BUCKINGHAMSHIRE NEW UNIVERSITY
EST. 1891

DIGITAL SERVICES QUICK START GUIDE

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**. 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**.

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 MyBNU - MyBNU is your digital campus, giving you access to all BNU systems and information seamlessly, and letting you self-register your attendance at teaching sessions. It will also send you notifications to keep you updated on University news and events. MyBNU is available as an App from the Android and Apple stores, or go to **mybnu.bucks.ac.uk**.

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** or via **MyBNU**. Login using your username and password.

Access Office 365 - Go to **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**, 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.

Save Your Files - When on campus, you can store up to 750 MB on your allocated home folder, known as the G: Drive. To access your G: Drive off campus, go to **mydocs.bucks.ac.uk** and login using your University username and password. You can also save up to 1 TB of files on **onedrive.com**.

Use AppsAnywhere - Use your personal or University device to gain access to many of the applications you need for your studies. The list of applications you see will depend on who you are, what device you are on and your geographical location. AppsAnywhere can be accessed from any location **here**.

Wi-Fi - When on campus, connect to the eduroam wireless network. You should only need to authenticate to eduroam once using your BNU username and password, after that you'll automatically connect. You will need to repeat these steps if you change your password. For instructions click **here**.

Printing - You can print, copy and scan using a single device known as Multi-Functional Device (MFD). Use the print portal to manage your printing account via **myprint.bucks.ac.uk**. Here you can add print credits, check transaction history, check recent print jobs and use the Web Print function. You can also view your current print credits in the Balances tile of **MyBNU**.

PLAY YOUR PART, BE CYBER SMART!

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