



Tech Ready Session

Getting connected on campus

Step 1: Locate your student ID and user name

Your student ID and username can be found on your Statement of Fees. This was sent to you with your confirmation of enrolment. If you can't find your statement of fees, please see one of our Student Advisors in the Tech Ready Session for your username and temporary password.

Welcome to Manukau Institute of Technology. This statement of fees lists the course(s) in which you have pre-enrolled with associated charges. Your place in class will only be secure when you have paid the compulsory fees in full.

STUDENT ID: X0000XXXX	NSN: XXXXXXXXXX	USER NAME: name00
Code	Title	First Week Timetable On Days & Times Room
		Start Date End Date

Step 2: Changing your Password – Computer Lab based

Log on to a lab computer with your MIT username and temporary password (*mit\$ followed by your student ID*)

Open a browser and go to reset.manukau.ac.nz

Your new password must be **a minimum of 9 characters** and contain an uppercase, lowercase, number and a special character *e.g. ExamplePassword1\$; Toyota1975*; spottheDog06#*

Note: You can't use your username, first name or last name as a part of your password or use your last five passwords.

Once your password is accepted, you will receive a success message on the screen.



You can reset your password by text or email if these details are in our systems. The mobile or email contacts are those you used when you applied. To update your details, you can visit an Ask Me! Student Services Centre or update your contact details in the Learner Portal.

Step 3: Accessing MIT email

Open your browser again and enter home.manukau.ac.nz and click on “Student Mail”



Your email address is your: username@manukaumail.com Your password will be your new updated password.

Step 4: Login into Canvas (Learning Management System)

Go to canvas.manukau.ac.nz or click on the Canvas link at the bottom of home.manukau.ac.nz

Log in by using your email username@manukaumail.com and your new password. If you are already logged in to Microsoft Office it will skip the login step.

This will take you to the Canvas page. First-time users will be prompted to accept the terms and conditions of Canvas, after reading them and the policy.

Once you have read these, please tick that you agree to the terms and conditions and press submit.



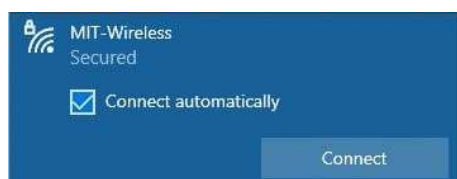
For any Canvas related issues, you can call Canvas support on: 0800 569 020

For any MIT system queries, please visit techservices.manukau.ac.nz for How to Student Guides and useful tips.

Step 5: Connect to the MIT WiFi with your own device (BYOD)

As an MIT student, you can connect to the **MIT-Wireless** network to access the internet from your personal devices. All you need to connect, is your correct **username** and updated **password**.

From the list of available WiFi networks, choose "MIT-Wireless" and click on "Connect".



If you are prompted with an authentication window, use your **username** and **password** to authenticate.



For additional information on how to connect your personal devices such as IOS or Android (phones or tablets) or Macs, visit our webpage techservices.manukau.ac.nz

Step 6: Log into the Learner Portal

The [Learner Portal](#) is where you can see your timetable, confirmed results and pay your fees by credit or debit card.

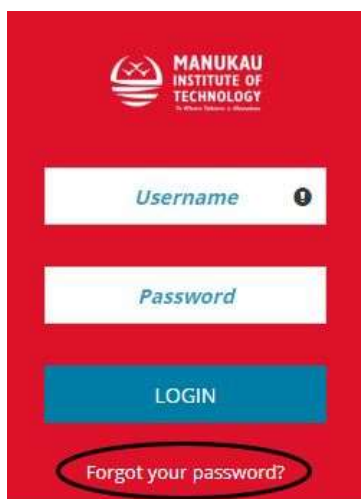


To login to the Learner Portal you'll need:

- Your username: E.g. username1234
- Password: *This is different from your manukaumail or Canvas password.*

First time user: You need to set up your password if you're a first time user of the Learner Portal.

- Enter your **user name** and then go to the Forgot your password link under the login button



- An email will be sent to your email inbox for you to reset your password
- Click the link and enter your date of birth as requested.

Returning students: If you've forgotten your password, please reset by clicking on the Forgot your password link.

If you're having difficulty logging in to the Learner Portal, please contact lprr@manukau.ac.nz.

Step 7: Career & Employment Solutions

After week two of study, you will be able to register for the Career & Employment Solutions (CES) Portal, our Online Job Board, exclusive to MIT's students and graduates.

Register to the Portal

1. Go to www.manukau.ac.nz/jobs and register by clicking on “Create an account”
2. Click on “First Time Login”

1 Student registration / existing login

Sign up or login by clicking on the buttons below.

2 Login

Please enter your username and password.

Username
(your email address)

Password

Students/Graduates Sign In

First Time Login / Forgot Password

By clicking Students/Graduates Sign In, you agree that your use of the system is governed by your institution's privacy policies and our Privacy Policy and Terms

3. Your Username: is your MIT email account username@manukaumail.com
4. Once done, you'll see the following message. Check your MIT email inbox.

3 First Time Login / Forgot Password

For Current Students logging in for the first time: please type in your Manukau Mail email address to receive your password, then check your Manukau Mail. The link emailed to you will only be active for 24 hours.

Username:
(your email address)

username@manukaumail.com

Go

4 First Time Login / Forgot Password

A link to set your password have just been emailed to you with the email address you just submitted. Please now check your inbox.

5. On the email received, click on “[Set Your Password](#)” and follow the instructions.

If you require help with the MIT systems, please visit
techservices.manukau.ac.nz
for How to Student Guides and useful tips.