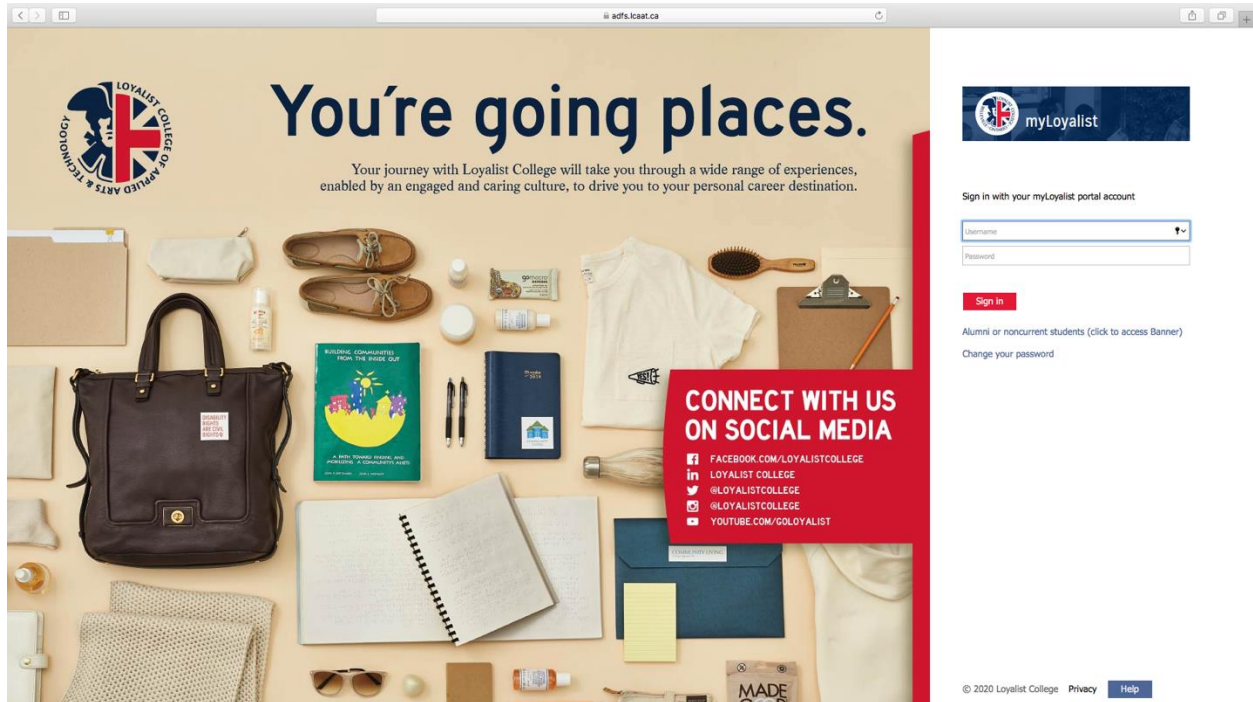
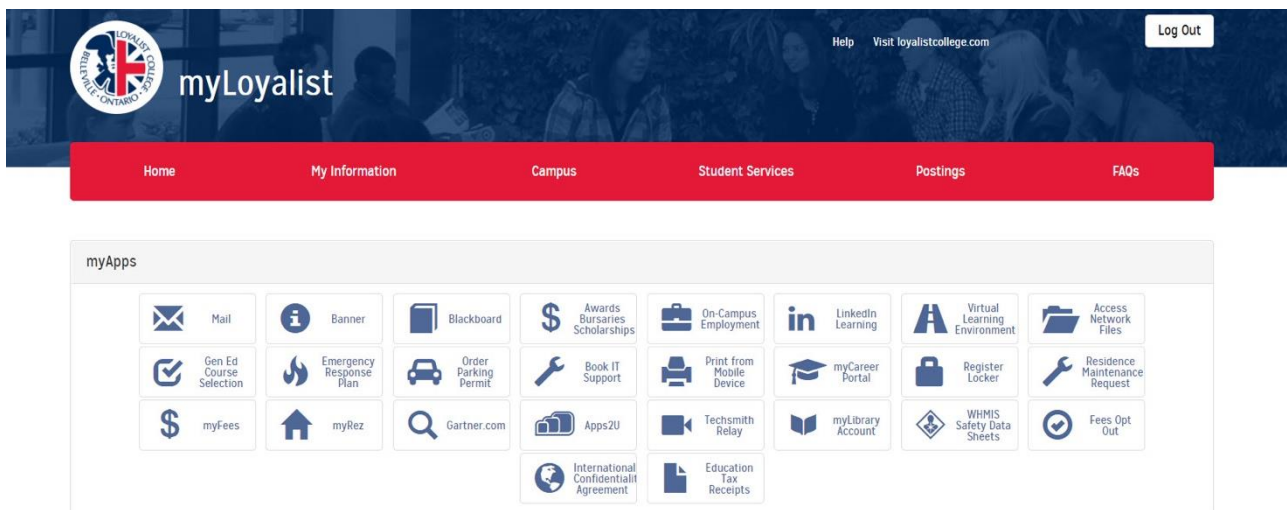


# STUDENT INFORMATION SYSTEMS AT LOYALIST COLLEGE

The myLoyalist portal is your gateway to technology tools at Loyalist College. You can save your files on the college server. There's a link on the Loyalist College homepage, but it's easier to go directly to [www.myloyalist.com](http://www.myloyalist.com) where you can login directly.



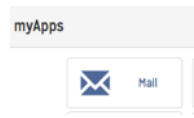
MyLoyalist is how you access your Banner; Blackboard; Outlook Mail and Calendar; Office 365 applications such as Microsoft Teams, Word, PowerPoint, Excel, OneDrive; LinkedIn Learning; Apps2U; IT support and more. Take a moment to review the FAQs menu (top right), you may find answers to questions here.



Good afternoon, Test



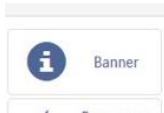
## Loyalist E-Mail



Email is the official record of communication between you and your faculty members. Upon registration, you are given a Loyalist College e-mail account which is your responsibility to manage. The account holds a finite amount of mail space (194MB) so it is critical that you maintain your mailbox daily. Do not allow your mailbox to fill or you will lose valuable communication. There is an archive folder which can allow you to store older messages on non-college drives such as a USB portable drive.

Your user name will be set up as [firstname.lastname@loyalistcollege.com](mailto:firstname.lastname@loyalistcollege.com). The Outlook account can be available to you on your smart phone as well. If you encounter problems with your e-mail account contact the service desk at [servicedesk@loyalistcollege.com](mailto:servicedesk@loyalistcollege.com).

## Banner – Student Information System



The college will provide you with a user ID and password upon registration. Once you log on, you can access registration and other information including final marks. Banner is the official transcript for your College marks.

## Blackboard – Learning Management System (LMS)



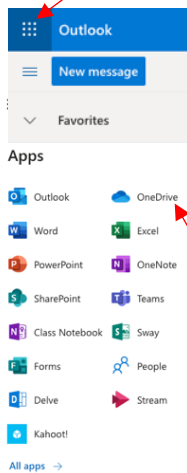
This is a learning management system with which you will source and submit course assignments, course information and documentation, grades and other course content. Each course has its own Blackboard menu which you can access via a main menu. Each Blackboard menu is designed and maintained by the professor delivering that course. There is a Blackboard App available for your Smartphone through the App Store or PlayStore.

Many instructors will use Blackboard as the primary method for delivering asynchronous course content. Keep in mind that instructors use Blackboard differently and will choose specific tools based on their course goals. For example, some instructors may rely heavily on the Discussion Board in Blackboard, while others may only post links to course content.

Check for updates to your courses by going to the Blackboard where you will see you list of courses as well as announcements.

Chrome and Firefox are the recommended browsers at this time. Be sure to clear your cache (browsing history and cookies) and restart your browser regularly. Check the browser provider's website to ensure you have the latest version of the browser.

## Office 365 – Microsoft Word, PowerPoint, Excel, Teams and OneDrive



This is a FREE program while you are a current student at Loyalist College. To access **Office 365** within your myLoyalist, open your Loyalist email, then click the Apps launcher icon in the top left corner. A menu will open that lists all of the Microsoft applications you have access to while logged in to your myLoyalist portal.

All Loyalist users (students, faculty, and staff) have access to 5TB of free storage in **One Drive**, a personal cloud storage space. Students can easily store and share files with other Loyalist users as well as those outside of the institution.

Learn more about Office 365 and how to use Microsoft's cloud-based applications in this [LinkedIn Learning course](#). **LinkedIn Learning** is available for FREE via your myLoyalist, look for the LinkedIn Learning tab. A LinkedIn account is required to access all training/courses.



## Apps2U

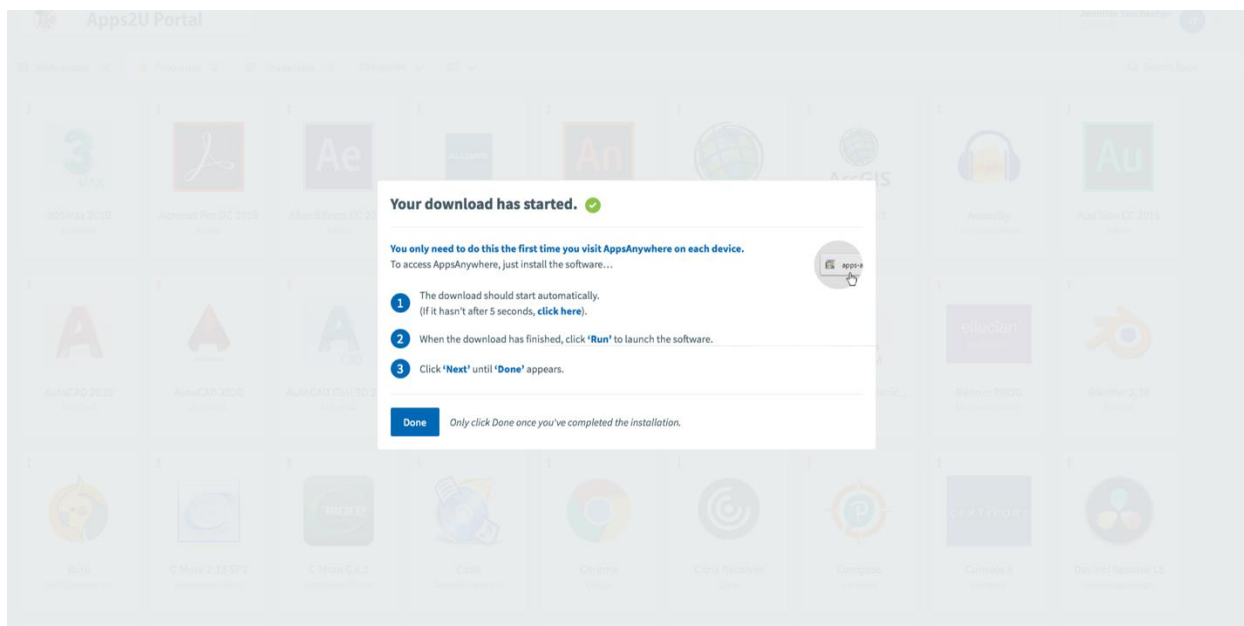


Apps2U provides Loyalist students an easy way to access software, on demand, through a web browser. Apps2U will NOT install on a Mac. The first time you launch the Apps2U web page you will have the option to step through a brief tutorial. Click the **"Get Started"** button to begin or you can click the **"Skip the Tour"** link to view the apps that are available to you.

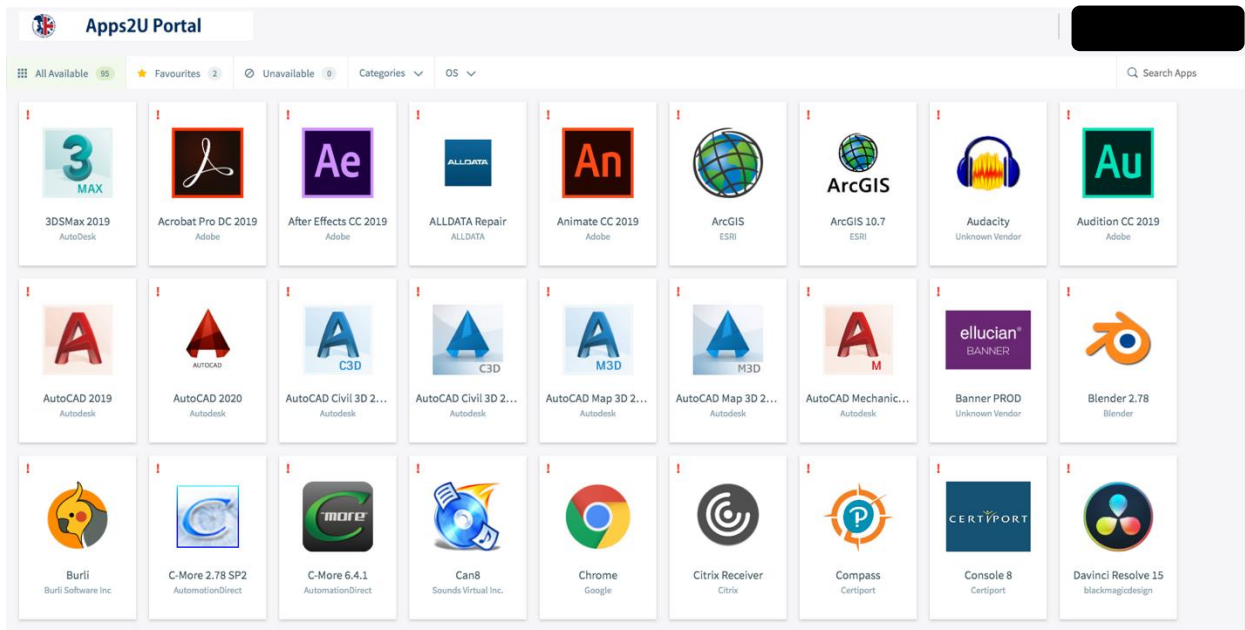
Following the tutorial, or if you chose to skip it, you will see the prompt as shown below. For first time use, click the button labelled, **"Install Now."**

Did you install AppsAnywhere on your device?  
You need AppsAnywhere installed so we can deliver your apps. If you haven't installed AppsAnywhere yet, just click 'Install Now'

Don't show me this again



You will now see a listing of all the apps you can access.



**Note:**

- Not all Apps are available to all users. There are program specific applications that are only available to faculty and students in those programs.
- Some applications require a connection Loyalist College's private network (VPN).
- Questions about Apps2U and software availability, please contact the services desk [servicedesk@loyalistcollege.com](mailto:servicedesk@loyalistcollege.com)