



Getting Started with the College Portal

What is the Portal and how will it help?

The Portal provides a one-stop-shop for College information and services. From now on, you only need to remember one web address – **www.huddcoll.ac.uk**

A staff version of the Portal was released on Monday 26th September 2005 and this can be accessed using any Internet connected computer. Work to create a student version is underway.

Once you've configured your Portal login, you will be able to click through to other services and information.

What steps do I need to take to get started?

There are three steps:



- First, College systems need to be updated to enable self administration. This process will allow you to reset your password when you forget it in the future.
- Login to Portal for the first time
- Configure access to College systems such as the VLE, Email and H: drive so you don't need to login in the future.

Enable Password Self Administration


This process will:

- Apply a new password to your account
- Collect additional information for those times when you forget your password.



1. Look for and **double click** the  icon on your desktop.
2. For the Security Alert prompt, click **Yes**.
3. At the login prompt, enter your current **Username** and **Password**.
4. For **Old Password**, enter the same password you used a moment ago to login.
5. Think of and enter a **New Password**, then **Retype** the **Password** as indicated and click **Submit**.
6. Now click the  (minimise) button or scroll down to complete the **Challenge Response Questions** shown below.

| Admin-Defined Questions | |
|---------------------------------------|------------------------------------|
| Challenge Question: | What is your mother's maiden name? |
| Challenge Response: | <input type="text"/> |
| Challenge Question: | Town / Place of Birth |
| Challenge Response: | <input type="text"/> |
| <input type="button" value="Submit"/> | |

7. Click **Submit**.
8. You've now completed the Password Self Administration process.
9. Click  (Home) to display the Portal homepage.

Login to the Portal

If you are reading this while in College, start at point below.

1. Open a Web browser - Internet Explorer, Firefox or Netscape.
2. If you're reading this and you're away from College computer just now, enter the College web address – www.huddcoll.ac.uk
3. Click to access the **Portal**.
4. From the Portal homepage, click **Login**
5. For **Username** and **Password**, enter your **Novell login details**. These are the same details you use to access your College computer system.
6. You should now be logged in so click to explore.

Configuring Access to College Web Services

Having logged into the Portal, you're now able to access College web services such as email, H drive and the VLE. On the first occasion you click these links, you'll be asked to login. Portal will remember these details so when you click the same links in the future, you'll be taken straight into that service.

Think carefully about the login details you use for each service, then login to each in turn.

Groupwise

7. Login to the Portal.
8. Click to display the **My Home** page.
9. Click the **Groupwise** link.
10. Now enter your Groupwise **User Name** and **Password**.

| | |
|--|--------------------------|
| Application Name: | GroupWise |
| User Name/ID | <input type="text"/> |
| Password | <input type="password"/> |
| <input checked="" type="checkbox"/> Remember My Login Information For This Application | |

11. Click **Login**

H: Drive

When logging onto access your H: drive network space, remember to include the Context with your login name. Your context relates to the Centre you work from.

| College Centre | Context |
|----------------|------------------|
| All Students | students.nnr.htc |
| Brunel House | staff.brnl.htc |
| Deighton | staff.dton.htc |
| Highfields | staff.hfld.htc |
| Holmfirth | staff.hmfh.htc |
| New North Road | staff.nnr.htc |

| College Centre | Context |
|----------------|-----------------|
| Rawthorpe | staff.rwtp.htc |
| Ray Street | staff.ryst.htc |
| Skelmanthorpe | staff.sklm.htc |
| Slaithwaite | staff.slwt.htc |
| Taylor Hill | staff.thill.htc |
| The Manse | staff.mnse.htc |

Login example – asmith.staff.nnr.htc

1. Login to Portal
2. Click to display the **My Home** page.
3. Click **H: Drive**
4. Remembering to include your context, enter your **User Name** and **Password**.
Your password is the same as the one you use to access your computer.

Application Name: Hdrive

User Name/ID

Password

Remember My Login Information For This Application

VLE

1. Login to the Portal.
2. Click to display the **My Home** page.
3. Click the **VLE** link.
4. Now enter your VLE **User Name** and **Password**.

Application Name: VLE

User Name/ID

Password

Remember My Login Information For This Application

Getting Help

Contact the ITSS helpdesk.

Email – helpdesk@huddcoll.ac.uk

Telephone – 01484 437016