

Using computers in the L R C

College computer login

Your username is the number on your College ID card
eg. dc005658912 followed by @don.ac.uk

Your password is your (two) initials, date of birth (ddmmyy) followed by !
eg. Username: dc005658912@don.ac.uk
Password: jb230484!

After your first login you are prompted to change this password to something memorable.

How long is each "drop in" computer session?

- In the LRC each computer session lasts up to 120 minutes.
- To ensure fair access you will not be able to logon to another computer until 30 minutes has elapsed.
- If you do not use your computer for more than 15 minutes it will automatically log you off.

How will I know how much time I have left on the computer?

- There is a clock in the bottom right of each computer screen.
- You will also be warned that your session is due to finish.
- Save your work regularly to a memory stick to avoid loss of work.



Can I save my work?

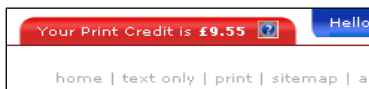
- You will need to save your work to either a memory stick or other external device at regular intervals during the session.
- Work saved to the desktop will be lost when either your session ends or the computer is logged off.

Can I book a computer in advance?

- In the LRC you can book a computer for up to 2 hours per day, 7 days in advance.
- Bookings can be made at the reception desk.
- If you turn up late for your session or if you do not use your computer for more than 15 minutes you will lose your booking.

Can I print my work out?

- The amount of printing credit you have is shown in the red box when you access the internet in College.
- When you've used all your credit you will need to top up your credit. This can be done at the LRC enquiry desk.



Blackboard

How do I log onto Blackboard?

You log into Blackboard using your college ID and your computer password.

eg. Username: DC0012345

Password: the same password you use to log on the college computers.

Please Note: You will need to log on to a College computer and change your starter password before you can access Blackboard.

Learning Resource Centres

Accessing the e-library from home

Home access

It is now much easier to access online resources from home. You no longer need an Athens account. All you need to do is to select the resource you want from the e-Library page on the website at www.don.ac.uk/lrc and enter your College computer login.

Note

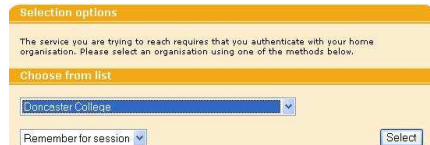
You must have logged onto a College computer at least once before you can access resources from home.



Your College computer login

e.g.
dc0012345@don.ac.uk
and
your college password

If the college Doncaster College login screen does not appear, select the Shibboleth or the UK Federation button. Then select Doncaster College from a drop down menu and login with your College computer login.



I have never logged on to College computers.

You will need to log into a college computer and change your password from your starter password to access resources from home. If you don't know what your College username and starter password is, contact your tutor or the Learning Resource Centre.

I have forgotten my College computer password.

Contact your tutor or come into the LRC. They will be able to re-set your password for you. You will then need to log into a college computer and change your password before you can access resources from home.

I am a distance learner and never come to college. How do I access resources?

Contact the LRC who will help you activate your account.

How do I renew my books online

On the e-library page select **Web catalogue**. Login to your account on the top right hand side. Your user ID is the DC number on your card. Your PIN is your initials, date of birth and exclamation mark eg **RB240989!**. Staff need a 4 digit PIN available from LRC staff.

Learning Resource Centres