

Student Orientation - ICT

ICT Dept
icthelpdesk@mic.ul.ie



Accessing MIC Online Enrolment Portal

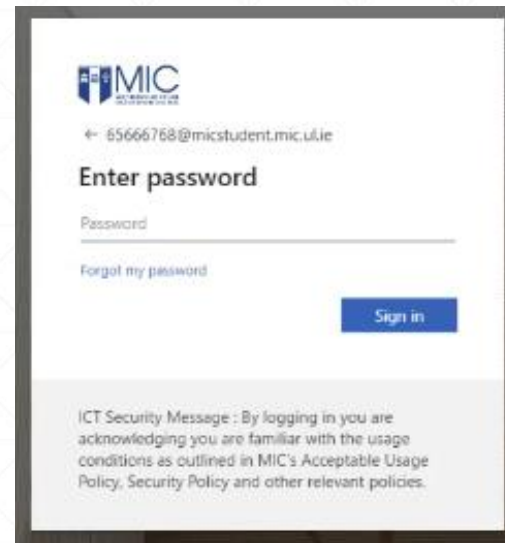
Type in the address bar of your browser: <https://register.mic.ul.ie>

Click on 'Sign in'

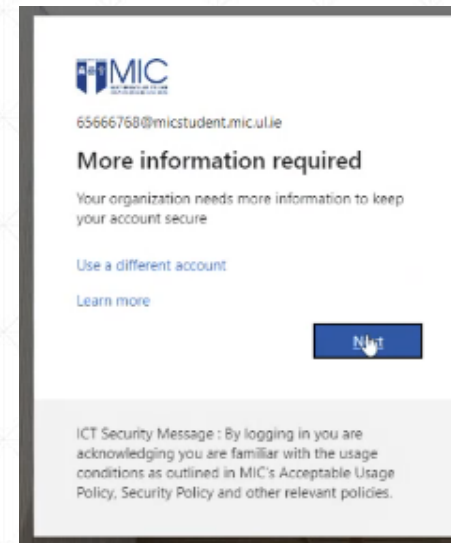
Enter your StudentNumber@micstudent.mic.ul.ie and password from the enrollment email.



The screenshot shows the MIC Sign in page. At the top left is the MIC logo. Below it, the text "Sign in" is displayed. There is an input field containing the email address "someone@example.com". Below the input field, there is a link that says "Can't access your account?". To the right of the input field is a blue button labeled "Next". At the bottom of the page, there is a grey box containing an "ICT Security Message" and a link for "Sign-in options".

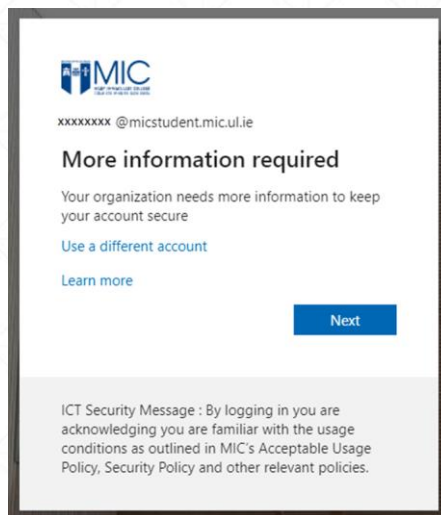


The screenshot shows the MIC Enter password page. At the top left is the MIC logo. Below it, the email address "65666768@micstudent.mic.ul.ie" is displayed. Below the email address, the text "Enter password" is shown. There is an input field for the password. Below the input field, there is a link that says "Forgot my password". To the right of the input field is a blue button labeled "Sign in". At the bottom of the page, there is a grey box containing an "ICT Security Message".



The screenshot shows the MIC More information required page. At the top left is the MIC logo. Below it, the email address "65666768@micstudent.mic.ul.ie" is displayed. Below the email address, the text "More information required" is shown. Below this, there is a message: "Your organization needs more information to keep your account secure". There are two links: "Use a different account" and "Learn more". To the right of the "Learn more" link is a blue button labeled "Next". At the bottom of the page, there is a grey box containing an "ICT Security Message".

Setup for the Microsoft Authenticator



MIC
xxxxxxx @micstudent.mic.ul.ie

More information required

Your organization needs more information to keep your account secure

[Use a different account](#)


[Learn more](#)

Next

ICT Security Message : By logging in you are acknowledging you are familiar with the usage conditions as outlined in MIC's Acceptable Usage Policy, Security Policy and other relevant policies.

Keep your account secure

Microsoft Authenticator



Start by getting the app


On your phone, install the Microsoft Authenticator app. [Download now](#)

After you install the Microsoft Authenticator app on your device, choose "Next".

Next

Keep your account secure

Microsoft Authenticator



Set up your account

If prompted, allow notifications. Then add an account, and select "Work or school".

Back Next


Keep your account secure

Microsoft Authenticator

Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



Can't scan image?

Back Next

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

Keep your account secure

Microsoft Authenticator



Let's try it out

Approve the notification we're sending to your app by entering the number shown below.

56

Back

Next

Keep your account secure

Microsoft Authenticator



✔ Notification approved

Back

Next

Keep your account secure

Success!

Great job! You have successfully set up your security info. Choose "Done" to continue signing in.

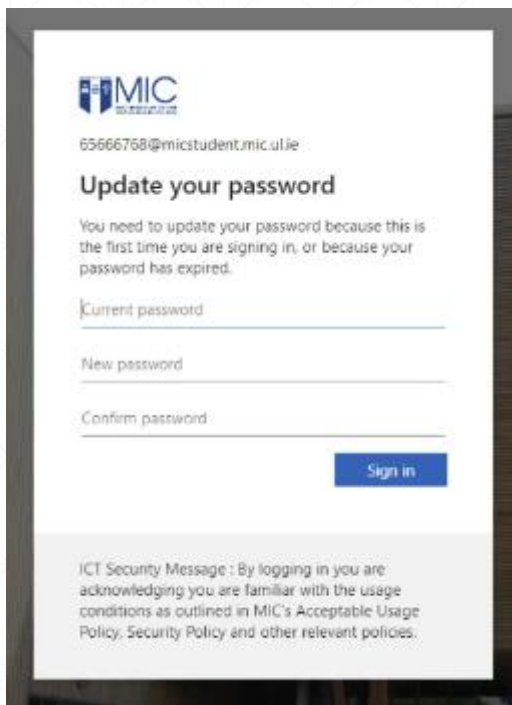
Default sign-in method: Microsoft Authenticator - notification



Microsoft Authenticator

Done

Password reset required



The screenshot shows a web form for updating a password. At the top left is the MIC logo. Below it is the email address 65666768@micstudent.mic.ul.ie. The main heading is "Update your password". A message states: "You need to update your password because this is the first time you are signing in, or because your password has expired." There are three input fields: "Current password", "New password", and "Confirm password". A blue "Sign in" button is located below the "Confirm password" field. At the bottom of the form, there is a grey box containing an "ICT Security Message" which states: "By logging in you are acknowledging you are familiar with the usage conditions as outlined in MIC's Acceptable Usage Policy, Security Policy and other relevant policies."

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

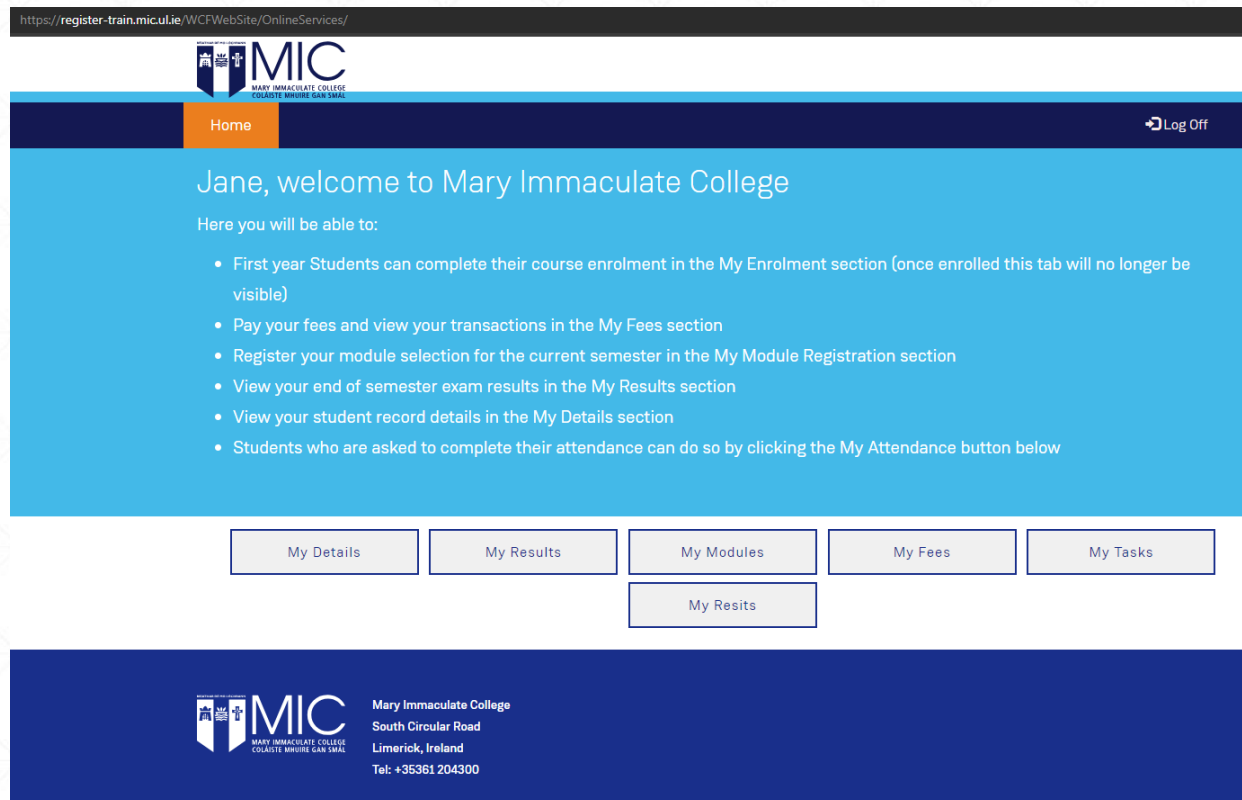
You cannot use an iteration of a previous password

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



The screenshot shows the MIC Online Enrolment Portal interface. At the top, there is a URL bar with the address <https://register-train.mic.ul.ie/WCFWebSite/OnlineServices/>. Below the URL bar is the MIC logo and a navigation bar with a "Home" button and a "Log Off" button. The main content area is a blue box with the text "Jane, welcome to Mary Immaculate College" and "Here you will be able to:". Below this text is a list of bullet points: "First year Students can complete their course enrolment in the My Enrolment section (once enrolled this tab will no longer be visible)", "Pay your fees and view your transactions in the My Fees section", "Register your module selection for the current semester in the My Module Registration section", "View your end of semester exam results in the My Results section", "View your student record details in the My Details section", and "Students who are asked to complete their attendance can do so by clicking the My Attendance button below". Below the list are five buttons: "My Details", "My Results", "My Modules", "My Fees", and "My Tasks". Below these buttons is a "My Resits" button. At the bottom of the page is a dark blue footer with the MIC logo and contact information: "Mary Immaculate College", "South Circular Road", "Limerick, Ireland", and "Tel: +35381 204300".

<https://register-train.mic.ul.ie/WCFWebSite/OnlineServices/>

MIC
MARY IMMACULATE COLLEGE
COLAISTE MHIURIE GAN SMAL

Home Log Off

Jane, welcome to Mary Immaculate College

Here you will be able to:

- First year Students can complete their course enrolment in the My Enrolment section (once enrolled this tab will no longer be visible)
- Pay your fees and view your transactions in the My Fees section
- Register your module selection for the current semester in the My Module Registration section
- View your end of semester exam results in the My Results section
- View your student record details in the My Details section
- Students who are asked to complete their attendance can do so by clicking the My Attendance button below

My Details My Results My Modules My Fees My Tasks

My Resits

MIC
MARY IMMACULATE COLLEGE
COLAISTE MHIURIE GAN SMAL

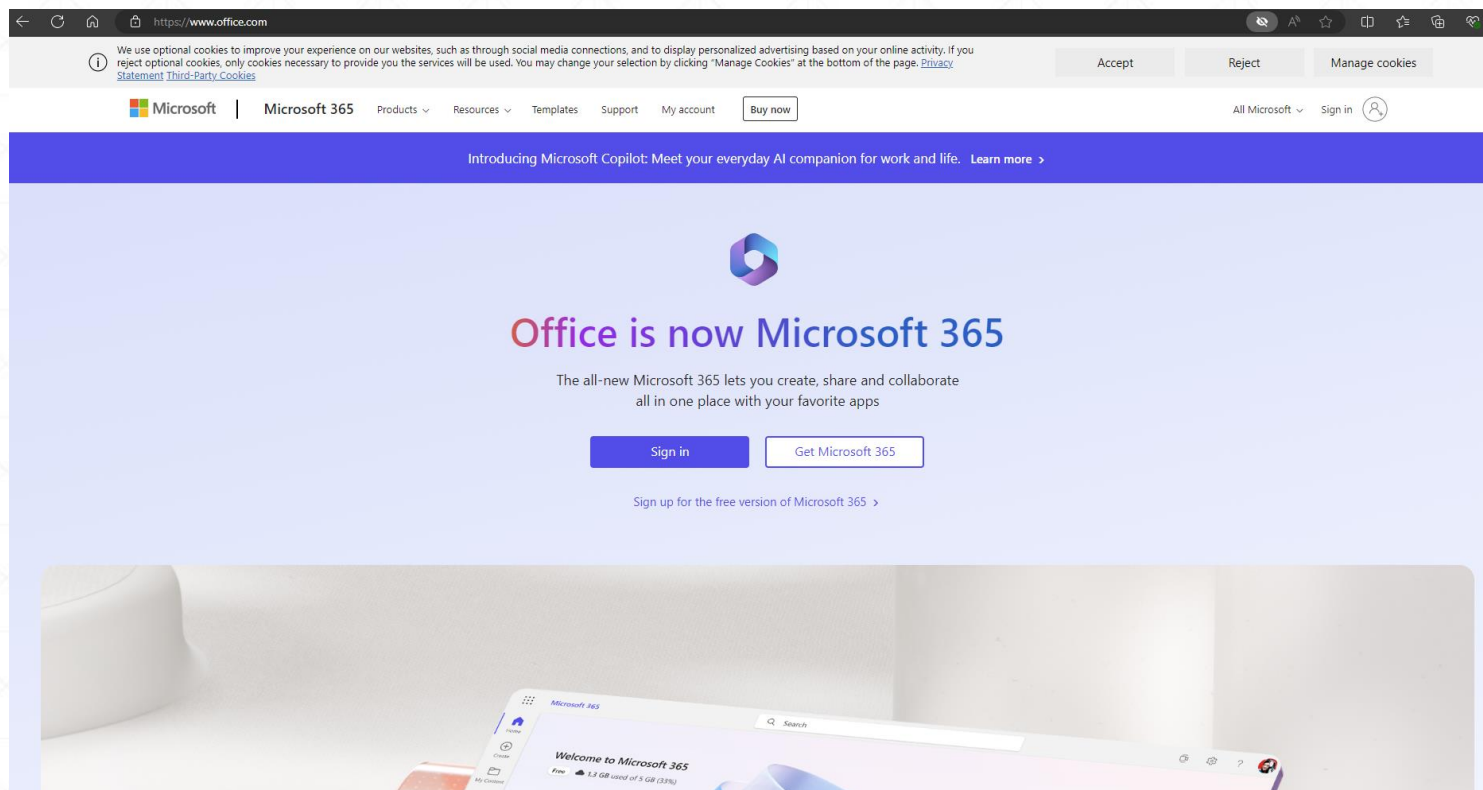
Mary Immaculate College
South Circular Road
Limerick, Ireland
Tel: +35381 204300

Accessing Office 365 (Student Email)

Type in the address bar of your browser: <https://office.com>

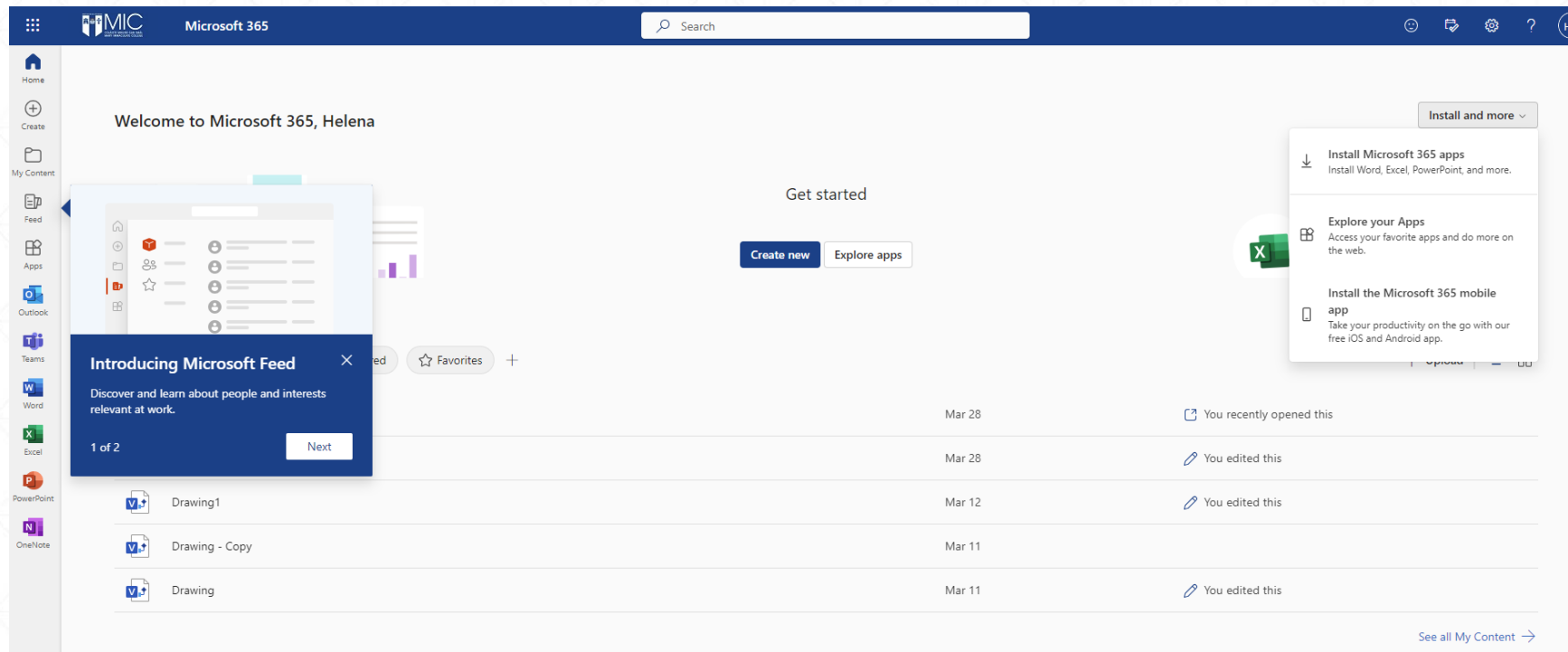
Click on 'Sign in'

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.



The screenshot displays the Microsoft 365 web interface. At the top, there is a navigation bar with the Microsoft 365 logo, a search bar, and user profile information (HG). The main content area shows a welcome message for Helena and a 'Get started' section with 'Create new' and 'Explore apps' buttons. A dropdown menu is open in the top right corner, triggered by the 'Install and more' icon. This menu contains three options: 'Install Microsoft 365 apps' (with a download icon), 'Explore your Apps' (with a gift icon), and 'Install the Microsoft 365 mobile app' (with a mobile phone icon). A blue arrow points to the 'Install and more' icon. A 'Next' button is visible in a 'Introducing Microsoft Feed' notification on the left side of 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

MIC Moodle



Accessing Moodle

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

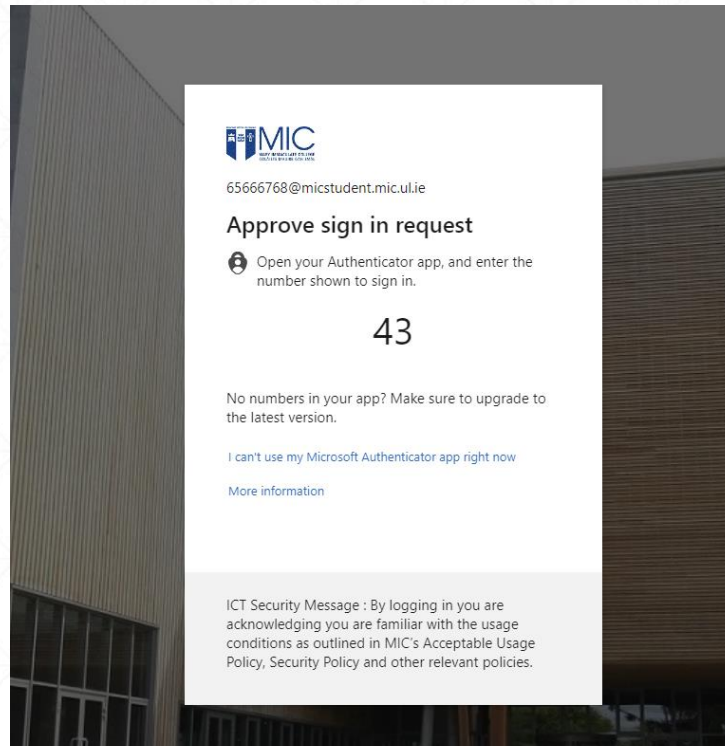


MIC User Account Login

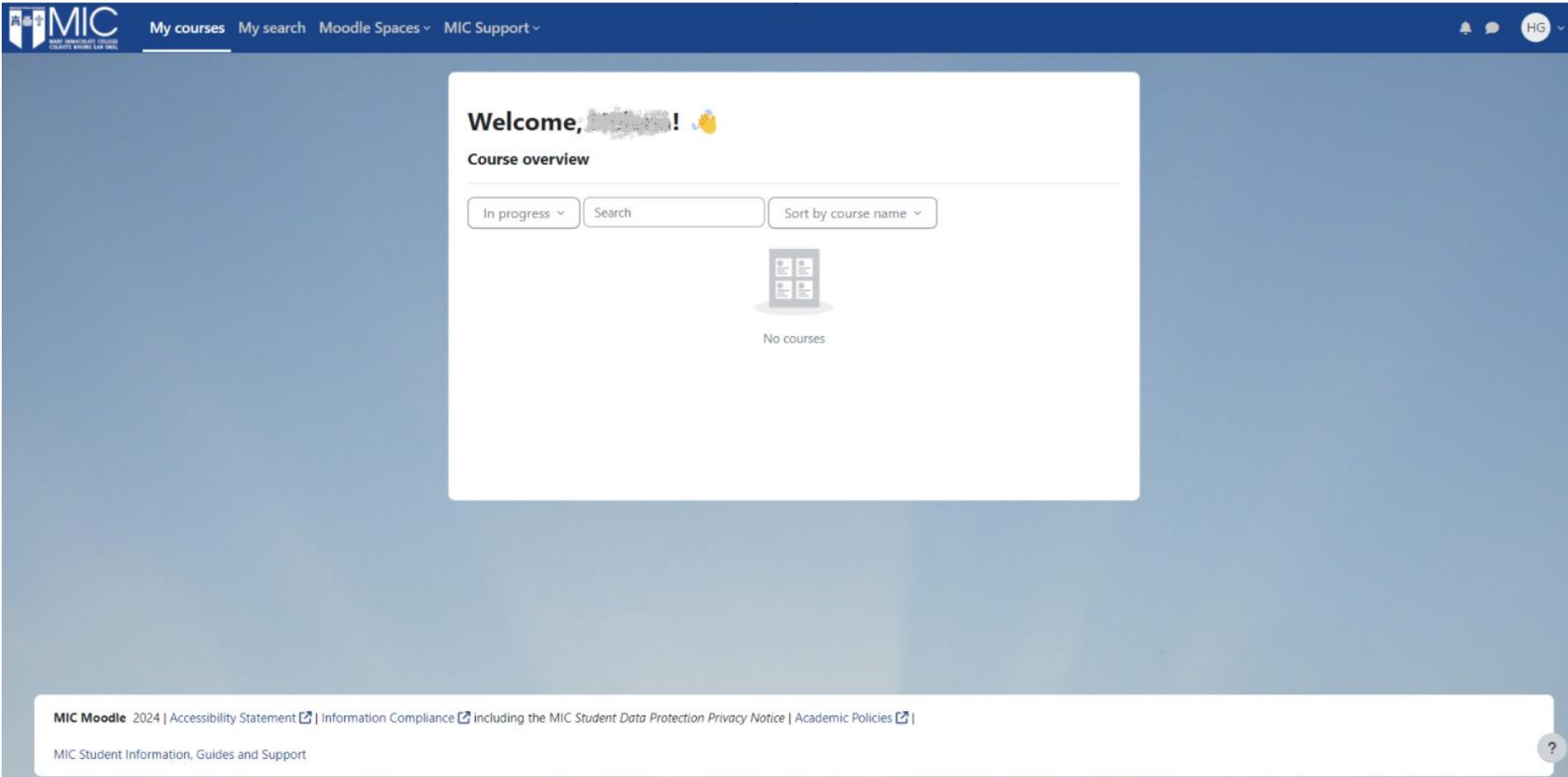
Non-MIC Account Login

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



The screenshot displays the Moodle user interface. At the top left is the MIC logo. The navigation bar includes 'My courses', 'My search', 'Moodle Spaces', and 'MIC Support'. On the right side of the navigation bar are notification and user profile icons. The main content area features a 'Welcome, [username]!' message with a profile picture and a 'Course overview' section. This section contains three filters: 'In progress', a search box, and 'Sort by course name'. Below these filters is a laptop icon and the text 'No courses'. At the bottom of the page, there is a footer with links for 'MIC Moodle 2024', 'Accessibility Statement', 'Information Compliance', 'MIC Student Data Protection Privacy Notice', and 'Academic Policies', along with a link to 'MIC Student Information, Guides and Support' and a help icon.

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



THANK YOU