

# **Welcome to Edge Hill University**

**Central Services Induction for  
Students at Partner Sites**



# Important

We have an Acceptable Use Policy at Edge Hill which applies to your use of any University technology – you will have a copy of the policy in your Student Handbook so make sure you read and understand it.



# Logging in

How to log in to the Edge Hill Network



If you are off campus go to [edgehill.ac.uk](http://edgehill.ac.uk)...

...and click on 'Login'



Contact us | [Login](#)

Edge Hill University

Site Search

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**Congratulations to all our 2011 Graduates**

KEEP IN TOUCH BY REGISTERING WITH THE ALUMNI NETWORK

[Join now](#)

**2011 GRADUATES**  
Keep in touch by registering with the Alumni Network

**OFSTED SUCCESS**  
Edge Hill provides its trainees with outstanding training

**GRADUATION 2011**  
[Watch Live](#)

**FUTURE TEACHERS**  
A new route into teacher training

# Note your **student number** and temporary **password** on your enrolment letter...

Your student reference number is **20101234**. You will need this number for all University activities.

**Please ensure that you keep Academic Registry (or the Faculty of Health Administration Offices if appropriate) up to date of any changes that may need to be made to your student record e.g. your name, address or course.**

Yours sincerely



**Ian Jones**  
Academic Registrar

**Please note:** Should your status change or be reassessed, Edge Hill University reserves the right to amend your fees accordingly.

The information overleaf contains instructions on how to log onto the University network from an Edge Hill University campus computer. If you are a distance learning student please visit the Learner Services webpages at:

[www.edgehill.ac.uk/ls/support/offcampus](http://www.edgehill.ac.uk/ls/support/offcampus)

Your temporary password is: **pb093fh8**

Your Edge Hill University email address is: **ann.other@go.edgehill.ac.uk**

... and enter them in the login boxes

Login

Username:

Password:

Login [Reset your password](#)

Change your password when prompted...

**Change Password** [X]

Password expired for:  
20926120

Enter new password:  
\*~\*~\*~\*~\*~\*~\*

Retype new password:  
\*~\*~\*~\*~\*~\*~\*

Synchronize this password with:  
Student\EHUC

OK  
Cancel

TR

... and enter an alternative email address

Edit Profile Settings

**Bold** fields are required.

Personal Information

**Username:**

**Firstname:**

**Lastname:**

**Nickname:**

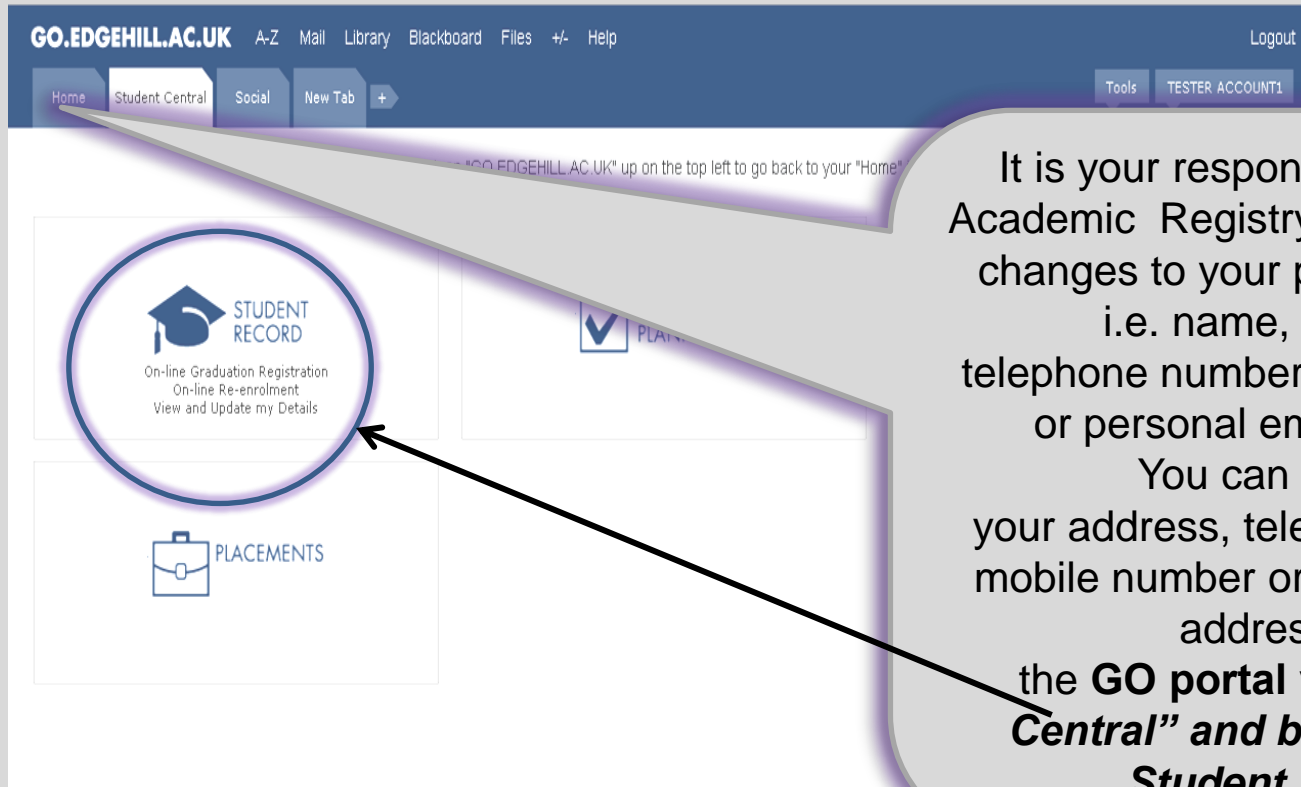
Personal Email Address

Enter an **alternate email address** (eg joebloggs@hotmail.com or jane.bloggs@googlemail.com) to use if you have trouble logging in. It will allow you to reset your password and unlock your account.

Email:

Confirm:

# Updating your Person Details



The screenshot shows the top navigation bar of the GO portal with the URL 'GO.EDGEHILL.AC.UK' and various utility links. Below the navigation bar, there are tabs for 'Home', 'Student Central', 'Social', and 'New Tab'. The 'Student Central' tab is active. In the main content area, there are two main sections: 'STUDENT RECORD' and 'PLACEMENTS'. The 'STUDENT RECORD' section is highlighted with a blue circle and contains the following text: 'On-line Graduation Registration', 'On-line Re-enrolment', and 'View and Update my Details'. An arrow points from the text in the callout box to this section.

It is your responsibility to keep Academic Registry informed of any changes to your personal details i.e. name, address, telephone number, mobile number or personal email address.

You can update your address, telephone number, mobile number or personal email address on

**the GO portal via “Student Central” and by clicking on Student Record**

It is also possible that the University may forward important messages via SMS text message so it is vital that mobile numbers are also updated. Please contact the Data Support Team in Academic Registry, the SIC Building directly if there is a change to your name.

Tel: **01695 584327**

Email: **datateam@edgehill.ac.uk**

# Using the GO Portal

A guide to the resources you can access through the GO Portal



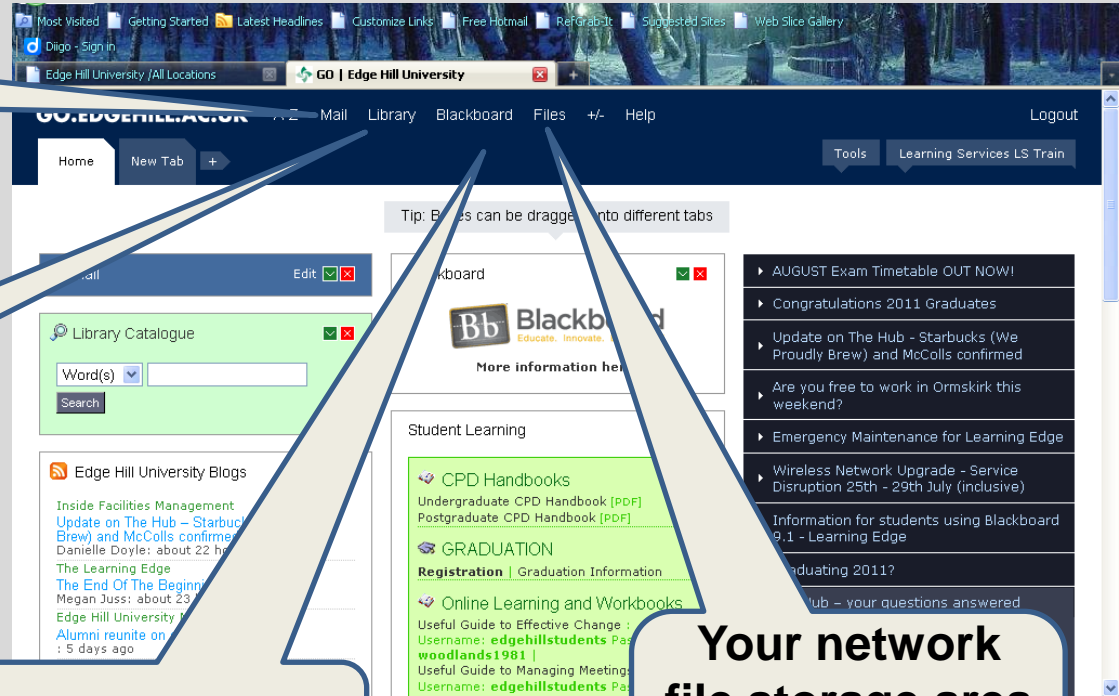
# The GO Portal

Your University email account

Library Catalogue

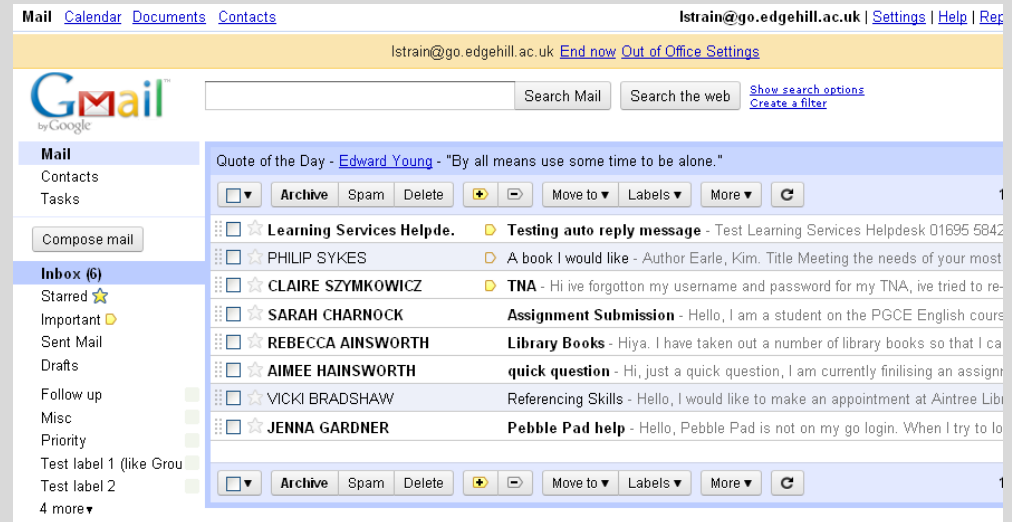
Learning Edge

Your network file storage area for on campus students only



# Your University Email Account

- Your email address is on your enrolment letter
- Check your account regularly



It's very similar to any other email account.

# Learning Edge/Blackboard

- Module information
- Reading lists
- Lecture notes
- Online assignment submission

The screenshot displays the Blackboard Learning Edge interface for Edge Hill University. At the top, the navigation bar includes the university logo, the text 'Edge Hill University LEARNING EDGE', and user options: 'Blackboard Guest', 'Home', 'Help', and 'Login'. Below this, there are tabs for 'My Institution' and 'Courses'. The main content area is divided into several sections:

- Tools:** Contains links for 'Announcements' and 'Calendar'.
- My Announcements:** Lists two announcements: 'Staff Home Folder (Storage Migration) 22 (3pm) - 25 July (inclusive)' and 'Wireless Network Upgrade - Service Disruption 25-29 July (inclusive)'. A 'more announcements...' link is at the bottom.
- My Courses:** Displays the message 'Currently you are not enrolled in any courses.'
- On Demand Help and Learning Catalogue:** Provides information about the 'On Demand Learning Center', mentioning 'Quick Tutorials and short documents, called Getting Started Guides, designed to get you familiar with a feature in 15 minutes.'
- My Calendar:** Shows the message 'No calendar events have been posted for the next 7 days.' with a 'more calendar events...' link.

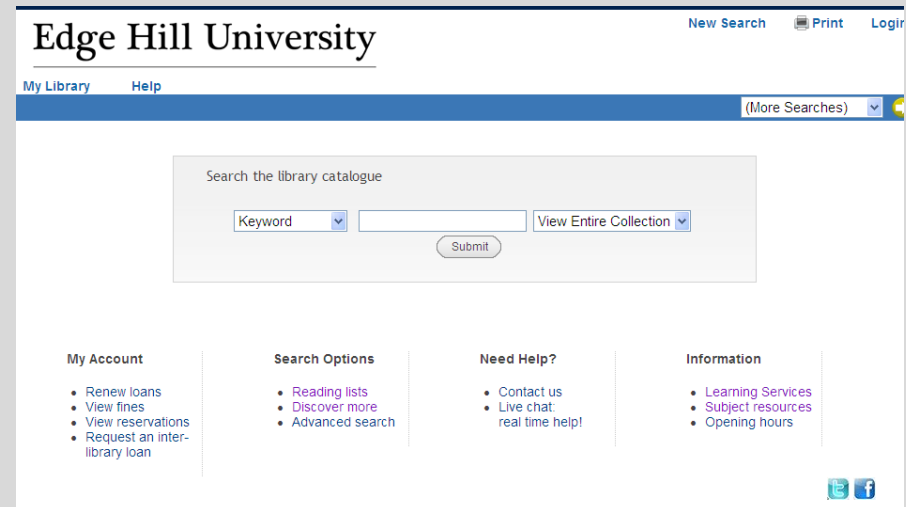
# The Library Catalogue

- Find the books you need: electronic books, journals, and newspapers.

- Access online resources

- You can also access the Library Catalogue from:

[edgehill.ac.uk/lis](http://edgehill.ac.uk/lis)



The screenshot shows the Edge Hill University Library Catalogue search interface. The browser title is "Edge Hill University Library Catalogue - Microsoft Internet Explorer provided by Edge Hill". The address bar shows "http://library.edgehill.ac.uk/". The page header includes "GO.EDGEHILL.AC.UK" and "Help". The main heading is "Edge Hill University". Navigation links include "My Library" and "Help". A search bar contains "(More Searches)" and a search button. The search form is titled "Search the library catalogue" and includes a "Module Code" dropdown menu, a text input field, a "View Entire Collection" dropdown menu, and a "Submit" button. Three callout boxes provide instructions: "Type in your module code" points to the text input field, "Select 'Module Code'" points to the dropdown menu, and "Click 'Submit'" points to the Submit button. Below the search form are three columns of links: "Options" (Renew loans, View fines, View reservations, Request an inter-library loan), "Need Help?" (Contact us, Live chat, real time help!), and "Information" (Learning Services, Subject resources, Opening hours). Social media icons for Twitter and Facebook are visible in the bottom right corner. The status bar at the bottom shows "Trusted sites" and "100%".

Edge Hill University Library Catalogue - Microsoft Internet Explorer provided by Edge Hill

File Edit View Favorites Tools Help

http://library.edgehill.ac.uk/

Edge Hill University Library Catalogue

GO.EDGEHILL.AC.UK Help

Edge Hill University

New Search Print Login

My Library Help

(More Searches)

Search the library catalogue

Module Code View Entire Collection

Submit

**Type in your module code**

**Select 'Module Code'**

**Click 'Submit'**

**Options**

- Renew loans
- View fines
- View reservations
- Request an inter-library loan

**Need Help?**

- Contact us
- Live chat: real time help!

**Information**

- Learning Services
- Subject resources
- Opening hours

Trusted sites 100%

# Library and IT facilities

See the Learning Services web pages for more details of locations and opening hours, and much more.

[edgehill.ac.uk/ls](http://edgehill.ac.uk/ls)

Home > Learning Services > Resources > Buildings and Facilities

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LEARNING SERVICES

Support

Resources

Getting Started

About us

- Mission statement
- LS Structure
- Projects
- Learning Services Staff

Buildings and Facilities

- Customer Service Excellence


Contact Us

FAQs

Buildings and Facilities

University Library | LINC | Aintree LIRC | Woodlands Library | Armstrong House Library | Outreach Centres

UNIVERSITY LIBRARY



Edge Hill University  
St Helens Road  
Ormskirk  
Lancashire  
L39 4QP  
United Kingdom

01695 584286

Information

- [How to find us](#)
- [Opening Hours](#)

Facilities

The library is laid out over three floors, with each floor offering different resources.

# Any Problems

Should you have any problems with your  
**Student ID or Password** and are  
unable to use the website  
[www.go.edgehill.ac.uk](http://www.go.edgehill.ac.uk)

**Contact**

**[lsdesk@edgehill.ac.uk](mailto:lsdesk@edgehill.ac.uk)**

**Or call 01695 584286**

# Library Services and the Library Catalogue

**Electronic Resources** - including e-journals, e-books and online databases

**Subject Resources** - including electronic resources listed by subject

**Library Services** - including the on-line library catalogue guide.

**Help and Support** - including contacts.

**Off-campus Support** - including distance services/support

# Sources of help

How and where to get help from Learning Services



# Academic skills support

We provide help through:

- Videos and other resources on the Learning Services web pages
- Study skills guides in the University libraries

# Sources of help

- **Subject specific enquiries and academic skills enquiries** can be emailed to:  
[librarian@edgehill.ac.uk](mailto:librarian@edgehill.ac.uk)

# Sources of help

LIVE CHAT:  
REAL TIME HELP!

## Live Chat

An opportunity to receive help using instant chat

### Available term time

Weekdays

10:00am – 8:00pm

Weekends

2:00pm – 4:00pm

### Available vacation periods

Monday, Tuesday & Thursday

10:00am – 8:00pm

Wednesday & Friday

10:00am – 5:00pm

**Not available at Weekends**

# Sources of help

- Visit the Learning Services web pages:

[edgehill.ac.uk/ls](http://edgehill.ac.uk/ls)

for information on:

- where the libraries are located and opening hours
- how to use library resources
- support with academic skills
- support for off-campus students

# SCONUL Access

*Society of College, National and University Libraries*

## Accessing other UK academic libraries



# SCONUL Access

- SCONUL Access is available to part-time students, distance learners, postgraduate and placement students
- The scheme allows students to join and use other academic libraries other than their own University library

# SCONUL Access

- Check that the Institution you wish to join is part of the scheme and download an application form:  
[sconul.access.ac.uk/members](http://sconul.access.ac.uk/members)
- Send completed application forms to:  
**University Library**  
**Edge Hill University**  
**St Helens Road**  
**Ormskirk, Lancashire**  
**L39 4QP**

# SCONUL Access

- When registered you will receive a SCONUL card that must be presented with your Edge Hill Unicard to your chosen University library

# Unicard

How to obtain a Unicard when based off campus



# Unicard

## **Obtain an Edge Hill Unicard in person:**

- Visit the help desk in the University Library or one of the site libraries
- You must bring your Edge Hill University Registration letter
- Your picture will be taken and your Unicard will be printed

# How to contact Off Campus Support

- Tel: 01695 584286
- Email: [offcampus@edgehill.ac.uk](mailto:offcampus@edgehill.ac.uk)
- Fax: 01695 5844592

- Post: Off Campus Services  
The University Library  
St Helens Road  
Ormskirk  
Lancashire  
L39 4QP



# Unicard

## Obtain an Edge Hill Unicard by post:

- E-mail your details and a passport sized photograph (head & shoulder shot) in jpeg format to [offcampus@edgehill.ac.uk](mailto:offcampus@edgehill.ac.uk)
- Your Unicard will be printed and posted to you

# Your Unicard

How to get a Unicard and what you can use it for



# Your Unicard

- Your Unicard is important – it acts as your Edge Hill University ID
- All students should receive a Unicard at enrolment
- If you did not receive your card at enrolment, go to the University Library with your enrolment letter

# Your Unicard

- You will need it to borrow books from the University libraries
- You will need it to access the 24 hour IT facilities in the LINC building
- Students living on campus may also use it to access halls of residence and catering

## And Lastly the new HUB

