for your own use.

This username and password will provide you with access to the Portal from within the University and externally via the internet - http://portal.solent.ac.uk

You will also need your username and password in the Learning Resource Centres to access the computers and top up your printer/photocopying account.

You should change your password when you first login and keep it secret. Your username cannot be changed.

What is my username and password?

Your username can be worked out as follows:

- Seventh digit from the right hand side of your student number (found on the front of your student card)
- First four characters of your last name or full name if four characters or less (A-Z characters only)
- The initial of your first name
- The last two numbers of your student number

Your password is simply your date of birth in the format ddmmyy

Examples of usernames and passwords:

<table>
<thead>
<tr>
<th>Name</th>
<th>Number</th>
<th>Date of Birth</th>
<th>Username</th>
<th>Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Smith</td>
<td>12345678</td>
<td>6th Sep 1989</td>
<td>2smitj78</td>
<td>060989</td>
</tr>
<tr>
<td>Ahmed Al-Zumaia</td>
<td>78617563</td>
<td>9th Jan 1985</td>
<td>8alzua63</td>
<td>090185</td>
</tr>
<tr>
<td>George Ely</td>
<td>62356776</td>
<td>22nd Dec 1977</td>
<td>2elyg76</td>
<td>221277</td>
</tr>
</tbody>
</table>

Use the Password Self Service page on the Portal to change your password and set up 3 questions to help you if you forget your password.

What is my email address?

When you register as a student you will be allocated a Portal-based email account. This email should be used for all coursework. Please check it regularly, as important information regarding your course and activities will only be sent to your university email account. You can access this via the Portal, both on and off campus.

The email address will be in the format username@solent.ac.uk

The example on the student card shown would be 2smitj78@solent.ac.uk
Printing in the Learning Resource Centres

All computers have access to high quality black and white and colour laser printers.
You select the printer you wish to use when you send the job.
Prices for each printer are displayed in the Learning Resource Centres.
First year students receive an initial print quota of £2.50 (for printing use only), which is sufficient for 50 pages of A4 black and white print or 6 pages of A4 colour print.
When this is used up you must purchase extra print quota using the Papercut money loaders located in each of the Learning Resource Centres or online via the Portal App.
You can check your current balance from the Papercut User Client Tool on the desktop.

Papercut - Printer and Photocopy Payment System

Log in to the Papercut money loader using your username and password. Any money you add will be credited to your account, which will be debited when you send a document to print or when you photocopy.
Papercut money loaders will accept coins from 10 pence up to £20 notes but **DO NOT** give change. There is a change machine located on floor 2 of the Library.
**Sorry, but we are unable to give refunds for unused print quota.**

Student Storage Information

Computers in the Learning Resource Centres are networked and connected to file servers, which means that saving your work will be different from saving work on your home computer’s hard disk.

For security reasons you cannot access the computer hard drive (C:\). Any work saved there or on the desktop will be deleted when the machine is rebooted.
Your network account has 1 GB of personal storage, called the U: drive (U:\) and this is accessible from any Apple Mac or PC within the Learning Resource Centres. PCs automatically connect when you first log in Apple Macs require a second login from an icon on the desktop.

Your U: Drive is also accessible off campus via the Portal, using the My Files App.
All computers in the Centres are equipped to burn CDs and have a USB port for your external storage device, e.g. memory stick or flash card.

And Finally

- The Learning Resource Staff are there to help - ask at the Help Desks
- Remember to save your work frequently and always make a back-up copy of your files
- Mobile phones should either be turned off or set to silent. They must not be used to make or receive calls, but they may be used for text messaging
- **No eating or drinking (apart from bottled drinks) in the Learning Resource Centres**
- Offensive/abusive emails and the viewing of offensive internet sites are prohibited
- Further information is available on the Portal and from the Learning Resource Centres
- **Remember to log out.** This maintains the security of your files, print credit account and email