

Logging on for the first time

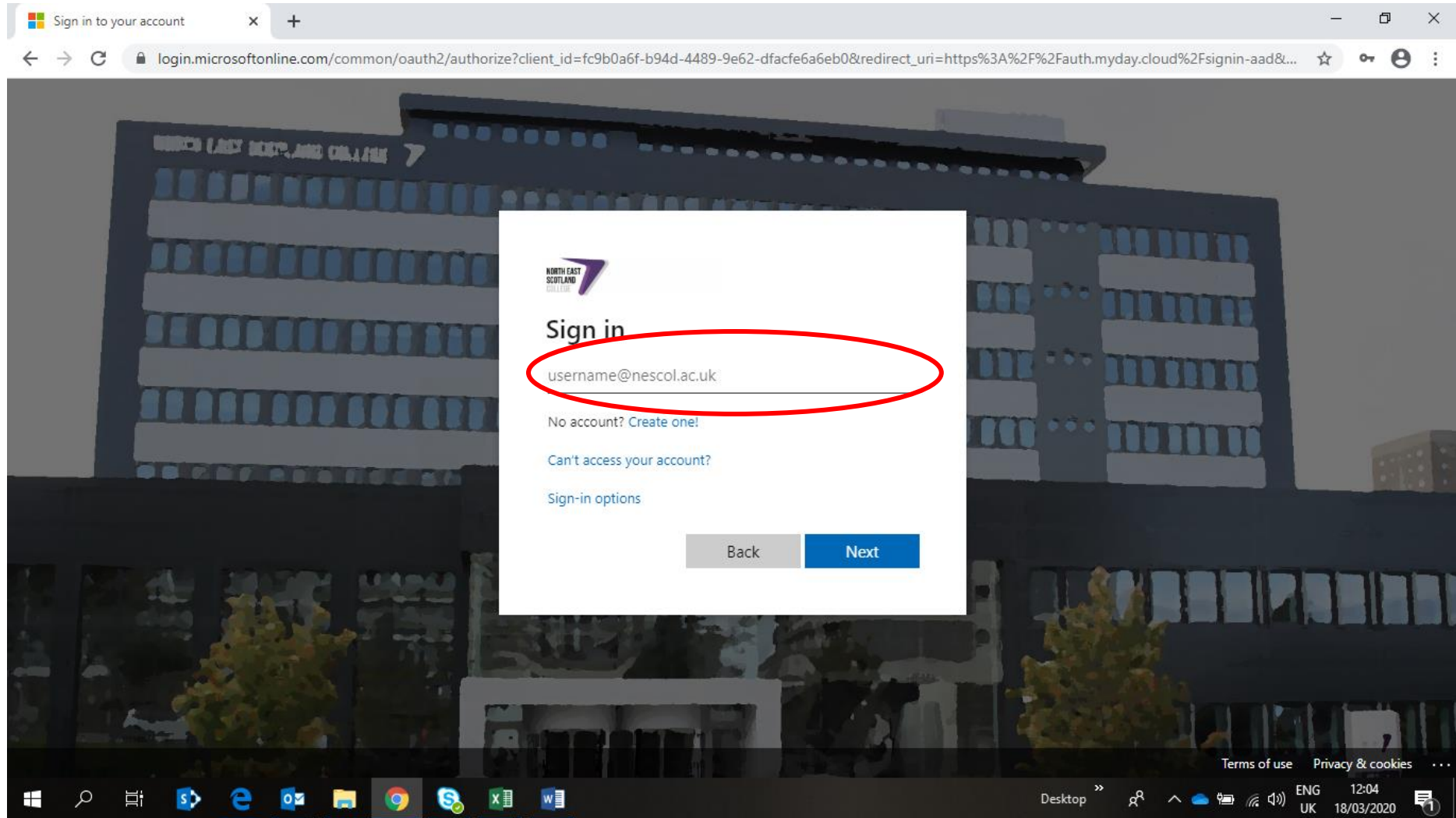
Go to www.nescol.ac.uk

Click the My NESCOL link

The screenshot shows a web browser window with the URL nescol.ac.uk. The page features a purple header with the North East Scotland College logo on the left and navigation links on the right: CORONAVIRUS UPDATE, MY NESCOL (circled in red), STAFF PORTAL, MY APPLICATION, BUSINESS HUB, and CONTACT US. Below the header is a white navigation bar with dropdown menus for COURSES, STUDENTS, COLLEGE SERVICES, ABOUT NESCOL, and NEWS & EVENTS. The main content area is dominated by a 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 browser's address bar shows 'https://my.nescol.ac.uk' and the Windows taskbar at the bottom displays the date '18/03/2020' and time '12:03'.

Enter your username

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

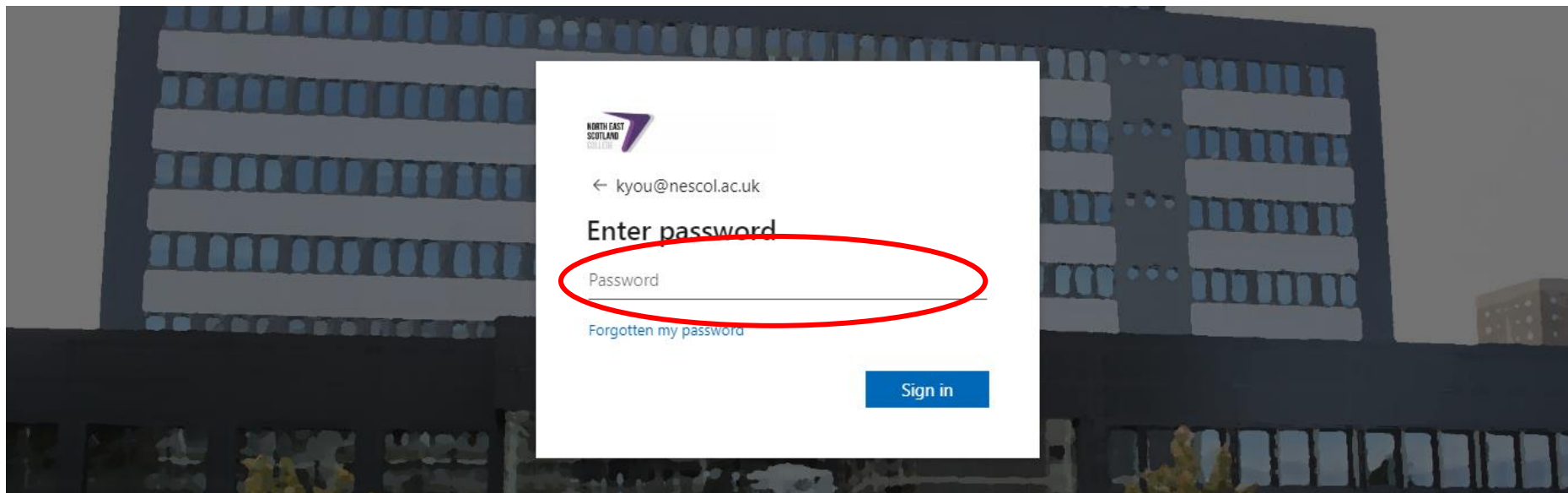


Enter your password

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 with the URL `my.nescol.ac.uk/dashboard/home`. The page features a dark sidebar on the left with navigation options: Send feedback, DASHBOARDS (Home, IT HelpZone, Students' Association, Eat & Unwind, Mental Health & Wellbeing), and APPS (Attendance, Balance, Banner, Courses, Eat & Unwind, Funding & Money). The main content area is a grid of tiles. A large pink tile displays 'Coronavirus: Information & Advice' and the NHS Scotland logo. A teal tile labeled 'Courses' is circled in red and shows the number '43'. Other tiles include 'Timetable' (1), 'Report Absence', 'Attendance' (0%), 'Punctuality' (0%), 'Mail', 'Balance' (£76.90), 'Newsroom' (with news items like 'Student Funding Drop In Sessions'), 'Twitter', 'Facebook', 'IT HelpZone', 'Library+', 'Students' Association', 'Eat & Unwind', 'Support & Study...', 'Funding & Money', 'Mental Health & ...', and 'Your Future'. The Windows taskbar at the bottom shows the date 18/03/2020 and time 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.

The screenshot shows a web browser window with the following elements:

- Browser Tabs:** "Courses » North East Scotland Co" and "Blackboard Learn".
- Address Bar:** "nescol.blackboard.com".
- Main Content:**
 - Blackboard** logo.
 - Login with Office 365** button (circled in red).
 - [Guest Access](#)
 - [Admin & Guest Account Login](#)
- Announcements:**
 - Coronavirus: Important updates** (Wednesday, 18 March 2020). Text: "Following the decision reached to suspend face to face teaching from 9am on Tuesday (17 March), NEScol has issued further guidance to students, staff and stakeholders. The updates and guidance will be provided by email to students & staff, through <https://www.nescol.ac.uk/coronavirus/>, College social media channels and MyNescol."
 - Welcome to Blackboard SaaS** (Thursday, 30 January 2020). Text: "You now login with your Office 365 account. Instructions for the new Microsoft Password Reset tool are [available here](#)."
- Taskbar:** Windows taskbar with icons for Start, Search, Task View, Edge, Mail, File Explorer, Chrome, Teams, Excel, Word, and system tray (Desktop, network, volume, date: 12:06, 18/03/2020).