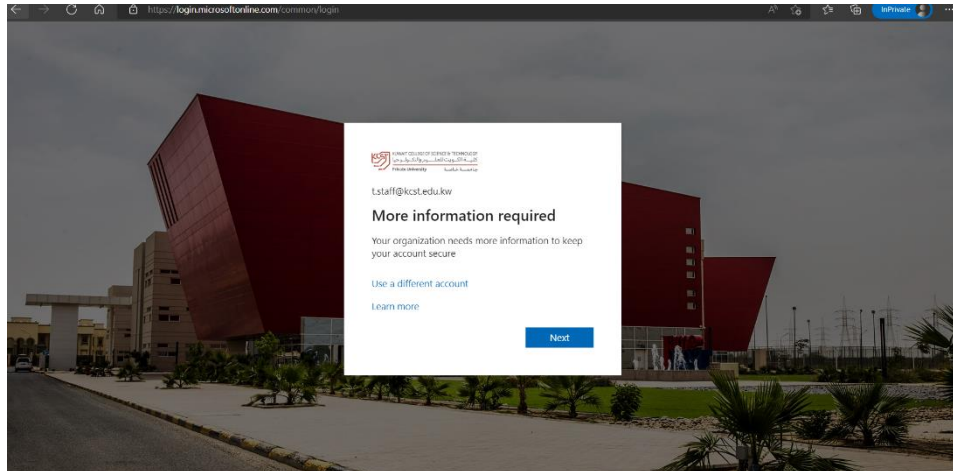


IT Induction Week for New Students

The IT induction session will cover the following topics for the new students:

1. Logging to University Computer by using the student ID and Password (Civil ID).
2. Visit the University website ([Kuwait College of Science & Technology. \(kcst.edu.kw\)](http://kcst.edu.kw)) and go through all necessary sections needed to them such as:
 - a. University Calendar
 - b. Students' affair
 - i. demo-videos-guidelines
 - ii. academic-policies-regulations
 - c. My Portal
 - d. Quick Links
3. Explain, demonstrate with examples the whole learning environment
 - a. Moodle
 - b. Email
 - c. University Computers logging details
 - d. Portal
4. Using Moodle ([STUDYSMART@KCSTMoodle: Log in to the site](mailto:STUDYSMART@KCSTMoodle)):
 - a. Login
 - b. Landing page with IEEE link.
 - c. My Courses
 - d. How to send messages via Moodle
 - e. How to use Private files
 - f. Assignments submission
5. Learn about Office ([Office 365 Login | Microsoft Office](#))
 - a. Sign in using Students Email and password



- b. Change password <https://myaccount.microsoft.com>

 - c. How to install Office on Student's laptop .
<https://www.kcst.edu.kw/assets/documents/Office%20365%20Tutorial.pdf>

 - d. Learn how to use Outlook on WebView.
- 6. How to install outlook on student's mobiles to use KCST email
 - 7. Students Portal and all necessary sections.
 - 8. Explain the Username/password system for all applications

STUDENT ID@student.kcst.edu.kw

Pass:Civil