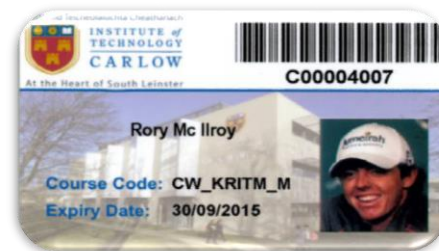


## 1. How to set up Computer Access/Account



### What is a Student Account?

When attending IT Carlow as a student and using computing facilities, such as computers and printers, students will be required to identify themselves by logging onto the equipment, using IT Carlow credentials. The process will involve entering the students own **username** (Student Number) and **password** (Pin Number).

By using the combination of student number and pin number, a student can gain access to the following facilities:

- ✓ **Computers:** Lab and Open access PC's
- ✓ **Office 365:** Online Email Account, Microsoft Office FREE software downloads & 1TB of FREE Cloud Storage
- ✓ **Eduroam:** Wi-Fi network
- ✓ **Blackboard:** Virtual Learning Environment (Online and App)
- ✓ **Printing:** Multifunction Printers, Print services online top-up & printing account

### Where can I find my Student Number?

All student cards have the students unique student number printed on them (underneath the barcode) e.g. C01234567

### How can I get my Pin Number?

- **RETURNING student:** Please use the pin which was set last year  
(If the pin cannot be remembered, please reset the pin following the steps below)
- **NEW student:** Please initially use the pin which was sent via the post.  
It is recommend that a pin reset be carried out so that a more memorable pin can be chosen.

PC's on the ground floor of the LRC are reserved as pin reset stations during registration.

The rest of the academic year there are three pin reset station available on the upper floor of the LRC

### The steps involved in setting up your own pin

- Open the following web page if it is not already displayed on screen: <https://pin.services.itcarlow.ie/>
- Enter the student number
- Enter course details (please enter details **exactly** as it is show on the student ID card)
- Select a question from the drop-down menu and provide a suitable answer which will be remembered (if this is not the first time setting up a pin then provide the answer to the security question which was previously set
- Provide mobile phone details (Optional so as the institute can contact you with emergency notifications or urgent information)
- Set up a pin (pin must be **6 alphanumeric digits only** and must include at least **one letter** and **one number**)

### When can I start using my accounts?

Once the following criteria has been met, the student account will be ready for use within 24hrs.

- ✓ Carry out registration for the academic year 15/16 either in person or online
- ✓ Obtained or set a pin number