Logins

Username
In most cases, your username is comprised of your first initial, your last name and the year of enrolment. So Michael Smith (enrolled in 2015) would be: msmith15.

Passwords
Whilst you will have only one username – you will be allocated two passwords.

1. ICMS password – used for:
   o Windows desktop
   o Avantis
   o Moodle
   o Student website
   o Internet and Wi-Fi login
   o Wi-Fi printing
2. Gmail password

Change of Password
ICMS password can be changed from any ICMS desktop computer.

If you need IT support, be aware that for security reasons, IT will only provide a new password to:

1. A student in person with photo ID (ICMS student card)
2. A student via email to the student’s ICMS Gmail account

Student Systems

How do I get to my systems?
Student systems can be accessed from the home page of the current student website: http://hub.icms.edu.au/
Avantis

Avantis is the student management system at ICMS. It holds all your academic information and history. You will be able to plan your term through Avantis and view your timetable.

Moodle
http://lms.icms.edu.au

Moodle is the learning management system that contains all your course notes, materials and assessment components.
Email
ICMS uses gmail as our student email system. All formal ICMS correspondence will be sent to your ICMS gmail account. Your ICMS gmail address is comprised of your username @students.icms.edu.au

Example: msmith15@students.icms.edu.au

WiFi and Internet

How to Access the ICMS Wi-Fi
Wi-Fi is available throughout the ICMS Campus. The student Wi-Fi network name is Student-Wi-Fi. There is no authentication required to connect to this network.

Within the ICMS WiFi network students will be able to connect to all of the main ICMS websites such as:

<table>
<thead>
<tr>
<th>Website</th>
<th>URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Moodle LMS</td>
<td><a href="http://lms.icms.edu.au">http://lms.icms.edu.au</a></td>
</tr>
<tr>
<td>Avantis, SMS</td>
<td><a href="http://avantis.icms.edu.au">http://avantis.icms.edu.au</a></td>
</tr>
<tr>
<td>Main ICMS website</td>
<td><a href="http://www.icms.edu.au">http://www.icms.edu.au</a></td>
</tr>
<tr>
<td>Student Intranet</td>
<td><a href="https://hub.icms.edu.au">https://hub.icms.edu.au</a></td>
</tr>
<tr>
<td>Student email</td>
<td><a href="https://www.google.com/a/students.icms.edu.au/ServiceLogin">https://www.google.com/a/students.icms.edu.au/ServiceLogin</a></td>
</tr>
<tr>
<td>ICMS Google documents</td>
<td><a href="https://hub.icms.edu.au">https://hub.icms.edu.au</a></td>
</tr>
</tbody>
</table>

For a detailed list please see https://hub.icms.edu.au.
Connecting to the Internet
Connecting to the internet requires a valid ICMS username and password. Please use your normal ICMS computer (Windows desktop) login credentials. These are made up of your first initial, your last name and the year of enrollment. So Michael Smith (enrolled in 2015) would be: msmith15.

You will be asked for your password each time your session ends to the internet. Just open your web browser, browse to any site and you will see a username/password drop-down menu. Enter your credentials and you will not be asked again for the duration of the session.

There is no limit to the number of mobile devices that can be connected, i.e.
- Laptop
- Smartphone
- Tablets

**Note:** All applications on your mobile device will NOT have connectivity UNTIL you have signed in via a browser on that device.

Each student has a 1GB download limit per day. If you exceed this, you will be prevented from accessing the internet until the following day.

**Note:** Operating system/device updates, cloud backup services, application updates/downloads, iTunes, Siri and email WILL use your allocated quota.

The websites NOT affected by, or counted towards this quota are:

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<td>ICMS Google documents</td>
<td></td>
</tr>
</tbody>
</table>

For a detailed list please see [https://hub.icms.edu.au](https://hub.icms.edu.au).

Students will always be able to access these sites even if they are over their daily limit.

If you exceed your allocation and require additional access, please make an appointment to see the Head of IT, to discuss the matter. Each application is reviewed on a case-by-case basis.
Printing

Printing is available from Campus computers and your own device. Student printers are located in the Library, CSA, Classroom 12, outside of Classroom 13.

For a detailed printing guide please see https://hub.icms.edu.au.

How do I get my print code?
If you don’t have your print card with you and you need to access your print code, logon to http://printing.icms.edu.au/webprint

Print credits
You can purchase print credits from reception and library or the online payment gateway.

Student Desktops

At ICMS all student computers are read only. Always save your files and documents to your network drive home directory (H: drive).

Please be aware that no one but you has access to your network home directory. However this space is property of ICMS and all directories are systemically scanned for non-educational and/or illegal content. Content which breach our internet and network usage policy as outlined in the ICMS student handbook will be deleted at the discretion of ICMS management.

Contact IT

The IT Department has a ticketing helpdesk system. If you have technical problems please create a helpdesk ticket from the student hub or email helpdesk@icms.edu.au with detailed description of your technical problem.

Support Desk

<table>
<thead>
<tr>
<th>Opening hours</th>
<th>Monday to Friday 10am - 12pm and 2pm - 4pm</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>9466 1234</td>
</tr>
<tr>
<td>Location</td>
<td>Convent building, Student Services Reception Desk</td>
</tr>
<tr>
<td></td>
<td>ask for an IT Helpdesk Engineer</td>
</tr>
</tbody>
</table>

To create a helpdesk ticket, simply email your issue to helpdesk@icms.edu.au

When you create a helpdesk tick please include your:

- Name
- Username
- Student ID
- Contact details
- Detailed explanation of issue

For FAQs visit the student intranet: https://hub.icms.edu.au