



Getting Started Book

Tēnā koutou katoa

This Getting Started book should be retained and referred to for the duration of your programme along with the Programme handbook and the EIT Student Handbook.

EIT is committed to providing a supportive learning environment using email contact for help and support, or working in an EIT center for help and support, but equally important to your success is your own willingness to work hard and make good use of the opportunities and support that we offer.

Embrace the challenges, realise your potential and have a great time learning these new skills.

Further Information on programme handbooks can be found online at the following web pages:

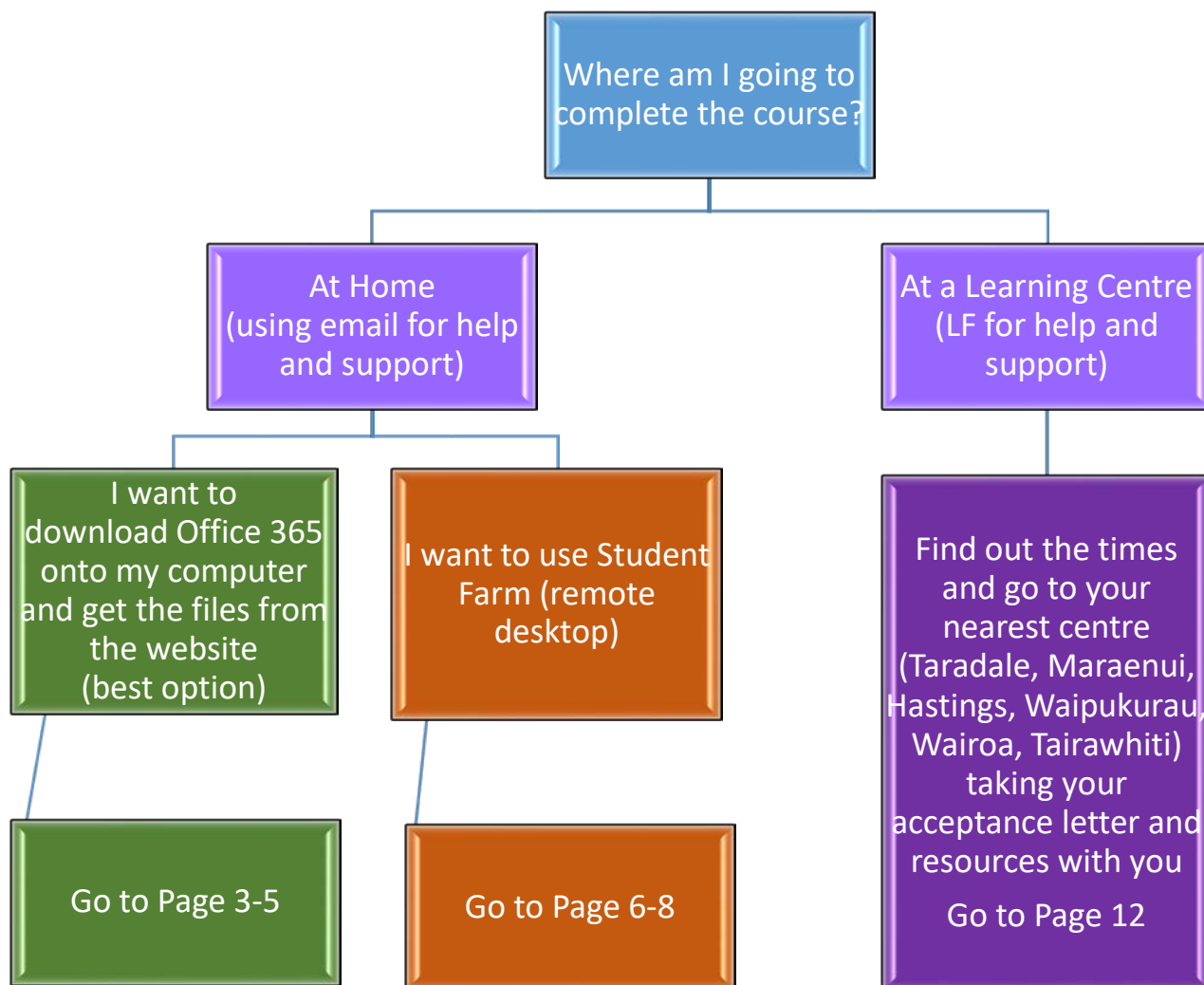
<https://nzcc.infotech.ac.nz/>

www.eit.ac.nz

Disclaimer

Every effort has been taken to ensure the information contained in this handbook was correct at the time of printing. The Eastern Institute of Technology reserves the right to make changes to policies and procedures.

WHERE AND HOW WILL YOU STUDY




Note: If you have a Macbook or iPad please go to Appendix 1 (page 12) for how to use the Remote Desktop to enable you to use Windows and access all the files for the course

WHAT IS OFFICE 365?



Download Office 365

To download Office 365, Open Google Chrome  or your Internet Web Browser eg Edge, Bing, Internet Explorer etc

Key the following link and follow the on-screen instructions shown below.

http://www2.eit.ac.nz/library/computerguides_office_365.html

Office 365

Office 365
A guide explaining what Office 365 is and how to use it to its fullest.

OneDrive
An overview of One Drive as a way to store files as well as edit them.

Download the Office Suite
Click here to download the Office suite using your student email.

[Windows download](#) ←

[Mac download](#) ←

Choose here depending on your computer:

If you need help or there are problems downloading Office 365, phone the EIT Help Desk on 0800 348 457

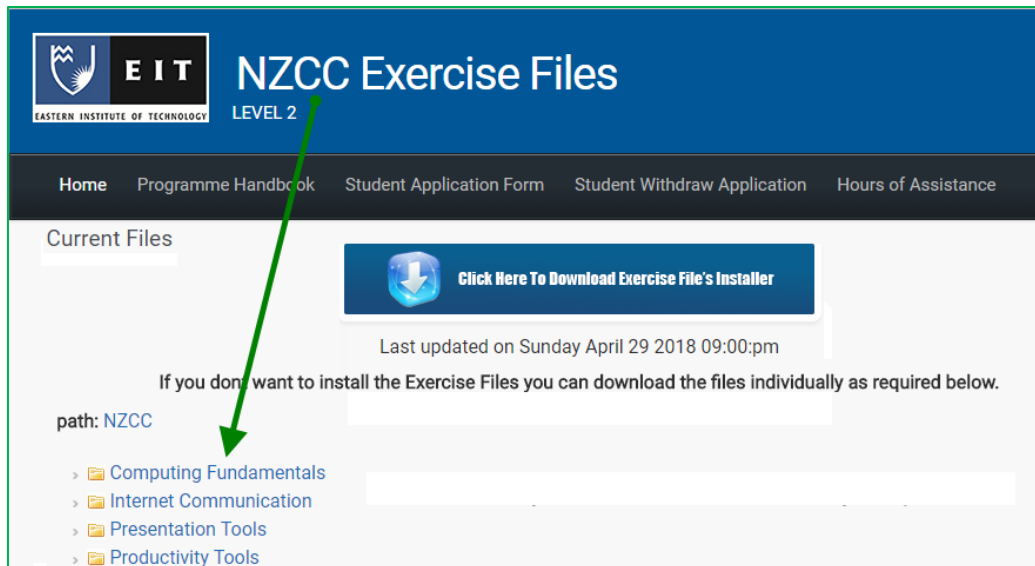
If you are downloading Office 365 onto your computer, you will also need to decide whether you are downloading all the exercise files you will need to use to complete the programme, or whether you are going to download the exercise files individually when you need them.

Exercise files held on the website

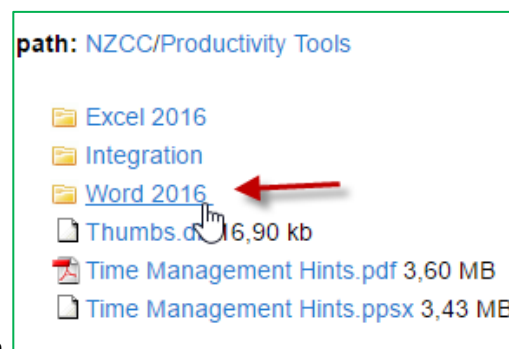
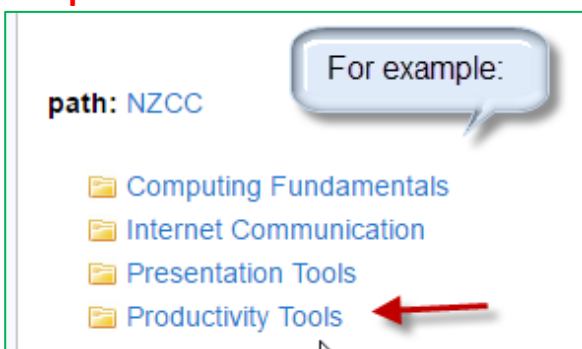
<https://nzcc.infotech.ac.nz/>

Open your browser and key

You can choose to go to the individual folders and download individual files as you need them

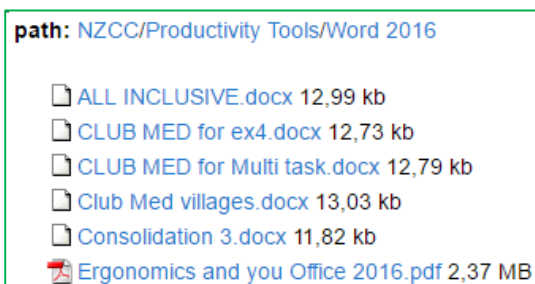


Note: if a security message comes up at any time warning you that these files could damage your computer, please ignore – they will not damage your computer!

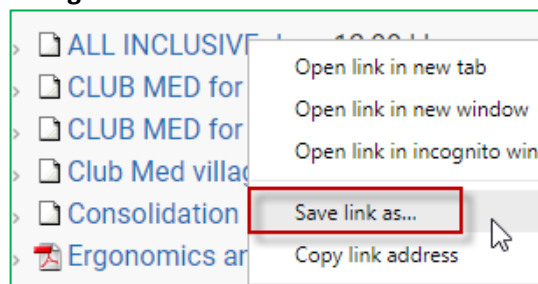


then

Individual files are included in each folder



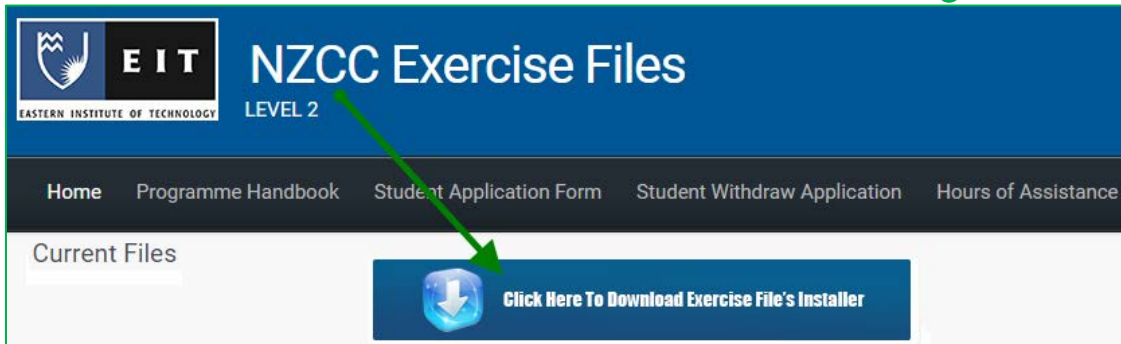
Right click on the individual file choose to Save link as



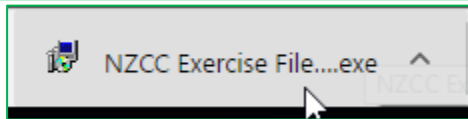
If any document opens in Protected View, click on Enable Editing

Note: if a security message comes up at any time warning you that these files could damage your computer, please ignore – they will not damage your computer!

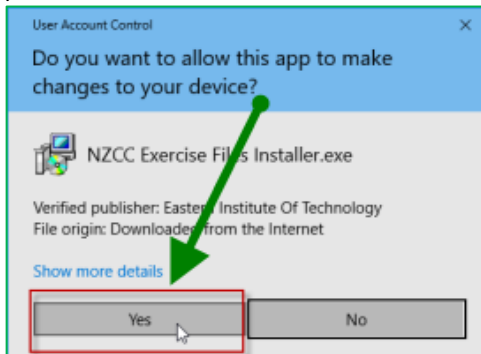
OR You can choose to download all of these exercise files using



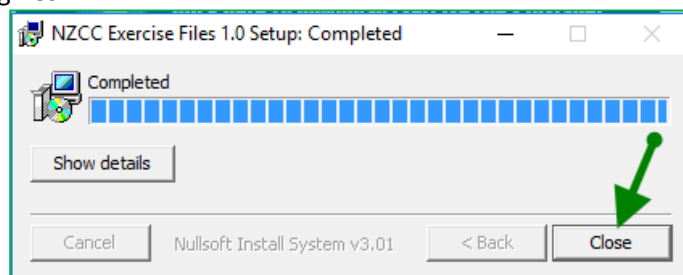
When this appears on your task bar (bottom left)



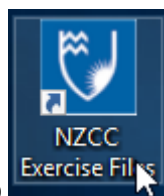
, click on it.



Allow the app to make changes by choosing Yes

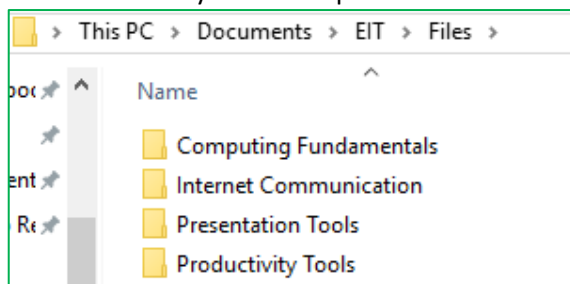


When the following appears, click on Close



This will add an icon to your desktop

When you click on the icon you will see the individual



folders

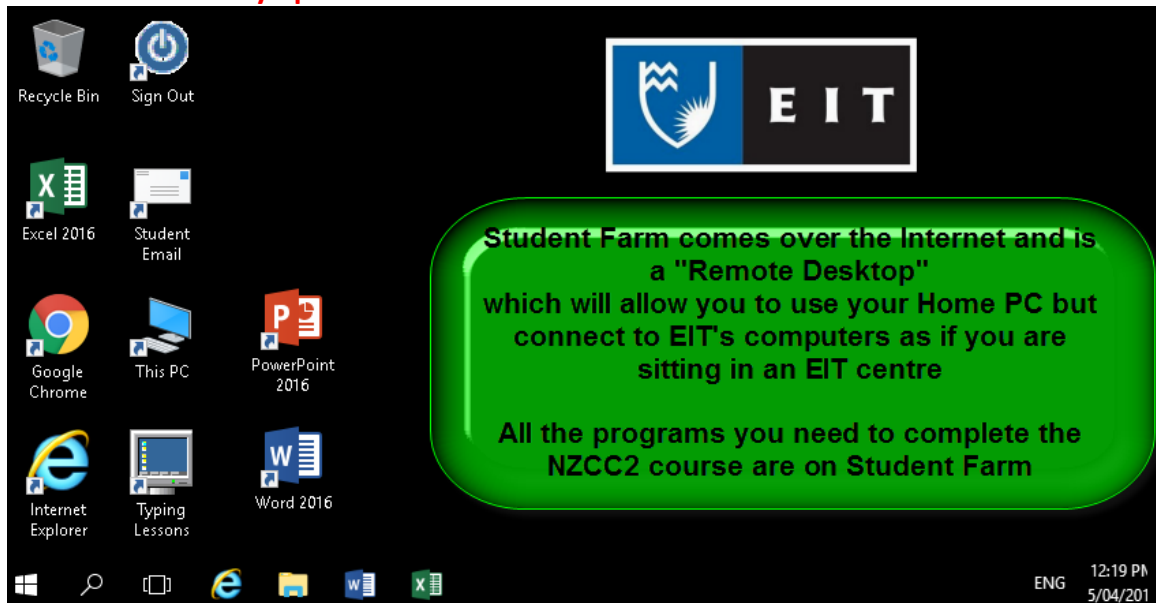
and individual files are within the folders

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WHAT IS STUDENT FARM?

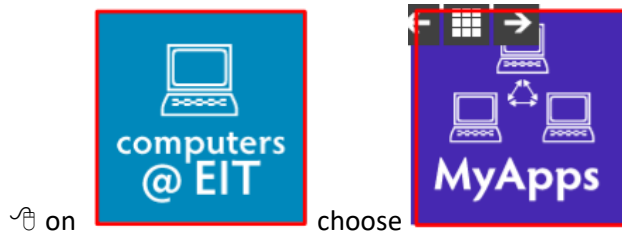
A program that allows students to access a version of the EIT network from home. You can access your H: drive and any files that are on it. You can also access the Microsoft Office suite of programs and use them from home.


NB: This service will only operate on Broadband.



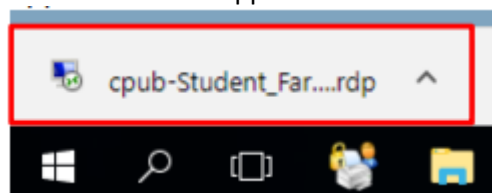
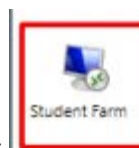
To access Student farm

Key the following: <http://myeit.eit.ac.nz/>



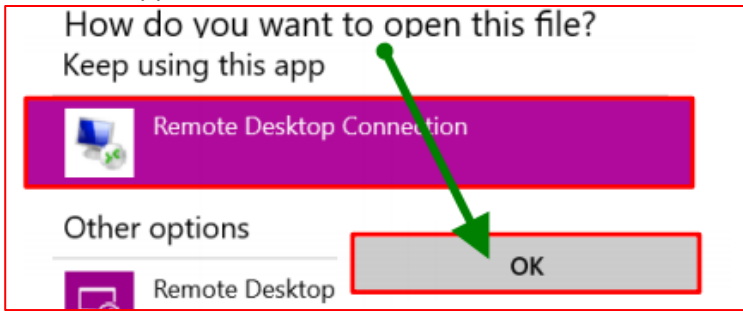
The Remote Desktop page will open up  Click on Student 
Enter your EIT login that you were sent in your Acceptance letter. Click on Sign in when done.

Click on this icon that appears

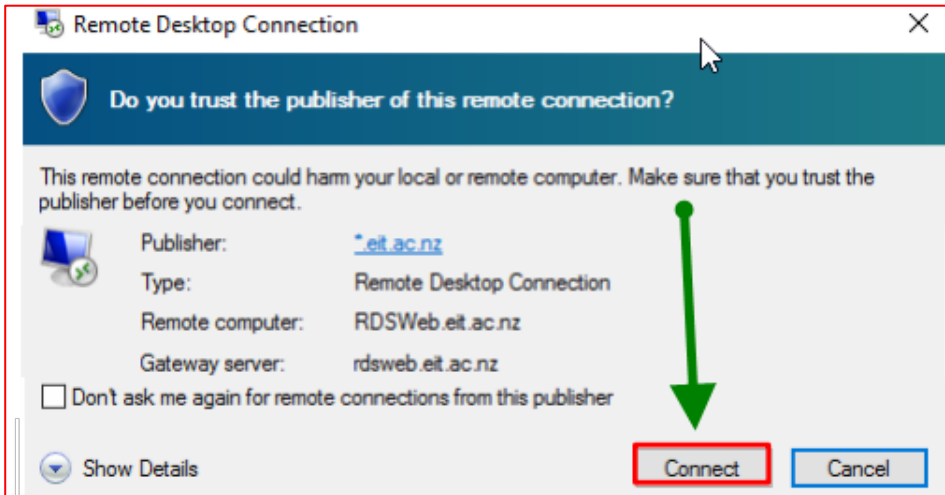


At the bottom of the window, click on

If this box appears, click on OK



Click on **Connect**

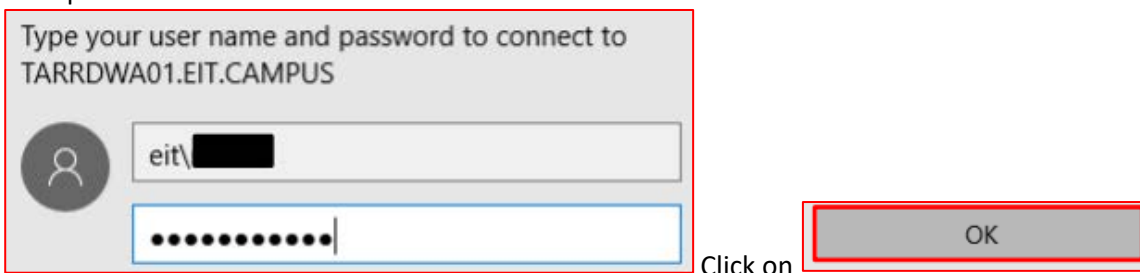


Credentials will be required:

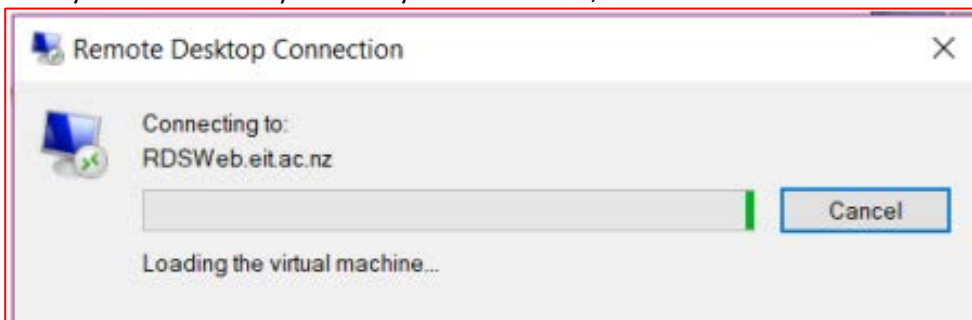


Key and Key your password

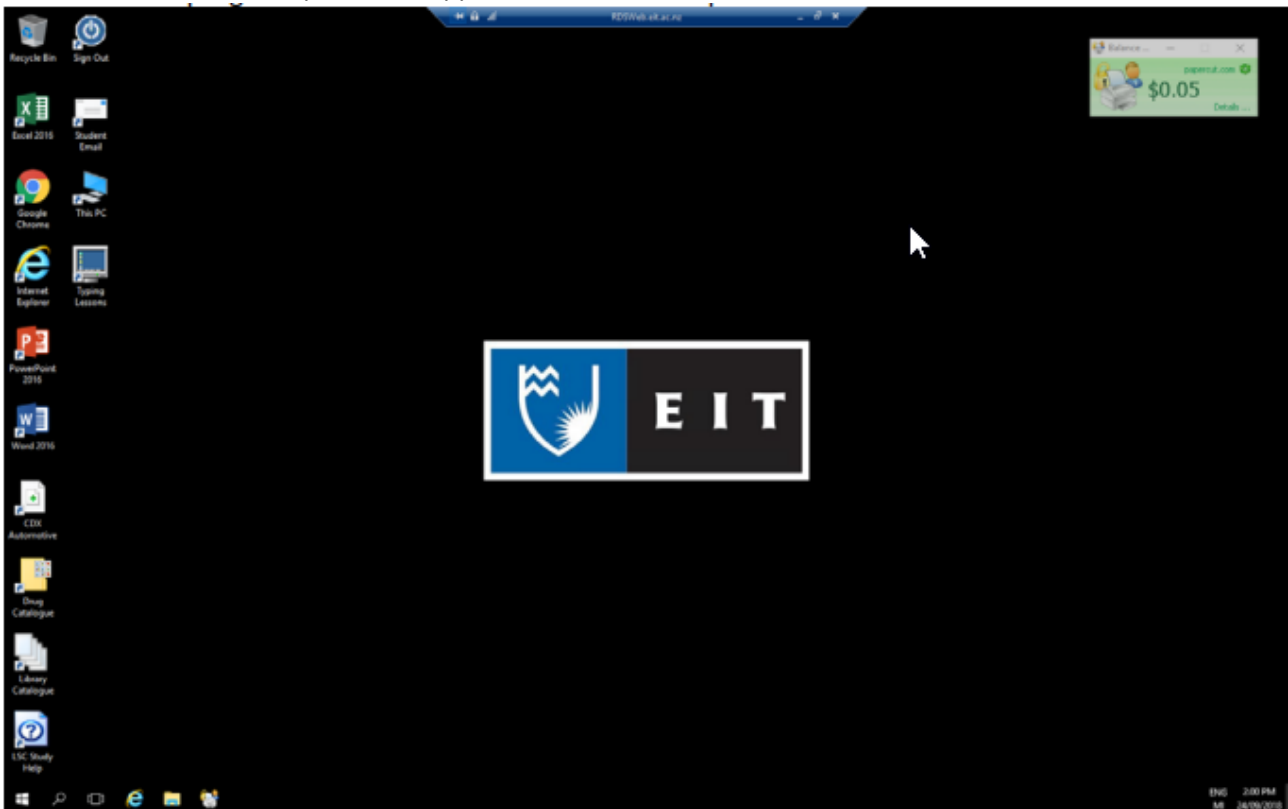
Example:



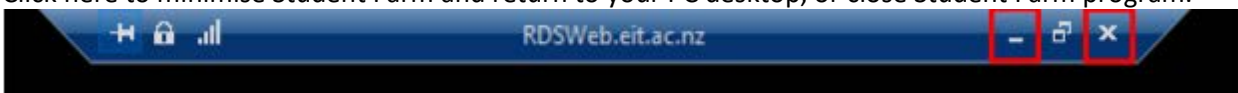
Once you have correctly entered your credentials, Student Farm will load



This is the remote desktop that will appear:



Click here to minimise Student Farm and return to your PC desktop, or close Student Farm program.

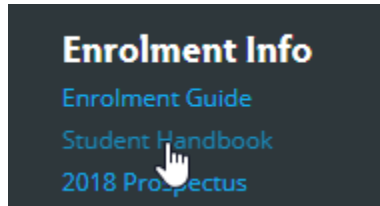


Note: These instructions are also available on <http://www2.eit.ac.nz/library/OnlineGuides/Student%20Farm.pdf>

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This document must be read in conjunction with the EIT Student Handbook which is available on <https://www.eit.ac.nz/>, scroll down to



And the Programme Handbook at <https://nzcc.infotech.ac.nz/>

EIT NZCC Exercise Files
LEVEL 2

Home Handbooks Student Application Form Student Withdraw Application Hours of Assistance

Home > Handbooks

Handbooks

Getting Started Book

This is what you need to read when beginning the programme

[Getting Started.pdf](#)

Programme Handbook

This is contains important information on the programme, withdrawal and results and graduation proced information for you to be aware of while studying at EIT

[Programme Handbook.pdf](#)

EIT Handbook

This is contains important information on the programme, withdrawal and results and graduation proced information for you to be aware of while studying at EIT

[EIT Handbook.pdf](#)

What next?

Have you finished reading all the information?

Have you Signed and returned the **Attestation** and **Re-enrolment forms** in the pre-paid envelope?

Have you Completed the **Literacy and Numeracy Assessment**?

Have you downloaded Office 365 and the workbook files
OR checked that you can get onto Student Farm?

Then now it is time to begin working with your first workbook.

All the workbooks you received are yours to keep so feel free to write as much as you want in them – you can refer back to your notes then when you do your assessments.

Look through your Productivity Tools workbooks and find this one:



Now ... Go for it!

Appendix 1 - for Apple Users to use Student Farm

Install Microsoft Remote Desktop from the App Store using their Apple ID.

Then go to the following website <https://rdsweb.eit.ac.nz>

login with your EIT user name and password
(this will download an rdp fil)



This file can then be imported or dragged into the Microsoft Remote Desktop application

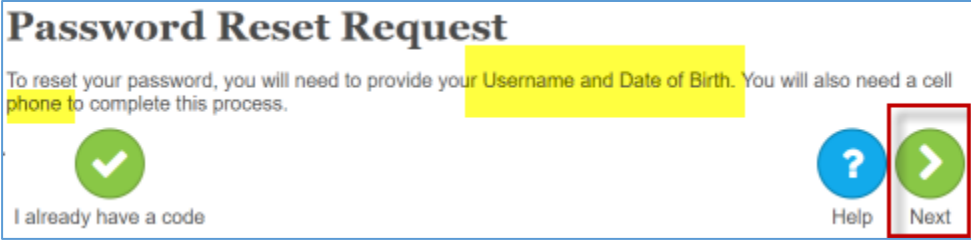


Then double click on the imported rdp file and it will ask for their username and password.

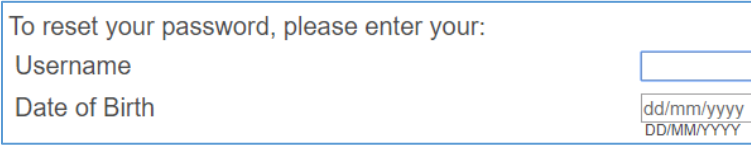
Username: EIT\username

Password: Your EIT password

Appendix 2 - Reset Password

Go to myeit.eit.ac.nz Click on  Click on 

Read and click on  **Password Reset Request**
To reset your password, you will need to provide your Username and Date of Birth. You will also need a cell phone to complete this process.
I already have a code  

Complete this screen  click on Next

If your information matches EIT information, then a new password will be sent to the Phone you nominate.
Alternative contact IT help desk on **0800 348 457**