



Get started

with Herts Digital

University of
Hertfordshire **UH**

You should aim to complete this checklist within the first four weeks of your first Semester at Herts. You will be introduced to many of these digital tools through your work on your programme of study.

You can also find resources and details of help to enable you to complete this checklist in the Digital Skills unit of the Library SkillUP module, or search on Ask Herts or via the Herts mobile app with an appropriate keyword, for example timetable, eduroam or Office 365.

 [Digital Skills on Herts Academic Skills](#)

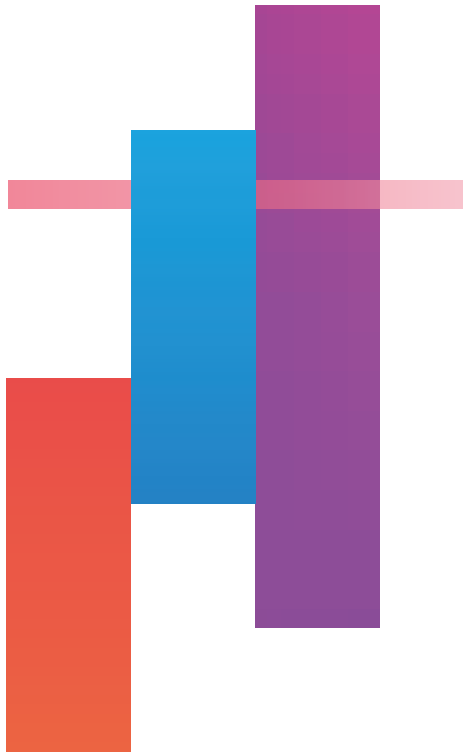
 [Ask Herts](#)

 [Herts Mobile](#)



Interactive

Use this checklist to get to grips with the key digital tools and platforms you will use at Herts. Download this document, check the boxes, and don't forget to hit 'Save'. Be sure to save this checklist, so that you can find and use it again in the future.



I have set-up [eduroam](#) on my devices to be able to use free campus Wi-Fi.

I can log-in to Herts systems using my [University log-in](#) and [password](#) and I know how to manage my [multi-factor authentication](#) settings and devices.

I can access my module sites from [StudyNet](#) on the desktop or from the [Canvas Student App](#).

I can access my [timetable](#) from StudyNet.

I can use [Ask Herts](#) via the desktop or [Herts Mobile](#) App.

I can set up my [Canvas notifications](#) to receive alerts about activity on my module sites.

I can communicate with my tutors and other students via [Canvas inbox](#).

I can access a [PC, Mac or laptop on campus](#) if I need it.

I can [print](#) items on campus if I need to.

I can add credit to my [printing account](#).

I can contact [Helpdesk](#) with appropriate information to enable them to assist me with an issue.

I can use [Ivanti](#) to access relevant on campus services when off campus or VPN is required for access.

I can take appropriate steps to [keep my university log-in and personal information safe online](#).

I can access [Microsoft applications](#) in Microsoft 365 to support my studies.

I can access [Teams](#) to meet online with my tutors or other students, if necessary.

I can access [Google Workspace for Education](#) to support my studies.

I can access the [specialist software](#) I need for my course on campus or remotely.

I can access information to stay informed about the [university policy on use of Artificial Intelligence \(AI\)](#) tools as part of my studies.

I have completed the [Studying at Herts and the use of AI course](#).

I can access the [Reading list](#) on my module sites.

I can access the [Online Library](#) (including my library account) via StudyNet.

I can [search the Online Library](#) to find and save resources that are useful to me.

I am aware of the [Student Digital Skills Development Journey](#) and the [Student Technology Mentor service](#).

I can access in person services and self-guided digital skills development resources in the [Digital Skills unit](#) on the Herts Academic Skills site.

I can access [My Learning Dashboard](#) to view my academic progress and engagement.