

IT HELP SHEET

LOGGING ON AT A WORK STATION

Username is your First Name and Last Name. e.g: Toni Smith. or first initial and surname, e.g: tsmith

Initial password is: password0 (passwordzero)

Upon first logon you should be prompted to change your password, please make this new password something you will remember and make sure it is 8 characters or more.

Example of first time logon:

Username: Toni Smith

Password: password0

PRINTING/COPYING AT THE ACADEMY

Your student card is the key! Make sure it has been topped up at Reception with credit. (Minimum \$5 cash or \$10 card.)

Printing: Log on to an Academy iMac - see above. (If someone else is logged into the computer, you will not be able to release the print job.) Select the printer you would like to print to and click print. Make sure you pay attention to the colour/black-and-white option, as colour printing is more expensive. Walk to that photocopier and swipe your card over the terminal, select print, choose print job and press print. Your job should be printed shortly.

Copying: Swipe your card over the photocopier terminal, select copy, follow prompts on photocopier screen and then hit print. Your job should be printed shortly.

CONNECTING TO ACADEMY WiFi

Network: DesignAcademy

Password: Thinkubator

If you forget your password or are having trouble with any of the above please go to the **General Enquiries Office**.

OMNIVOX ONLINE LEARNING PLATFORM

Omnivox is the Academy's online platform. You can use it to:

- check your enrolment in subjects/units
- access key documents and learning materials for your units
- check your attendance record and assessment results
- communicate with your tutors and other students

LOGGING ON TO OMNIVOX

The address for Omnivox is <https://lci-ada.omnivox.ca>

Your Username is your student number (without the dash)

The first time you log on, click on the 'First use?' link. This will take you through a once-off process to verify your identity, set up security questions and then set your password. After that, if you ever forget your password you can simply go to the log on page and click on 'Forgot your password?'

NAVIGATING IN OMNIVOX

Once you've logged on, you'll see a front page and several options in the left-hand sidebar. The main areas of Omnivox are:

- the front page – including the Academy calendar, updates and news, your class schedule
- Mio – a messaging service for communicating with Academy tutors and peers
- Lea – the online 'classroom'

MIO

Mio looks and acts like an email system. But it is internal to the Academy only – you can't email people in Mio from your ordinary email address, or send emails from Mio to the 'outside world'.

However, if you go to 'Settings' in Mio, you can add your preferred email address in the 'Email notification' section. You will then receive an email whenever you receive a Mio message, with a quick link to the message itself. It's much like getting your emails forwarded.

LEA

Lea is where you will spend most of your time in Omnivox.

When you click into the Lea section, you should see a list of all your currently enrolled classes.

If the list looks out of date, check that the correct semester is selected in the 'My classes' frame in the left-hand sidebar. (Because the system is based in LCI's northern hemisphere server, the Academy's Semester 1 is 'Summer' and Semester 2 is 'Fall'.)

Each class section will show the start time and the tutor's name, and you can click through to the class document list or assignments and check your grades/assessment results.

Alternatively, you can select particular functions using the buttons beneath the 'My classes' frame'.

THE OMNIVOX APP

You can also download a free Omnivox app to use with your phone or other mobile device. It's available for available on GooglePlay, Android Apps and Apple App Store.

STAYING IN THE LOOP

Most of your day-to-day communications at the Academy will occur via Omnivox/Mio.

However, occasionally the Academy will need to contact you directly via email, post or phone/text message.

If any of your contact details change, please let us know as soon as possible by phoning or dropping by the Registrar's Office. Thank you!

PRINTING AT THE ACADEMY

To print: you must be logged on to your own user account not the library.

1. From a computer, select print and choose which printer you wish to send to:
 - Student Printer@Server, located in Study Room A709
 - Library C2800, located in library A704 (swipe required)
2. Go to the printer and swipe your card over the proximity reader terminal.
3. Your name will appear on the terminal screen.
4. Select print.
5. A list of your print jobs will appear on the terminal screen (you can cancel prints here too).

PHOTCOPYING

1. Swipe your card of the proximity reader terminal.
2. Select photocopy on the terminal.
3. Place your item to be copied and select any copy options on the photocopier display screen (double sided, enlarge/reduce etc).
4. When finished, close session by selecting 'quit' on the terminal (this will prevent anyone else's photocopying on your account).

SCANNING

1. Use the multi function device in the Library or Study Room.
2. Select 'scanner' on copy machine.
3. Select 'Scan to USB' or 'Scan to PC' (this will scan to a folder on the student server)
4. Insert your USB stick OR scan to folder on student server.
5. NOTE: the folder on the student server is available to everyone, so don't scan anything confidential through this means.
6. Retrieve your work.

Go to the General Enquiries Office to top up your card with a minimum of \$5 cash or \$10 on card.

Printing prices are: A4 B&W - 11c | Colour - \$1.10

A3 B&W - 25c | Colour - \$2.20

PLEASE BE AWARE THAT PRINTING IS SET TO COLOUR BY DEFAULT.

If you have any questions please ask at the General Enquiries Office.