

IT SERVICES GUIDE

All ACPE enrolled students with a current computer account can access any ACPE student computer. The system provides access to resources such as the Internet, applications and printing. To obtain a computer account, please contact the IT Service department.

The ACPE website has information on the current IT policies and procedures. By accepting and using the login issued to you as a student, you are responsible for reading and abiding by the rules set forth and stated in the policies. Go to <http://www.acpe.edu.au> for further information.

IT Support Contact Details

LOCATION:	Level 3, 10 Parkview Drive, Sydney Olympic Park, NSW, 2127
PHONE:	+61 2 8061 2722
EMAIL:	support@acpe.edu.au
BUSINESS HOURS:	Monday 8:00am to 4:00pm
	Tuesday 8:00am to 4:00pm
	Wednesday 8:00am to 4:00pm
	Thursday 8:00am to 4:00pm
	Friday 8:00am to 4:00pm

Any queries received after business hours will be attended to at the next business day.

IT Facilities

PC Labs

- 2.04 – 28 PCs | B/W Printer
- 2.07 – 26 PCs | B/W Printer

Student Wi-Fi

- Throughout entire building

Library

- 14 PCs
- 3 group study areas
- 2 colour photocopiers

Student Login

Student Computers

Username: Student ID
Password: Date of Birth (DDMMYYYY)

Example

Username: 12345
STUDENT NUMBER
Password: 15091990
DAY MONTH YEAR

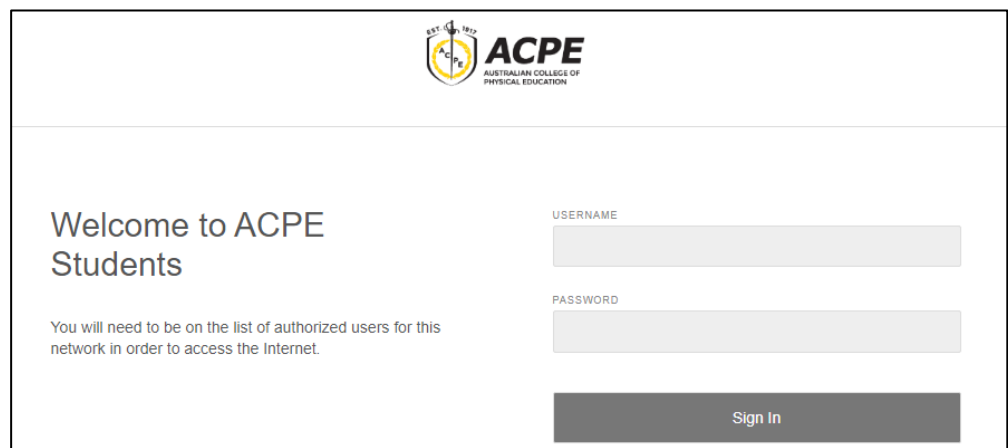
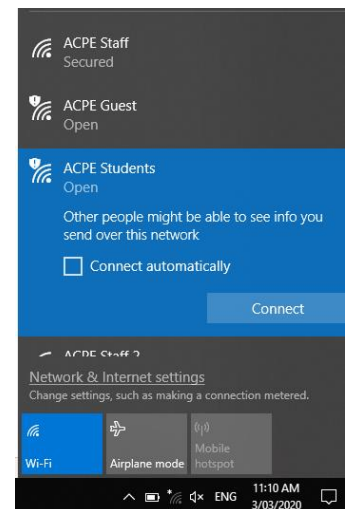
Student Date of Birth passwords must be changed to a secure personal password



A screenshot of a login interface showing two input fields. The first field contains the number '12345'. The second field contains the date 'DDMMYYYY' followed by a right-pointing arrow button.

ACPE Wifi

1. Connect to ACPE Students Wireless Connection
2. Open your internet browser and it will take you to the ACPE Wireless authorisation page
3. Enter your Username and Password.

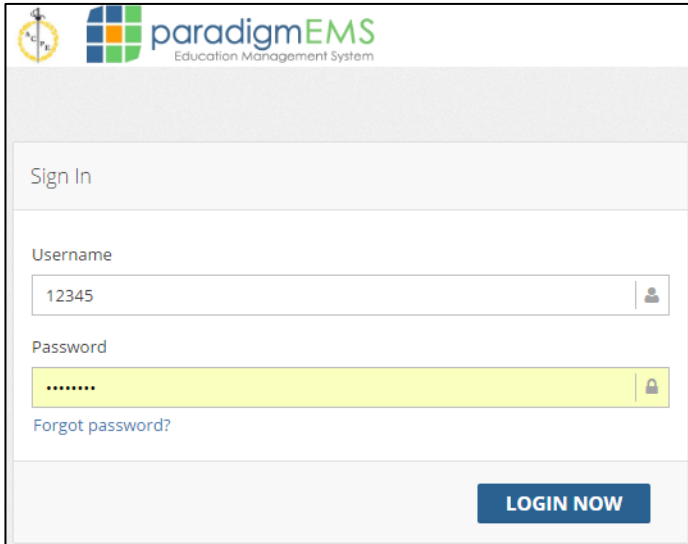


A screenshot of the ACPE student login page. At the top left is the ACPE logo with the text 'EST. 1922' and 'AUSTRALIAN COLLEGE OF PHYSICAL EDUCATION'. Below the logo, the text reads 'Welcome to ACPE Students'. Underneath, a message states: 'You will need to be on the list of authorized users for this network in order to access the Internet.' To the right of the text are two input fields: 'USERNAME' and 'PASSWORD'. Below these fields is a grey 'Sign In' button.

Paradigm Education Management System (EMS)

<https://acpe.edu.net.au>

- **User name:** Your student ID number (e.g. 12345)
- **Password:** Day and Month of your birthdate (dd/mm) followed by the last three characters of your student number (e.g. 12345 birthdate is 15/09/1990 the password is 15/09345)



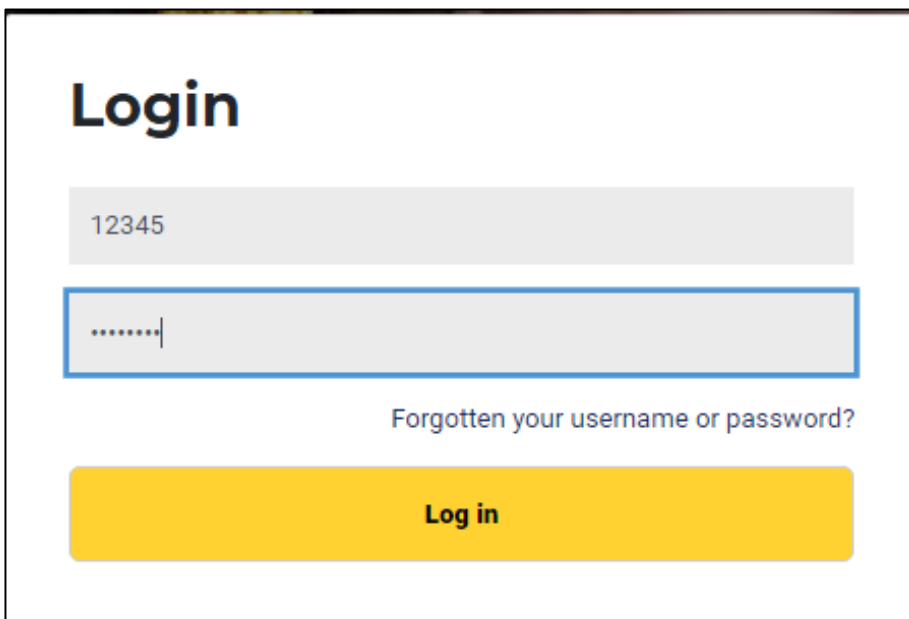
The screenshot shows the login interface for the Paradigm Education Management System. At the top left, there is a logo for ACPE and the text 'paradigmEMS Education Management System'. Below this is a 'Sign In' section with two input fields: 'Username' containing '12345' and 'Password' containing '.....'. A 'Forgot password?' link is located below the password field. A blue 'LOGIN NOW' button is positioned at the bottom right of the form.

ACPE Learning Management System (LMS)

<https://learn.acpe.edu.au>

Enter your Username and Password.

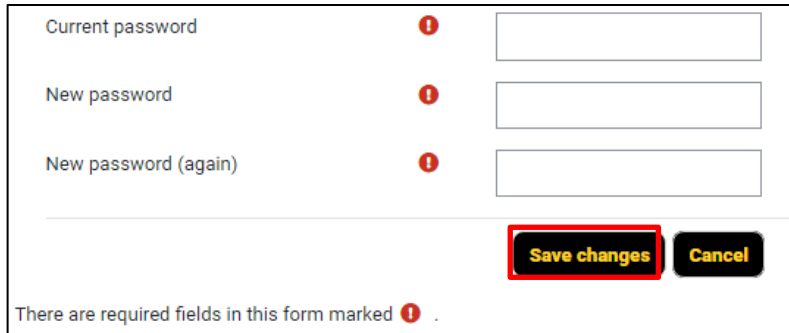
- **User name:** Your student ID number (e.g. 12345)
- **Password:** Your DOB (e.g. 15091990 – 15th September 1990)



The screenshot shows the login interface for the ACPE Learning Management System. It features a large 'Login' heading at the top. Below the heading are two input fields: the first contains '12345' and the second contains '.....'. A blue border highlights the password field. Below the password field is a link that says 'Forgotten your username or password?'. At the bottom of the form is a large yellow 'Log in' button.

How to change your student password

1. Log into the ACPE LMS
2. Click on your name located on the top right hand side of the page and select Preferences then Change password
3. Enter your Current and New password then click **Save changes**

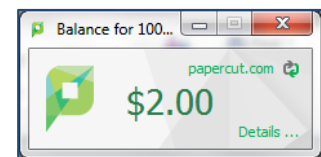


The screenshot shows a web form with three input fields: 'Current password', 'New password', and 'New password (again)'. Each field has a red information icon to its right. Below the fields are two buttons: 'Save changes' (highlighted with a red box) and 'Cancel'. At the bottom of the form, a message reads: 'There are required fields in this form marked ⓘ'.

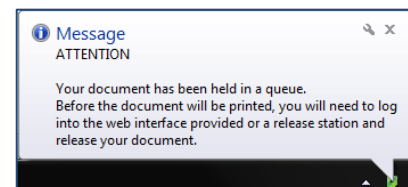
4. If successful, you will receive a message **Password has been changed**
5. Click **Continue**

Printing

1. Log onto any ACPE student PC and a Papercut window will appear showing your current print balance.
2. Print the document you wish to print.



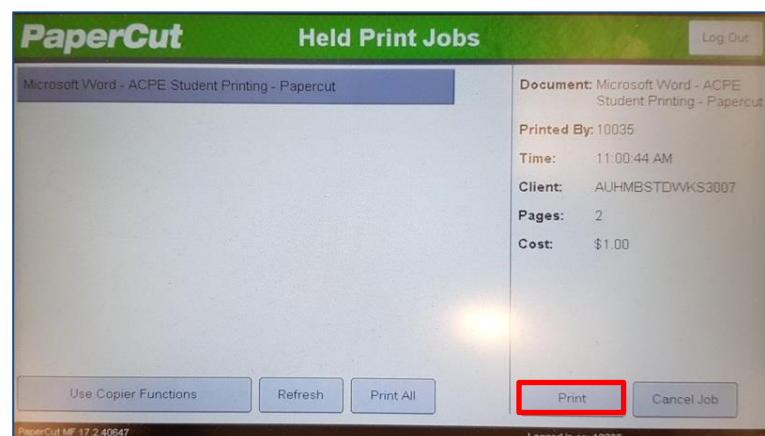
3. A message will appear that your print job has been sent to the printer.



4. Swipe your student card on the swipe release device attached to the printer to print your job.
5. PC Lab printer will print immediately. Library Photocopiers continue to step 6.



6. Select your print job and tap on Print to print your job
7. Once complete press the logout button on the photocopier

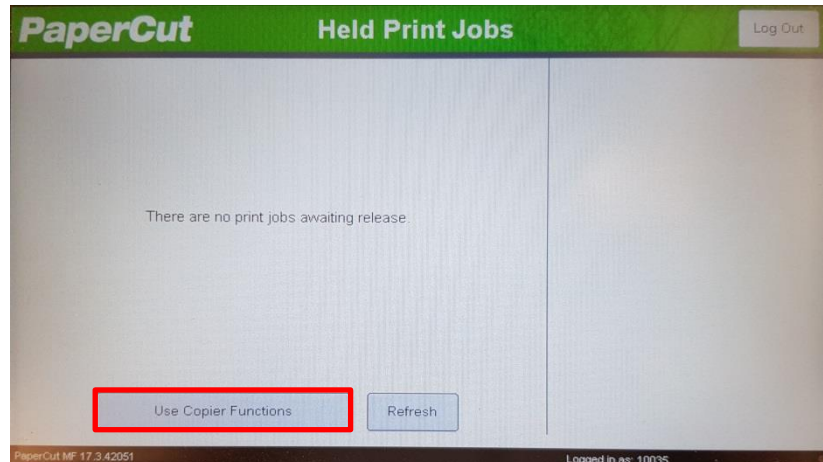


Photocopying

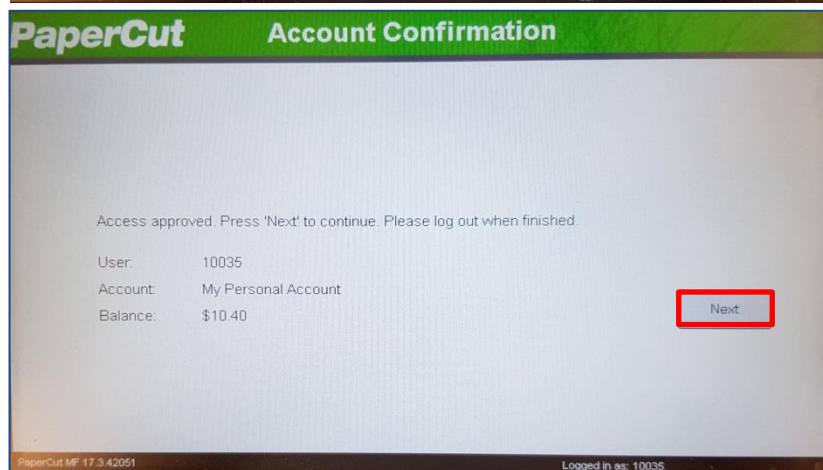
1. Swipe your student card on the swipe release device attached to the photocopier.



2. Press the Use Copier Functions button on the photocopier



3. Press Next to continue
4. You are now able to use the photocopier functions as normal
5. Once complete press the logout button on the photocopier



Printing Cost & Recharge

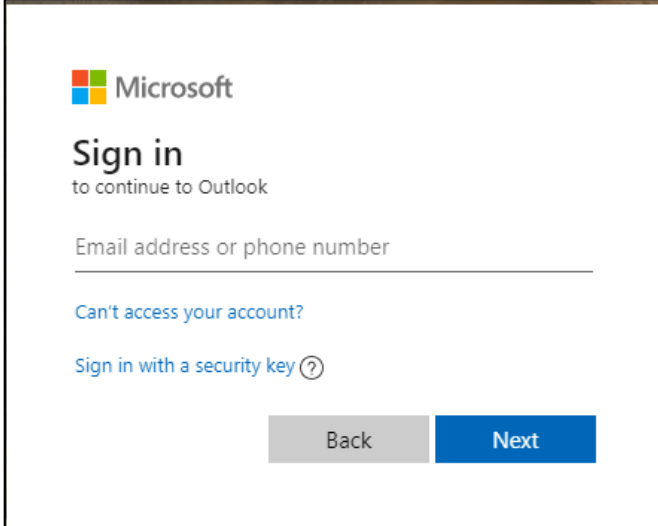
- A4 Black & White = \$0.10
- A4 Colour = \$0.50
- A3 Black & White = \$0.20
- A3 Colour = \$1.00

Recharge Locations

- Card & Cash payment: Student Services Front Desk
- Card Payment: Library Front Desk

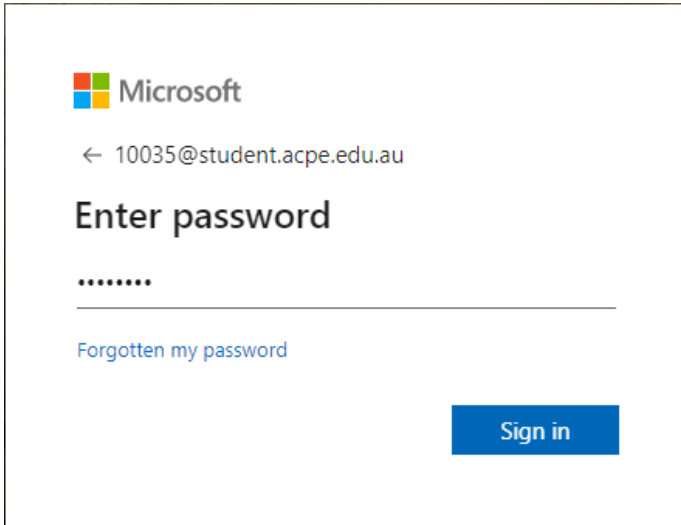
Using ACPE Student Email & OneDrive

1. Open <https://www.office.com> from your web browser
2. Enter student email address <studentnumber>@student.acpe.edu.au



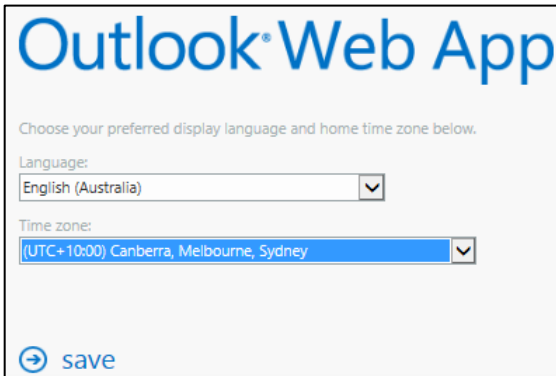
The screenshot shows the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text reads "Sign in to continue to Outlook". There is a text input field labeled "Email address or phone number". Below the input field are two links: "Can't access your account?" and "Sign in with a security key (?)". At the bottom, there are two buttons: a grey "Back" button and a blue "Next" button.

3. An authentication box will appear. Enter Password
Password: <ddmmyyy> (e.g.15091990 – 15th September 1990)



The screenshot shows the Microsoft "Enter password" screen. At the top left is the Microsoft logo. Below it, the text reads "← 10035@student.acpe.edu.au". The main heading is "Enter password". Below this is a password input field with seven dots. Below the input field is a link "Forgotten my password". At the bottom right, there is a blue "Sign in" button.

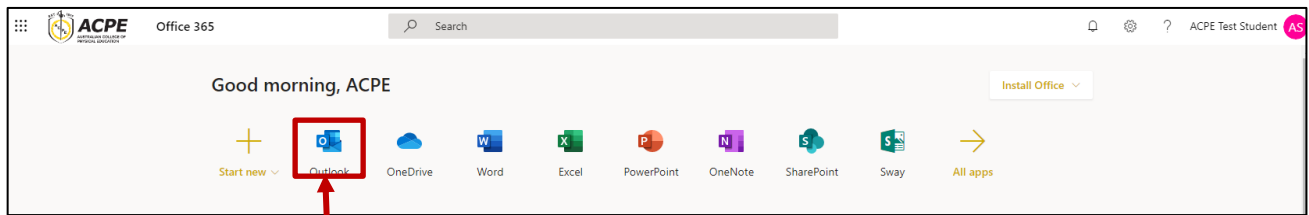
4. Select Time zone and click Save



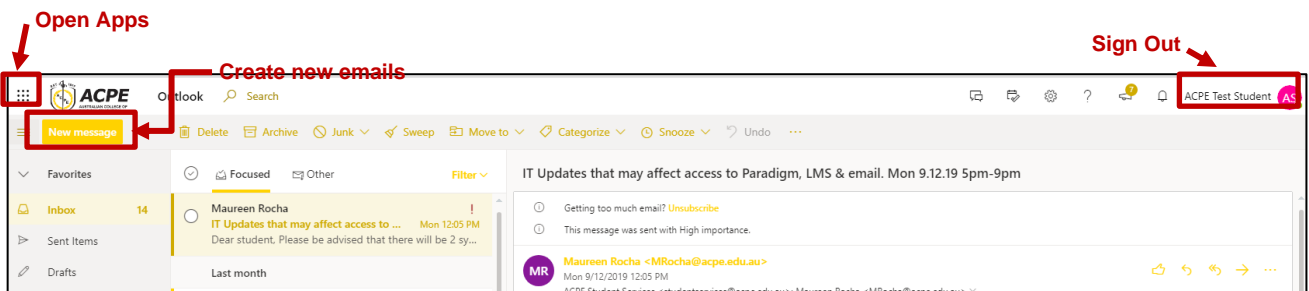
The screenshot shows the Outlook Web App settings page. At the top, the text reads "Choose your preferred display language and home time zone below." There are two dropdown menus: "Language" with "English (Australia)" selected, and "Time zone" with "(UTC+10:00) Canberra, Melbourne, Sydney" selected. At the bottom left, there is a blue "save" button with a right-pointing arrow.

Using ACPE Student Email

Storage limit of 50GB



Open ACPE email



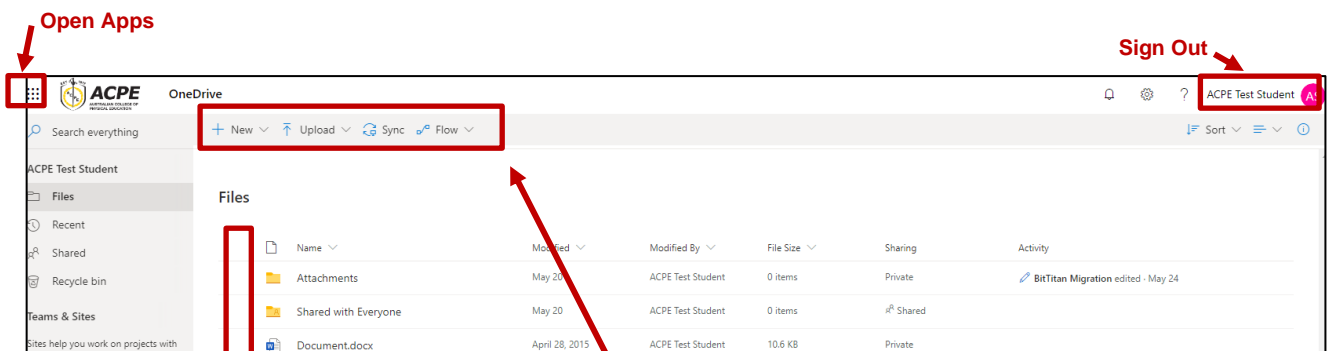
Open Apps

Create new emails

Sign Out

Using OneDrive

Storage limit of 1TB



Open Apps

Sign Out

Click to select multiple documents

New: Create new documents or folders

Upload: Upload documents from your computer to OneDrive from or you can drag and drop files directly to your OneDrive

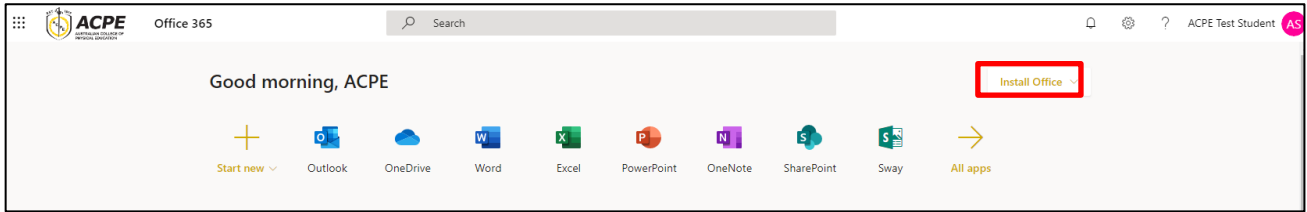
Sync: Sync your OneDrive documents to your computer

IMPORTANT: ACPE Student Email and OneDrive accounts will be closed once you complete your course

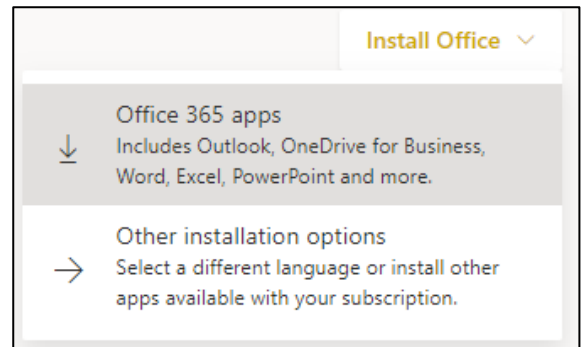
Microsoft Office 365 student license is only valid with an active ACPE student account

Installing Office365 on your PC or Mac

1. Log into your ACPE student email – <https://www.office.com>
2. Click **“Install Office”**



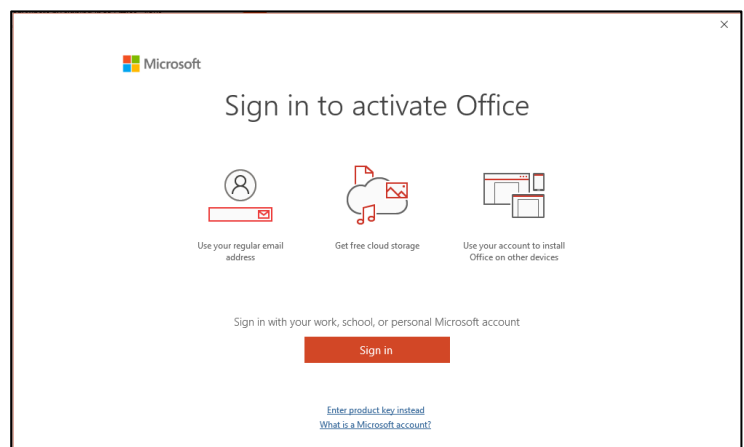
3. Click **“Office365 apps”**



4. Click **“Setup...exe file”** and Click **“Yes”** to Run



5. Click **“Sign in”** to activate Office



6. Enter your **ACPE student email address** and **password** to activate Office 365

