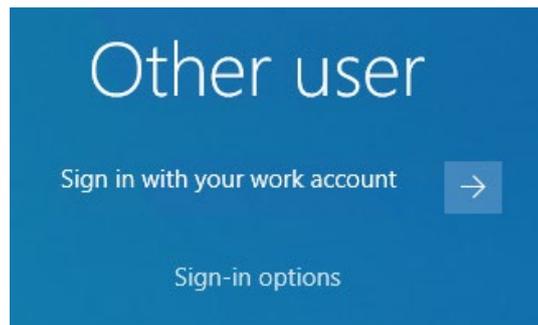


SoIT Tower Level 6 Labs Sign-in Procedure for New Users

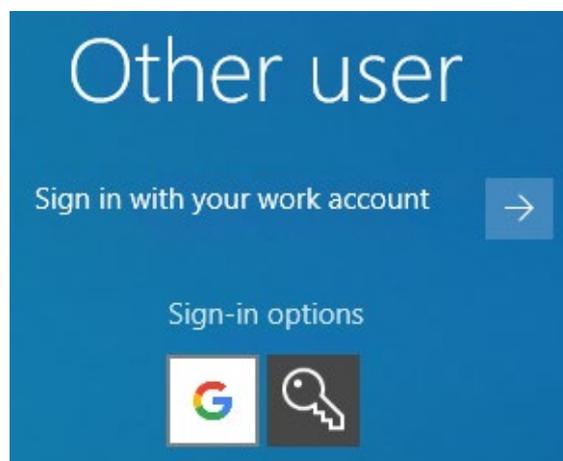
Sign-in procedure for new users will be done on campus. The SoIT staff will give your SoIT (School of IT) account [[username and password](#)] and the initial password to use. Format is [first.lastname](#) e.g, [john.doe](#)

Instructions:

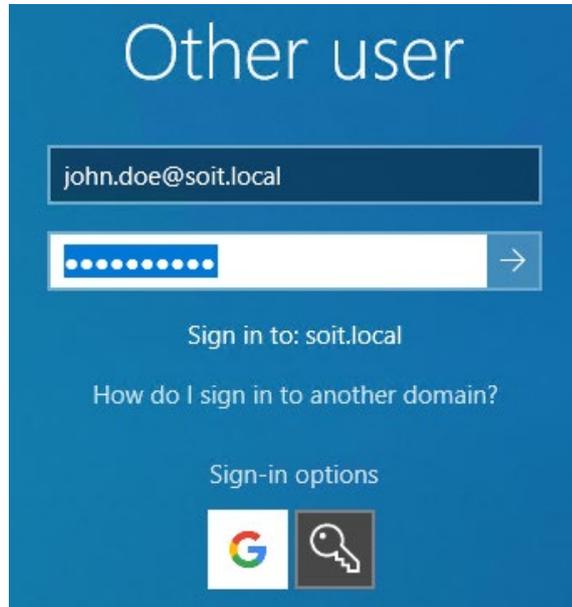
1. In any computer in SoIT Labs, the default Sign-in option is set to Google Classroom account. For initial logon of new student on campus, click Sign-in options.



2. To log in to SoIT domain, click Sign-in options. Select the **Key** icon to use your SoIT domain credential.

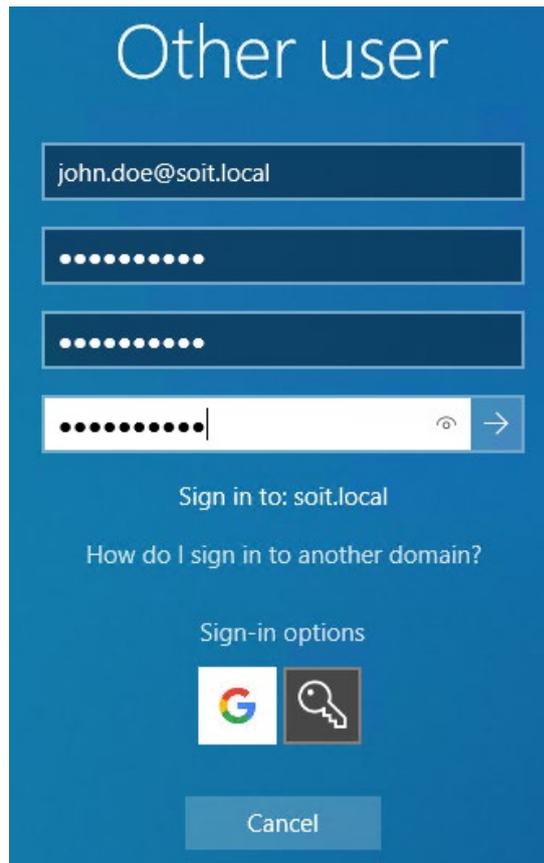


3. Enter your credential. Username format is **first.lastname** e.g, **john.doe** or **john.doe@soit.local** or **soit\john.doe** and the provided initial password.



4. You will be prompted to change password. New password must be 8 characters long with upper-case and lower-case letters and numbers. You can't use your name and the old password.





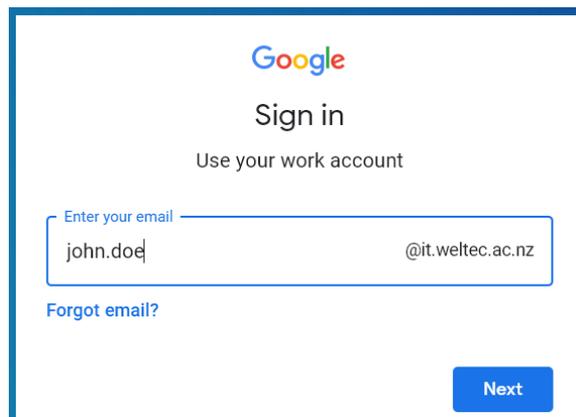
5. On successful logon, the new password will be the same password for Google Classroom account. Username for Google Classroom will be the same username with [@it.weltec.ac.nz](mailto:john.doe@it.weltec.ac.nz) at the end. For example, username in SoIT domain is [john.doe](mailto:john.doe@soit.weltec.ac.nz), the username for Google Classroom is john.doe@it.weltec.ac.nz.



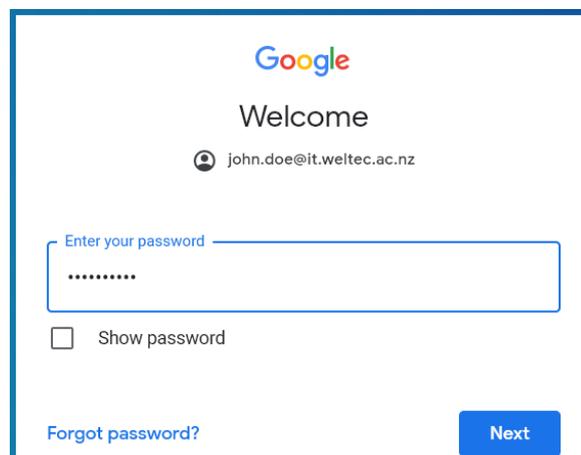
6. If successfully logged in, you can now check your courses, timetable, and other resources. Here are some of the important sites to visit.
 - a. WelTec Web Portal - <https://www.whitireiaweltec.ac.nz/>
 - b. SoIT Web Portal - <https://soit.weltec.ac.nz/>

- c. Moodle - <https://moodle.weltec.ac.nz/>
- d. Google Classroom - <https://classroom.google.com/>
- e. Timetable - <http://timetable.whitireiaweltec.ac.nz/2022/>

7. Note that the next time you log in, you can use either your SoIT account or the Google Classroom account. Below is the example of using Google Classroom account, just click the **Sign in with your work account** or choose the **Google** icon.



The screenshot shows the Google Sign in page. At the top is the Google logo. Below it, the text reads "Sign in" and "Use your work account". There is a text input field labeled "Enter your email" containing "john.doe" and "@it.weltec.ac.nz". Below the input field is a link that says "Forgot email?". At the bottom right is a blue button labeled "Next".



The screenshot shows the Google Welcome page. At the top is the Google logo. Below it, the text reads "Welcome" and "john.doe@it.weltec.ac.nz" with a profile icon. There is a text input field labeled "Enter your password" containing ".....". Below the input field is a checkbox labeled "Show password". At the bottom left is a link that says "Forgot password?". At the bottom right is a blue button labeled "Next".

- 8. Note that a single password for SoIT domain and Google Classroom.
- 9. Account to use for Moodle, Office365, OneDrive and Adobe Creative Cloud is your WelTec student email account i.e., john.doe01@student.weltec.ac.nz. This was emailed to you by the WelTec enrolment team.

Tech Support

Pls contact JEFF
Phone: 04 8300781
Email: jeff.echano@it.weltec.ac.nz