1. **MyDMU**

Available at [https://my.dmu.ac.uk](https://my.dmu.ac.uk)

Click the above link or enter the address in your web browser to open the student portal, MyDMU. Select the **Student** or **Student (Accessibility)** profile.

**1a: MyDMU, the DMU’s student portal, select profile**

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Please select a profile
```

To proceed, you will be required to read and accept the Terms of Use.

Login using the following details:

**Username:** Your student number with a P in front of it (this can be found on your student card)

  e.g. `P01234567` or `p1234567x` (not case sensitive)

**Password:** Please contact your administrator or ITMS for your password, if it has not already been sent to you.

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1 Blackboard is no longer compatible with Internet Explorer. Please use the latest versions of Firefox, Chrome, Safari or Edge.
A personalised timetable tile is available on MyDMU, along with tiles for Email, Blackboard, IT Services, Personal Information, Exam Schedule, My Gateway and Student Regulations. Further tiles will be added as they are developed.

1b: MyDMU, the DMU’s student portal

The MyDMU app can be downloaded to a mobile device by visiting your app store. MyDMU Help will provide further information about using the MyDMU app.

1c: Changing your Password

When you log into MyDMU for the first time you may automatically be asked to change your password. Follow the instructions on the screen to change your password. Please also take the opportunity to set your security questions as this will allow you to reset your own password in the future should you forget it. If you are not redirected to change your password you can use the Password Self-Service by going to https://password.dmu.ac.uk at any time. There is also an option to change password under the IT Services tile on MyDMU.
2. Blackboard

Access via MyDMU (or https://vle.dmu.ac.uk)

Blackboard is the University’s Virtual Learning Environment (VLE).

2a: Blackboard

From MyDMU click the Blackboard tile to proceed to the Blackboard website. Continue to the main Blackboard home page by clicking on the ‘Continue’ Button.

2b: Initial Blackboard ‘Announcements’ and ‘Continue’ Page

Important ‘Announcements’ about technical issues are listed on the Continue page before you login.

The ‘Browser Support’ link lists the browser and system requirements needed to ensure Blackboard runs correctly on your computer.

You may need to login again using Single Sign-On as shown below.

2c: Single Sign-On Login Page

Login details:
To login to Blackboard use the same login details as you used to MyDMU (see page 1).
2d: Blackboard

Click the **Home** tab to return to the Blackboard Home page. Click on the **Services** tab for other DMU services. Further help and guidance is available from the **User Guide** tab.

From the drop down arrow you have quick access to recently visited modules (courses). Also you can adjust personal information and preferences (settings).

Ensure you **logout** and close all browser windows when you have finished, especially if you are using a public workstation.

**Add Resources** – add resources to your home page e.g. calendar, notes, dictionary

**Information** – useful information for students.

**My Modules** – link here to any modules that you are enrolled on. Programme modules that contain generic information about your course may also be available.

**My Communities** – your programme may use a community rather that separate modules, in which case you will be advised at your induction.
3. Student Email

Access via MyDMU

**Example email address:** your Pnumber@my365.dmu.ac.uk e.g. p0123456@my365.dmu.ac.uk

Microsoft Office 365 provides your student email account, the **Email** tile in MyDMU will let you open Outlook directly. You can also open Outlook using the Office 365 tile as shown below.

4. Office 365 – access via MyDMU

Use the **Student Resources** tile to open your email account in Outlook via Office 365. If you have not already logged into the Single Sign-On you will be asked to login again using the same login details as MyDMU. Open Outlook by clicking on the **Outlook** tile, as shown below.

4a: Accessing Student Email in Office 365

4b: Student Email in Outlook

Use **New message** to create a new email message.
4c: Student Email – forwarding to another email address

Clicking on the settings button (cog wheel) will reveal the search box where you can search for forwarding.

Click Enable forwarding, enter the forwarding address, select the keep a copy option and then Save.

5. Help and Support

IT Induction and support for learning technologies – available at:
https://libguides.library.dmu.ac.uk/celt/home

This library guide contains information about IT induction, learning technology, Microsoft Office 365, and ITMS support.

Distance Learning Designer (DLD) Contact Details

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