

# IMPORTANT CHANGES FOR STUDENTS

TOI-OHOMAI  
Institute of Technology

## LOGON (Off Campus)

If you are logging on and you are off campus on an external device, then

Go to either <https://getconnected.toiohoma.ac.nz>  
or <https://moodle.toiohoma.ac.nz>

and logon with your **Email Address and password**

If this is the first time you have logged on or your password has expired  
then you will be prompted to change your password :-

1. Type in your email address
2. Type in your current password
3. Type in a new password (must 16 characters or longer)
4. Type in your new password again to confirm it
5. Press Submit
6. The Login screen will be displayed and you must logon again with your email address and new password.

Secure | <https://adfs.toiohoma.ac.nz/adfs/portal/updatepassword?SAMLRequest=IZJRS8MwFIX%2FSsI7myZ0bRe2CQXUPDiaOrfgr9y1mQ005c1NRfz1dp3iRBz4Intzv3NPDpkh6LYTRe8bs5...> Institute of Technology



### Update Password

You must update your password because your password has expired.

<input type="text"/>
Username (in email address format)
<input type="password"/>
Current Password
<input type="password"/>
New password
<input type="password"/>
Confirm new password

Note: You may have been automatically re-directed to this page if the system has detected your Toi Ohomai password has either expired or has been set to change when you log in (this may be because this is the first time you have logged in).

To continue, complete the information above and then click the Submit button.

Information Centre [Info@toiohoma.ac.nz](mailto:Info@toiohoma.ac.nz)  
Library Help [Libraryhelp@toiohoma.ac.nz](mailto:Libraryhelp@toiohoma.ac.nz)  
Moodle Help [moodlehelp@toiohoma.ac.nz](mailto:moodlehelp@toiohoma.ac.nz)  
Phone 0800 86 46 46

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## NEW USERNAME, EMAIL & PASSWORD

You have a new Username, Password & Email address. These were in the Enrolment email sent to you 30 days prior to your course Start Date

Username: student ID number (it may be different to 2017)  
Email Address: <student ID number >@student.toiohoma.ac.nz  
Initial Password: ToiOhomaiDDMMYYYY (DDMMYYYY is your date of birth)

**Don't know your Username, Email or Password?  
Please ask at the Library or Information Centre**

## LOGON (On Campus)

BEFORE you can access Wifi or anything else,  
you must change your password the first time you  
logon to a Student PC with your new Username and Initial Password.

1. Go to a Student PC—NOT A STAFF PC!
2. Logon with your Username and Initial password
3. You will be prompted to change your password
4. Your new password must be 16 characters or longer  
Think of it as a “passphrase.” You can use spaces and make it a sentence.  
You don't need capitals, numbers or symbols: the length makes it secure.

**Trouble logging on and need help?  
Please ask at the Library or Information Centre**

**FORGOT your Password or your Account is LOCKED?  
Please ask at the Library or Information Centre.  
They can reset your password or unlock your account.**

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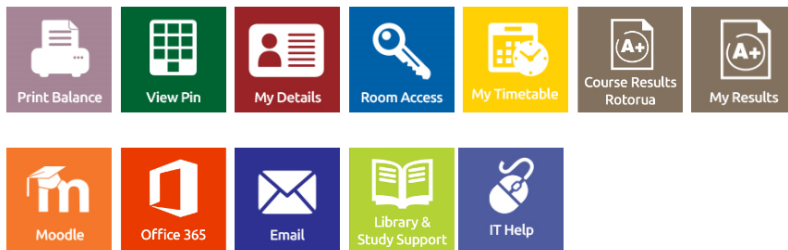
## WIFI ACCESS

ONLY if you have logged on to a Student PC and changed your Initial Password will you now be able to access the internet on your WIFI-enabled devices

Logon to WIFI with your Email Address and Changed password  
**Need help? Please ask at the Library or Information Centre**

## STUDENT PORTAL ACCESS

You can use the Student Portal to access Moodle, Office 365, Email, Print Balances, Pin # for After Hours access, Timetables, Course Results etc...



Logon to the Student Portal via <https://getconnected.toiohoma.ac.nz> with your Email Address and Changed password

**Need help? Please ask at the Library or Information Centre**

## MOODLE EMAIL

Moodle Emails go to your **preferred email address** that is held in EBS (Student Management System). You can ask the Information Centre to change your preferred email address if you wish.

By doing so, you accept that all Toi Ohomai email communications will go to your preferred email address.

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## NEW ID CARDS

- ◆ Your old student ID card WILL NOT WORK in 2018
- ◆ Your new student ID card
  - ◇ will be given to you by your tutor
  - ◇ has your Student ID number on it
  - ◇ is only valid for 2018
  - ◇ can be used on all Toi Ohomai campuses to use computer labs, libraries and printing services



## PRINTING & SCANNING

- ◆ You must register your new Student ID card by badging or swiping it on a prox card reader at a multi function print device.
- ◆ You will be prompted to enter your network login (username) and password on the display screen of the print device.
- ◆ Now you are ready to use the printing services.
- ◆ You will only need to register an ID card the first time you print with it!
- ◆ There are posters at the printers with instructions

**Need help? Please ask at the Library or Information Centre**