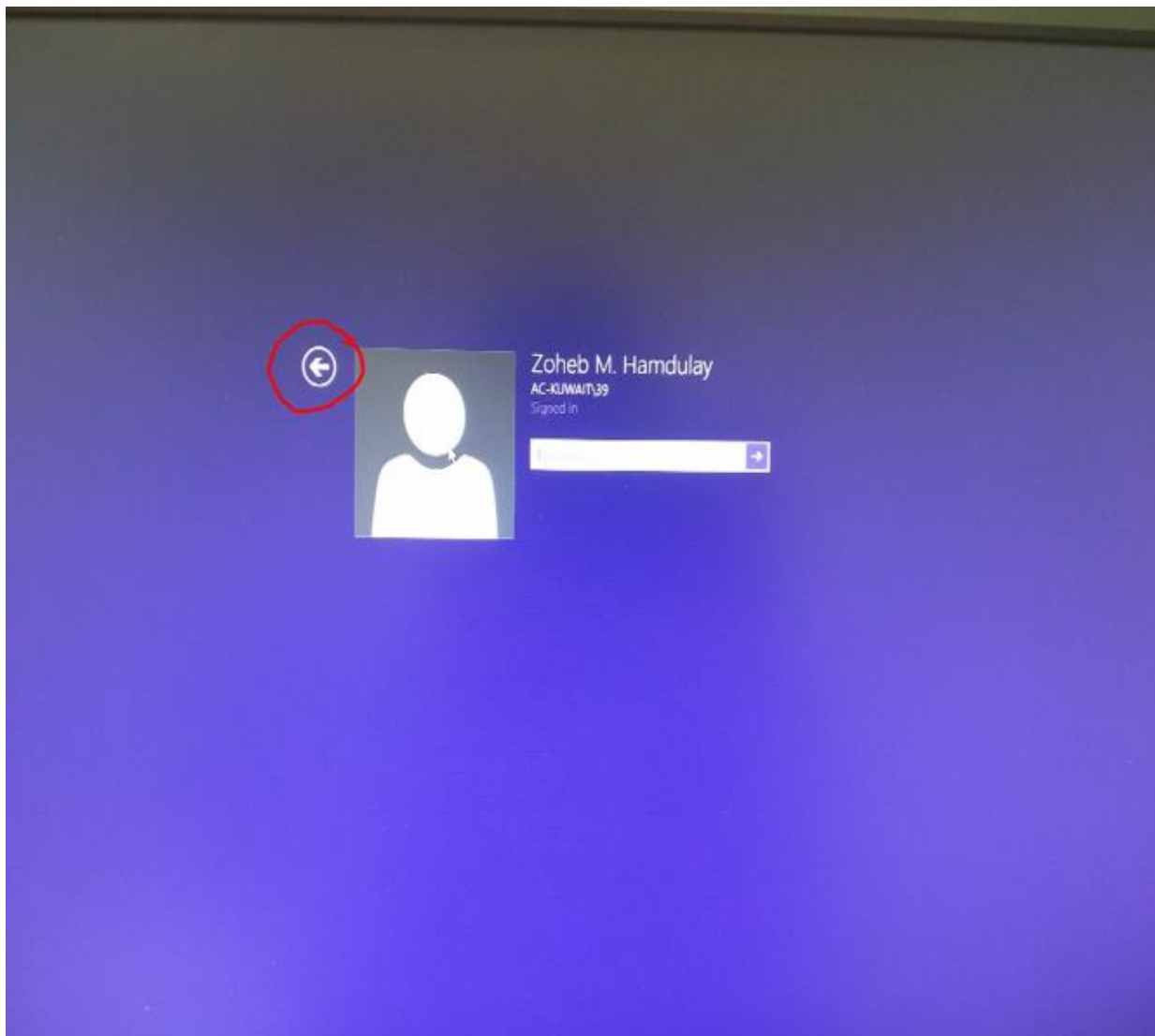
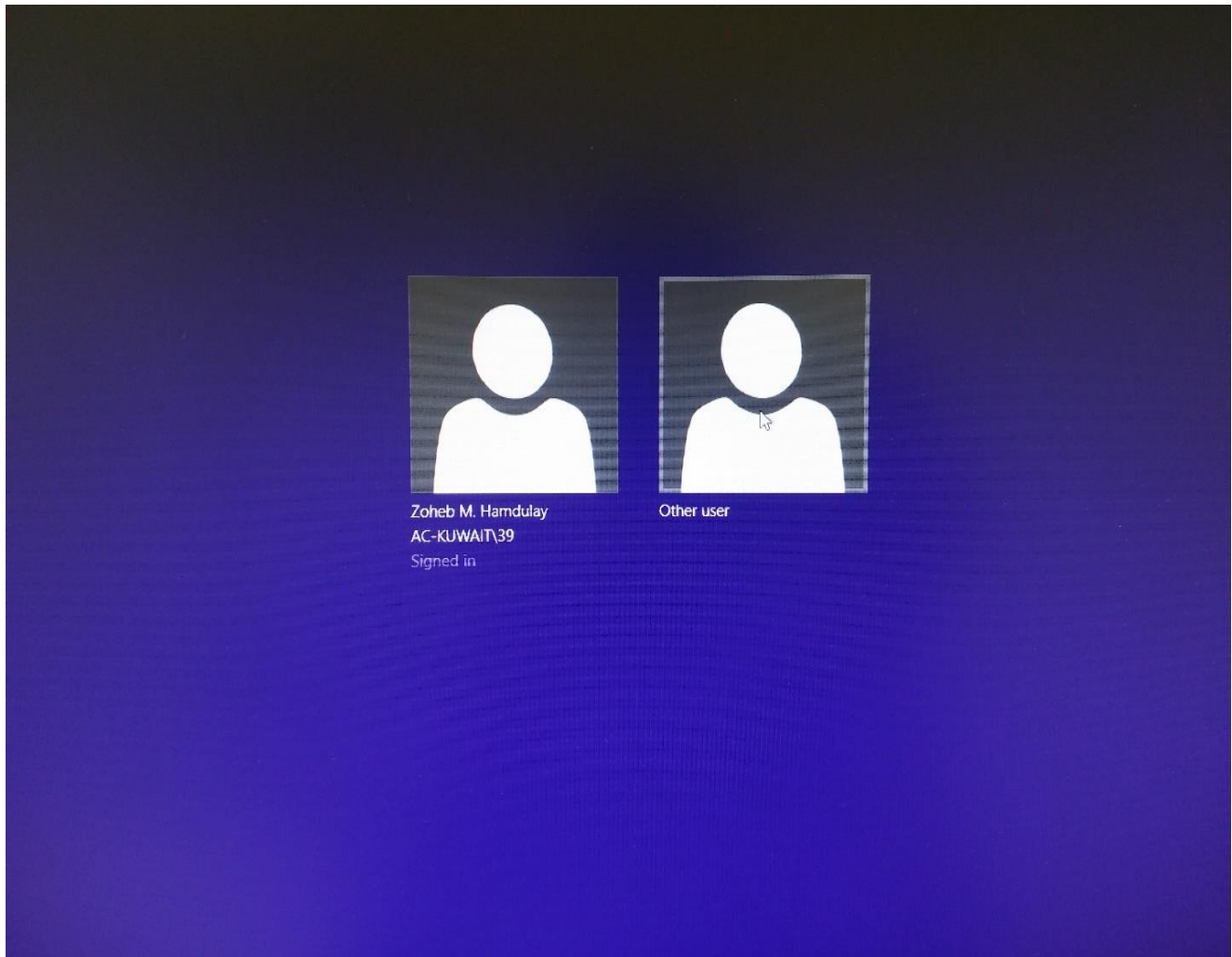


Please follow below steps for first time login

Step 1: If you find the other user Account Screen, click on the back arrow.

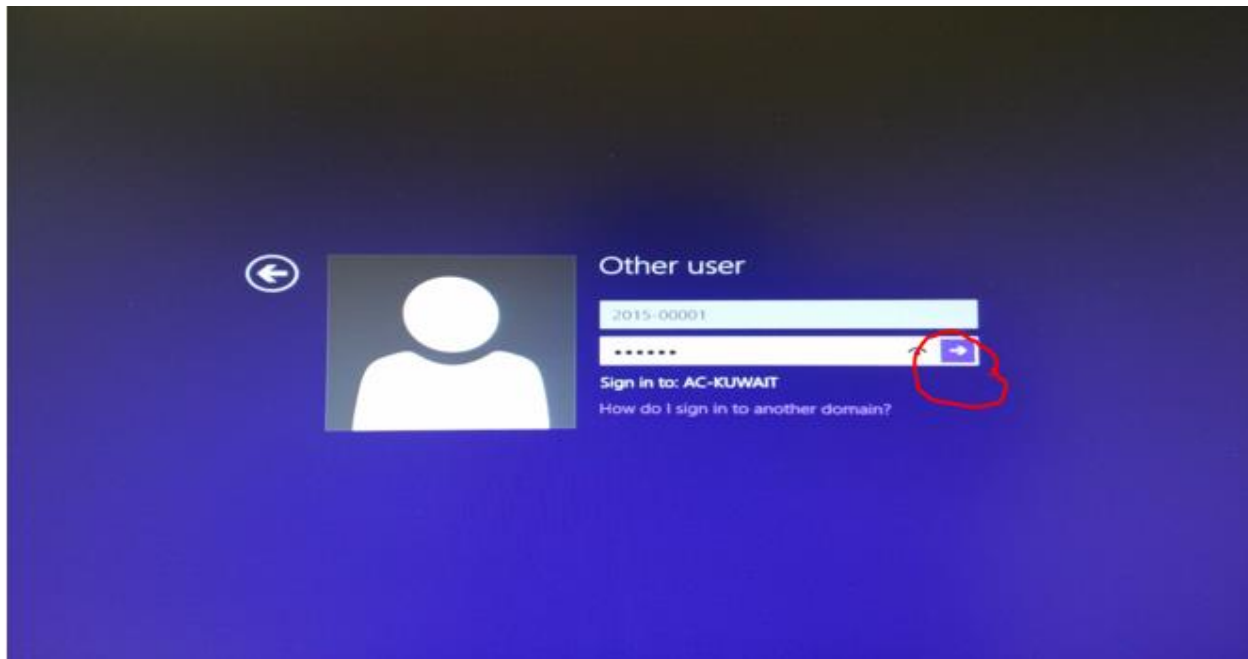


Step 2: Press “**other user**”.



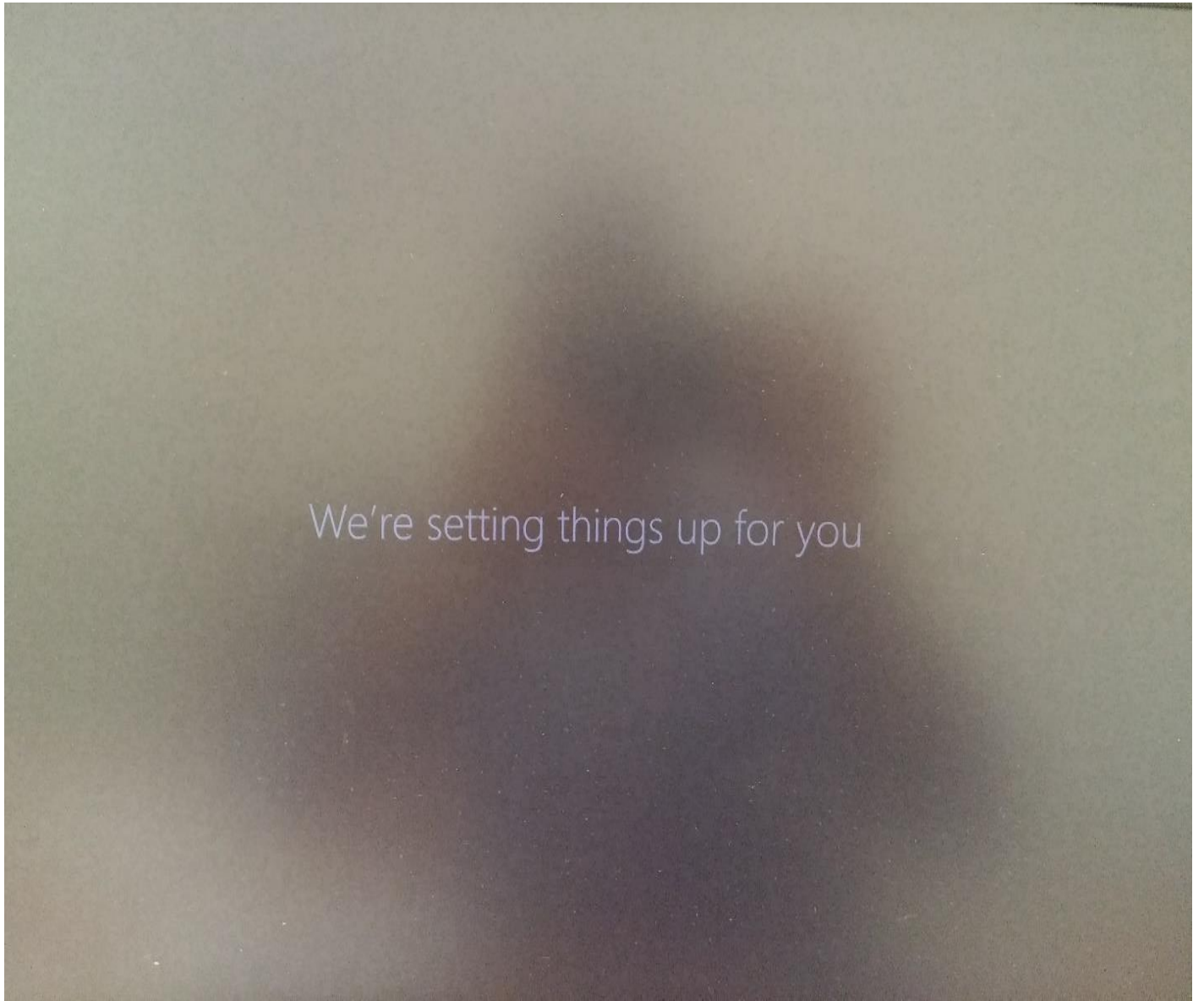
Step 3: Fill In your username & password provided By IET department.

The username is your ID and the password provided by the registration office.



Then, Click on Submit arrow or press **Enter** key from keyboard.

Step 7: Wait for the system setting up your profile.



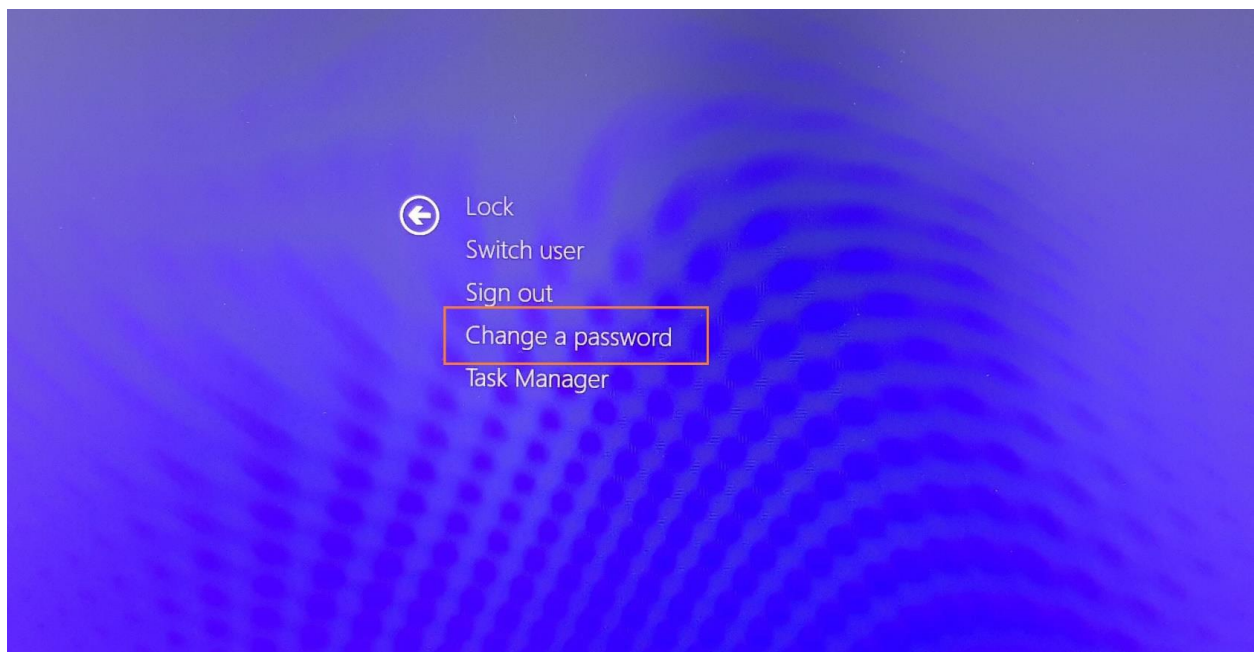
Step 8: You will get this window. Press on **Desktop** icon.



How to change your login password using the college PC

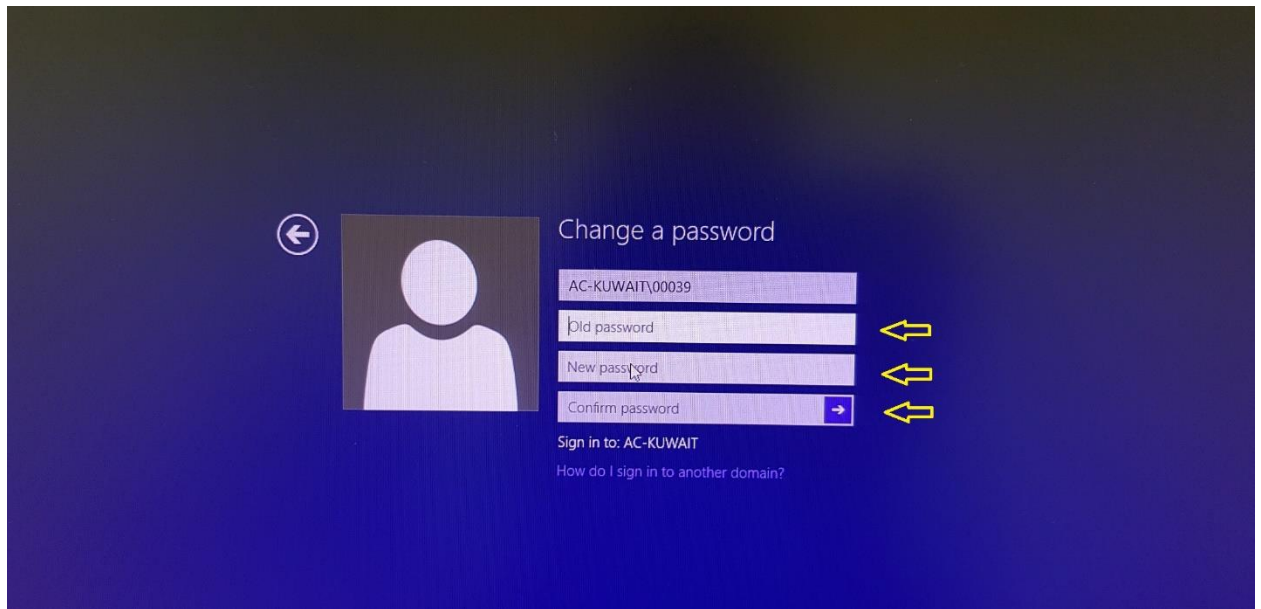
Follow these steps:

1. Logon to your PC/Laptop with given password
2. Now press Alt+Ctrl+Del button together and you can see an option “change a password”.



3. When you select that a new screen will come up
4. It will ask you to put your old password and type new password.

5. Type old and new passwords and make a note of new password you just chose. (New password should be at least six characters and not any of 3 previous old passwords).

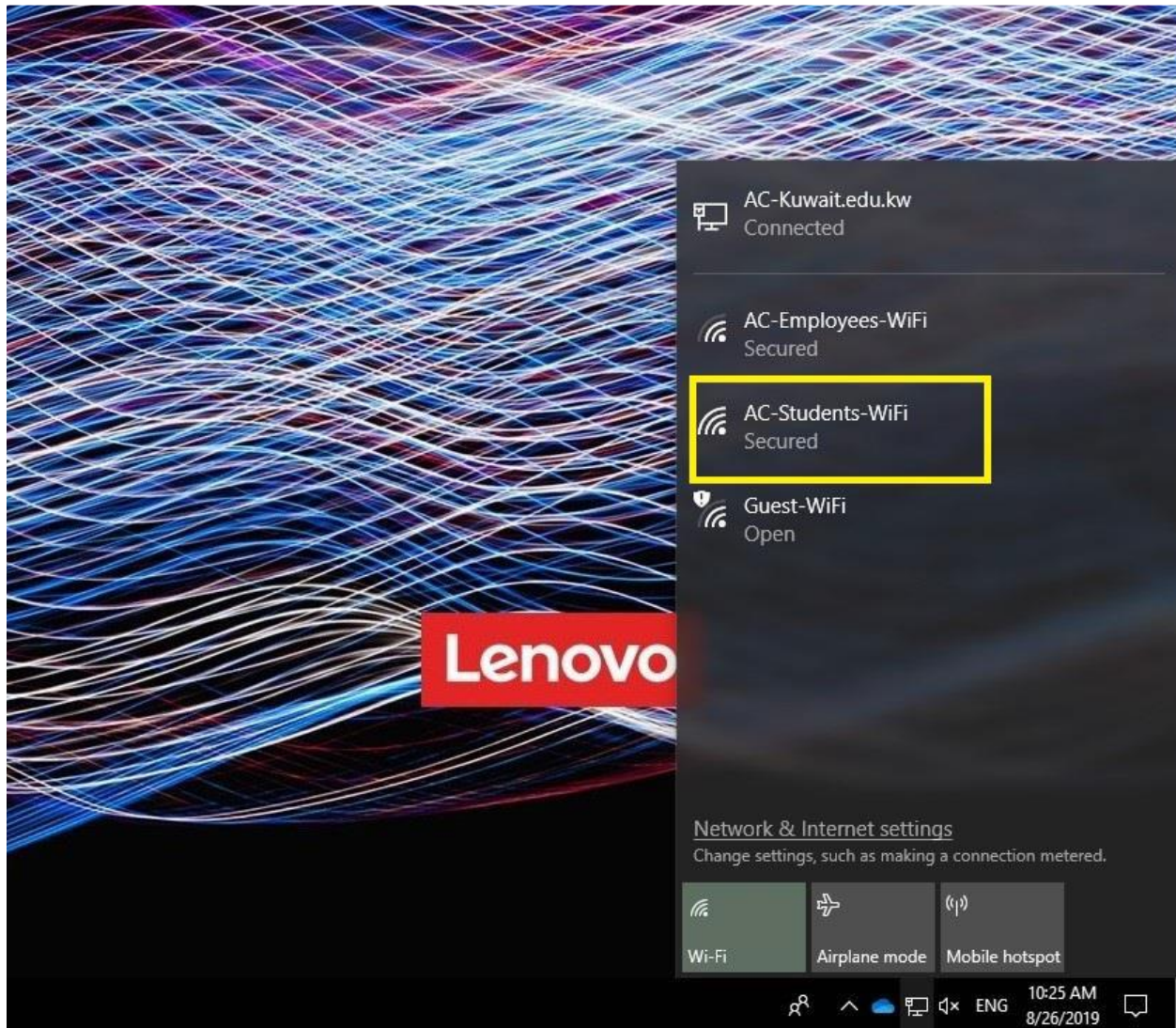


6. Next time logon with new password.

Note: The other wireless internet, LMS, and SIS systems will be affected by the new password.

How to use the wireless network

- 1- First step to find the Wireless Network on your machine (**AC-Students-WiFi**) select it,



2- Select the student wifi then press Connect.

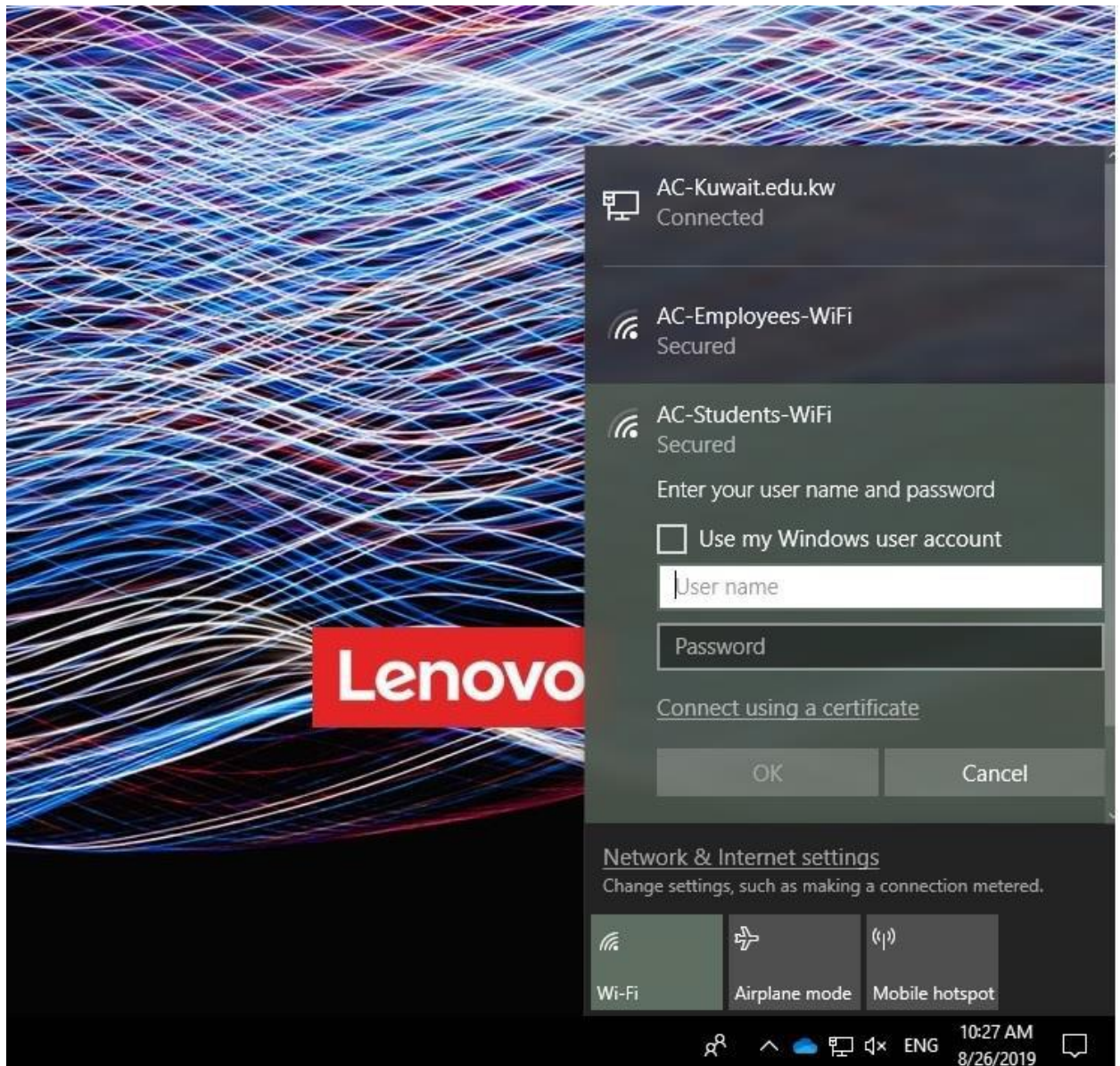


3- Put the username and password:

Username: 20xx-xxxx

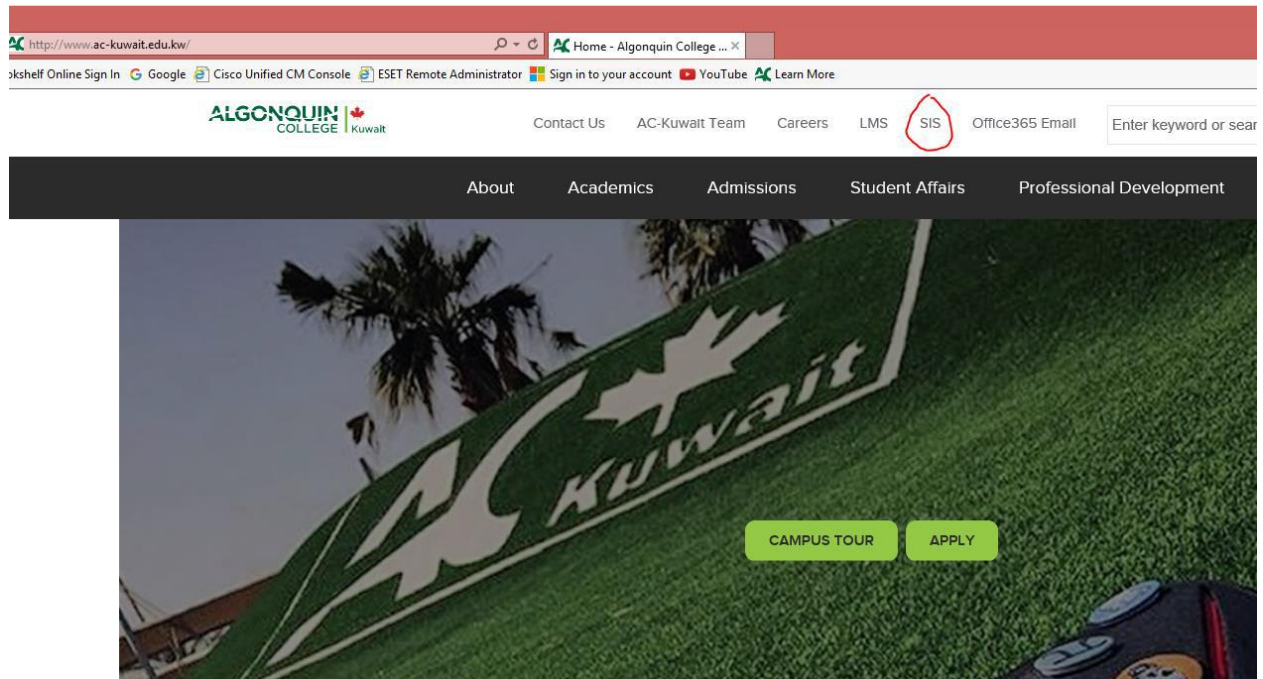
Password: *****

Note: To connect, use the password provided to you on the orientation day.



To access SIS:

1. Open any internet browser (internet explorer, Google Chrome, Yahoo Firefox).
2. Enter the URL address of the College (www.ac-kuwait.edu.kw) in the address bar then press **Enter**.
3. On the top right-hand corner of the Homepage click on the link of **SIS**.



OR

Use the below link in browser for direct access:

1. <https://self-service.ac-kuwait.edu.kw/PowerCampusSelfService/>
2. After clicking the link, you will find the below window of self-service; sign in with username and password provided by the office of the Registrar.

Sign in

User Name
20xx-00xxx|

Next

Welcome

2017-00428

[Use another account](#)

Password

Show

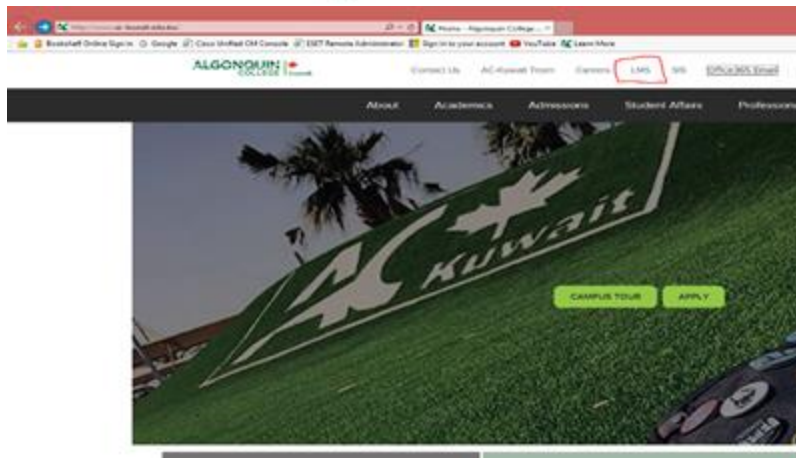
Sign in

How to access the LMS

1. Open any internet browser (internet explorer, Google Chrome, Yahoo Firefox)
2. Enter the URL of the College (www.ac-kuwait.edu.kw) in the address bar then press **Enter**.
3. On the top right-hand corner of the Homepage click on the link of **LMS**

ALGONQUIN COLLEGE | Kuwait

كلية الجونكوين الكندية في الكويت

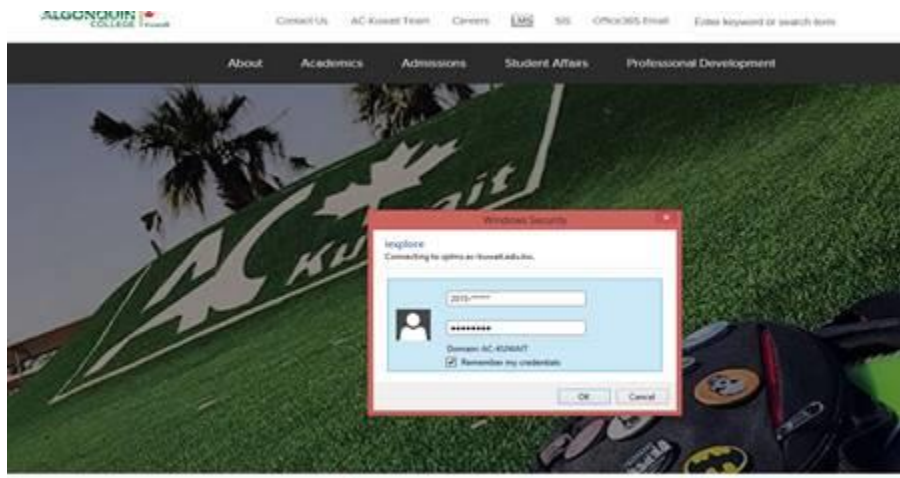


OR

Use the below link in browser for direct access:

http://splms.ac-kuwait.edu.kw/sites/AlgonquinCollegeKuwait_1/SitePages/Home.aspx

4. After click on the link, a popup window will appear asking for user name and password:



Sign in with username and password provided by the registration counter.

I.E: Username: xxxx-xxxxx

Password: *****

You will get the below screen:


SharePoint Zohab M. Hamdani

ALGONQUIN COLLEGE Kuwait Algonquin College Of Kuwait Home Self Service ☆ FOLLOW

كلية الجونكوين الكندية في الكويت Algonquin College Of Kuwait Home Search this site

Recent

- IT
- Rooms



Welcome to the Algonquin College – Kuwait
Learning Management System (LMS).

The LMS is your communication gateway with the College and your instructors and classmates. Through the LMS, you can send and receive messages, start or participate in class discussions, access College announcements, or obtain valuable information about your courses, classes, and classrooms.

Courses

Organizations

- Algonquin College Of Kuwait Home

Calendar

There are no items to display

Announcements

There are no items to display

Assignments

Note: You will find your courses on the right box. Just press the + sign.

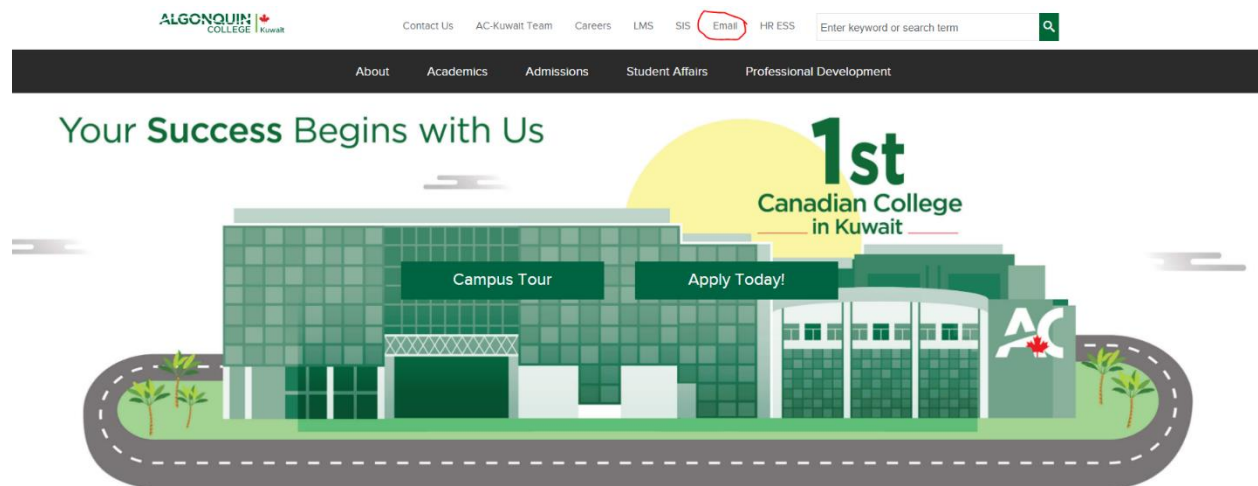
How to access your e-mail account at AC-Kuwait

1- Open the below link in browser:

<https://login.microsoftonline.com/>

OR

Access your email from AC-Kuwait website:



2- Fill your email and password given to you then press “Sign in”



Sign in

20xx-00xxx

No account? [Create one!](#)

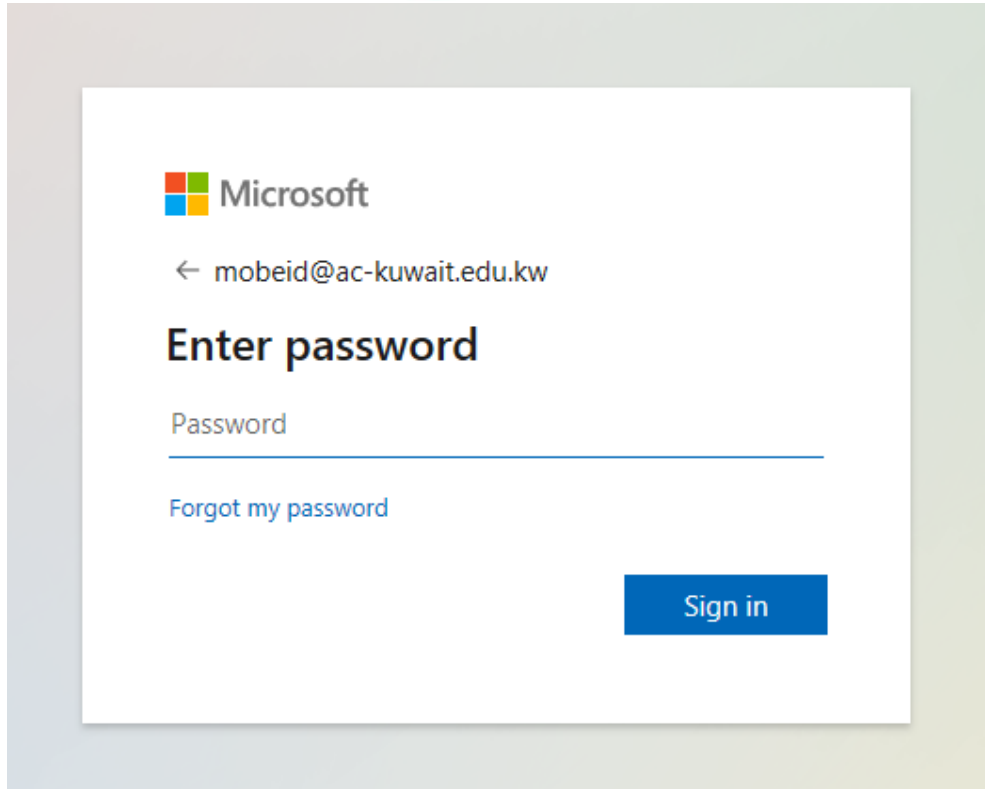
[Can't access your account?](#)

Back

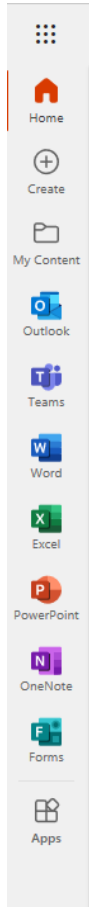
Next



Sign-in options



- 3- Now, select the office program you want to use or the “outlook” option to read your emails as below snap:



How to change a password

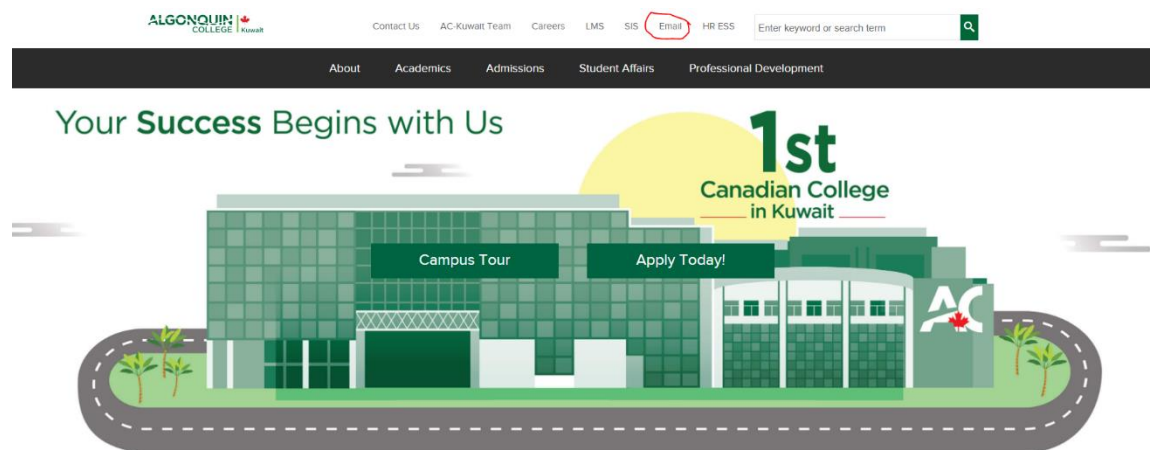
1- Open an internet browser (internet explorer, Google Chrome, Yahoo Firefox)

1- Open the below link in the browser:

<https://login.microsoftonline.com/>

OR

Access your email from AC-Kuwait website:



4- Fill your email and password given to you then press “Sign in”



Sign in

20xx-00xxx

No account? [Create one!](#)

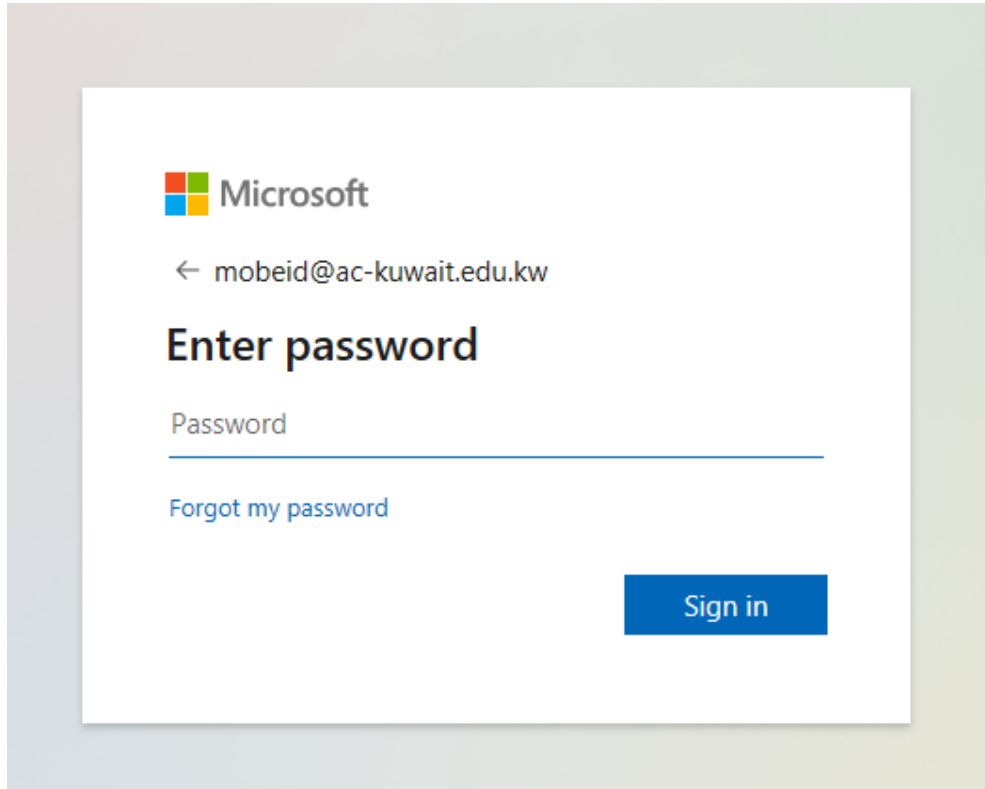
[Can't access your account?](#)


Back

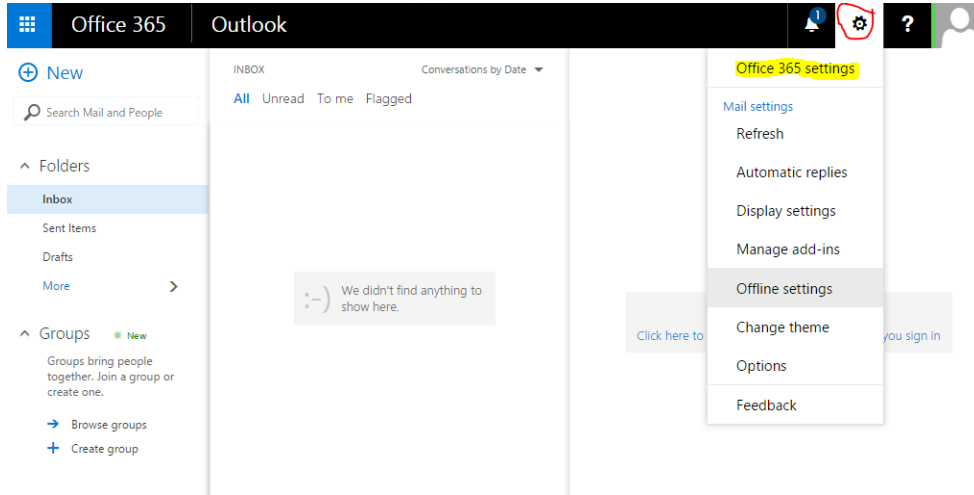
Next



Sign-in options

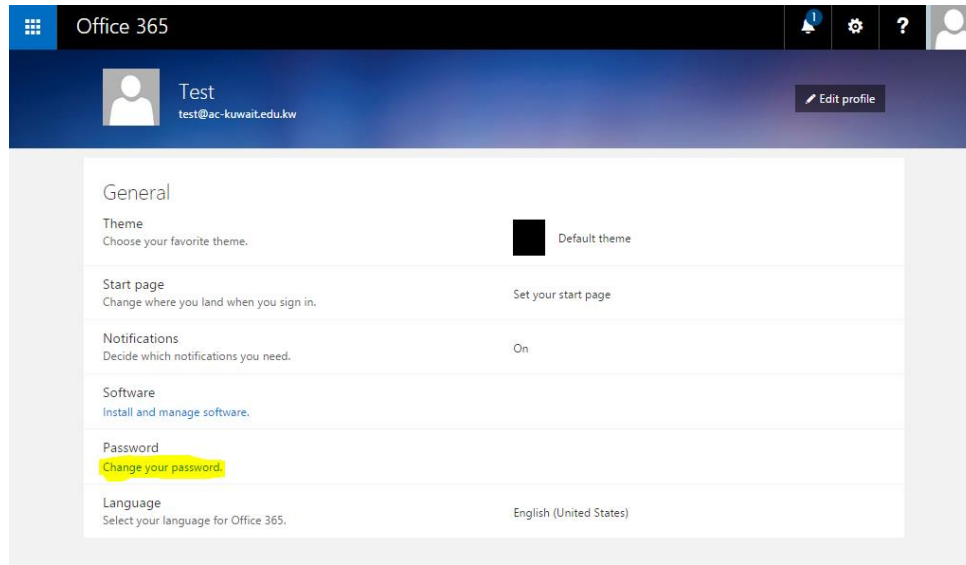


- 5- Press the icon  located on the top right hand corner of the page and select “**Office 365 Settings**”.

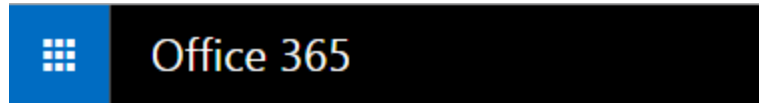


The screenshot shows the Microsoft Outlook interface. At the top, there is a navigation bar with 'Office 365' and 'Outlook' tabs. On the right side of the navigation bar, there are icons for notifications, a gear (settings), a question mark, and a user profile. The main content area is divided into three sections: a left sidebar, a central inbox, and a right settings menu. The left sidebar contains a 'New' button, a search bar for 'Mail and People', a 'Folders' section with 'Inbox', 'Sent Items', 'Drafts', and 'More', and a 'Groups' section with 'Browse groups' and 'Create group'. The central inbox area shows 'INBOX' and 'Conversations by Date' with filters for 'All', 'Unread', 'To me', and 'Flagged'. A message is not visible, and a message box says 'We didn't find anything to show here.' The right settings menu is open, showing 'Office 365 settings' at the top, followed by 'Mail settings', 'Refresh', 'Automatic replies', 'Display settings', 'Manage add-ins', 'Offline settings', 'Change theme', 'Options', and 'Feedback'. There are also some faint text elements like 'Click here to' and 'you sign in' visible in the background.

6- The General menu appears scroll down to Password and click on “**Change your password**”.



7- Fill the old and new password then click on “Submit”



change password

Strong password required. Enter 8-16 characters. Do not include common words or names. Combine uppercase letters, lowercase letters, numbers, and symbols.

User ID

test@ac-kuwait.edu.kw

Old password

Create new password

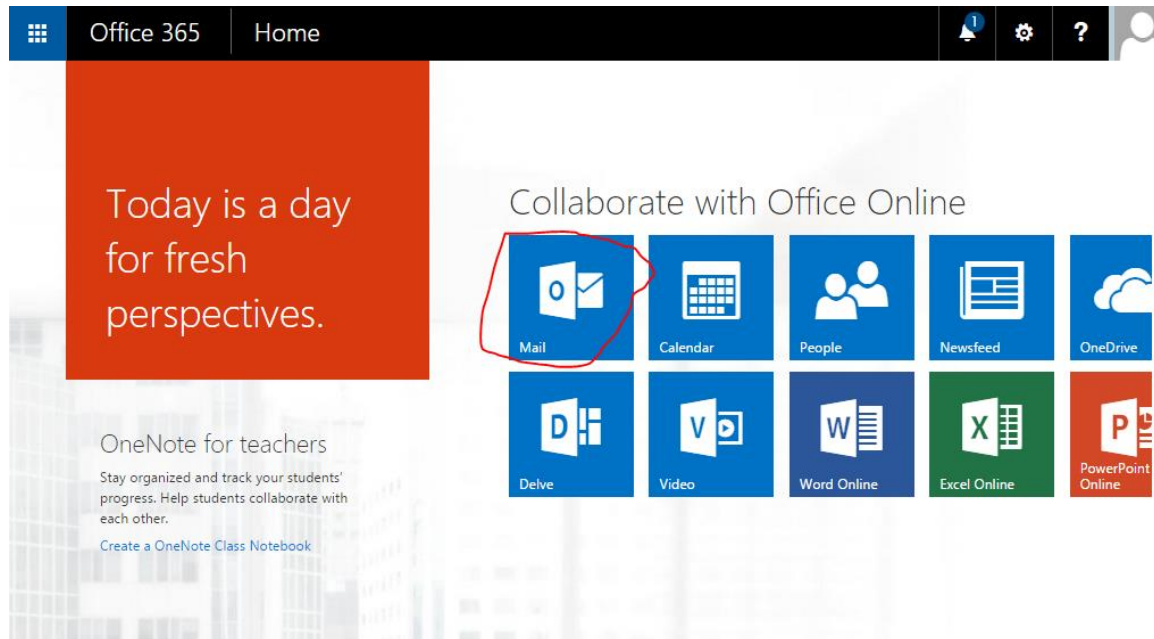
strong

Confirm new password

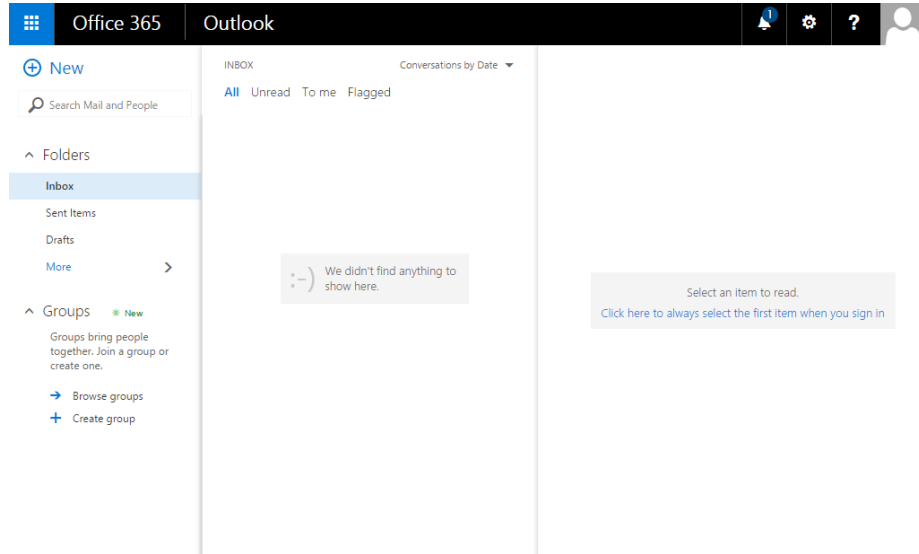
submit

cancel

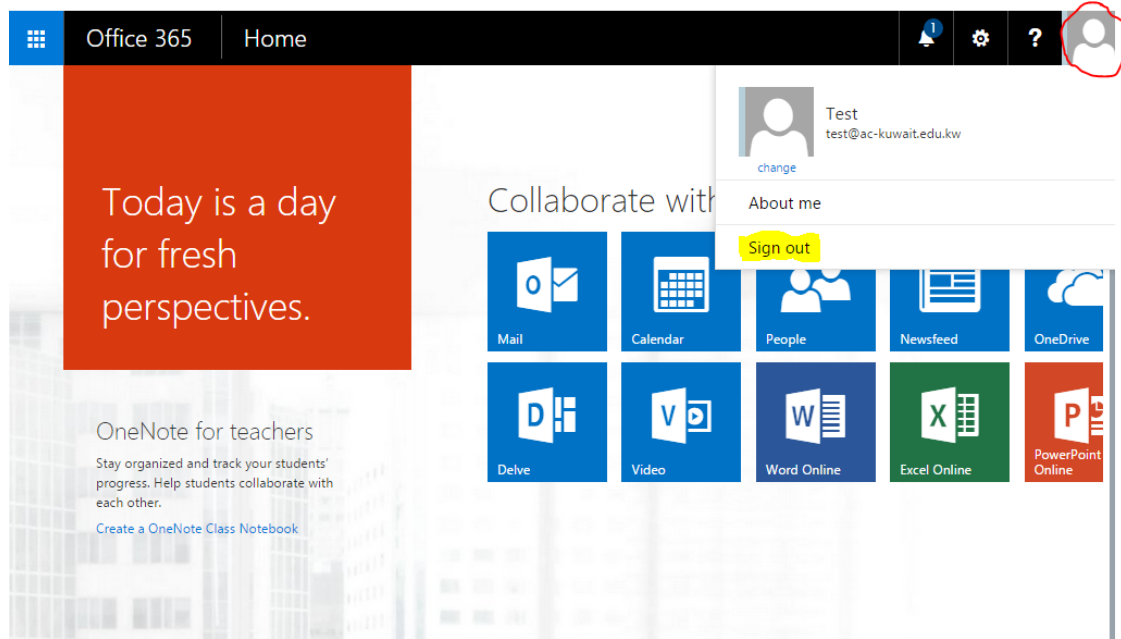
8- Click on "Mail".



9- Finally, you are back to your mailbox:



To logout from your account, just click on your account photo at the top right corner, then click on “Sign out”.



For new user who can be AC-Kuwait Staff or Student, should follow the given steps to install Office 365 in their computer or laptops.

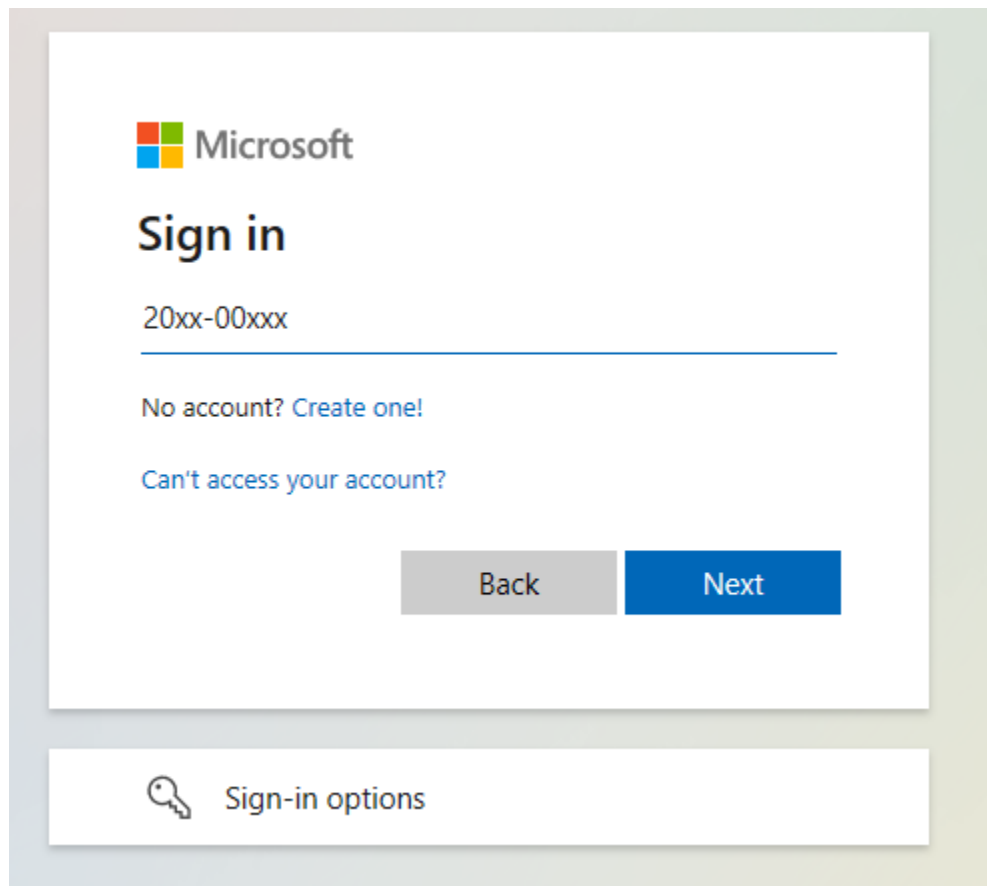
Go to the following URL:

<https://login.microsoftonline.com>

Write your full logon name and password and see (Screen Shot 1.0).

For example abcd@ac-kuwait.edu.kw (staff)

For example 2017-00751@ac-kuwait.edu.kw (student)



Microsoft


Sign in

20xx-00xxx

No account? [Create one!](#)

[Can't access your account?](#)

Back Next

 Sign-in options



← mobeid@ac-kuwait.edu.kw

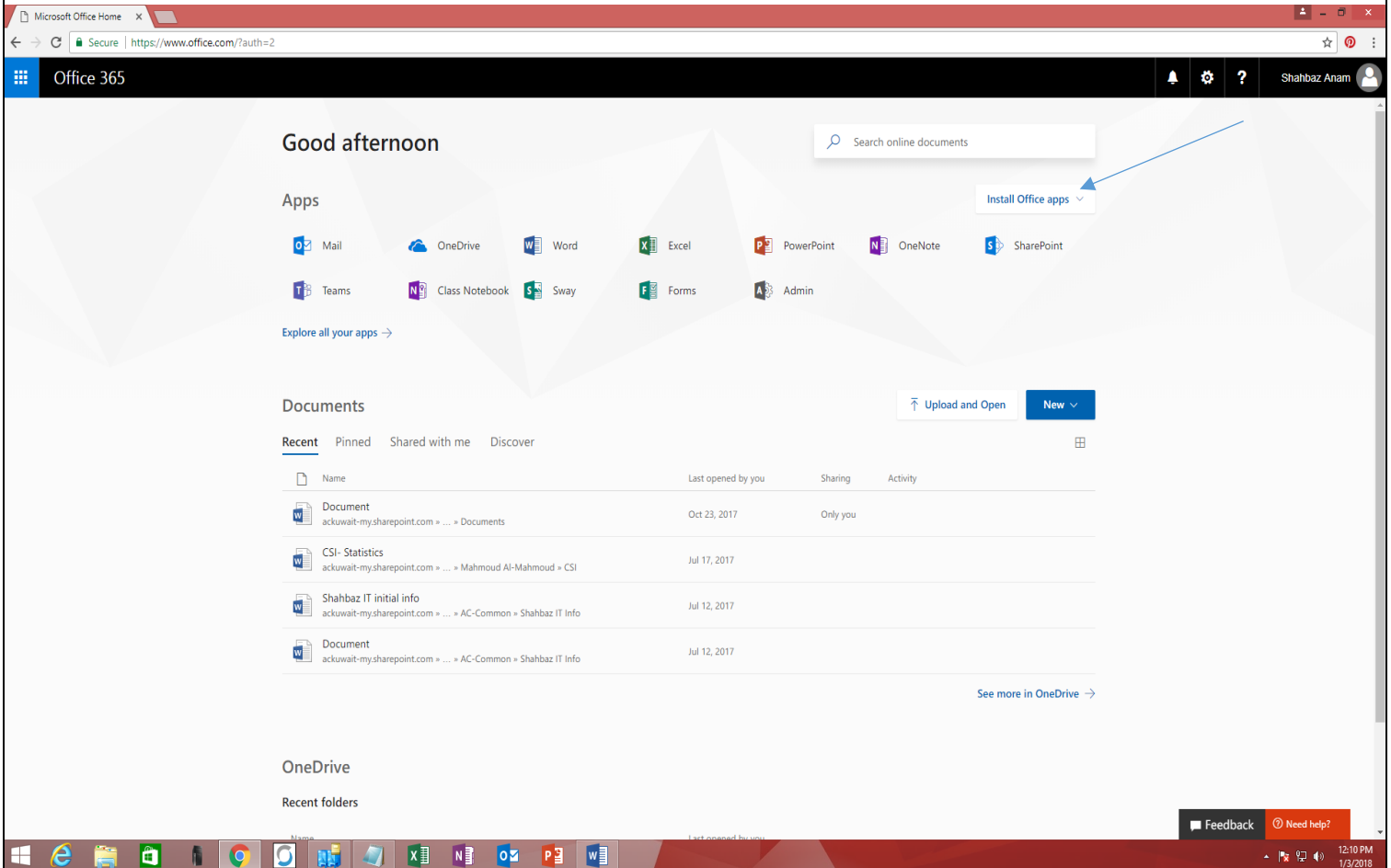
Enter password

Password

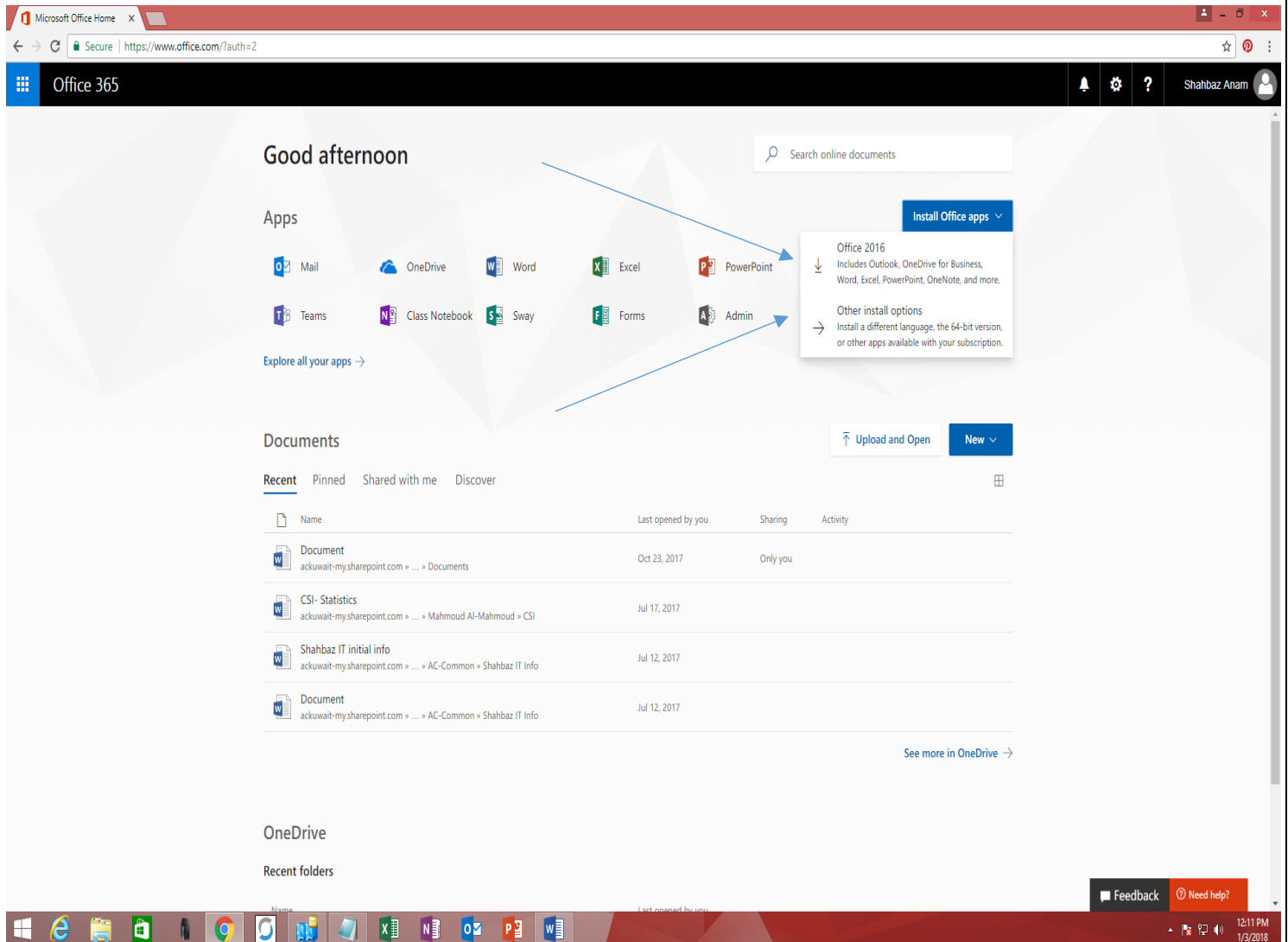
[Forgot my password](#)

Sign in

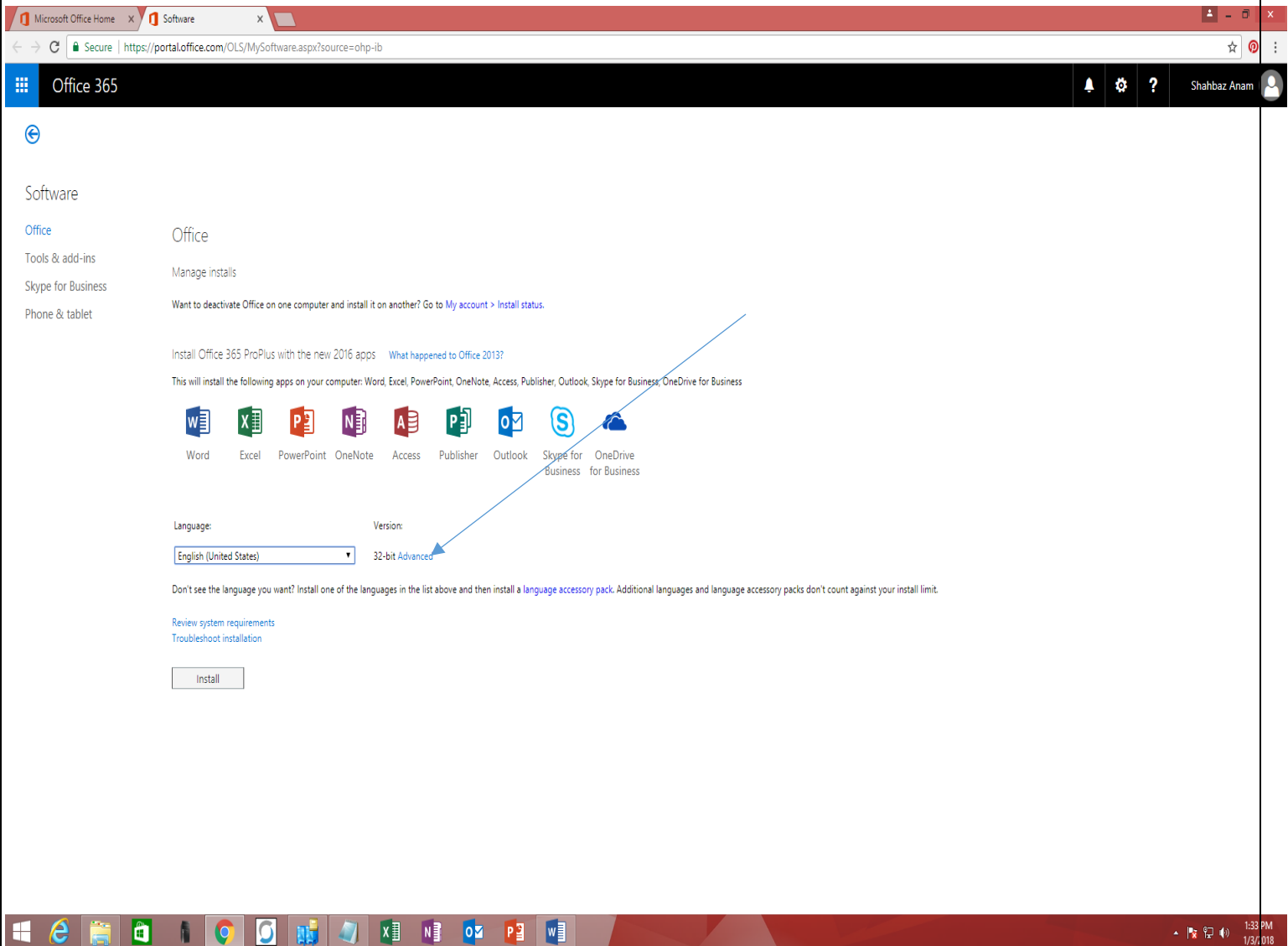
After logging on you will see the following screen:



See the Blue Arrow pointing towards “Install Office apps” It will show the drop-down menu with two options.



By Clicking the first option “Office 2016”, it will download “Setup.X86.en-us” file onto your download folder. Which later you must run from bottom right of google browser.



Microsoft Office Home x Software x

Secure | <https://portal.office.com/OLS/MySoftware.aspx?source=ohp-ib>

Office 365

Software

Office

Tools & add-ins

Skype for Business

Phone & tablet

Manage installs

Want to deactivate Office on one computer and install it on another? Go to [My account > Install status](#).

Install Office 365 ProPlus with the new 2016 apps [What happened to Office 2013?](#)

This will install the following apps on your computer: Word, Excel, PowerPoint, OneNote, Access, Publisher, Outlook, Skype for Business, OneDrive for Business

Word Excel PowerPoint OneNote Access Publisher Outlook Skype for Business OneDrive for Business

Language: English (United States) Version: 32-bit Advanced

Don't see the language you want? Install one of the languages in the list above and then install a [language accessory pack](#). Additional languages and language accessory packs don't count against your install limit.

[Review system requirements](#)
[Troubleshoot installation](#)

Install

1:33 PM 1/31/18

If you click Advanced button shown in Blue color, this will show you two Office 365 32 Bit and 64-Bit versions, select any of it depending on your PC specs, your PC can be Windows 32 bit or Windows 64 bit.

Press Install button in the same page and this would download specific version in your download folder. You can run this and by clicking next buttons several times this would finish installation.

IET Helpdesk Info:

Email: helpdesk@ac-kuwait.edu.kw

Contact No.: **22060299**