Student IT Induction

September 2023

Service Desk Team Locations

Manchester Campus	Location
Study Hub (Piccadilly Place)	Main Floor
Quay Plaza	Main Floor

Wembley Campus	Location
Wembley Stadium	Mezzanine /3rd Floor
Arch View House (AVH)	1st Floor Library

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System Access

Access to:

- UCFB Online Hub
- Microsoft Office 365
- UCFB Student Laptops & PCs
- UCFB Learner Portal
- Liberty (Library Catalogue)

Default Browser

UCFB applications run best on Google Chrome. We recommend using Google Chrome as your default browser.

USERNAME AND PASSWORD

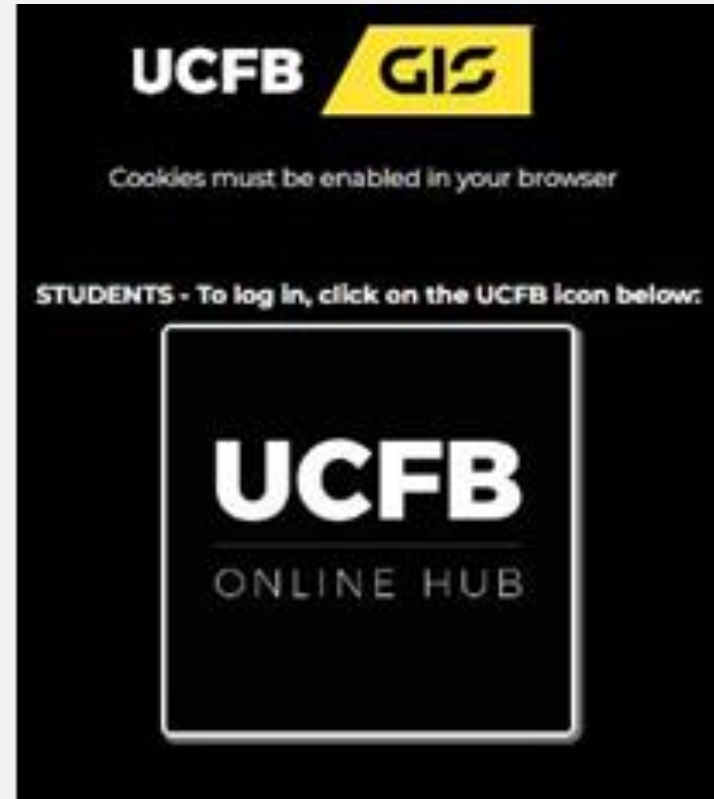| **What you will need to know:**	
Username	[studentid]@ucfb.ac.uk Student ID will be five numbers.
Password	New student's password example – 08/02/1999Smith Returning students – your current password
Password length & Complexity	- 8 Character Long - At least 1 number or special character
Expires	Every 180 days
Single Sign-on	Your sign in credentials will be the same for your email, the Online Hub, and your local login (Laptops/PCs) if you change it for one, it changes for all

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UCFB Online Hub App

Download the Online Hub App	
iOS	App Store
Android	Google Play Store

First Time Login

- Visit my.ucfb.com

- Click the "UCFB Online Hub" icon

- Sign in using your UCFB Email & Password

UCFB GIS

Cookies must be enabled in your browser

STUDENTS - To log in, click on the UCFB icon below:

UCFB
ONLINE HUB

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UCFB Online HUB

On the Online homepage you can access many useful resources such as '**My courses'** which enable you to access all your courses, **IT hub** which contains guides/documentation on submissions/assignments as well as other applications and IT services.
In addition, there are also other services/information available in the relevant sections by selecting the following boxes:
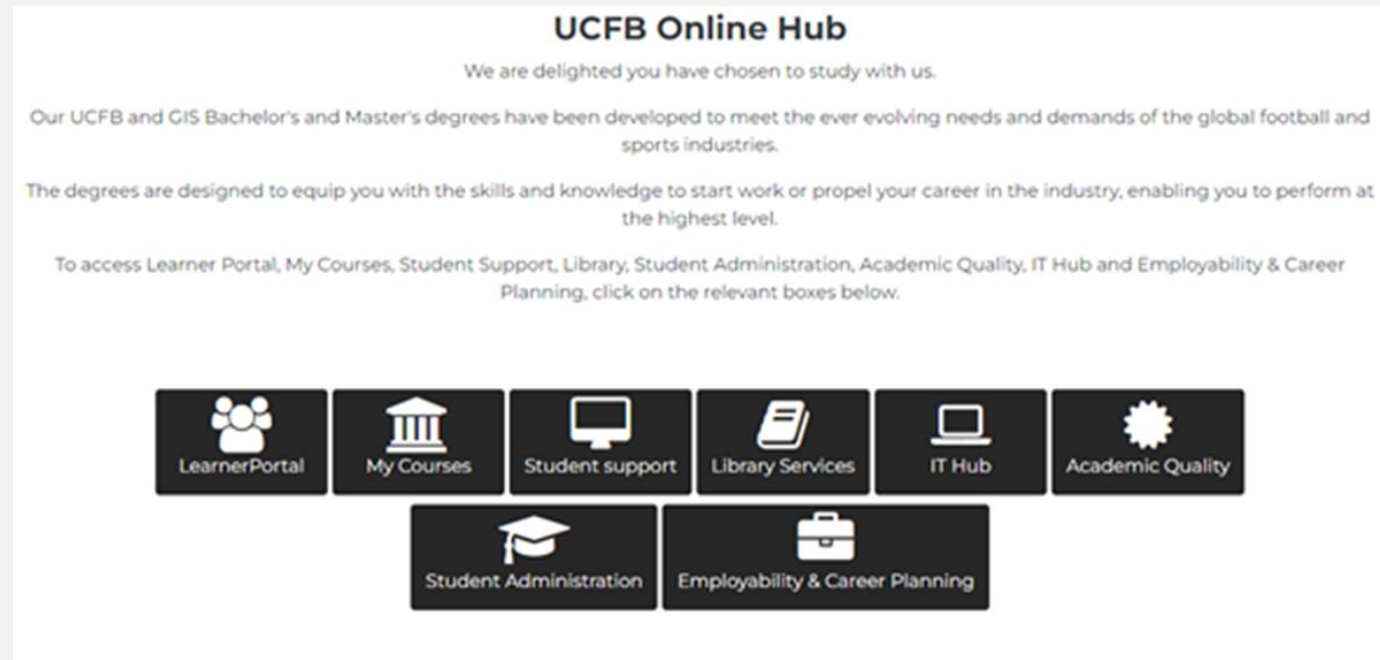
Assignment Submissions on the Online Hub

Turnitin Submissions

Used for:
Documents (PDF), Reports, Essays, Dissertation, Plagiarism Checker

Assignment Submissions

Used for:
Audio files, Video Files, Spreadsheets, presentations

UCFB Learner Portal

Login at	https://ebsontrackhub-ucfb.tribal-ebs.com/
Log in details	**Username:** your username you created during enrolment **Password:** your password you created during enrolment
What you get	• Your personal details • Your qualifications • Your evidence to support your enrolment onto a course at UCFB • Agreements of Data Protection • If you have applied for a Bursary • If you have applied for Accommodation • If you have applied for a Scholarship • Your current timetable • Your pastoral care activity

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UCFB/GIS APPLICATIONS

Microsoft Outlook - Your emails can be accessed from any computer that has internet access, you can also download the **Outlook app** on your mobile phone so that you can access your emails on the go.

Microsoft One Drive - One drive can be used by all students as a safe place to save all your work securely throughout your time at UCFB. OneDrive gives you 1 TB (1024 GB) of storage. This is the recommended and safest way to save your work and ensure it is never lost.

Office 365 - Access to online Office365 applications

The above can all be accessed via login.microsoftonline.com using your studentid@ucfb.ac.uk and password. Microsoft Office can also be downloaded for free on 5 separate devices.

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For all IT enquiries contact the team on

It-servicedesk@ucfb.com
Or
Call 0161 383 0921 (8:30am – 5pm Mon-Fri)