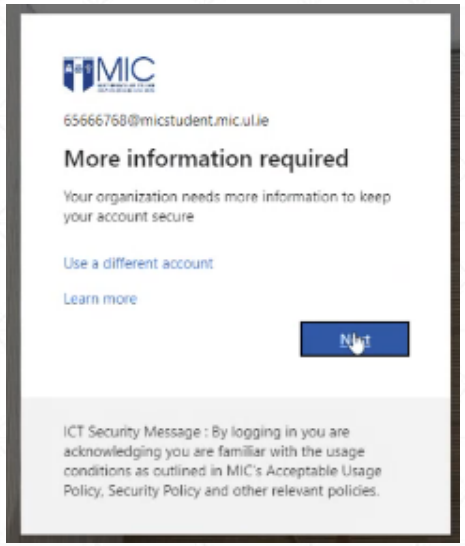
Student Orientation - ICT

ICT Dept
icthelpdesk@mic.ul.ie

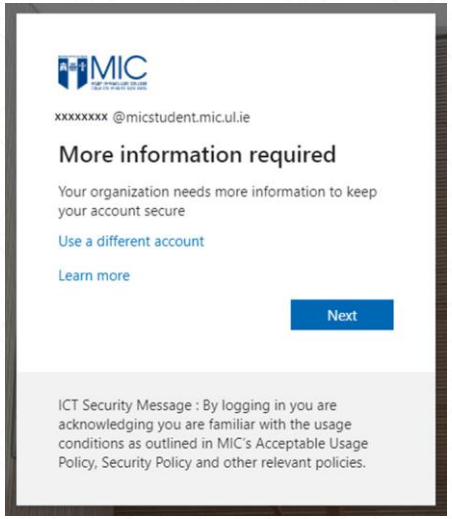
BRIATHAR DÉ MO LÓCHRANN
MIC
MARY IMMACULATE COLLEGE
COLÁISTE MHUIRE GAN SMÁL

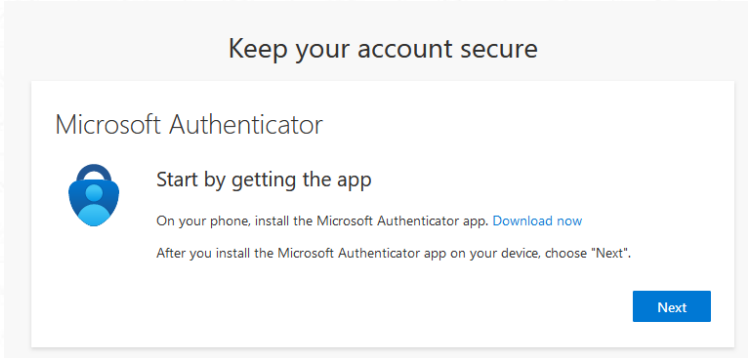
Accessing MIC Online Enrolment Portal

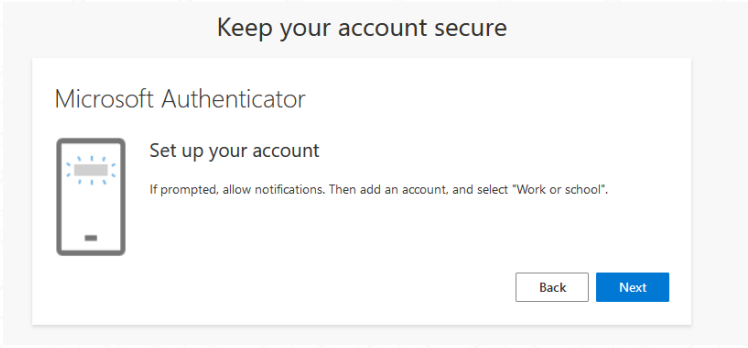
Type in the address bar of your browser: https://register.mic.ul.ie
Click on ‘Sign in’
Enter your StudentNumber@micstudent.mic.ul.ie and password from the enrollment email.

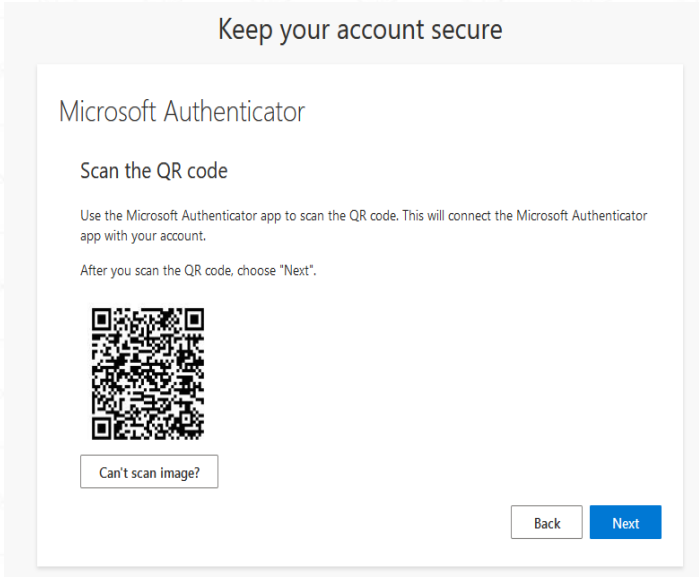


Setup for the Microsoft Authenticator









Multi Factor Authentication

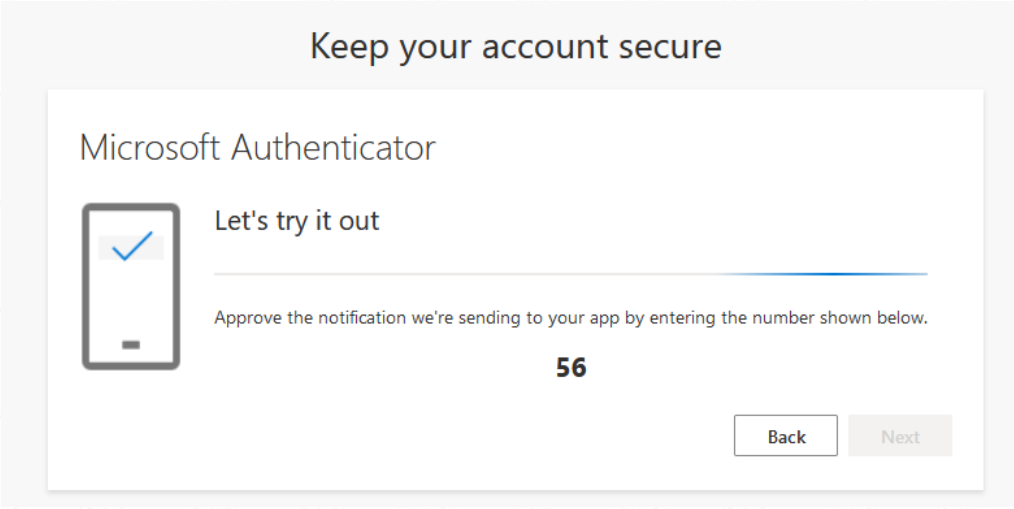
FYI –
In order to access Mary Immaculate College online utilities use Multi Factor Authentication.

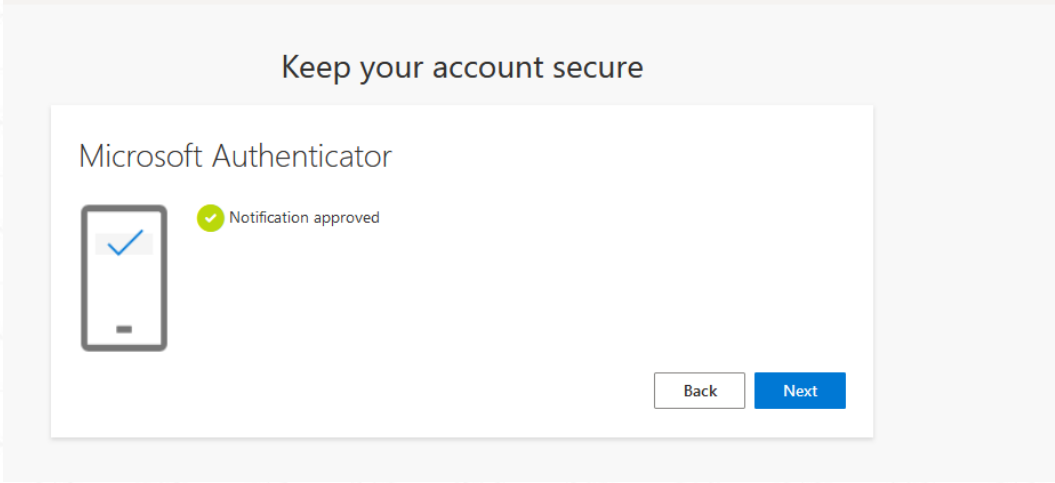
For more information on how to use MFA please view the following video
https://www.youtube.com/watch?v=JCFAoMPFq-Q

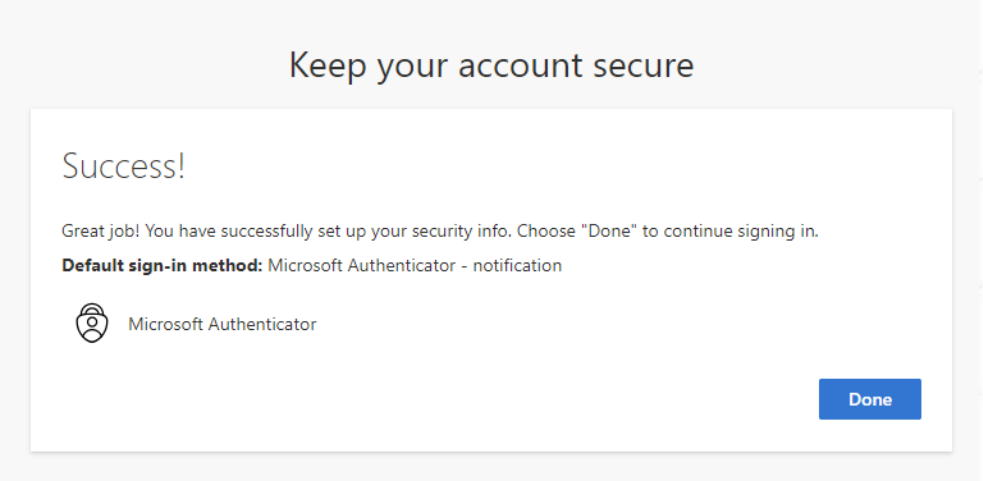
iPhone Appstore link:
https://apps.apple.com/us/app/microsoft-authenticator/id983156458

Android Play store link:
https://play.google.com/store/apps/details?id=com.azure.authenticator&hl=en_US

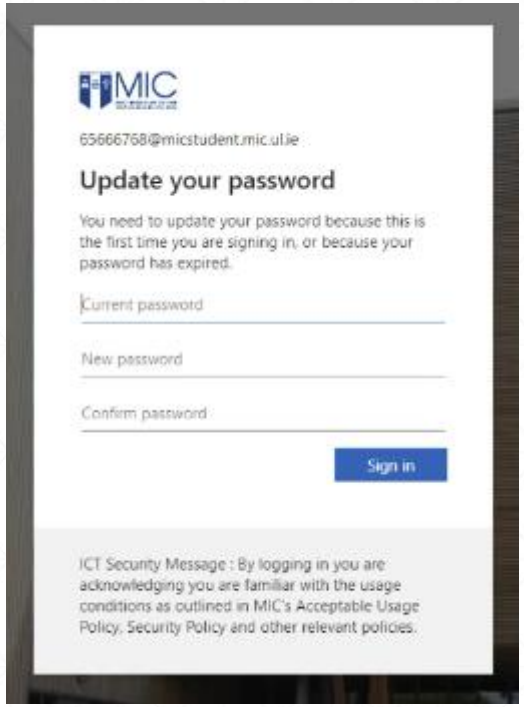
Setup for the Microsoft Authenticator







Password reset required



MIC has a password policy in place as part of the effort to protect our corporate network and data.
Passwords must be at least 8 characters long.
They must be complex, which means they need to include at least 3 of the following:

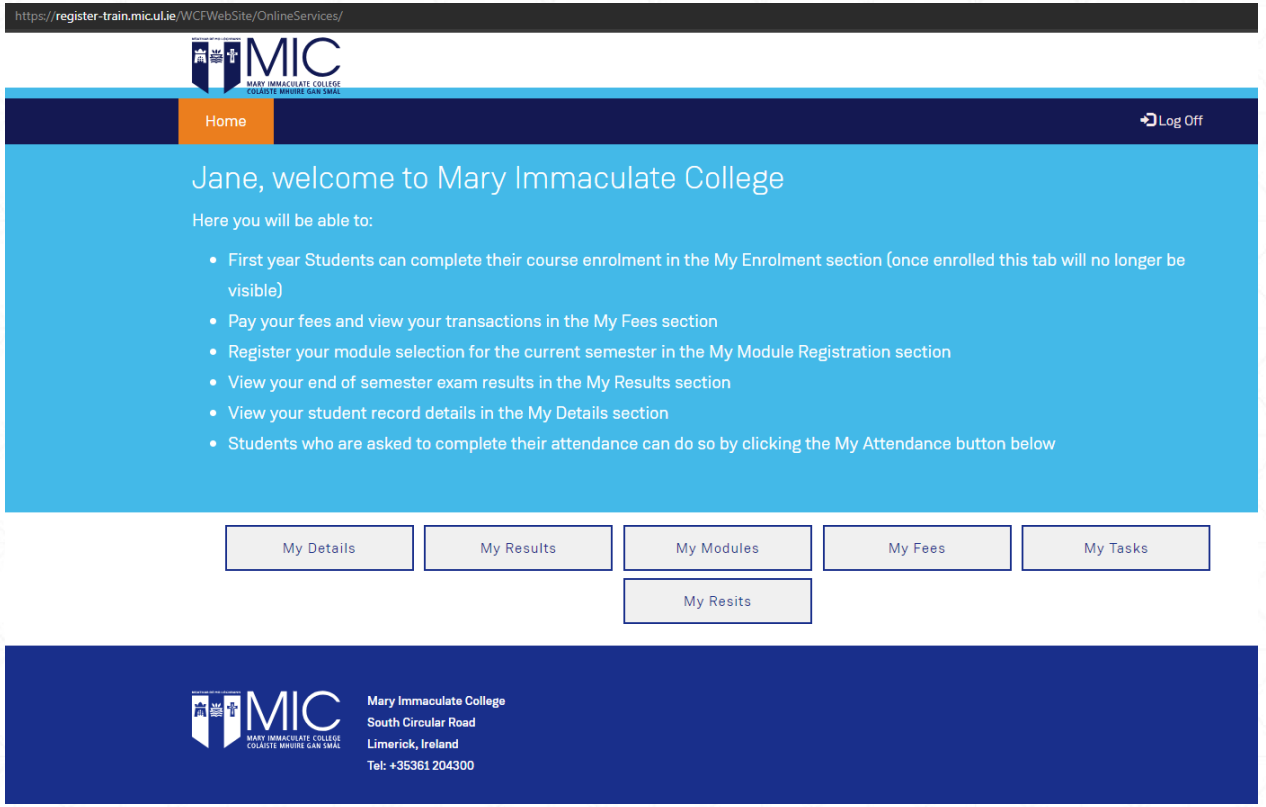
- A capital letter
- A small letter
- A number
- A special character

You cannot use an iteration of a previous password
You cannot reuse any of your previous 4 passwords

If you have any queries on the above, please email icthelpdesk@mic.ul.ie

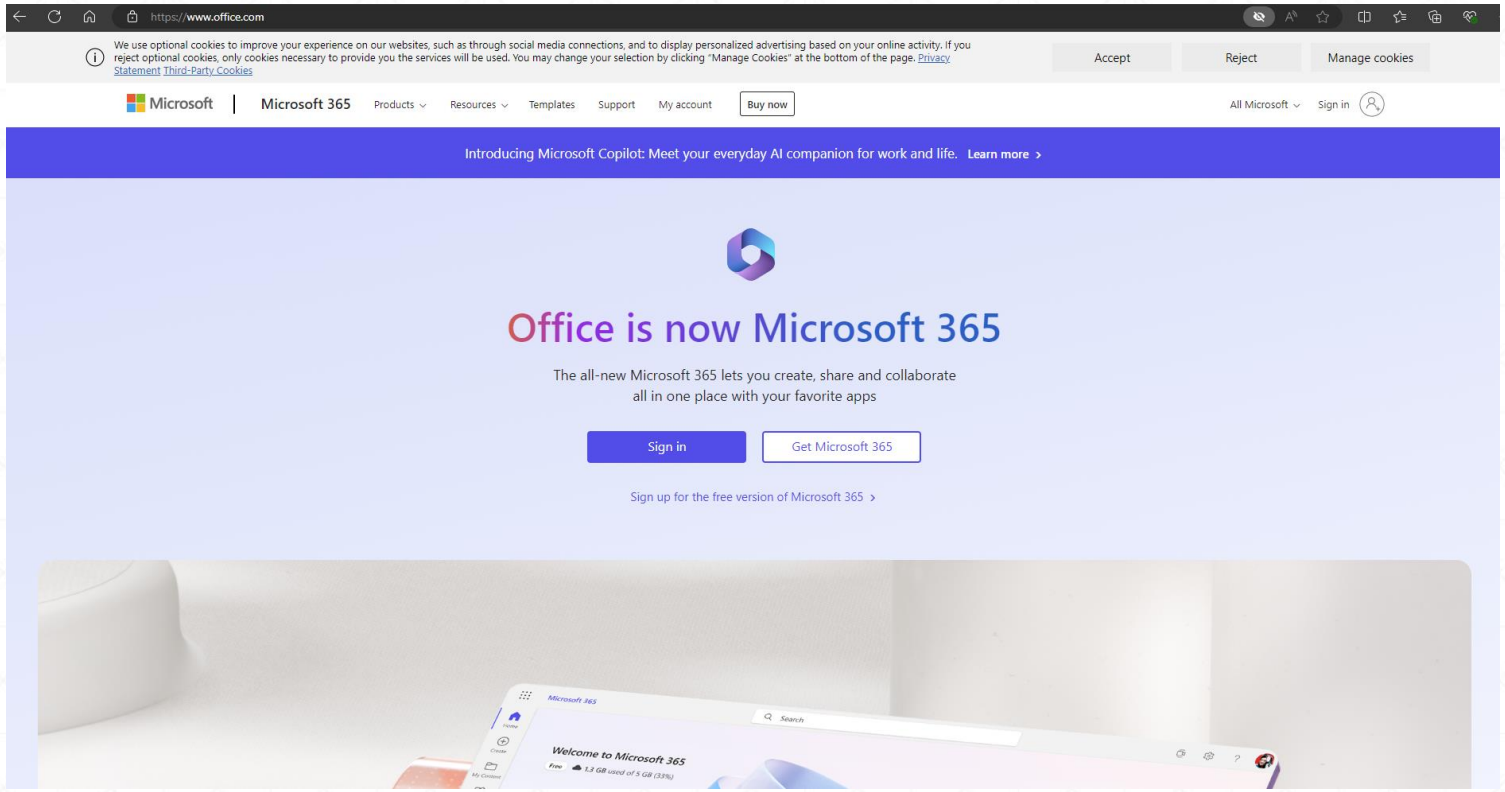
Accessing MIC Online Enrolment Portal

You have now successfully log on to the MIC Online Enrolment Portal



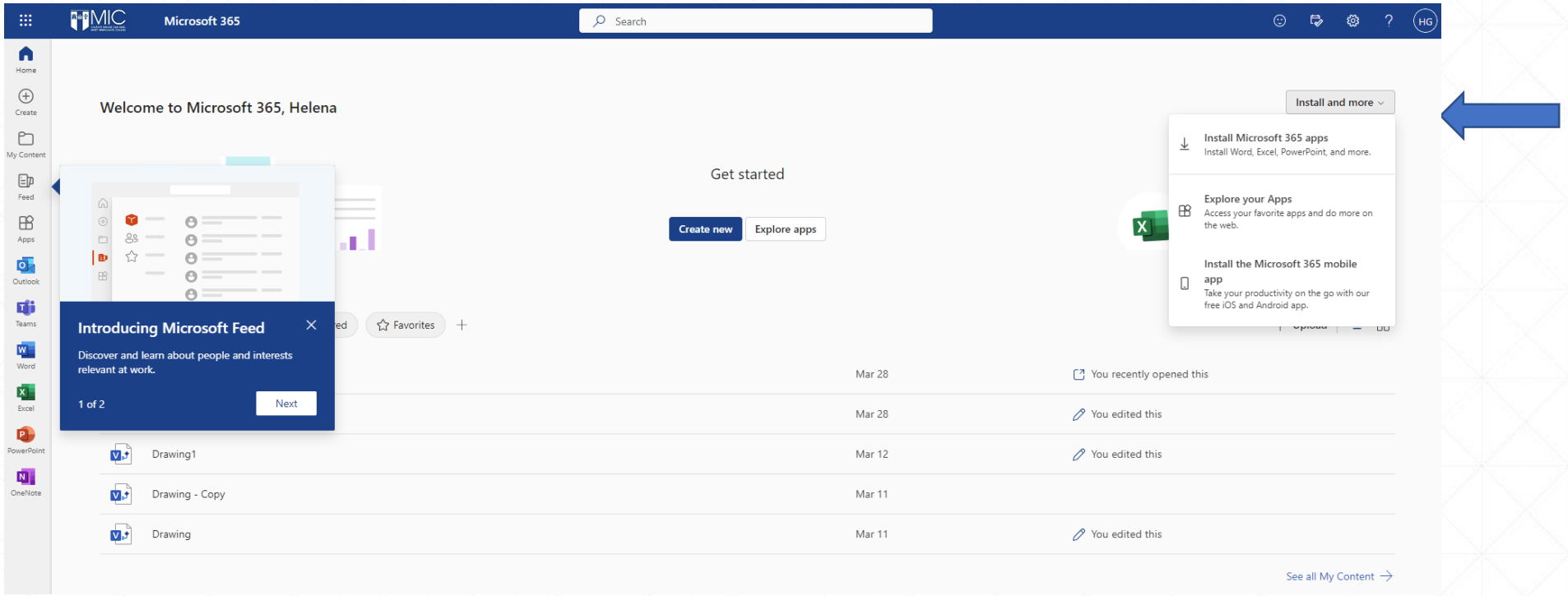
Accessing Office 365 (Student Email)

Type in the address bar of your browser: https://office.com
Click on ‘Sign in’
Enter your StudentNumber@micstudent.mic.ul.ie and password if requested.



Office 365 applications – download on your own device

- You can download and install for free Microsoft Office 365 to your device.
  Click on the “Install and more” icon (top right-hand corner),
  select ‘Install Microsoft 365 apps” and follow the instructions on the screen.



Office 365 – download on your own device

Please note :

- This subscription will be valid for the duration of your Student account being active.
  When you graduate access to your MIC account and other online services associated with your MIC account will cease.

- If you have downloaded and installed Office 365 Apps, this application will enter a reduced-functionality mode after this time. You will be able to view documents, but you will not be able to edit or create new documents.

Accessing Moodle

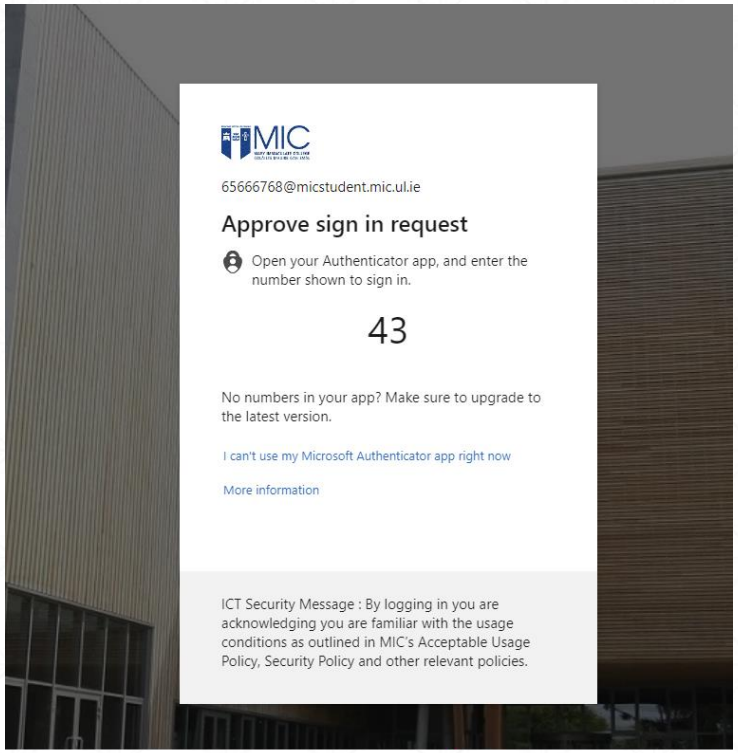
You will need to have accessed your student email in order to access Moodle.
Open a new tab or reopen the browser and enter the url https://moodle.mic.ul.ie
If you Google Moodle MIC please ensure the url link is the same as above not one for another institution

Accessing Moodle

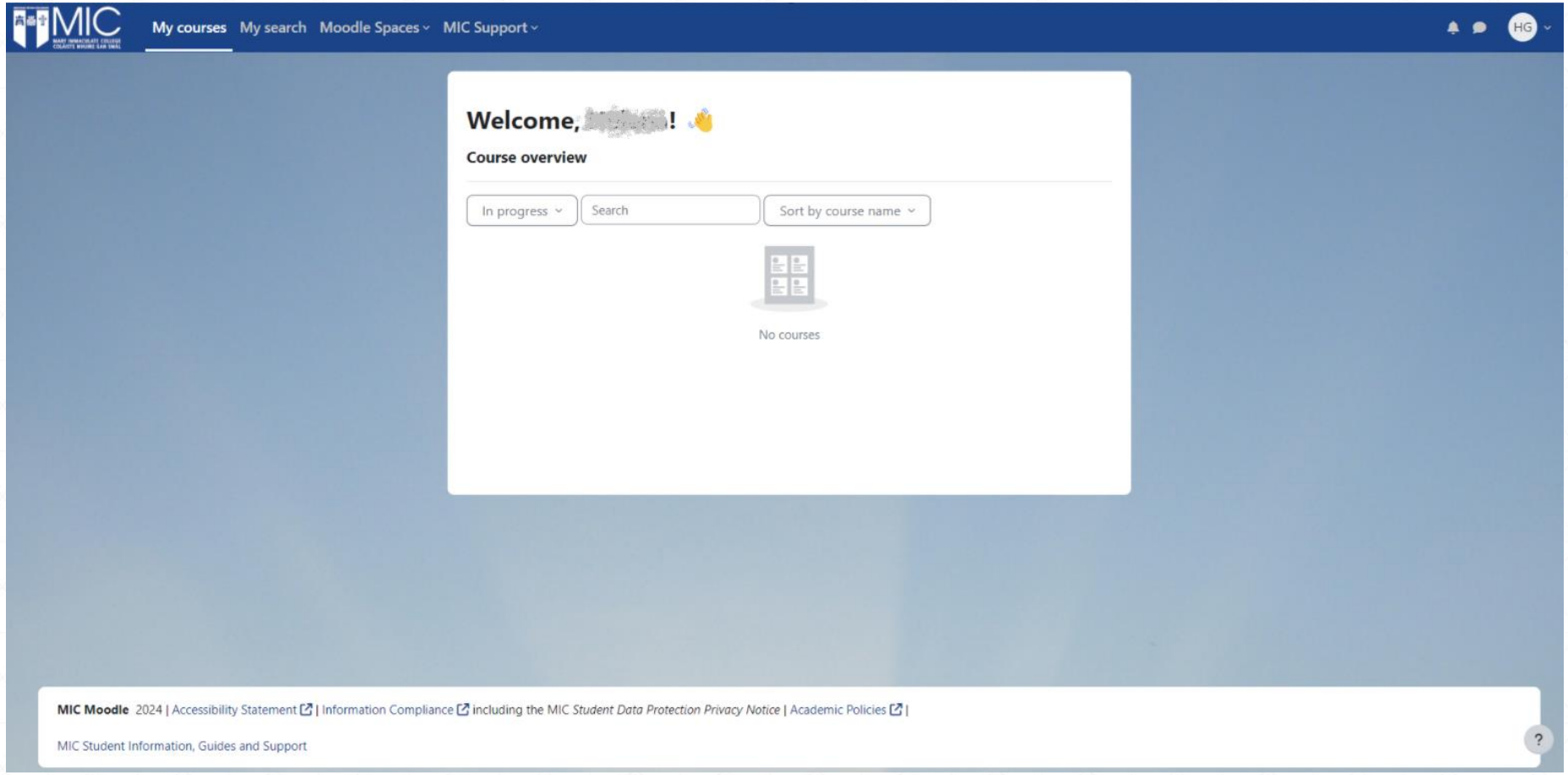
Click on '**MIC User Account Login**'

Accessing Moodle

You might be asked to sign-in using your student email and password.
And asked for Multi Factor Authentication (MFA), for example -



Accessing Moodle



Important Information

- Passwords expire every 90 days.
- If you enter your password incorrectly 5 times (consecutively) your account will be locked for 15 minutes.
- All communication with MIC should be done so using your Micstudent Email Address.

Links to note:

Reset Password: https://adconnect.mic.ul.ie

Forgotten password : https://passwordreset.microsoftonline.com

Student Email/Office 365: https://office.com

Moodle: https://moodle.mic.ul.ie

For ICT assistance –

Email: icthelpdesk@mic.ul.ie

Self service: https://servicedesk-mic.ivanticloud.com/

Telephone : 061-774777

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THANK YOU