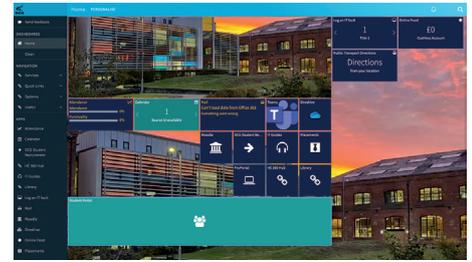


LIBRARIES FOR LEARNING



WHAT YOU SEE WHEN YOU LOG ON

Open a browser to log on to **MyDCG** – the place that brings together all the information you need to access while at Derby College Group (DCG). It's available from **any device** and completely customisable – so you can make it your own.



Go to <https://my.dcg.ac.uk>

ACCESSING COLLEGE IT AND HOW TO LOG ON

MULTIFACTOR AUTHENTICATION (MFA)

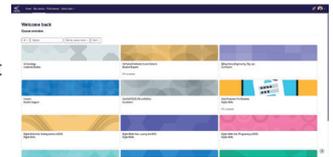
If you are a new or returning student to DCG, you must ensure your Multi-Factor Authentication (MFA) system is up and running before you can use your DCG Student IT account. You can download an MFA Configuration Guide from the Student Support section of the DCG website:

<https://www.derby-college.ac.uk/student-support/>



ACCESS FROM THE MYDCG HOME PAGE

From the **MyDCG** home page, you can access all the information you need for your time with DCG, including all Student Support Services and access to DCG's Moodle online learning platform.



Moodle is a **VLE** – a **Virtual Learning Environment**. It's a platform lecturers use for online delivery.

Login directly to Moodle at <https://pod.derby-college.ac.uk> or by accessing the tile on MyDCG. Download the MyDCG app from your device's app store:

- Apple App Store – <https://tinyurl.com/4f8mucze>
- Google Play Store – <https://tinyurl.com/3a5wrrum>

FIRST TIME LOG ON

Before you can start using your college account, you must change your default password.

Go to any college PC, laptop or iPad and type in your DCG email address **six-digit student number@student.derby-college.ac.uk** in the **username** box.

Type in your **date of birth** in the **password** box. This needs to be in the format **ddmmyyy** (e.g. 23021997). You will then be prompted to change your password. When you have **changed your password**, you will use this on all College PCs, laptops, and systems.

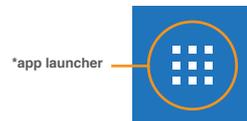
YOUR COLLEGE MICROSOFT 365 ACCOUNT

All Derby College Group (DCG) students have access to **Microsoft 365** including your College e-mail, file storage and many other Microsoft applications.



To access go to <https://www.office.com>

To access the applications, click any of the specific application icons or the app launcher* in the top left-hand corner of the page.



LOGGING ON FROM HOME

You can activate your **Microsoft 365** account by navigating to <https://www.office.com> and typing your **DCG email address** in the **username** box. This starts with your student number and will be in the following format:

Six-digit student number@student.derby-college.ac.uk

e.g. 123456@student.derby-college.ac.uk

To access, **MyDCG**, the central place for student information, go to <https://my.dcg.ac.uk>

MICROSOFT ONE DRIVE

Microsoft OneDrive is an online file storage area where you can upload and create documents and folders. You can share files with people you wish to give access to.

Your **DCG OneDrive** account can be accessed from anywhere where you can access the internet. This is where you should save your college work to (not your personal or work OneDrive).



ACCEPTABLE USE POLICY

Whenever you are logged on to the DCG network in College via a personal or DCG device, you must agree to the **Acceptable Use Policy**. The main points of the policy are:

- your use of the internet and e-mail should mostly be for college work,
- you are not permitted to download games or music,
- using the internet to annoy, harass or intimidate others can lead to disciplinary action,
- your use of e-mail should not be assumed to be private as it can be monitored by College staff.

MICROSOFT TEAMS APP

Microsoft Teams is used for remote teaching and communication between teachers and students. Access the browser version of Teams via your Microsoft 365 account and download the **Microsoft Teams** app onto your device. Go to your app store and search for **Microsoft Teams**. Install the app and sign in with your College email address and password.

If you have been given a **code to join a class team**, you need to click the Teams option from the menu across the bottom and choose the **Join class with code** option.

If you need any help accessing or using **Microsoft Teams**, ask the library team for assistance.



DOWNLOAD THE MICROSOFT OUTLOOK APP

Make it easier to access your college emails remotely and keep up to date with all DCG communications by downloading the Microsoft Outlook app from your device's app store.

- Apple App Store – <https://tinyurl.com/2aa9eses>
- Google Play Store – <https://tinyurl.com/2dd3u2f2>



ONEFILE FOR APPRENTICES

OneFile is a software package for Apprenticeships. It is used to build a portfolio of evidence against the criteria that sit within your apprenticeship – e-portfolio.

At the start of your apprenticeship journey, your assessor will provide an induction to the OneFile system.

OneFile enables you to:

- upload completed work, photos, videos, and workbooks, etc.,
- add your 'off the job' hours to the journal to showcase what you have done, and it enables you to track the hours completed,
- monitor your progress,
- add feedback to your reviews.



BRING YOUR OWN DEVICE TO DCG

You can use personal laptops, tablets, and smart devices in DCG, and can access the college's Wi-Fi network by connecting to **DCGUEST** and choosing **Sign in with DCG account**. Log in (connect to the network) using your **DCG email address** as your username and the password you usually use to log onto DCG devices.



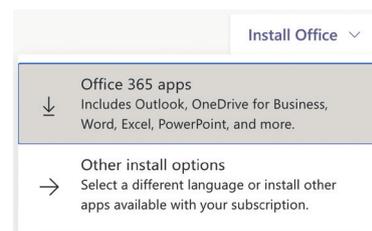
Please remember:

- bring your own headphones to use with your own device,
- calls cannot be taken or made in the libraries,
- ask the library team where you can charge your device.

DOWNLOAD OFFICE 365 AT HOME

As a DCG Student, you have access to Microsoft 365 which can be downloaded onto your home device:

- go to <https://www.office.com>
- click on **Install apps**
- click on **Microsoft 365 apps**
- follow the instructions on screen.



PRINTING, COPYING AND SCANNING

To print your work, photocopy or scan documents on our Multi-Functional Devices (MFDs), you will need to use your DCG ID card.

To log in to a printer, either swipe your DCG ID card on the reader, or log in with your DCG login details.

There are black and white, and colour Multi-Functional Devices (MFDs). To print work on any DCG MFD go to File, select Print and then select either:



Print&Collect-Mono on dc-papercut
Ready

for **Black and White**



Print&Collect-Colour on dc-papercut
Ready

for **Colour**

LIBRARY MOODLE PAGE

You can find lots of useful resources and information on this page including:

- the library catalogue,
- e-resources (e-books and e-journals),
- library news and contact information,
- subject guides and reading lists,
- help with study skills and digital skills,
- help-sheets, and videos on how to access services and resources.

PRINTING COSTS AND CREDIT

You will be given a print allowance, as there is a charge for all printing.

If you run out of printing credit you can top up. In the library you can top up with cash at the library counter.

Please ask the Libraries for Learning Team for more details.

HUBS ON MOODLE

Earn digital, downloadable badges and printable certificates as you develop and enhance (or learn new) study and digital skills via the **Study Skills Hub** and **Digital Skills Hub** elective courses on Moodle. You can choose the skills you develop and the order you develop them. Access these via the Library Moodle Page, or from your course or apprenticeship handbook.

All **higher education** students can access the **HE 360 Hub**, which brings together access to the HE Support Teams, news, and relevant information. Access from the Library Moodle page, or MyDCG.



SELF-SERVICE KIOSKS

Borrow, renew, and return library books at the Broomfield Hall, Joseph Wright Centre, and Roundhouse site libraries at the Library self-service kiosks.

Here's how:

- scan your ID card,
- select issue,
- place all items on the shelf,
- confirm your items,
- choose a receipt option.



NEED HELP? CONTACT THE LIBRARY

Drop in to your local site library at Broomfield Hall, The Community College, Ilkeston, The Joseph Wright Centre, or The Roundhouse.

- Email: learningresources@derby-college.ac.uk
- Call: **01332 334848** (direct line) or **01332 387400**
- **Chat to a Librarian** via LiveChat on the library catalogue