

## Automated Account Creation

All newly enrolled Students are required to complete an account creation process to setup their IT access account. To access the account creation portal, a student can do one of the following:

- 1) Log onto a computer on campus with the username 'register' and password of 'register'
- 2) Online via <https://login.tsd.ac.uk>

For the purpose of this guide an account called TESTUSER4 will be used. This would usually be your student number.

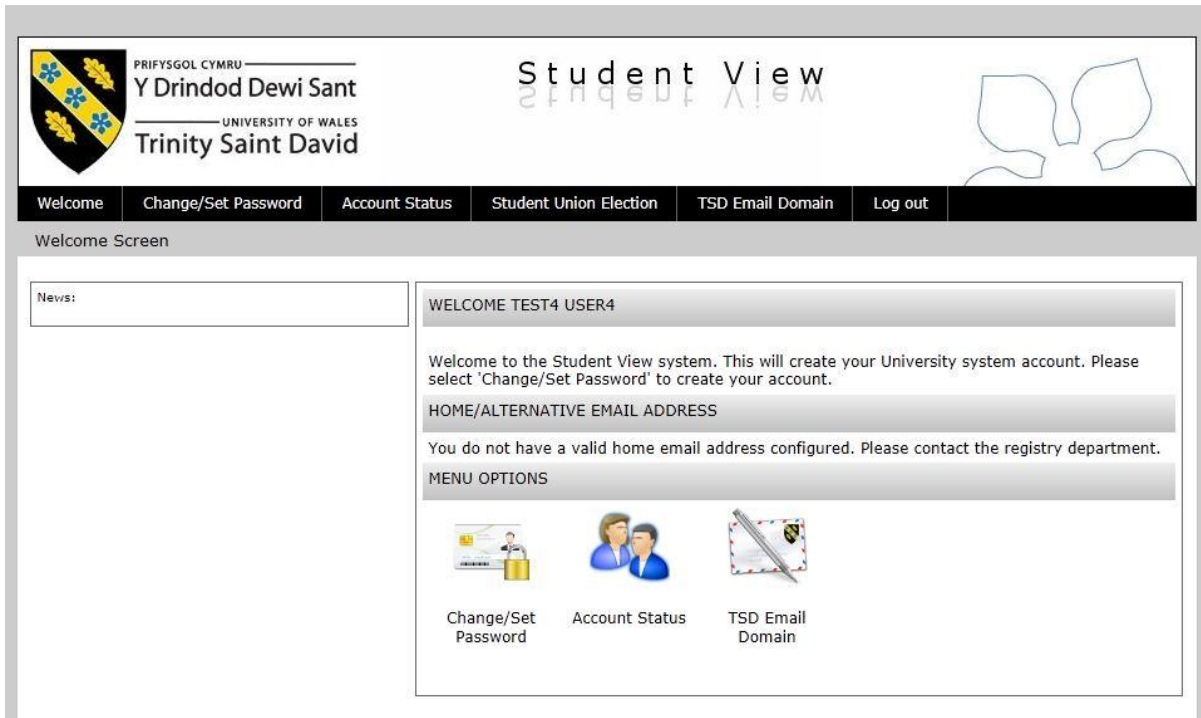
### Step 1. Enter your Student number

The screenshot shows the 'Student View' login page. At the top left is the Trinity Saint David logo. The page title is 'Student View'. Below the header is a 'Log out' button. The main content area is titled 'Log in' and contains a 'Note' section on the left, a 'Please NOTE:' section in the middle, and a registration form on the right. The 'Note' section includes a warning about registration and a link to the 'Acceptable Use Policy'. The 'Please NOTE:' section asks for the student number/login. The registration form on the right has a text input field for the student number, which is currently empty.

**Step 2.** Once the Student number has been entered, further fields become available. You must type YES for Acceptable Use Policy and fill in their Date of Birth as shown above. Once this is done you need to click on < Log in >

This screenshot shows the 'Student View' login page after the student number 'TESTUSER4' has been entered. The registration form now includes a 'Have you read, understood and do you agree to the Acceptable Use Policy?' question with a 'YES' button. Below this is a 'Date of Birth (dd mm yyyy)' field with three masked input boxes. At the bottom of the form is a '< Log In >' button.

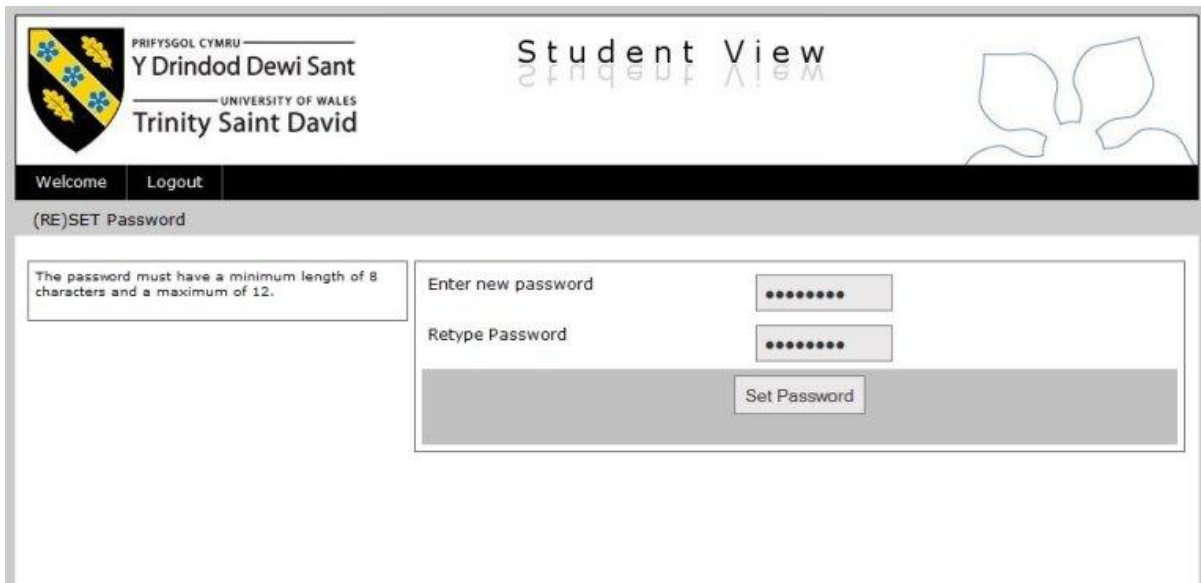
**Step 3.** If the previous screen was successful, the below screen should now be displayed. You must now set your password by selecting “Change/Set Password”



The screenshot shows the 'Student View' interface. At the top left is the Trinity Saint David logo and name. The top right says 'Student View' with a faint background image of two people. A navigation bar contains: Welcome, Change/Set Password, Account Status, Student Union Election, TSD Email Domain, and Log out. Below the navigation bar is a 'Welcome Screen' section. On the left, there is a 'News:' box. On the right, a grey header reads 'WELCOME TEST4 USER4'. Below this, a message states: 'Welcome to the Student View system. This will create your University system account. Please select 'Change/Set Password' to create your account.' A section titled 'HOME/ALTERNATIVE EMAIL ADDRESS' contains the text: 'You do not have a valid home email address configured. Please contact the registry department.' Below this is a 'MENU OPTIONS' section with three icons and labels: 'Change/Set Password' (with a padlock icon), 'Account Status' (with a person icon), and 'TSD Email Domain' (with an envelope icon).


**Step 4.** The below screen shows the password setting screen. The account password must contain a minimum of 8 characters and a maximum of 12. Both fields must match.

If both fields match and the password fields contain between 8 and 12 characters the 'Set Password' button will appear. You can now click on this to proceed to the account status page.








The screenshot shows the '(RE)SET Password' screen. At the top left is the Trinity Saint David logo and name. The top right says 'Student View' with a faint background image of two people. A navigation bar contains: Welcome and Logout. Below the navigation bar is a '(RE)SET Password' section. On the left, a box contains the text: 'The password must have a minimum length of 8 characters and a maximum of 12.' On the right, there are two input fields: 'Enter new password' and 'Retype Password', both containing masked characters (dots). Below these fields is a 'Set Password' button.


**Step 5.** The Account status screen shows the current status. All the 5 icons must show ticks before the account is completed.



Account settings being configured

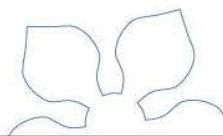
Last Updated	09:03:01 - 22/09/2011
Account Name	TESTUSER4
Email Address	TESTUSER4@student.tsd.ac.uk To Access:http://www.student.tsd.ac.uk
1) Account Created	
2) Account Accessable	
3) Mailbox Status	
4) Workspace Status	
5) Account Complete	

**Step 6.** You can log back in at any time and check the process. If the process is complete you will be asked for the password provided during the set up. If the process is not complete, you will be asked for your date of birth again as shown below.



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 Trinity Saint David

## Student View



[Log out](#)

Log in

**Note:**  
You must have completed the registration process before you can login to student view and set your password

Please make sure you have read the 'Acceptable Use Policy'

News

Important Documents:

[Acceptable Use Policy](#)

**Please NOTE:**

If you are an existing student (including Distance learners) and have a username that is not your student number, please use this to login below.

Enter student number/Login:

Date of Birth (dd mm yyyy):

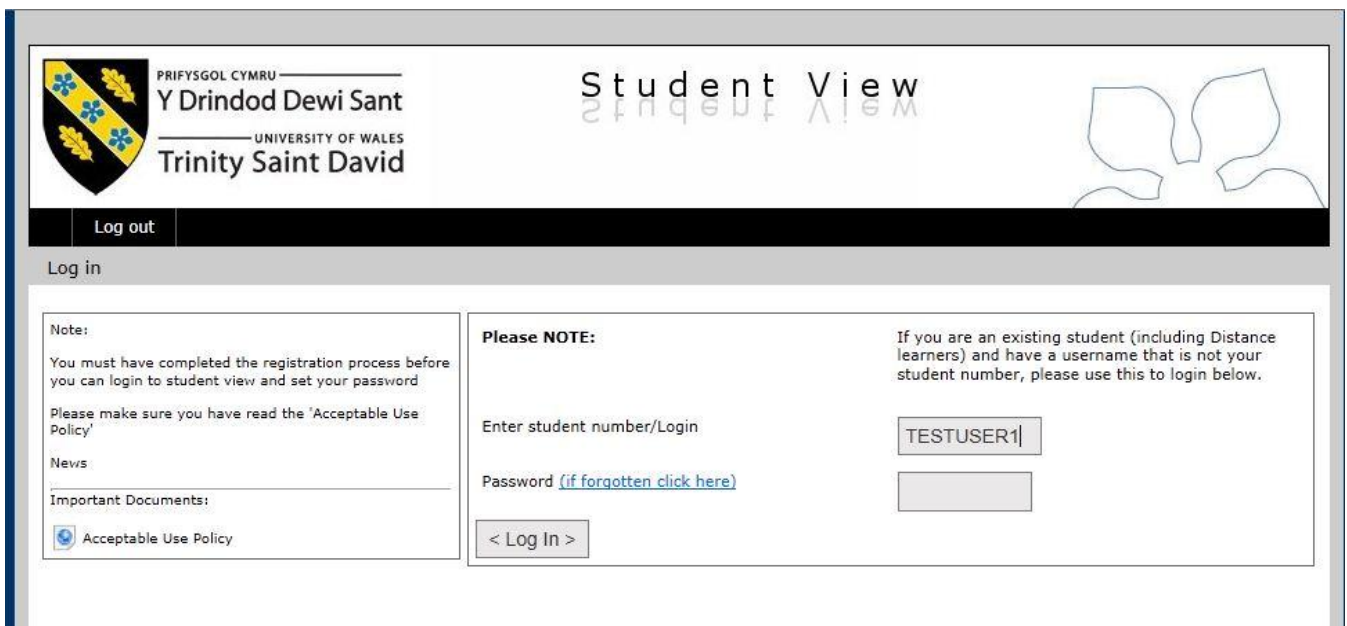
[< Log In >](#)

## Additional features of Student View

### 1.) Off Site Password Reset for Forgotten Passwords

It is now possible for students to reset their password off site. This is done using the registered home email address which is stored in the registry system. This is not to be confused with your university email address.

If you are off site, and cannot login to University systems, it is possible for you to reset your password. To do this, go to the following web address <https://login.tsd.ac.uk> and enter your student number.



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Student View

Log out

Log in

Note:  
You must have completed the registration process before you can login to student view and set your password  
Please make sure you have read the 'Acceptable Use Policy'  
News  
Important Documents:  
[Acceptable Use Policy](#)

Please NOTE:  
If you are an existing student (including Distance learners) and have a username that is not your student number, please use this to login below.

Enter student number/Login  
TESTUSER1

Password ([if forgotten click here](#))

< Log In >

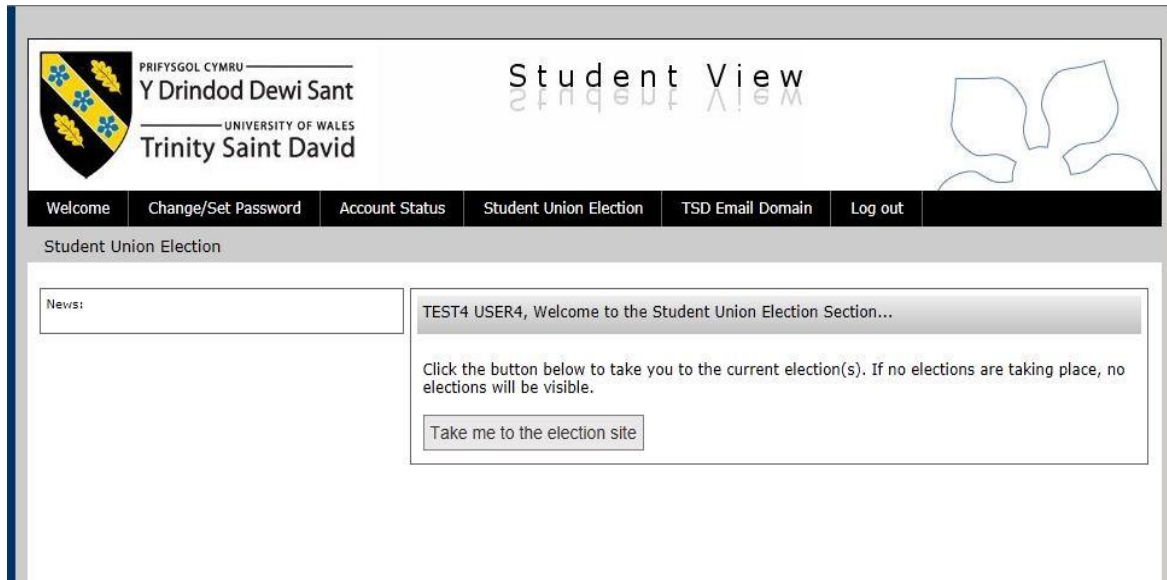
As you can see above, (using TESTUSER1 as an example) next to the 'Password' field name you can see the following text '([if forgotten click here](#))'. All you need to do now is to click this link. The password will be reset with a new password and details of this will be emailed to their home email account.

**Please Note:** If you have forgotten your password then you are unlikely to be able to access your home email address on a lab computer because you won't be able to logon.

This process is only viable if you are off campus or have your own internet accessible device on campus. If however you are on campus and cannot remember your password you can visit the Library issue desk, Service Desk or phone 0300 500 5055 who will all be able to reset your password for you.

## 2.) Student Union Voting

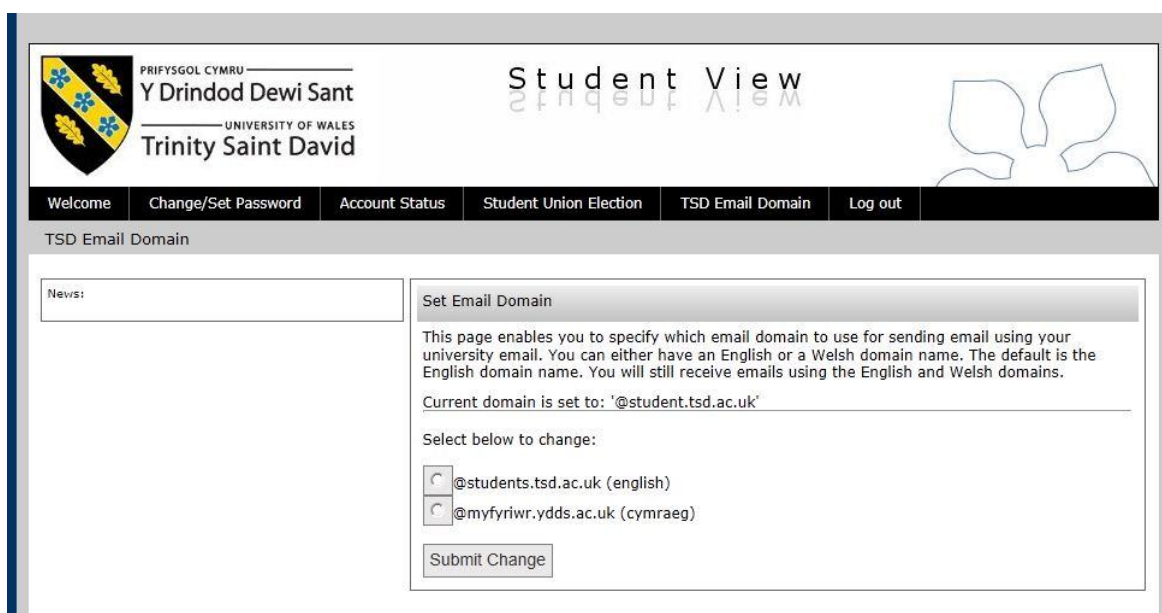
If the Student Union has an election. Students can now vote in the election by logging into Student View (<https://login.tsd.ac.uk>) and selecting 'Student Union Election' from the top bar menu. Once on this screen simply click the 'Take me to the election site' and pick the appropriate election to vote in.



The screenshot shows the 'Student View' interface. The top navigation bar includes 'Welcome', 'Change/Set Password', 'Account Status', 'Student Union Election', 'TSD Email Domain', and 'Log out'. The main content area is titled 'Student Union Election' and features a 'News:' section on the left. The right side contains a message: 'TEST4 USER4, Welcome to the Student Union Election Section...'. Below the message, it states: 'Click the button below to take you to the current election(s). If no elections are taking place, no elections will be visible.' A button labeled 'Take me to the election site' is positioned at the bottom of the message box.

## 3.) Changing Sent Email Domain

This option is available from the top bar 'TSD Email Domain' once logged into Student View. When a student sends an email from their University email, the 'from' address can be configured to be Welsh or English. Students can select from the options available as shown below and then click 'Submit Change'



The screenshot shows the 'Student View' interface with the 'TSD Email Domain' option selected in the top navigation bar. The main content area is titled 'TSD Email Domain' and features a 'News:' section on the left. The right side contains a 'Set Email Domain' section. It includes the text: 'This page enables you to specify which email domain to use for sending email using your university email. You can either have an English or a Welsh domain name. The default is the English domain name. You will still receive emails using the English and Welsh domains.' Below this, it states: 'Current domain is set to: '@student.tsd.ac.uk''. There are two radio button options: '@students.tsd.ac.uk (english)' and '@myfyriwr.ydds.ac.uk (cymraeg)'. A 'Submit Change' button is located at the bottom of the section.