

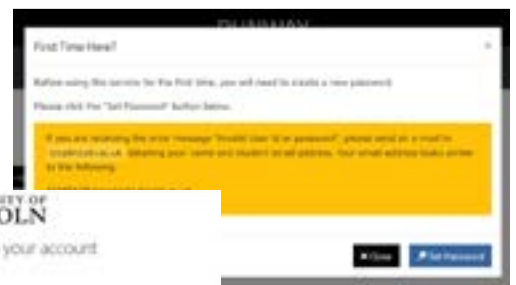
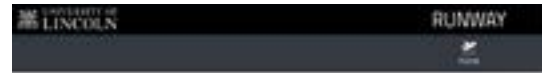
Getting Started

To help you prepare for arrival on campus, you will need to:

- Set up your personal password
- Check and update your personal details
- Upload a photograph for your student ID card
- Access specific information about your programme

Set Your Password

1. Find the login page for enrolment at:
<https://runway.lincoln.ac.uk>
2. Click on “**First Time Here?**”, then the “**Set Password**” button. When the “**Get Back Into Your Account**” page appears, enter your student email address in the User ID box as displayed:
AccountID@students.lincoln.ac.uk
3. Next, enter the characters in the picture displayed on screen or the words in the audio.
4. Click Next.
5. If you have a personal email address registered with us, you will then receive a verification code and instructions on creating a new University password in your personal email inbox. If you **do not have a personal email address registered with us**, please contact ICT Services on 01522 88 6500, or via email at ict@lincoln.ac.uk
6. You will now need to enter a new password.
7. Click “**Submit**”, then go back to <https://runway.lincoln.ac.uk> and log in with your new password.
8. Next, make sure you visit sspr.lincoln.ac.uk and set security questions, register your phone number and personal email address to help you easily reset your password in the future, without having to contact the ICT Service Desk. You will also need to authenticate using Multi-Factor Authentication. For a guide on how to set this up for the first time, visit lincn.ac/mfaguide



If you receive an error message, please contact ICT Services for support on 01522 88 6500.

Note: If you ever forget your password, click on “Forgot Password?” on the Blackboard login page to change it.

If you require assistance with changing your password, please contact ICT Services on 01522 88 6500 or email ict@lincoln.ac.uk - ICT Service Desk open Monday-Friday 8:00am - 6:00pm (24/7 Phone Support)

Check and Update Your Personal Details

Click the “**Start**” button to go to the “**Your Details**” page.

This page allows you to review and update the personal details we hold for you and should look like the screenshot to the right. It’s important that you check your details carefully and amend them if necessary.

You will also need to read the privacy notice, and submit your details.



Upload Your Photo

Click the “**Next**” button to begin the process of uploading your image. You will be taken to the screen shown to the right. Follow the instructions on-screen to select and upload your photo, following the guidelines to ensure that your photo is suitable.

Please Note: We recommend using Google Chrome when uploading your photograph as you may encounter compatibility issues when using Edge and other browsers. HEIC files will not be recognised by the system, but are a standard format on iPhones. Please follow the guide in the red box to convert HEIC files if needed.



Rotate and Crop

If you need to rotate your image, simply follow the instructions on-screen. To crop your photo, simply click and drag on the image to select an area. You can alter this selection by dragging the boxes at the corners of the area. You can find built-in accessibility controls below the cropper window. At this stage you will have the opportunity to upload an alternative photo should you wish. Once you’re happy with how your image looks, click on the submit button.



The process, once complete, will show an example of how your Student ID card will appear. Your photo will be reviewed and either accepted or rejected by the Student Administration team - after which you will then receive confirmation of this via email.

If you require assistance with uploading your photo or changing your password, please contact ICT Services on 01522 88 6500 or email ict@lincoln.ac.uk

After completing your enrolment, access your Getting Started site on Blackboard

Head to blackboard.lincoln.ac.uk and click “**Login**”. You will be redirected to the University login page where you can sign in with your student ID and password.

You will then need to click “**My Bb Sites**” on the left navigation bar to access your list of sites. Until term starts, you will only have access to one site: “**Getting Started**”. This is a site set up by your school which provides lots of useful information for new students.

While you are on Blackboard, you can also access the “**My University**” page and “**Assist**” which both contain lots of useful information and links to support resources for students across the University.



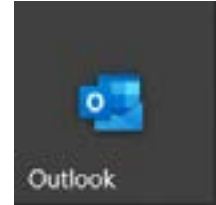
Things to Remember after enrolling

Accessing your University Emails

There are a number of ways you can access your University emails. Here are the most common ways to access your emails on different devices and systems.

On a University PC

1. To log in on a PC, press and hold CTRL+ALT+DEL on your keyboard.
2. Enter your 8-digit account ID number found on your ID Card.
3. Enter your password.
4. Click the Start button.
5. Select the Outlook Tile (or search for it if it isn't visible).



To access University emails through your smartphone, you will need to download the Microsoft Outlook app. For more information on how to get started with email, take a look at our guide: incn.ac/emailsetup

Office 365

As a University of Lincoln student, you will have FREE full access to Microsoft Office 365 - no need to buy it yourself! This includes access to web and downloadable versions of: Word, Outlook, Excel, OneDrive, Teams and more. Take a look at our guide to find out more: incn.ac/365setup

What not to Bring

Unfortunately, our University network **does not** support the following devices:

- Amazon Alexas and other voice assistants
- Google Chromebooks
- Nintendo Switch and Switch Lite consoles
- Wireless Printers



ICT Services

For a full range of helpful IT How-To guides visit incn.ac/ictowto

You can find an online version of this leaflet as well as other resources at incn.ac/ictgs