

The background features a dark, textured surface with various white, chalk-like sketches of educational icons. These include a large letter 'V' in the top left, a globe in the top center, a microscope on the left side, a stack of books at the bottom left, a plus sign at the bottom center, an open book at the bottom center, a percentage sign at the bottom right, and a less-than sign at the bottom right.

# **Welcome to the Westminster Kingsway College Learning Resources Centres (LRC) Induction**

**Covid-19 changes to your LRC services:**

# Welcome

We the Learning Centres team aim to give you the maximum of support in your studies whether you are studying off-site or on-site. For this purpose we have developed a range of resource collections, both electronic and hard copy, and a range of services. We will give you support and advice, provide you with learning resources and guidance on using and accessing them, deliver skills sessions and enrichment activities, help you with log-in and IT problems, and do our very best to ensure that you are at home in the college and progressing in your studies whether you are studying off-site or on-site. We are continually working to improve and expand our collections and services and so your feedback is very important to us.

# Logging in

- You should all have a username and password to login to your college account off-site or login to a college computer. The new format for all students is:

[studentid@student.capitalccg.ac.uk](mailto:studentid@student.capitalccg.ac.uk)

- This will also be your college email address.
- If you are a **new student** your password will be your date of birth, then a hyphen and your initials (in Upper Case).
- (e.g. a student born on 31<sup>st</sup> December 2000 with the name John Smith would be: 20001231-JS)



## Logging in 2

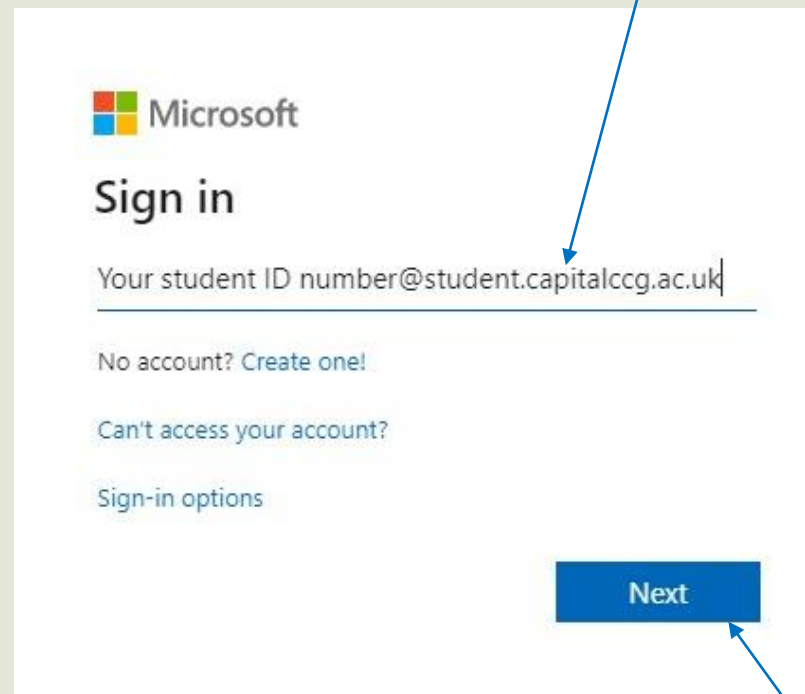
- If you are a **returning student** use your password from the previous year.
- You won't be forced to reset your password so you can work remotely if needed, but you should change it when you are next on-site. This can be done by logging in to your email, clicking on the icon in the top right hand corner and going to *my account*. Here you will see the option to change your password.
- You should use your email address to login to any Microsoft 365 services, including MS Teams, Email, Myday, etc.

# Myday

- Myday can be accessed from your desktop, mobile, tablet, and laptop.
- A free app is also available.
- Go to the app store (iphone) or play store (android) and download the **Myday app**. Myday will give you access to Moodle, Google Classrooms, Microsoft Teams, college emails, the Learning Resources Centre pages and other links.
- Use your search box on the address bar and type in [go.mydaycloud.com/](https://go.mydaycloud.com/)
- You will then see the sign-in box.

# Myday 2

On this screen type in your [studentid@student.capitalccg.ac.uk](mailto:studentid@student.capitalccg.ac.uk) (your ID number will be on your enrolment papers or ID card)



The image shows a Microsoft sign-in interface. At the top left is the Microsoft logo. Below it is the text "Sign in". There is a text input field containing the placeholder text "Your student ID number@student.capitalccg.ac.uk". Below the input field are three links: "No account? Create one!", "Can't access your account?", and "Sign-in options". At the bottom right of the form is a blue button with the text "Next". A blue arrow originates from the text "studentid@student.capitalccg.ac.uk" in the instruction above and points to the input field. Another blue arrow originates from the text "Click on Next" in the instruction below and points to the "Next" button.

Microsoft

Sign in

Your student ID number@student.capitalccg.ac.uk

No account? [Create one!](#)


[Can't access your account?](#)

[Sign-in options](#)

Next

Click on *Next*

# Myday 3



Student ID@student.capitalccg.ac.uk

## Enter password

Password

[Forgotten my password](#)

[Sign in](#)

Welcome to Capital City College Group

On this screen, type in your computer login password.



# Myday 4

Google Classrooms

Learning Resources Centres

Student finance for your bursary applications

Use Microsoft Teams to communicate with your teacher

Check your print balance and history



Moodle

Proportal to check your attendance and grades for assignments

Access your college emails

Download Myday on your device



# Available Support

## Information Skills: one-to-one or small groups

- You can always book your session with one of our LRC staff.
- All classroom sessions will be booked through your teachers.
- We will talk to you further about our resources and study skills when we see you in class for skills sessions.

# Available Support:

- At the centre where you study
- Online LRC Helpdesk (online enquiry)
- LRC Helpdesk by email

# Available Support

## Online Resources:

- We provide access to a wide range of e-resources such as:
- e-books
- e-journals
- archive and educational databases



# Quick guides on how to login to E-Resources

There are guides on how to log into E -resources on the LRC main pages:

- Moodle
- Myday
- Ebooks (Ebrary)
- Credo, Issues Online, EBSCO databases, etc...
- Online journals:

# GREAT TO HEAR FROM YOU!

## KING'S CROSS LEARNING RESOURCES CENTRE

[gilibrary@westking.ac.uk](mailto:gilibrary@westking.ac.uk) /MS Teams  
Follow us [@gilibrary](#)

## VICTORIA LEARNING RESOURCES CENTRE

Email us: [vslibrary@westking.ac.uk](mailto:vslibrary@westking.ac.uk) /MS Teams  
Follow us [@westkingLRC](#)

## SOHO LEARNING RESOURCES CENTRE

Email us: [pslibrary@westking.ac.uk](mailto:pslibrary@westking.ac.uk) /MS Teams  
Follow us [@pslibrary](#)