



Student IT Checklist

Setup your UPEI Account

- Use your UPEI Login Credentials to access campus services online!
- Need additional help? Contact ITSS at helpdesk@upei.ca or call (902) 566 0465
- Waiting for your ID number or PIN? Contact studentsupport@upei.ca
- Contact Student Support to update or change names and pronouns.
- Learn about UPEI Account information & Passwords in the FAQ section of go.upei.ca/ithelp

Enter the M365 World

Use your UPEI Login Credentials to access several M365 applications!

- Outlook is your Email client at UPEI
- When logging into your UPEI account, Multi-factor Authentication (MFA) verifies your identity and UPEI Login Credentials.
- Microsoft Teams will let you chat, audio call and video call other Microsoft users at UPEI
- OneDrive syncs your files and provides cloud storage for your files when activated
- Office Apps (Word, Excel, PowerPoint, etc.) can be used to work on classwork and more!

Learning and Printing Services

- Your UPEI professors will assign you courses through Moodle.
- Papercut is a web-based printing system that lets you use certain printers around campus
- Visit Robertson Library to learn how to print!
- Learn about Classroom Equipment and Student Labs in the ITSS FAQ section of go.upei.ca/ithelp

Connect to the Wi-fi

Scan the QR Code to find out how to connect to the Wi-fi!

- Ensure you use your full @upei email to connect to the Wi-fi!

Need more help? Visit:

- The ITSS Helpdesk in person at the AVC building, Room #246S
- The Robertson Library

ITSS Resources

- View and explore the ITSS Website to learn about the IT services available.
- Tune into the ITSS website for "Technology Tip Tuesday" to learn some cool tips from ITSS
- myUPEI is a portal for you to learn and access resources related to your experience at UPEI.
- Contact the ITSS Helpdesk at helpdesk@upei.ca or visit Robertson Library for IT assistance. Scan the QR code to learn more.

Stay Safe at UPEI

- Download the UPEI Safe app. This is UPEI's safety app, which alerts you for university closures/storm days and more.
- Check out the cybersecurity resources that ITSS has to offer.

Scan here and log in with your UPEI credentials to view the entire Student IT Checklist!



go.upei.ca/studentitchecklist

Need Help? Contact the ITSS Helpdesk



helpdesk@upei.ca



<https://go.upei.ca/ithelp>



(902) 566-0465



UPEI, AVC Room #246S

Monday to Thursday:
8:00 a.m. to 4:30 p.m.

Friday 8:00 a.m. to 4:00 p.m