

Student Orientation - ICT

ICT Dept

Self-service Portal - servicedesk-mic.ivanticloud.com

Email- icthelpdesk@mic.ul.ie

Tel. No: +353 61 -774777



Accessing MIC Online Enrolment Portal

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

Click on 'Sign in'

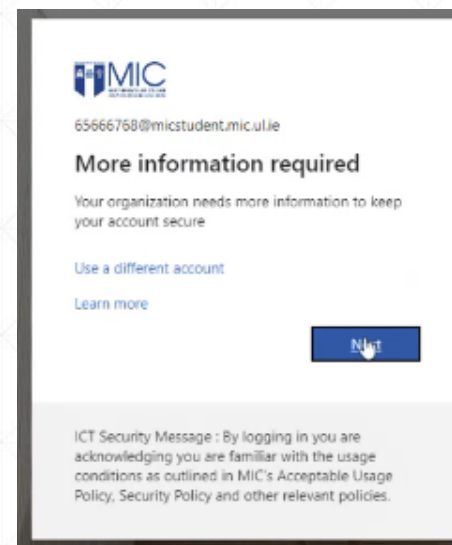
Enter your StudentNumber@micstudent.mic.ul.ie and temporary password from the enrollment email.



The screen displays the MIC logo at the top left. Below it, the heading "Sign in" is followed by a text input field containing "someone@example.com". A link "Can't access your account?" is positioned below the input field. A blue "Next" button is located to the right of the input field. At the bottom, a grey box contains an "ICT Security Message" about logging in and acknowledging usage policies. Below this, a "Sign-in options" link with a magnifying glass icon is visible.



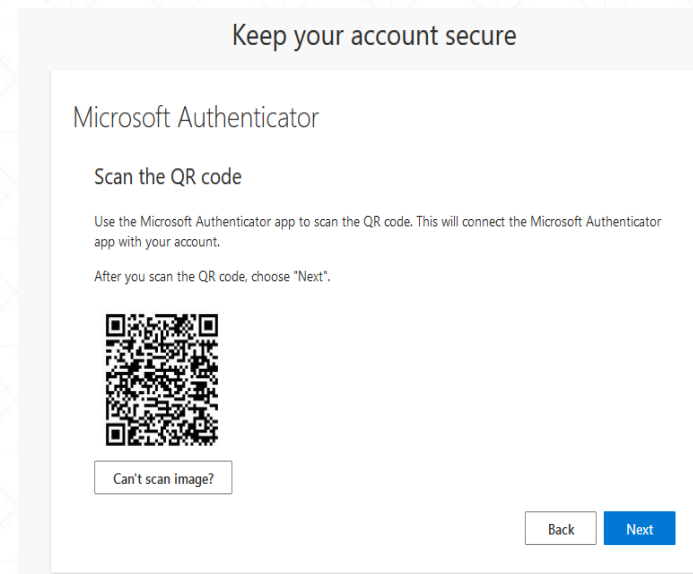
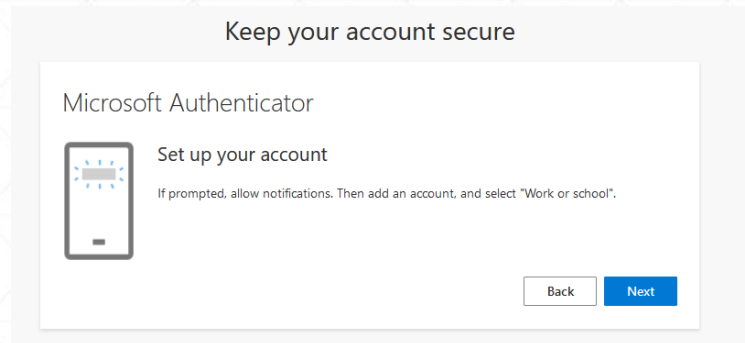
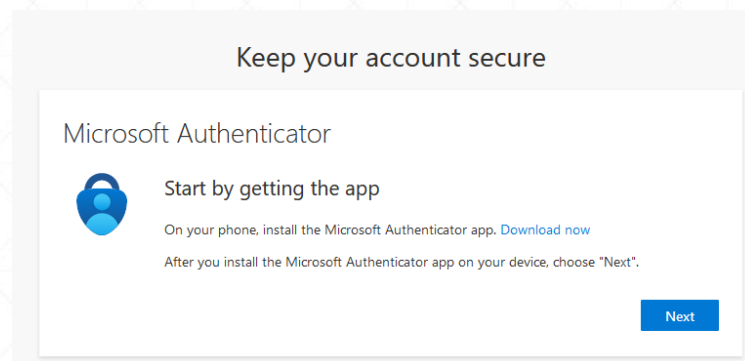
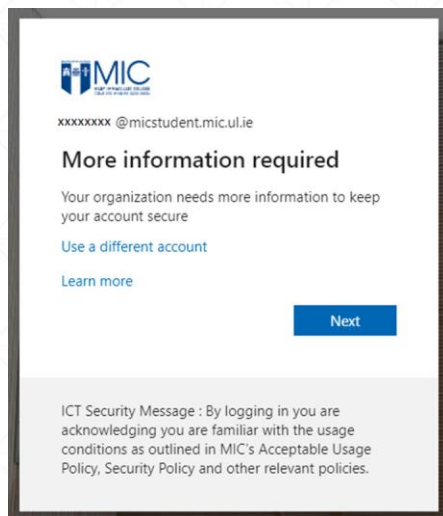
The screen displays the MIC logo at the top left. Below it, the email address "65666768@micstudent.mic.ul.ie" is shown. The heading "Enter password" is followed by a password input field. A link "Forgot my password" is positioned below the input field. A blue "Sign in" button is located to the right of the input field. At the bottom, a grey box contains an "ICT Security Message" about logging in and acknowledging usage policies.



The screen displays the MIC logo at the top left. Below it, the email address "65666768@micstudent.mic.ul.ie" is shown. The heading "More information required" is followed by the text "Your organization needs more information to keep your account secure". Two links, "Use a different account" and "Learn more", are positioned below the text. A blue "Next" button is located to the right of the text. At the bottom, a grey box contains an "ICT Security Message" about logging in and acknowledging usage policies.

Setup for the Microsoft Authenticator

Please ensure to have a smart device (mobile phone) with you for setting up MFA (Multi-factor Authentication)



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

MIC sample video for MFA setup - <https://www.youtube.com/watch?v=FUelZDjTmXU>

Microsoft weblink for MFA - <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.

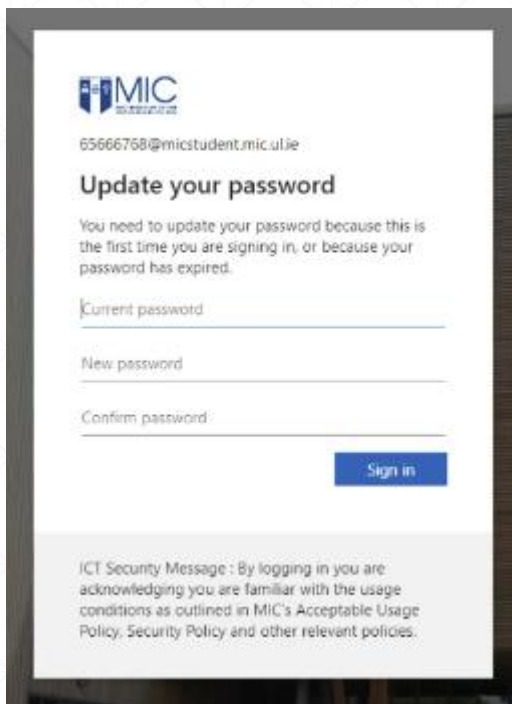
Default sign-in method: Microsoft Authenticator - notification



Microsoft Authenticator

Done

Password reset required



The screenshot shows a web page for updating a password. At the top left is the MIC logo. Below it is the email address 65666758@micstudent.mic.ul.ie. The main heading is 'Update your password'. Below this is a message: '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, there is a grey box containing an 'ICT Security Message'.

MIC
65666758@micstudent.mic.ul.ie

Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

Sign in

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.

MIC has a password policy in place as part of the effort to protect our corporate network and data. Passwords are recommended to be at least 14 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

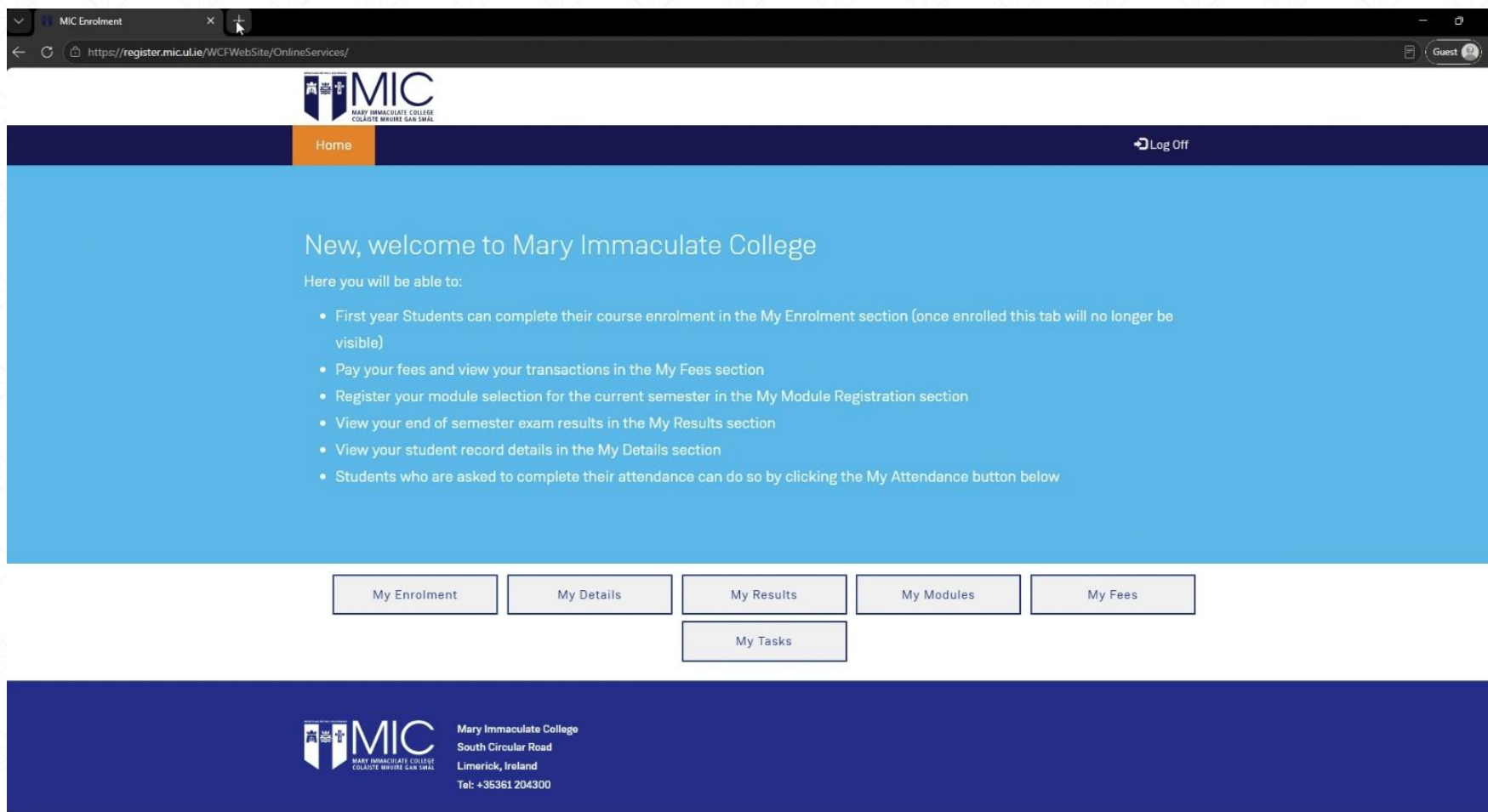
You cannot use an iteration of a previous password

You cannot reuse any of your previous 24 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 and can proceed to complete your enrolment.

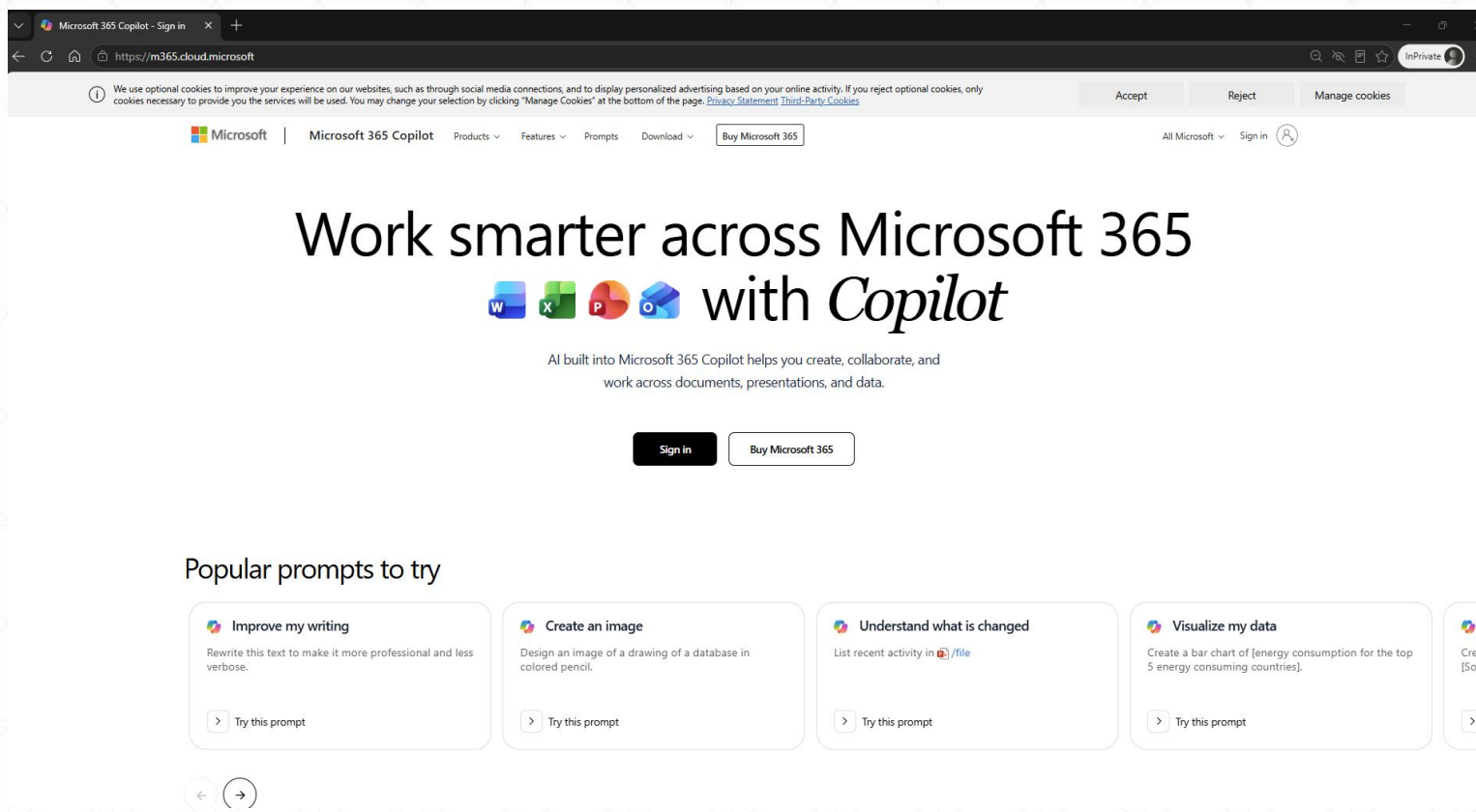


Accessing Office 365 (Student Email)

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

Click on 'Sign in'

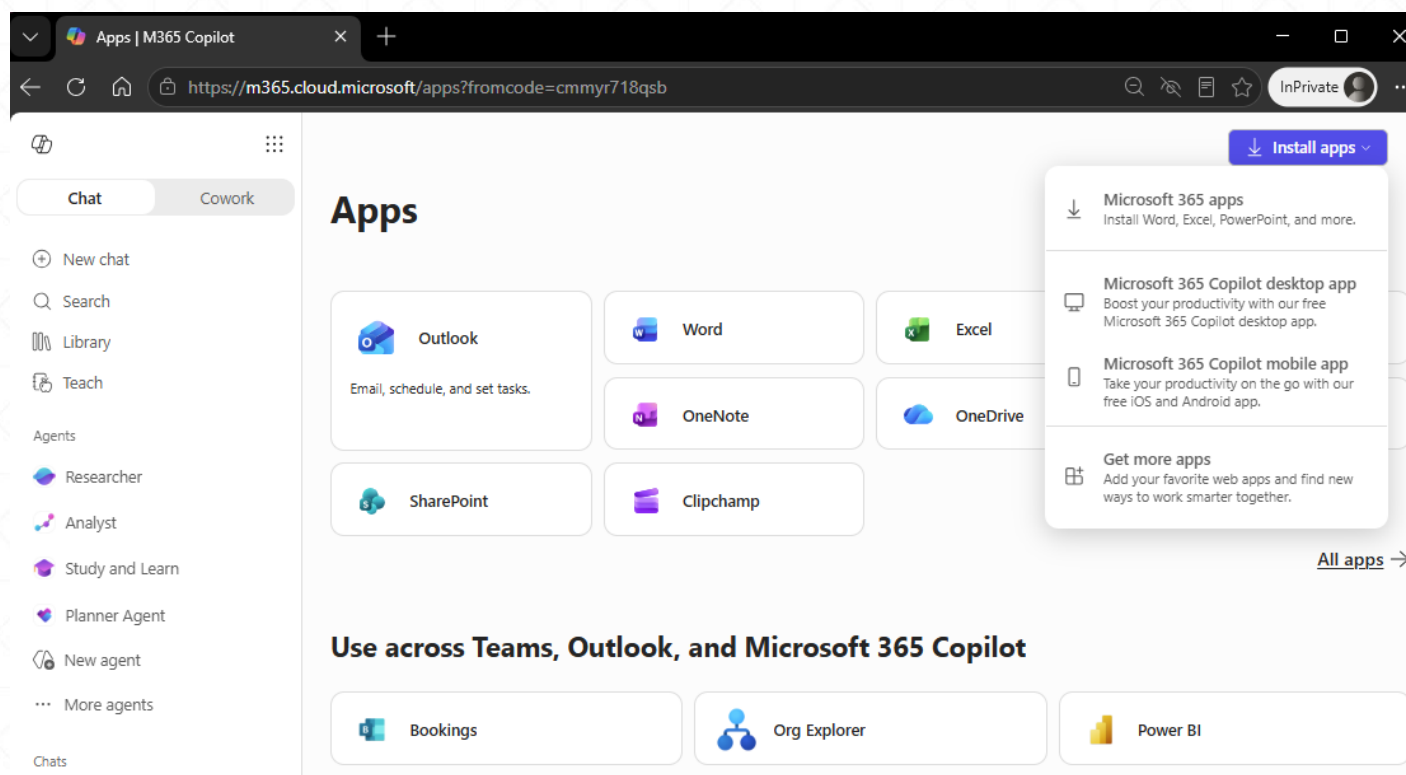
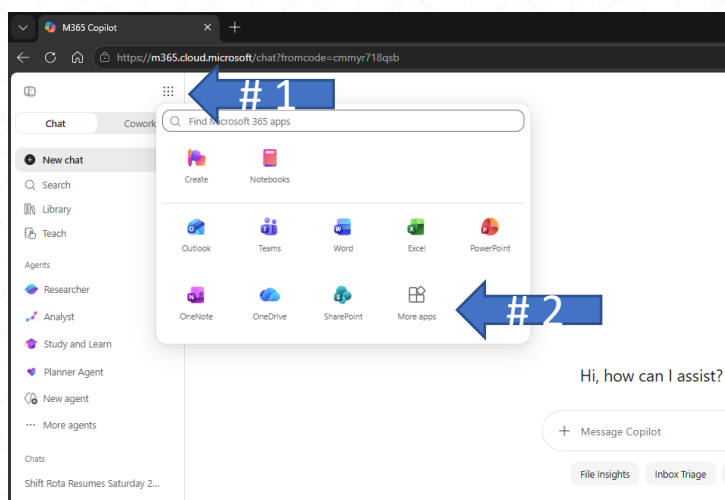
Enter your StudentNumber@micstudent.mic.ul.ie and password if requested.



Office 365 applications – download on your own device

You can download and install Microsoft Office 365 for free on your device for the duration of your course.

1. Select the 9-point grid (top left-hand corner), select 'More apps'
2. Click on the "Install apps" icon (top right-hand corner)
3. Select 'Microsoft 365 apps' and follow the instructions on the screen.



Office 365 – download on your own device

Please note :

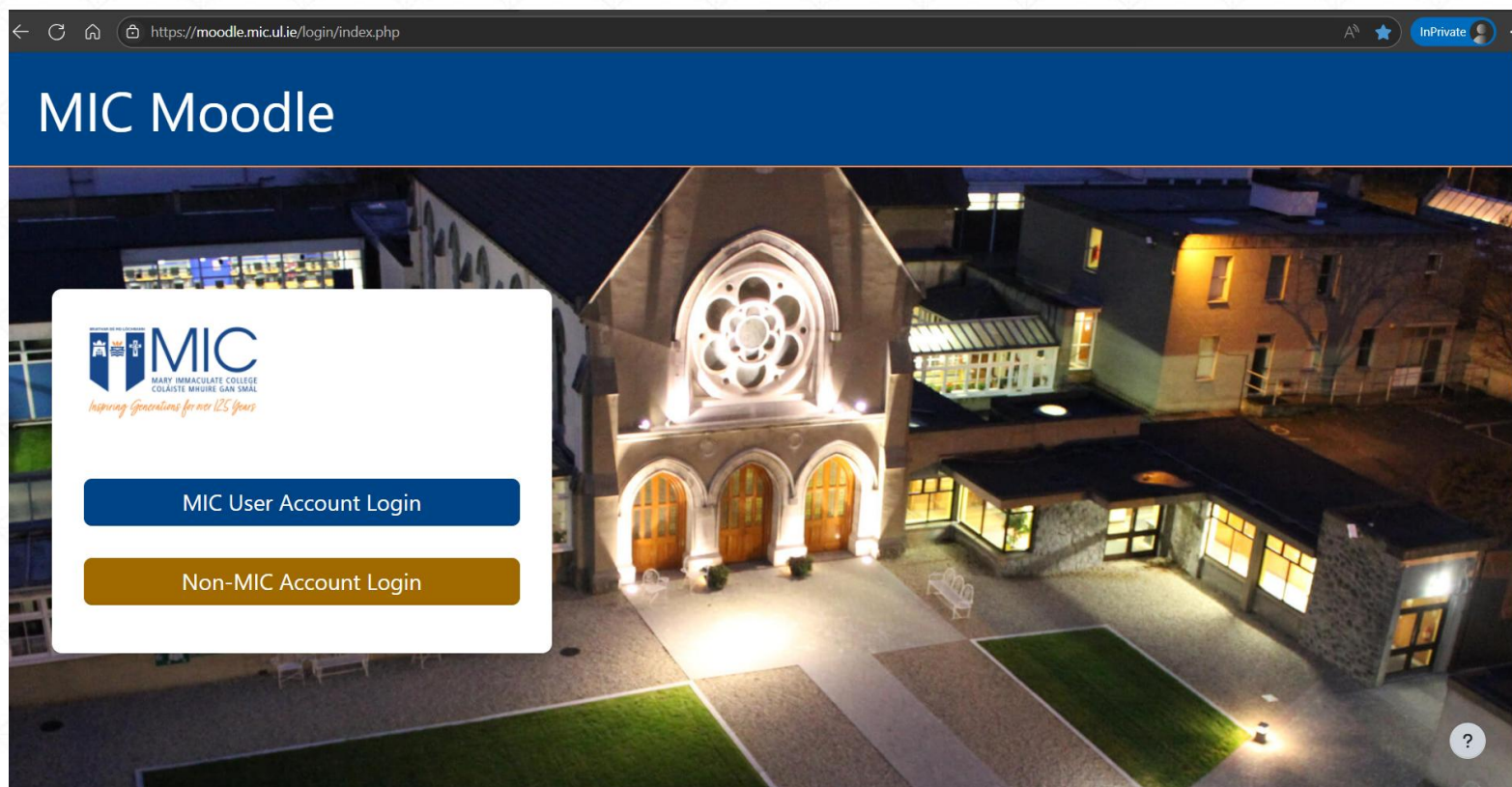
- This subscription will be valid for the duration of your Student account being active.
When you graduate, access to your MIC account and other online services associated with your MIC account will cease.
- If you have downloaded and installed Office 365 Apps, this application will enter a reduced-functionality 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.

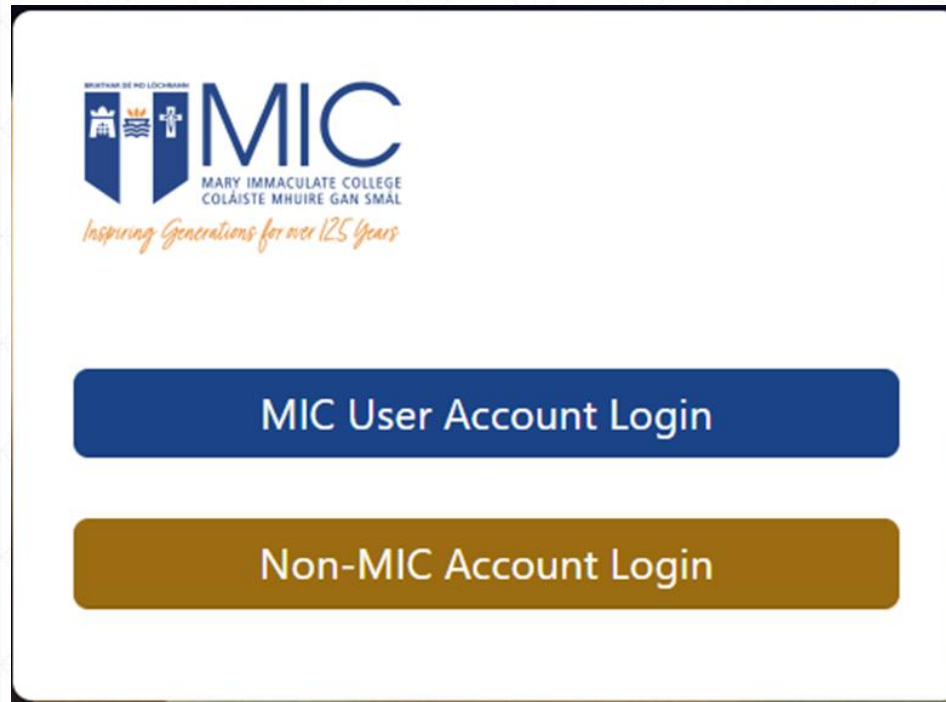
Open a new tab or reopen the browser and enter the url <https://moodle.mic.ul.ie>

If you Google Moodle MIC please ensure the url link is the same as above not one for another institution



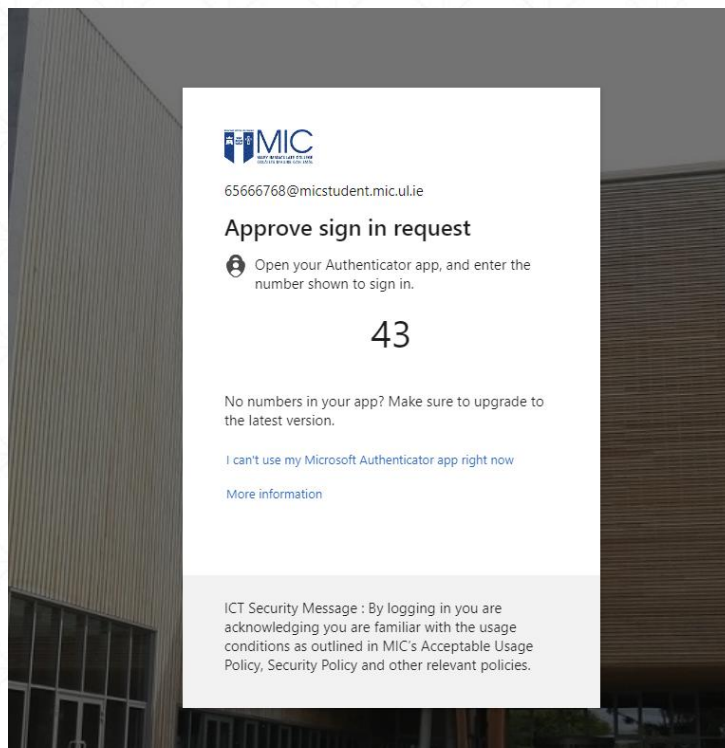
Accessing Moodle

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

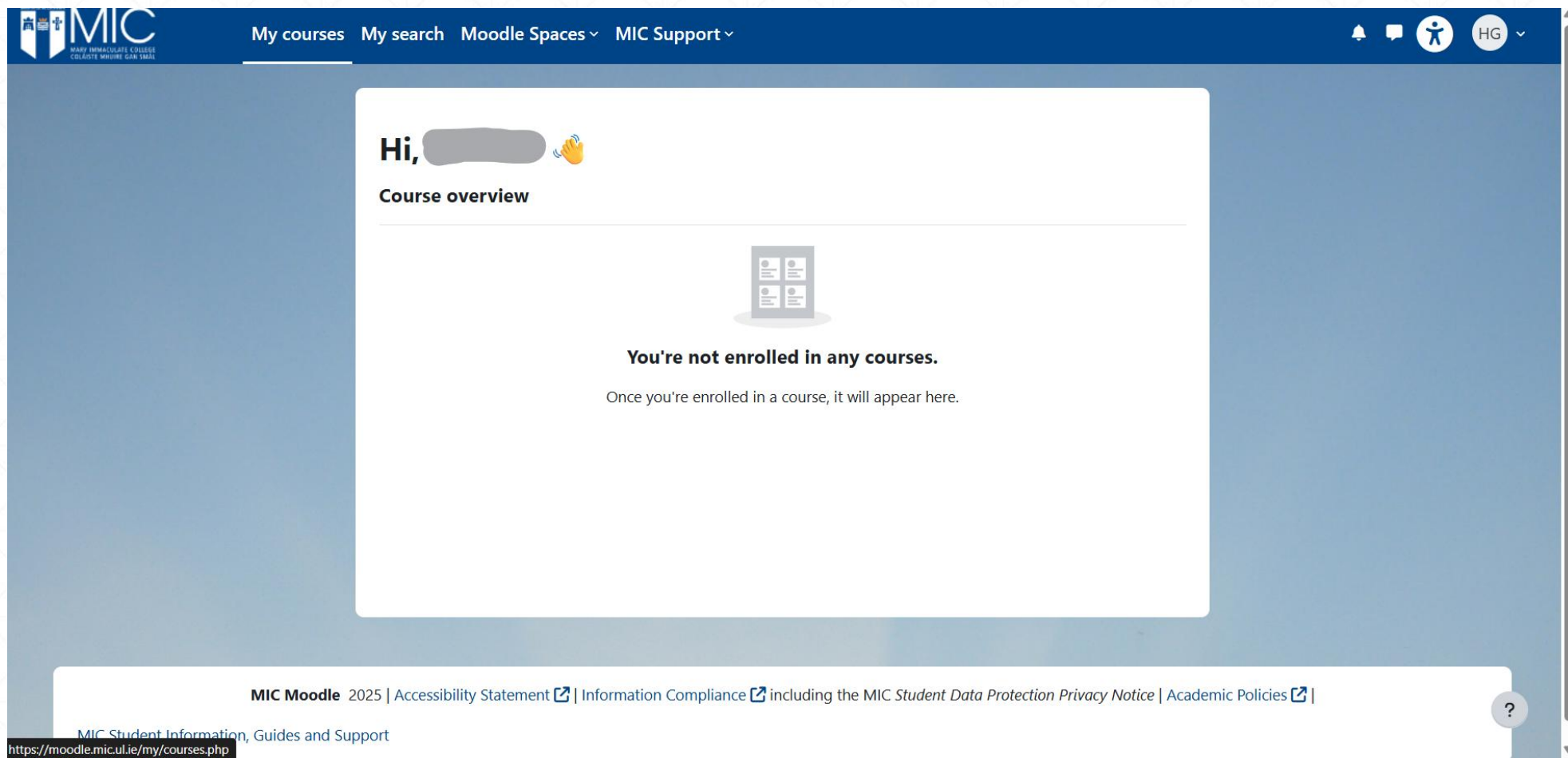


Accessing Moodle

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



Accessing Moodle



The screenshot shows the Moodle 'My courses' page. At the top is a dark blue navigation bar with the MIC logo on the left and links for 'My courses', 'My search', 'Moodle Spaces', and 'MIC Support' in the center. On the right side of the bar are icons for notifications, messages, a user profile, and a dropdown menu labeled 'HG'. Below the navigation bar, the main content area has a light blue background. It starts with a greeting 'Hi, [redacted]' followed by a 'Course overview' section. This section contains a placeholder icon of a document with four quadrants and the text: 'You're not enrolled in any courses. Once you're enrolled in a course, it will appear here.' At the bottom of the page is a white footer bar containing the text: 'MIC Moodle 2025 | Accessibility Statement | Information Compliance including the MIC Student Data Protection Privacy Notice | Academic Policies'. Below this footer bar, there is a link to 'MIC Student Information, Guides and Support' and a URL: 'https://moodle.mic.ul.ie/my/courses.php'. A small question mark icon is visible in the bottom right corner of the page.

Hi, [redacted]

Course overview

You're not enrolled in any courses.
Once you're enrolled in a course, it will appear here.

MIC Moodle 2025 | Accessibility Statement | Information Compliance including the MIC Student Data Protection Privacy Notice | Academic Policies

MIC Student Information, Guides and Support
<https://moodle.mic.ul.ie/my/courses.php>

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 MIC student email address.
- To ensure the security and integrity of MIC's corporate data, we have limited the number of countries from which our MIC Office 365 services can be accessed. If you are planning to work or study from any country outside those listed, you must submit a request to the ICT Helpdesk for an exemption.

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>

Student Portals for ICT Services - [ServiceDesk Portal](#)
[ICT Services Home \(sharepoint.com\)](#)
[Wifi \(sharepoint.com\)](#)
[Print and Copy Services \(sharepoint.com\)](#)

ICT Assistance:

Email: icthelpdesk@mic.ul.ie

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

Telephone: 061-774777

THANK YOU