DMU Replay title: **MyDMU (March 2020)**

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Total length of audio: 00:03:30

Hello, welcome to MyDMU, the student portal. Here you can find all your personal information and your timetable and course details.

You can view MyDMU in most web-browsers, so you can use recent versions of Microsoft Edge, Firefox, Chrome or Safari. However, it is no longer supported on Internet Explorer. I will use Google Chrome, but use whatever browser you are familiar with.

The direct web address is my.dmu.ac.uk.

If you use a search engine, search for mydmu, here I am using Google, but again use whichever search engine is most familiar to you. It should take you to the DMU website where you will see a link for MyDMU.

Select one of the Student profiles, ignore the Guest User profile as it limits what you can see. You must read the full Terms of use before clicking accept to understand the licence agreement, especially if you install the app on a mobile device.

Your username and password will be sent to you when you are fully enrolled. If you have not received them yet, contact your programme administrator, who may need to put you in touch with the ITMS Service Desk. Click Login to continue.

This is the home or welcome page for MyDMU, with multiple tiles so they can be viewed on a desktop, laptop, notebook, tablet or mobile phone. A free mobile app is available to download from your mobile stores.

There is a range of tiles that can change as the year progresses. ‘Blackboard’ is the virtual learning environment which is the learning and teaching online space. ‘Email’ opens your student email account in Outlook. ‘IT Services’ includes information on how to change your password. ‘Student Resources’ is where you can use and download the Microsoft Office 365 applications.

The ‘Student Regulation’ tile includes the general student handbook with all the procedures that affect you as a student. It also includes the student complaint procedure.

You can close a panel by clicking the close button.

In the top right-hand corner there is a drop-down menu for more options. You can view your personal details, receive alerts and use the search facility. Here is where you also logout.

If you are in a public space you must logout and close all your browser windows after you log out to ensure that no one can access your personal information. Just closing the browser does not sever the connection to MyDMU and someone can open the browser and see your personal and financial information if they go to MyDMU. This could particularly be a problem on campus.