

2020 LIBRARY & TECHNOLOGY GUIDE



**YOUR GUIDE TO LIBRARY AND IT
SUCCESS AT CQUNIVERSITY**

BE WHAT YOU WANT TO BE

cqu.edu.au

HOW CAN WE HELP YOU?

We support all students with access to the information and services you need to succeed at CQUniversity.

CONTENTS

GET CONNECTED

» **Free WiFi**

ACCESS YOUR COURSE

» **Student Portal**

» **Moodle**

» **MyCentre**

» **Email**

» **CQUni Mobile**

LIBRARY

IT SERVICES

» **Printing**

» **Free downloads**

» **Online safety**

CONTACT US

GET CONNECTED

YOUR LOGIN

Username: Your student ID number

Password: Your default password is the letter 's' and your date of birth in DDMMYY format, followed by '#' (e.g. s170598#). You will need to create your own password as soon as possible.

CHANGE YOUR PASSWORD

You can change your password [here](#).

FREE WIFI

Use eduroam to connect your device to our secure wireless network. Your username for eduroam is slightly different.

Username/Identity: [Your student ID number]@**cqu.edu.au**
Password: Your CQUniversity password

Almost all Australian universities participate in eduroam and allow visiting students and staff to connect to their wireless network.

Find out where you can **connect**.

Need help connecting to eduroam? Try these **guides**.

STUDENT SYSTEMS

MYCQU

MyCQU Student Portal enables you to access your course and unit information. Visit the **MyCQU Student Portal** for mail, CQUniversity Docs, Google Calendar and more.

MOODLE

All CQUniversity units are accessed from the online learning system called Moodle.

Need help with Moodle? Visit **Moodle Help for Students**.

MYCENTRE

MyCentre is our enrolment management system. In MyCentre, you can find forms, plan and enrol in units, make payments, edit your contact details, and more.

To log in to MyCentre visit mycentre.cqu.edu.au.

Find the **MyCentre instruction and information sheets** on the MyCQU Student Portal.

CQUMAIL

As a student, you have lifelong access to a CQUniversity email account.

You will need to regularly check your CQUniversity email via the MyCQU Student Portal. This is where all official, course and campus information will be sent. This is also a great way to stay in contact with your lecturer, tutor and peers.

Your official email address while you are enrolled at CQUniversity is your student number followed by '@student.cqu.edu.au'.

You also have a personalised email address that you can continue to use after graduation. The domain name for your personalised email address is '@cqumail.com'.

Need more information about CQUMail? Visit the **Email Preferences** page on the Student Portal.

CQUNI MOBILE

Put CQUniversity systems in your pocket by downloading the CQUniMobile app. Units, exam schedules, academic history, emails, campus maps and more. Available on both the **iOS App Store** and **Android Google Play**.



LIBRARY

CQUniversity Library provides a wide range of online resources and services, so wherever you are you can access the library at anytime.

SEARCH THE LIBRARY

Library Search is your search engine for finding e-books, online journal articles, textbooks and more for your assessments. Use the search box on the library homepage. It's a little different to Google, so we recommend you start with these **tips**.

LIBRARY RESOURCES

Most library resources are available online – you can access more than 800,000 e-books and many thousands of e-journals, videos, and other resources. Some books are not available online: use your student ID card to borrow these from our campus libraries.



Free postal service is available for online students, funded by the Student Services and Amenities Fee. Find more information about borrowing on the **library website**.

LEARN MORE

University Research and Information Skills

Our free **University Research and Information Skills** Moodle course can help you learn the skills you need to find and use the best sources of information for your assessments.

Assignment Help Sessions



Get assignment help from Library and Academic Learning Centre staff – Week 4 at a campus near you or online. Sessions are funded by the Student Services and Amenities Fee. Find more information **here**.

STUDY SPACES

Our well-equipped library spaces include a variety of study zones including study rooms. Book **online**, or check out this **list** of all library and other study spaces on campus.

Check the **opening hours** of your nearest campus library.

You are welcome to eat and drink in the library. Please switch your phone to silent and take calls outside the library.

STAY UP TO DATE

Don't forget to check your student email each week, as the latest IT and Library updates will feature in the Student Broadcast.

QUESTIONS

Need quick answers to common questions, online and 24/7? Find them in our **FAQs**.

Need expert help finding quality information for your assessments? Don't stress – book an online Ask a Librarian session for yourself or your study group **here**.

On campus? Try the Video Service Kiosk. Ask any library or IT questions via video link. Kiosks are located in or near our libraries and are available during opening hours – just touch the screen to start!

You can also ask our friendly staff at the library desk or call our helpline on 1300 666 620.

PRINTING

You can print, copy and scan at your campus library. It is simple to add credit online with your credit or debit card. (Scanning to email or USB is free of charge).

Login to any printer with your usual CQUniversity login. Find more information **here**.

FREE DOWNLOADS

Anti-virus

If you're looking for anti-virus software to use on your home Windows or MacOS computer, we recommend you download the free **Sophos Home edition**.

Microsoft Office

As a CQUniversity student, you are able to download Microsoft Office including Word, Excel, PowerPoint, OneNote and more. The suite can be installed on up to 5 compatible devices (including Mac). There is OneDrive available for automatic device syncing, with 1 TB of storage.

To download, visit **cqu365.cqu.edu.au**.

BEING SAFE ONLINE

It is important that when you are on campus, you act responsibly when using the University's IT resources.

Information security is important to the University. Please do not record your student password or give your password (login access) to anyone else.

Use different passwords for different accounts, just as you use different keys for your car, home and mailbox. Make your passwords unique.

Targeted emails from hackers will look legitimate at first glance. Make sure the email is genuine before you click on any links and ensure you verify the email.

Please remember that while you are on campus, you should not log on to any inappropriate websites or illegally download movies, music or television shows.





CONTACT US

Via library desk or video service
kiosk at your nearest campus

<http://sdesk.cqu.edu.au>
1300 666 620
tasac@cqu.edu.au

2020 LIBRARY & TECHNOLOGY GUIDE

YOUR GUIDE TO LIBRARY AND IT SUCCESS AT CQUNIVERSITY

MORE INFORMATION

Search '*IT Help*' on the **MyCQU Student Portal**
Library Services: www.cqu.edu.au/library