



BUCKINGHAMSHIRE  
NEW UNIVERSITY  
EST. 1891

# DIGITAL SERVICES QUICK START GUIDE

## SELF-SERVICE PORTAL

NOW GET TECH HELP FASTER!

with our brand-new Self-Service Portal to;

- Access self-help knowledge articles
- Log support tickets
- Track the status of your tickets

SCAN



OR VISIT

[bnu.topdesk.net](https://bnu.topdesk.net)



### Get your Username & Password

Your username is your 8 digit student ID followed by @bucks.ac.uk (e.g. 20905674@bucks.ac.uk). To find out how to activate your account or change your password go to [mypassword.bucks.ac.uk](https://mypassword.bucks.ac.uk). Use your username and password to access University systems and services.



### Secure your Account

To access your emails or e-learning systems you need to register for a cyber security feature called Multifactor Authentication (MFA). MFA helps to keep your University account safe by ensuring that only you can log into it. MFA is quick to set up and only needs to be done once – for step by step instructions on how to register for MFA and a list of FAQs [click here](#).



### Access your Student Email

All University communication is sent to your University email address, so you need to check your email often (daily in term time). You can access your email using [outlook.office365.com/OWA/bucks.ac.uk](https://outlook.office365.com/OWA/bucks.ac.uk) or via [MyBNU](#). Login using your username and password.



### Get Enrolled

You will receive an email inviting you to enrol online using the BNU Connect Portal. It is important to complete your enrolment as soon as you get the email invitation so that you can access your timetable and be able to start your course. To complete the enrolment, access the [BNU Connect Portal](#).



### Access Office 365

Go to [office.com](https://office.com) to access Office Online. This gives you access to applications such as Word, PowerPoint, Teams, Excel and more. You are also eligible to install the full Office applications on up to 5 PCs or Macs for free.



### Access Blackboard

This is the Virtual Learning Environment (VLE) which provides access to online learning resources for your course. To access Blackboard go to [my.bucks.ac.uk](https://my.bucks.ac.uk), or access the student area through the link at the bottom of the BNU web page, or via [MyBNU](#). Login using your University username and password.

## PLAY YOUR PART, BE CYBER SMART!

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