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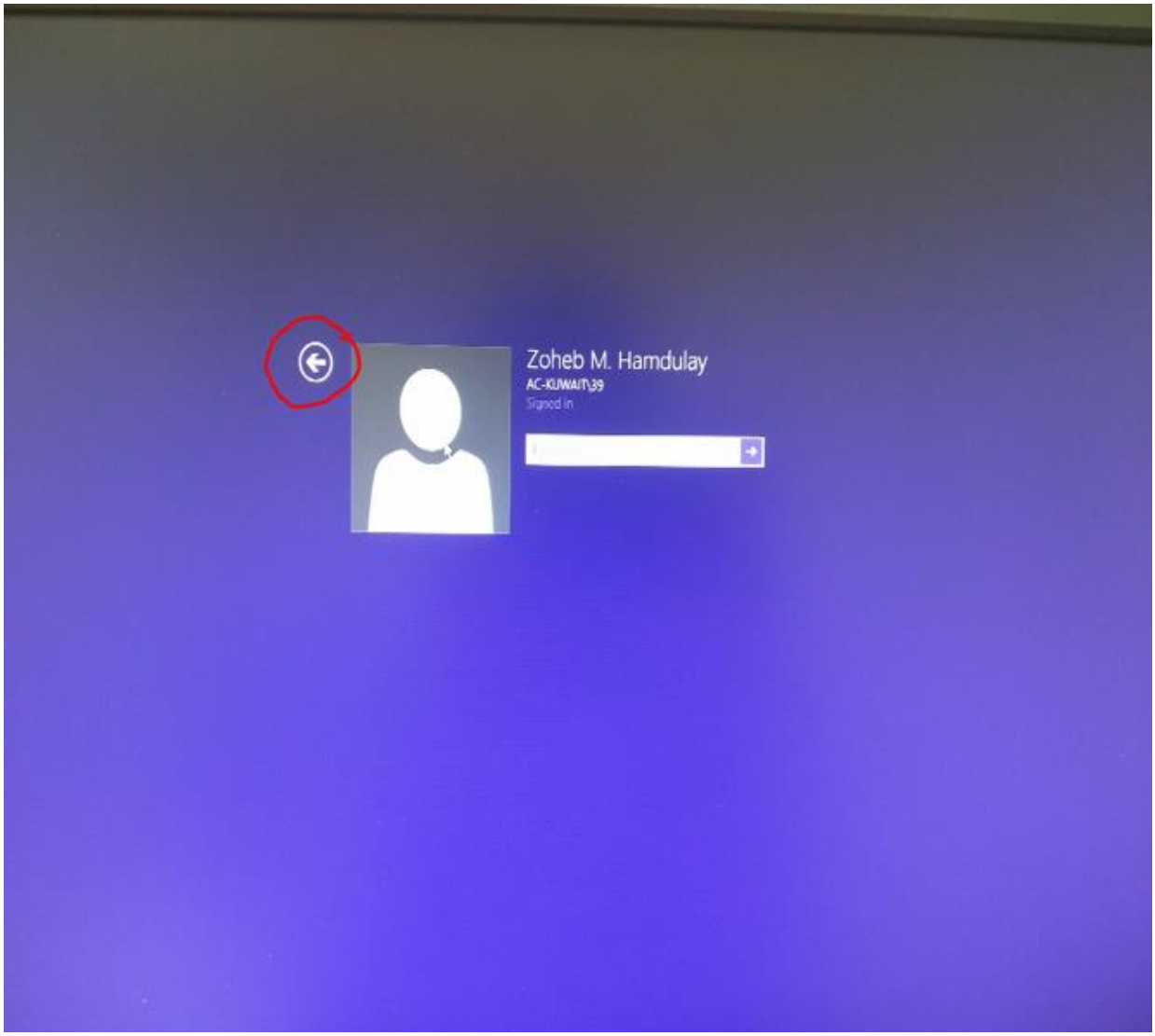
كلية الجونكوين الكندية في الكويت

Please follow below steps for first time login

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



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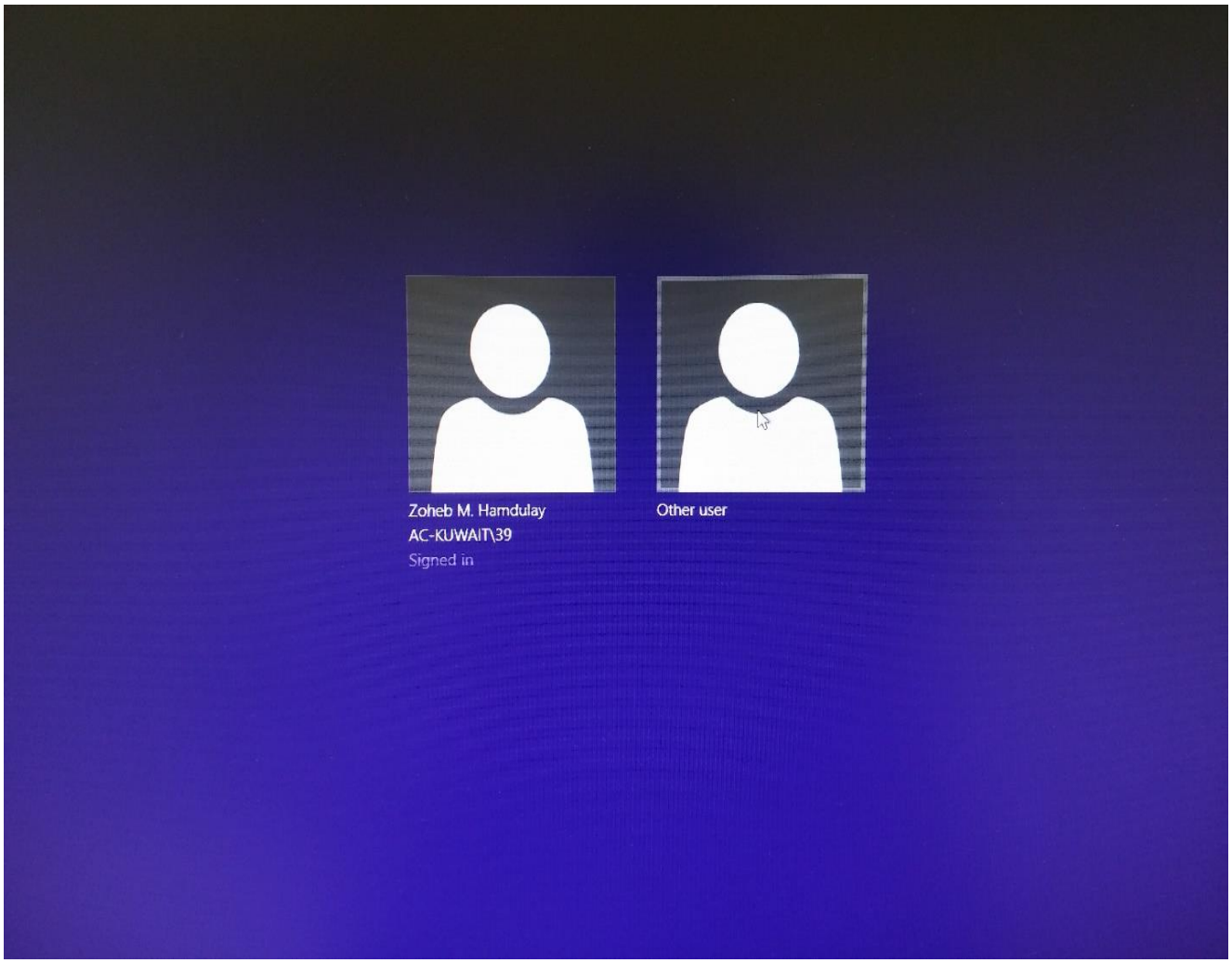
Step 2: Press “**other user”.**



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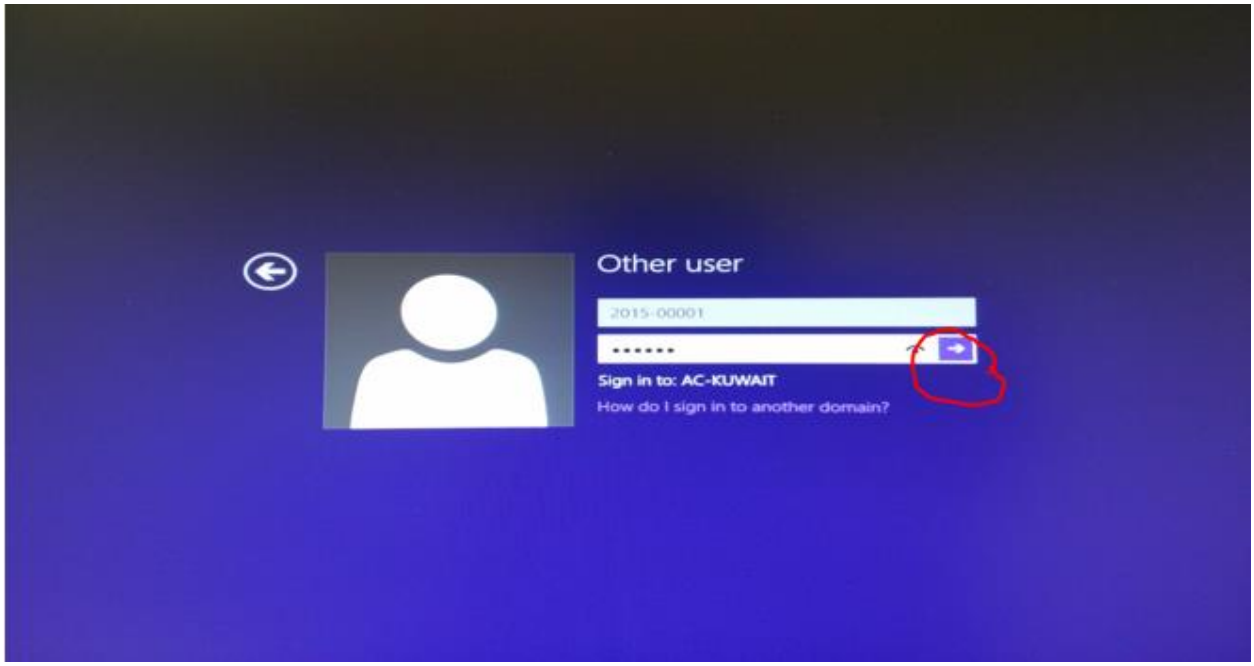
كلية الجونكوين الكندية في الكويت

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.

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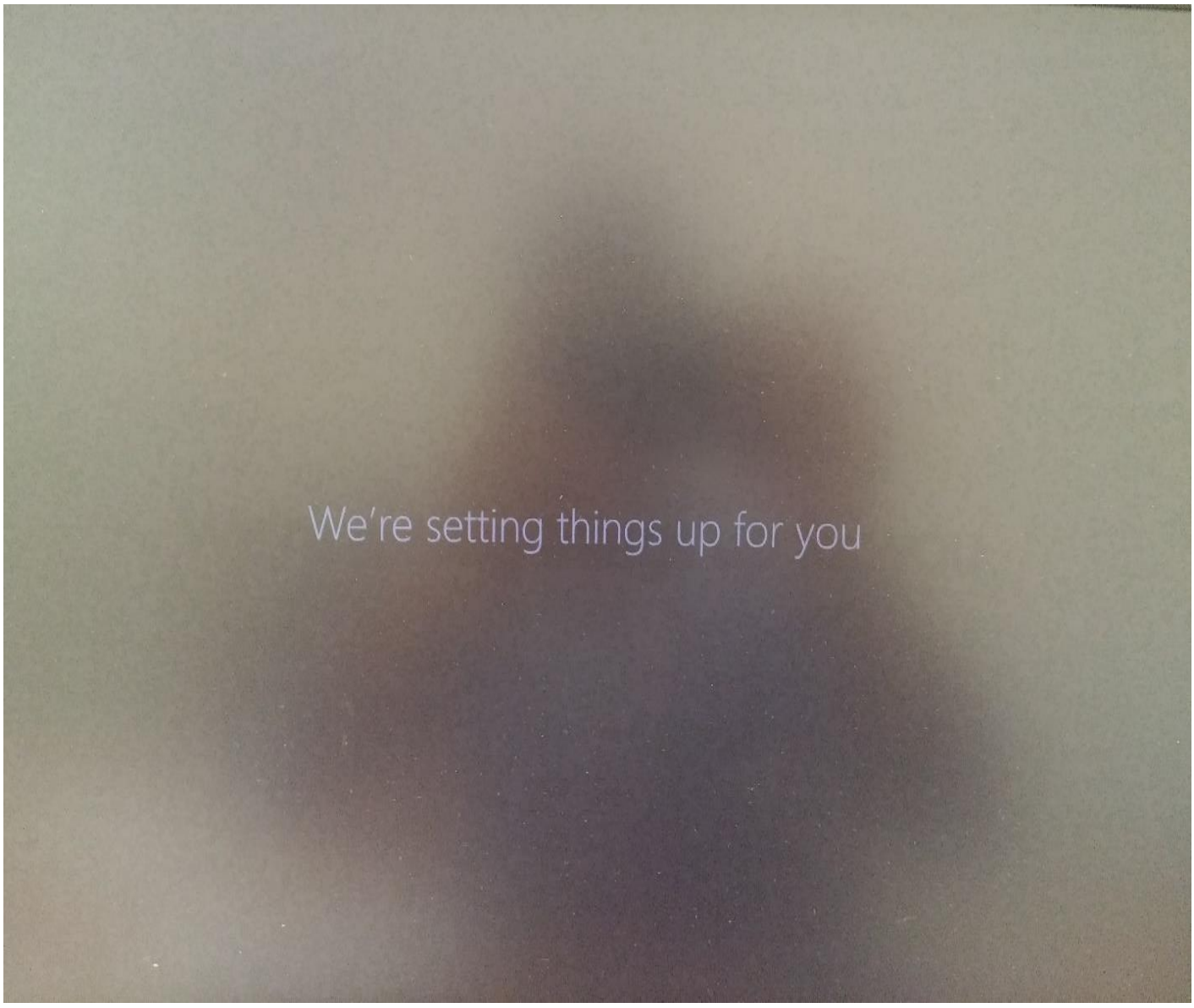
كلية الجونكوين الكندية في الكويت

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



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

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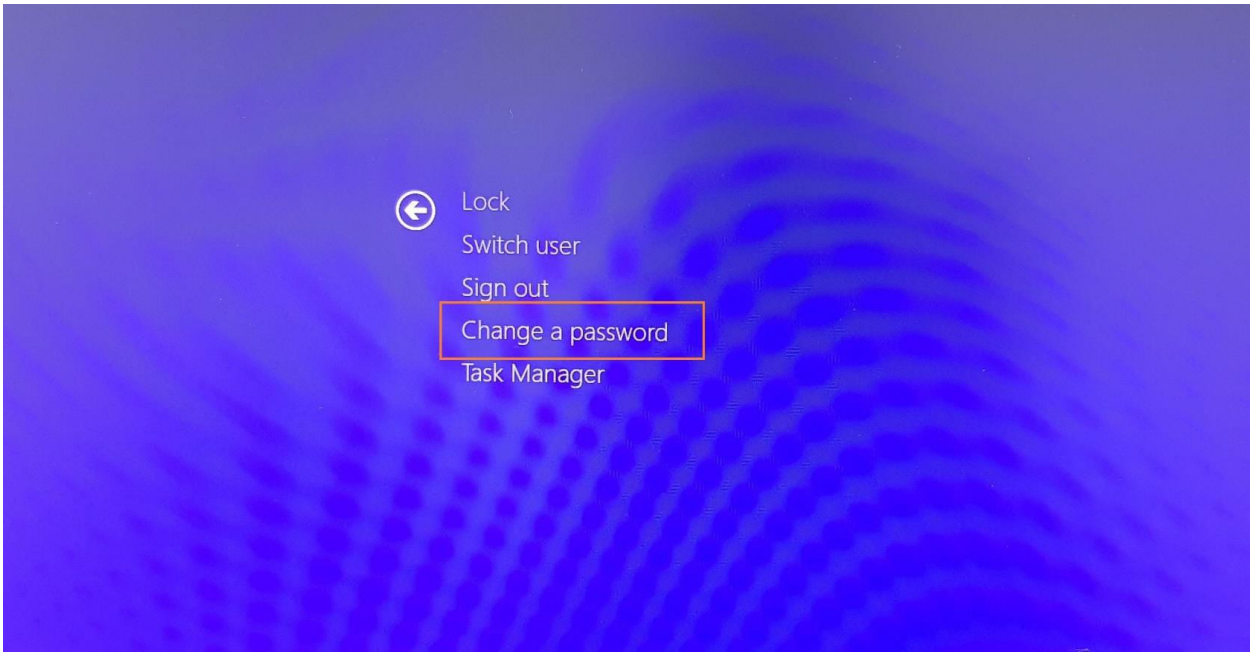
كلية الجونكوين الكندية في الكويت

How to change your login password using the college PC

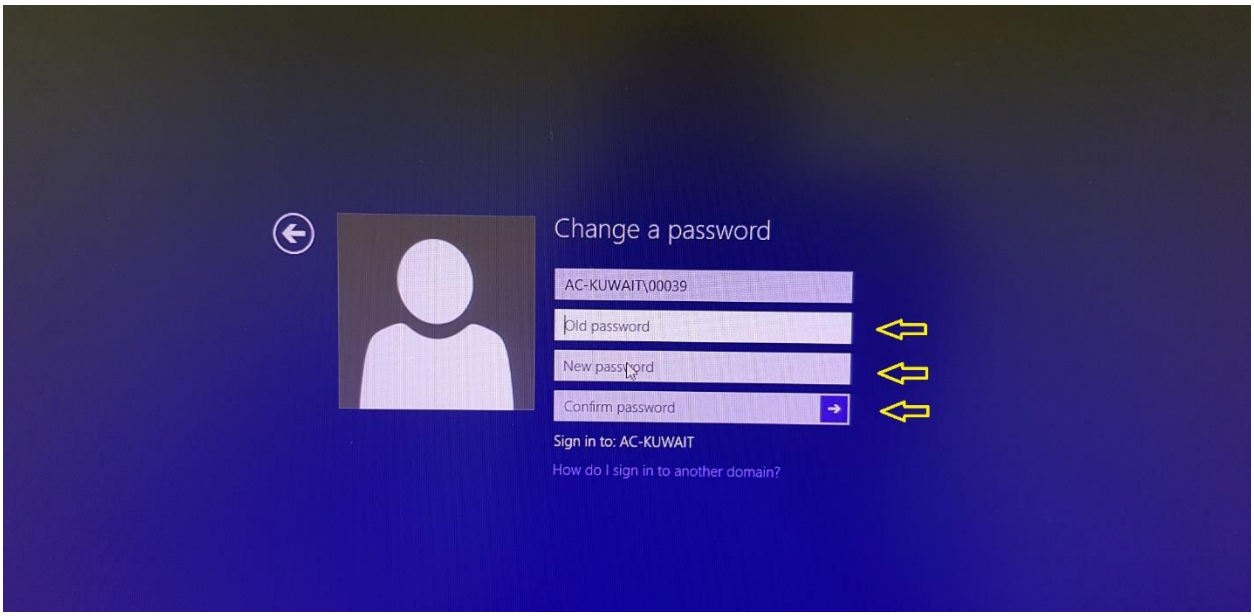
Follow these steps:

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.

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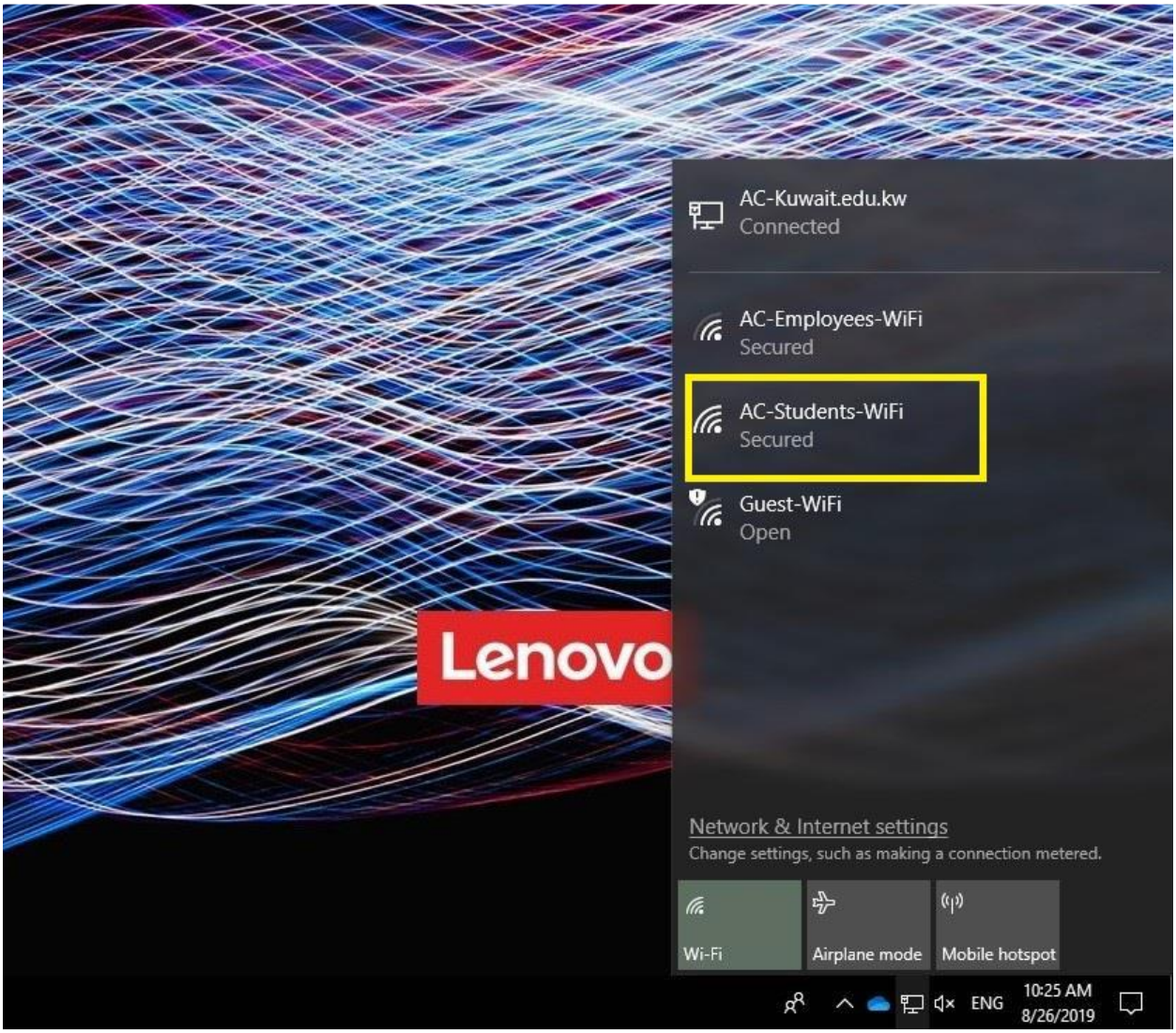
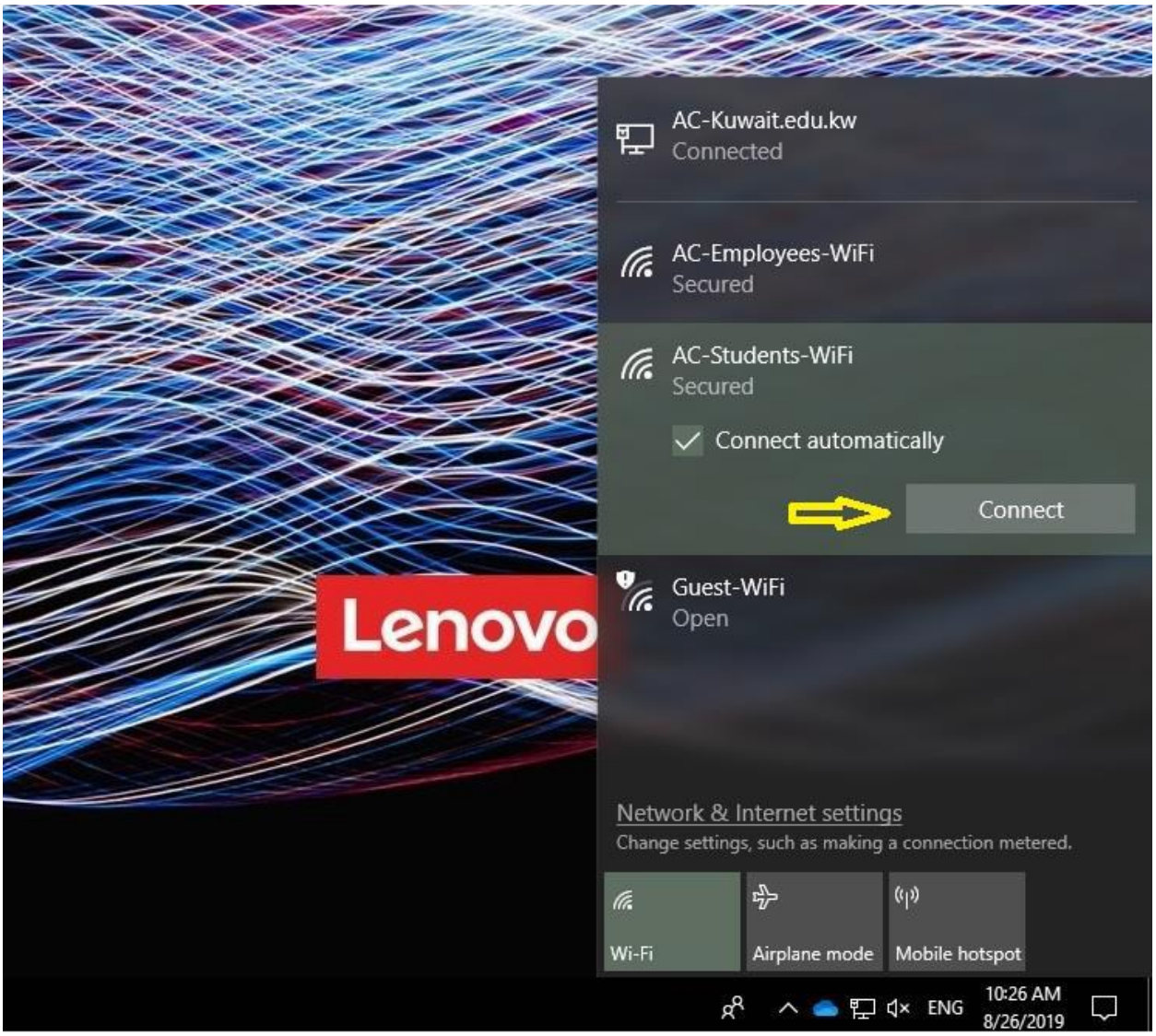
كلية الجونكوين الكندية في الكويت

How to use the wireless network

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



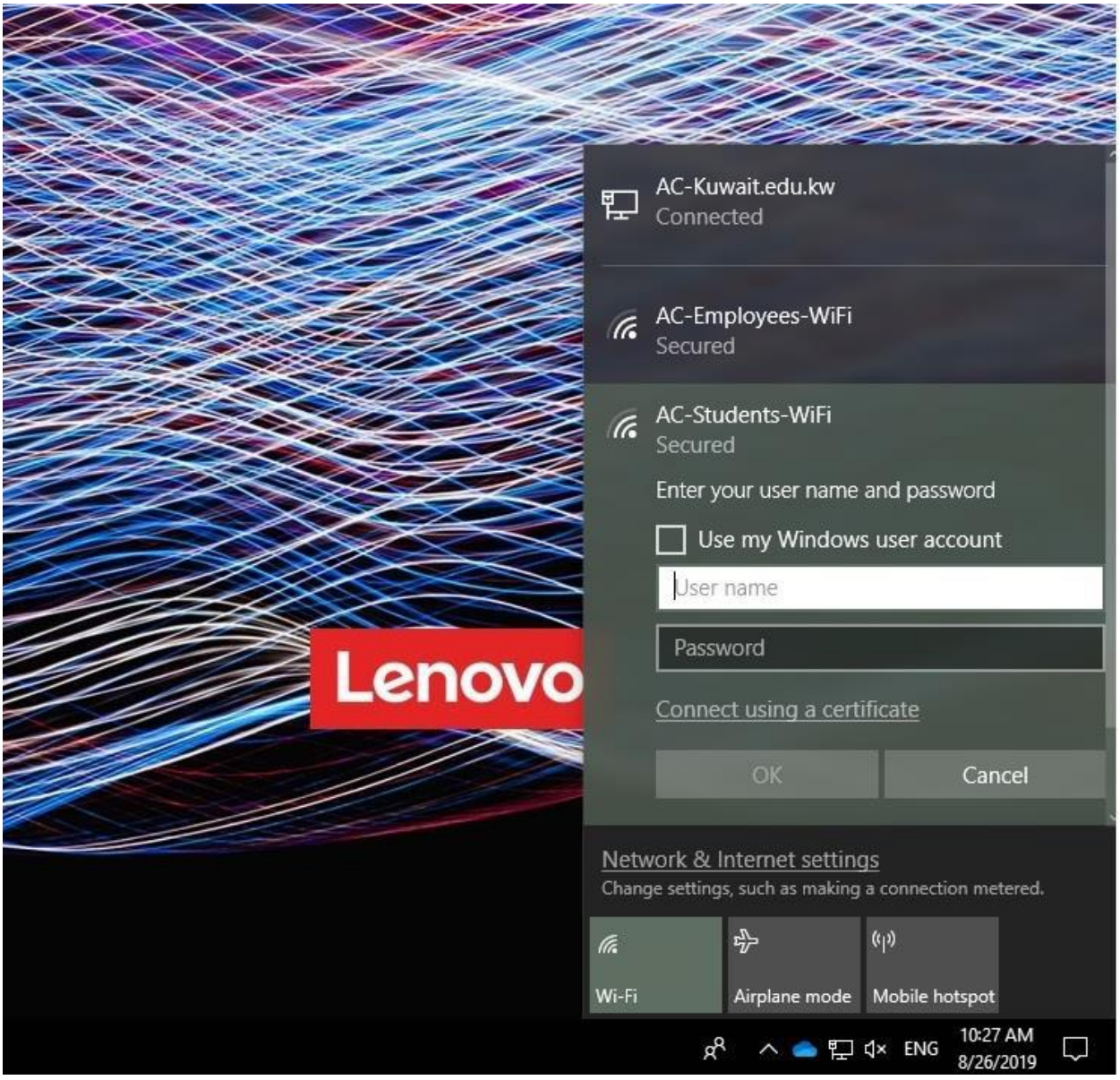
2- Select the student wifi then press Connect.



3- Put the username and password:

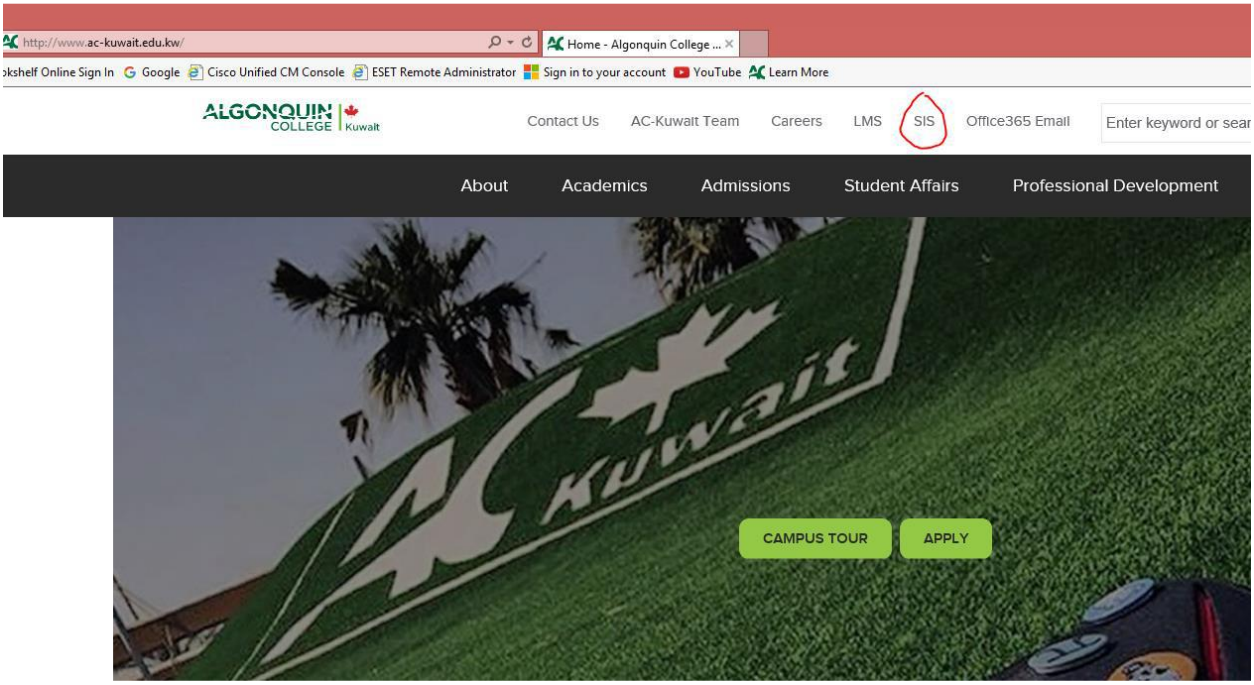
Username: 20xx-xxxx
Password: **********

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



To access SIS:

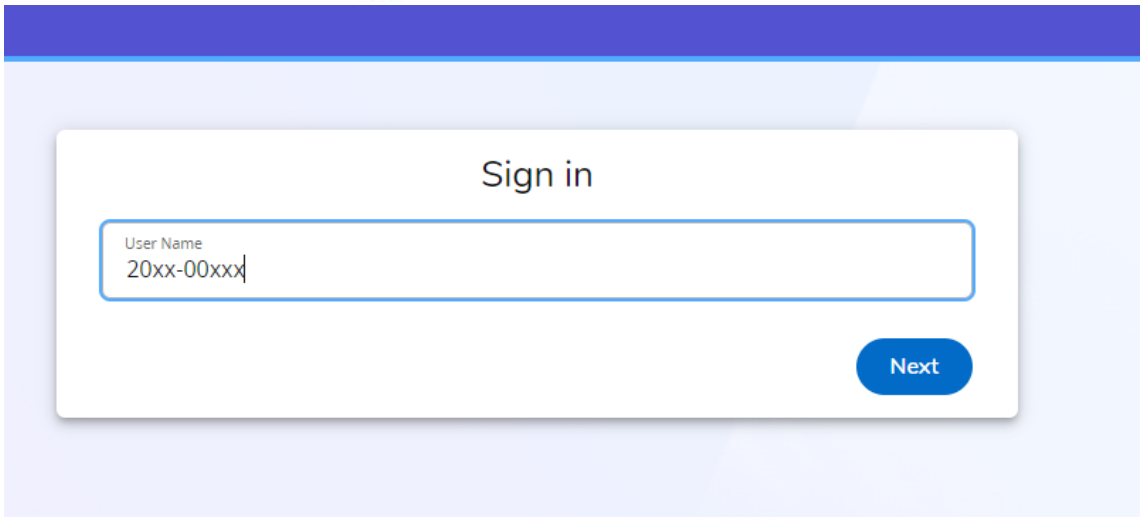
1. Open any internet browser (internet explorer, Google Chrome, Yahoo Firefox).
2. Enter the URL address of the College (www.ac-kuwait.edu.kw) in the address bar then press **Enter**.
3. On the top right-hand corner of the Homepage click on the link of **SIS.**

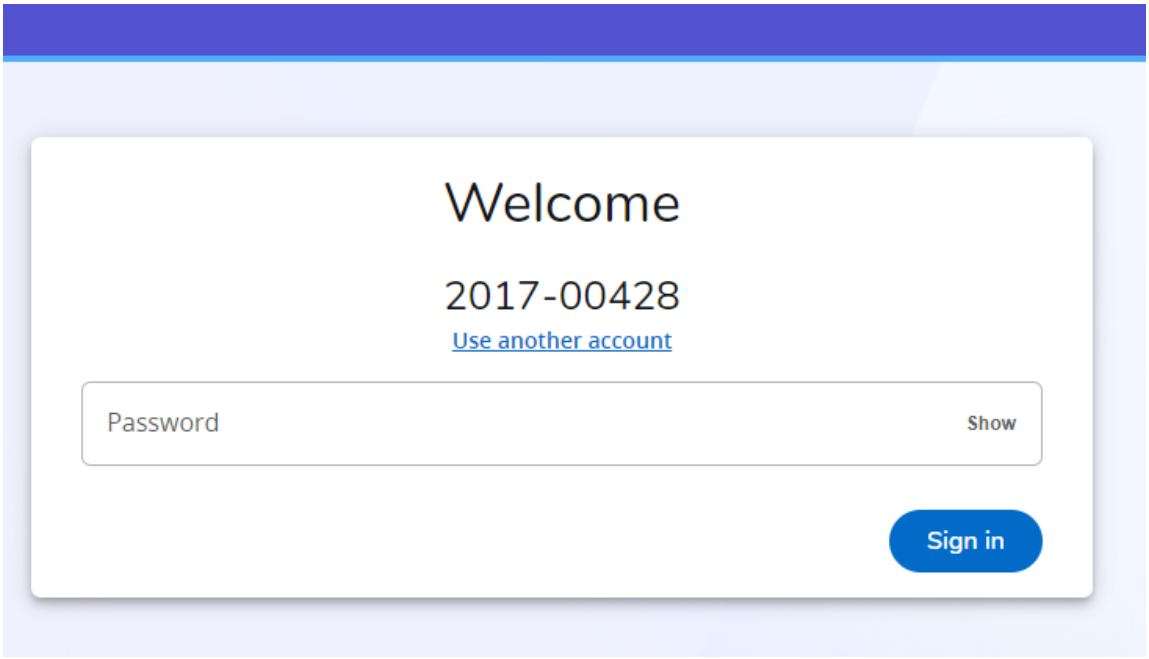


OR

Use the below link in browser for direct access:

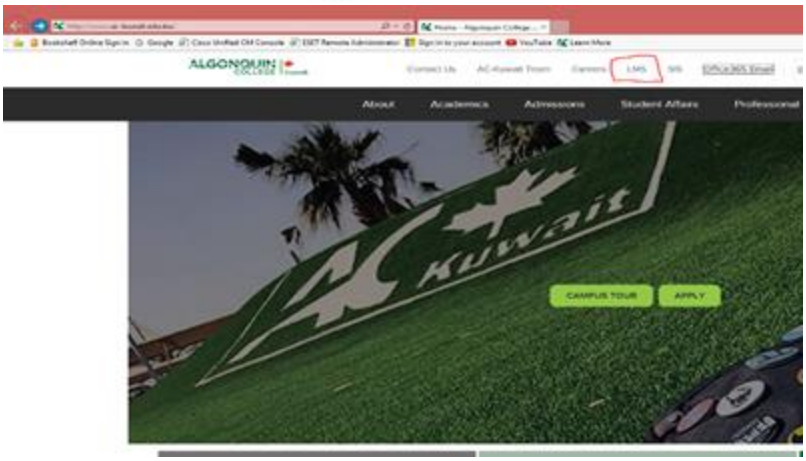
1. https://self-service.ac-kuwait.edu.kw/PowerCampusSelfService/
2. After clicking the link, you will find the below window of self-service; sign in with username and password provided by the office of the Registrar.





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**

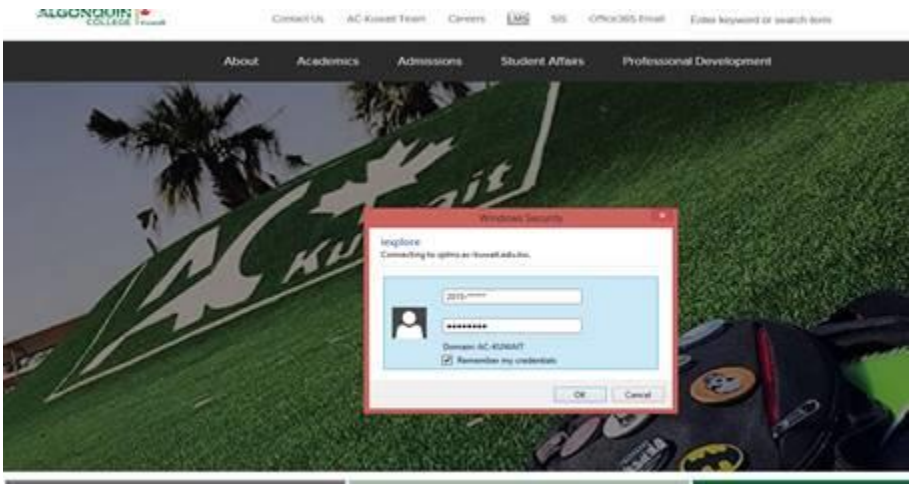


OR

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:

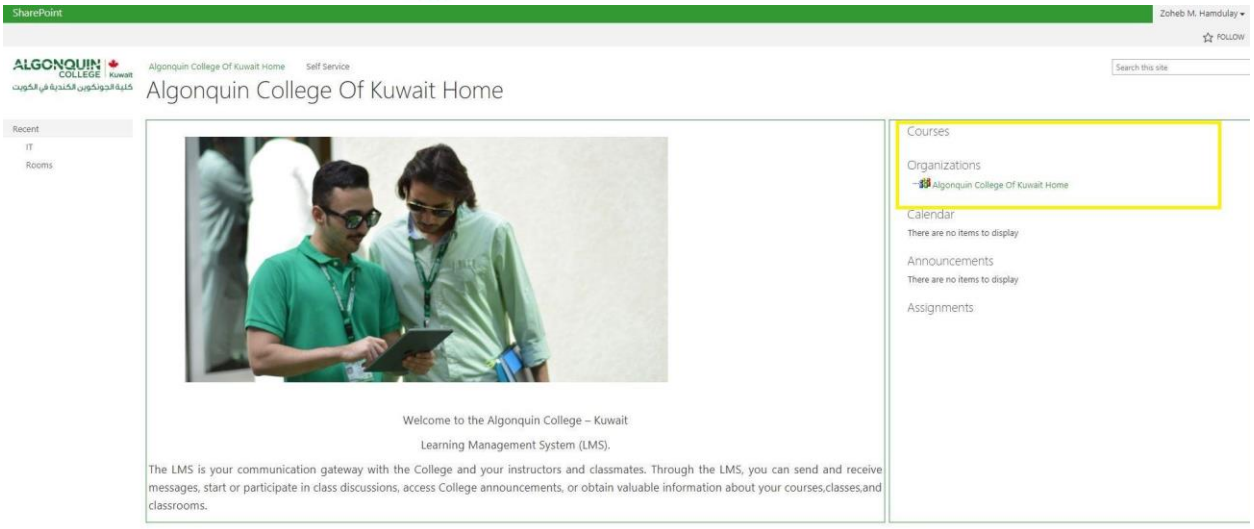


Sign in with username and password provided by the registration counter.

I.E: Username: xxxx-xxxxx

Password: **********

You will get the below screen:



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

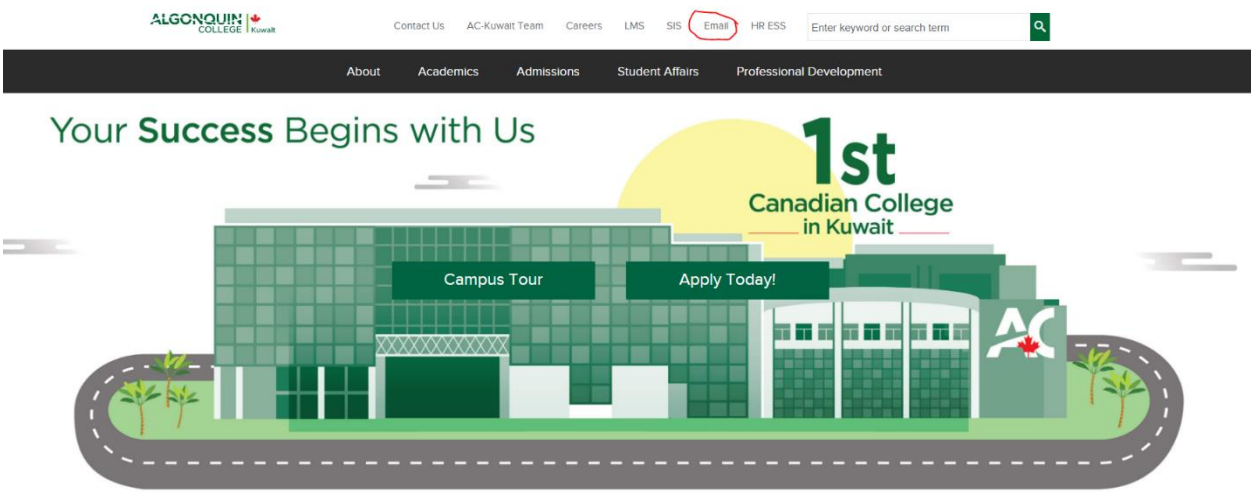
How to access your e-mail account at AC-Kuwait

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”

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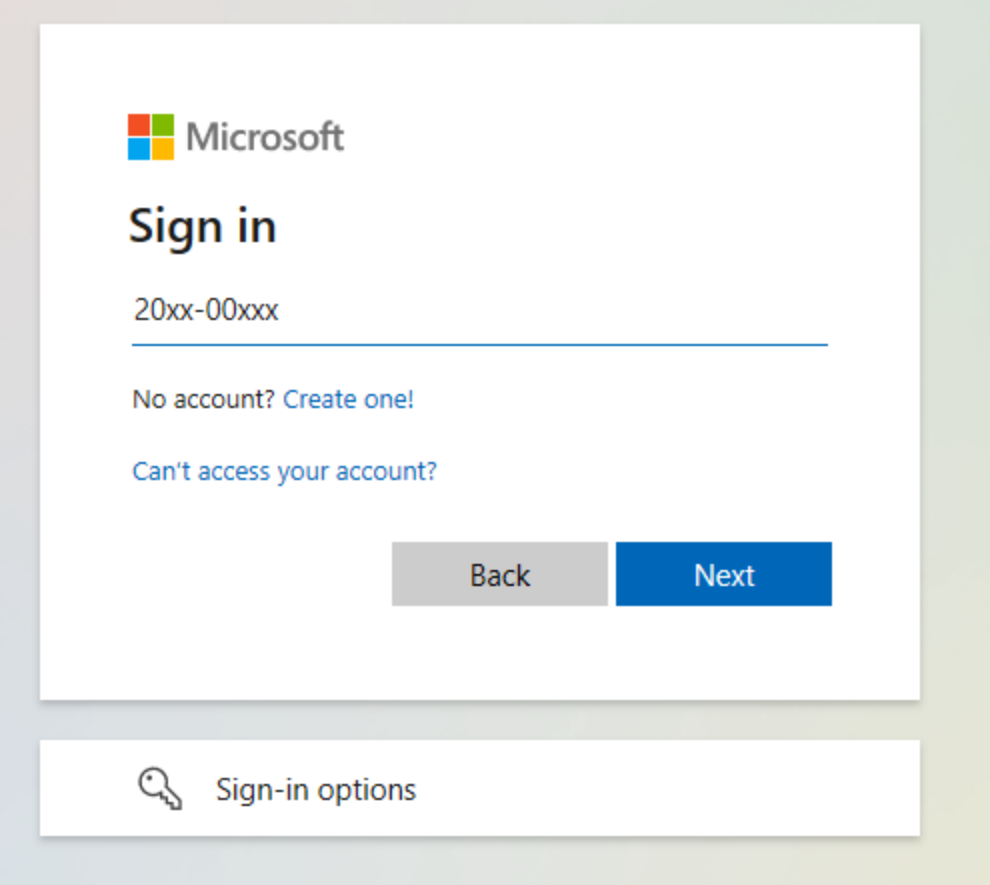
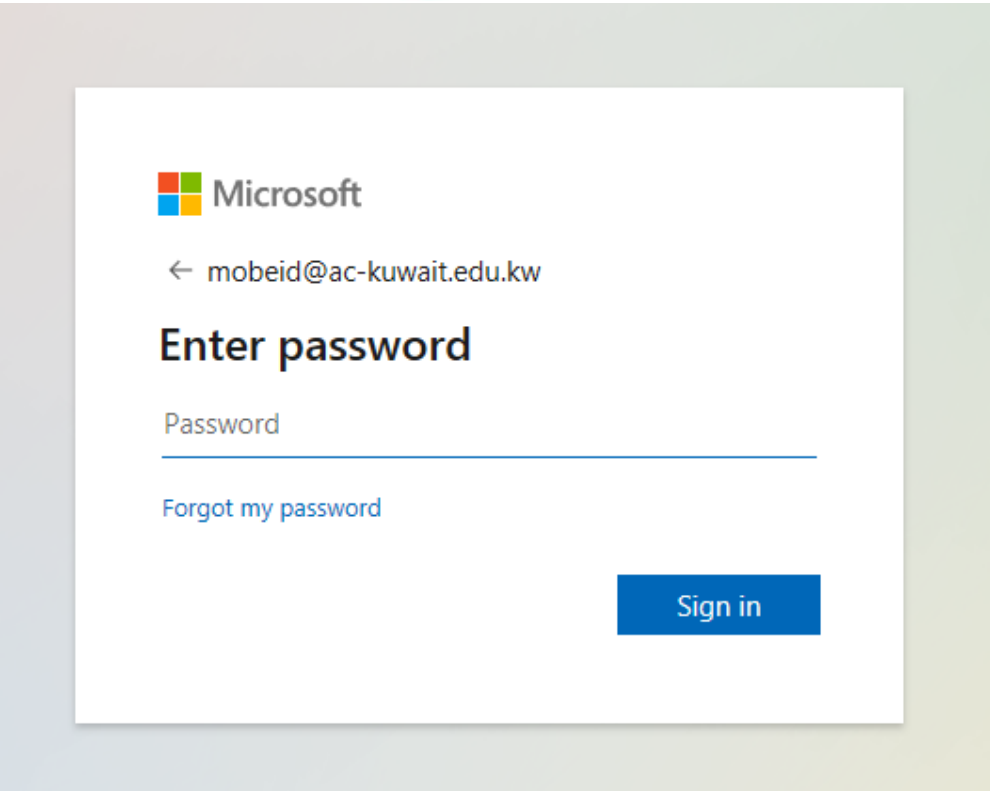
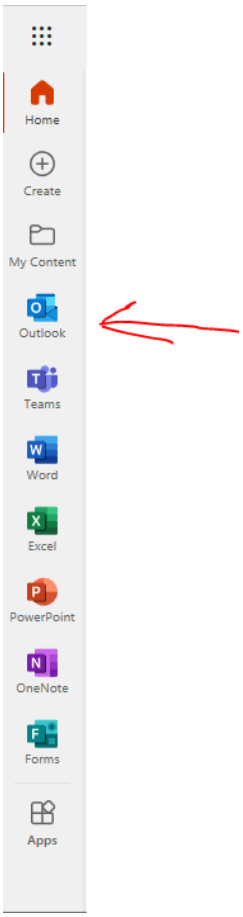




3- Now, select the office program you want to use or the “outlook” option to read your emails as below snap:


Home
Create
My Content
Outlook
Teams
Word
Excel
PowerPoint
OneNote
Forms
Apps

How to change a password

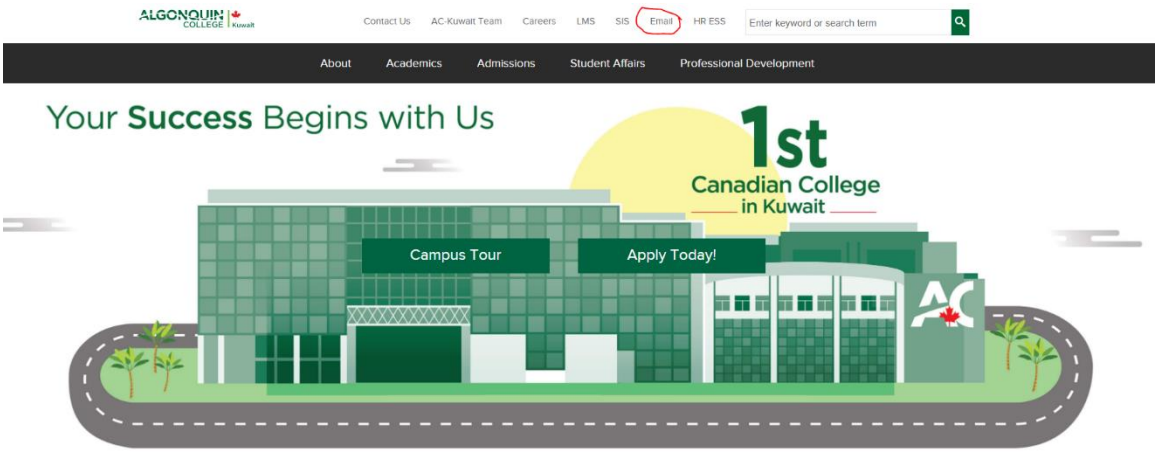
1- Open an internet browser (internet explorer, Google Chrome, Yahoo Firefox)

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”

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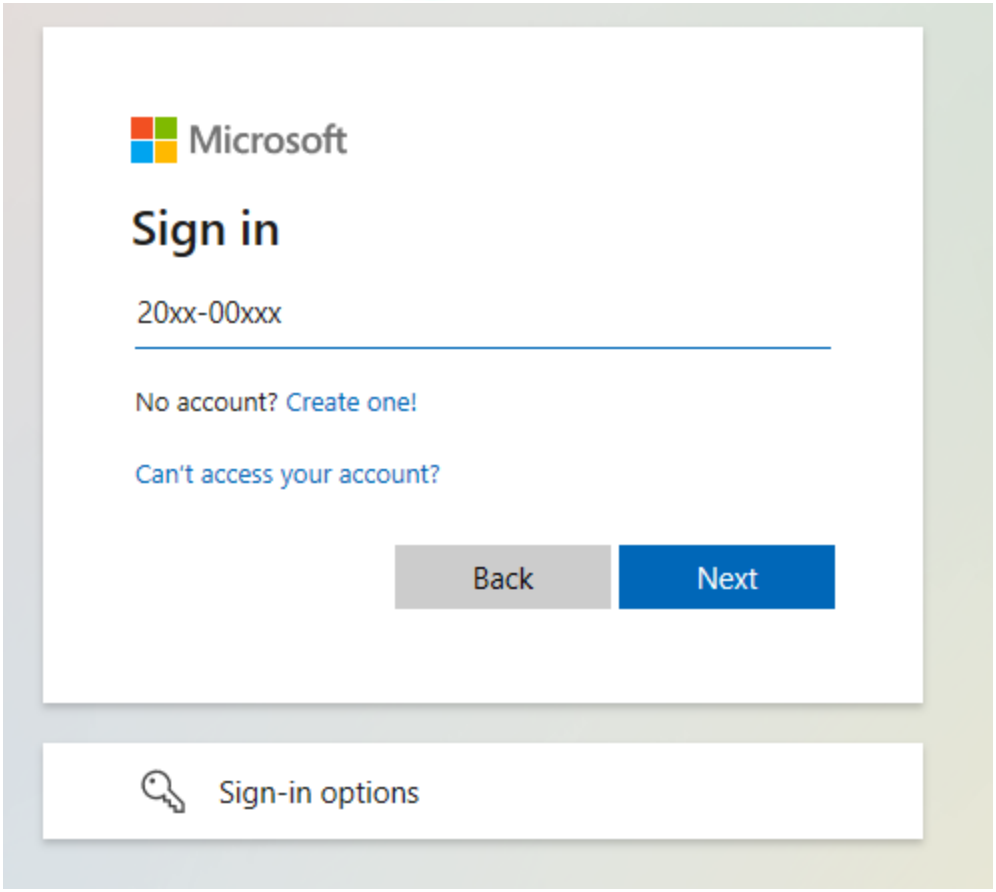
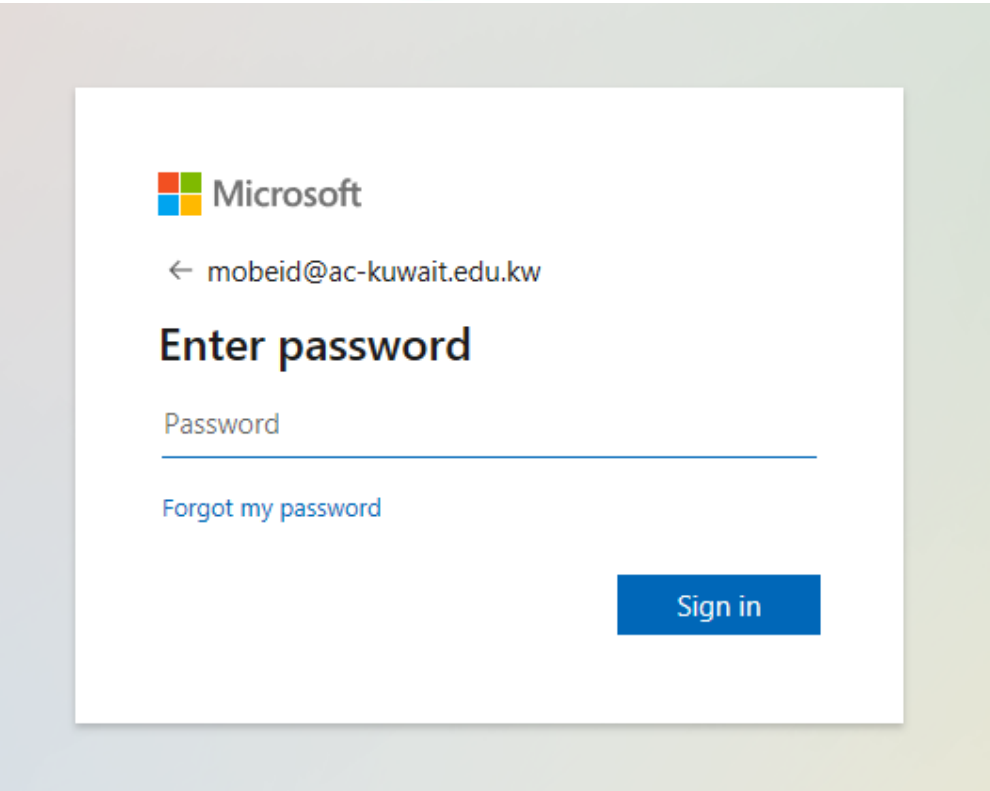
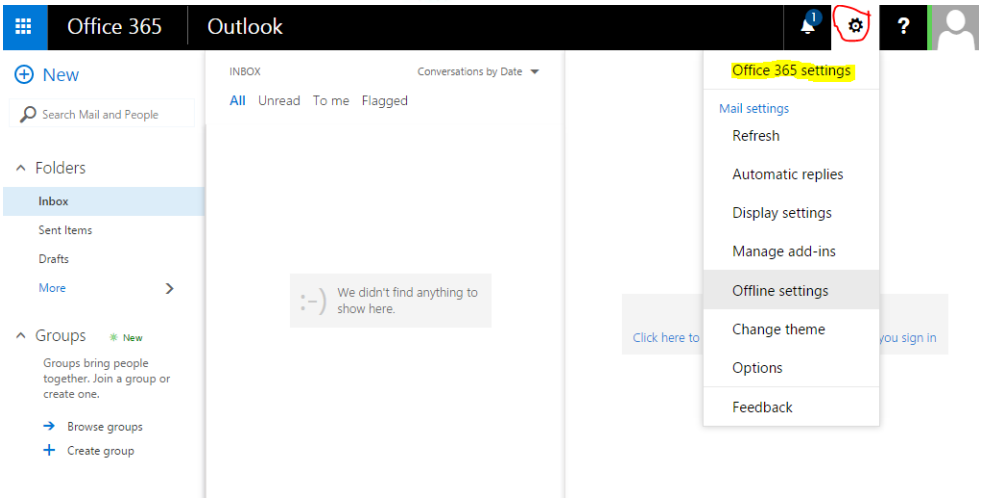
كلية الجونكوين الكندية في الكويت

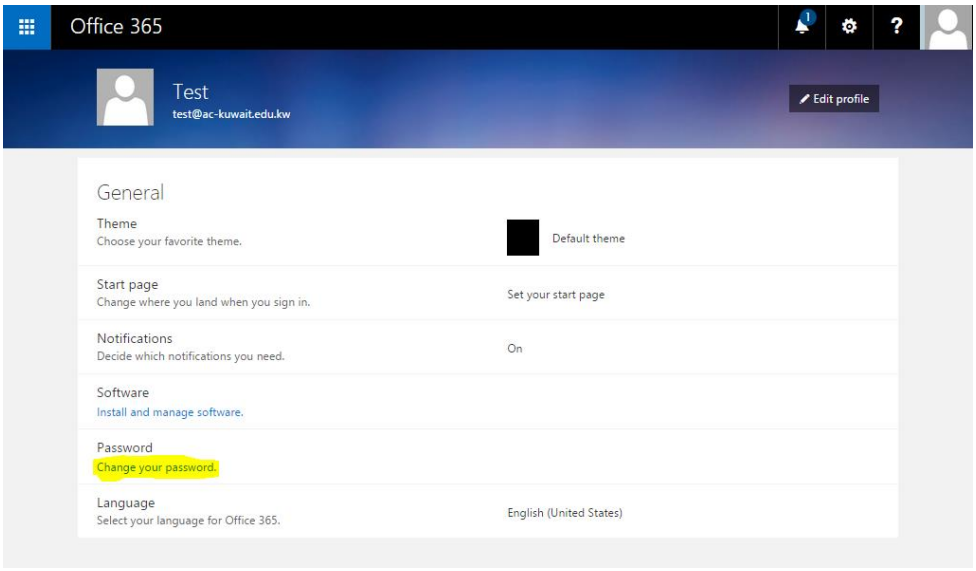




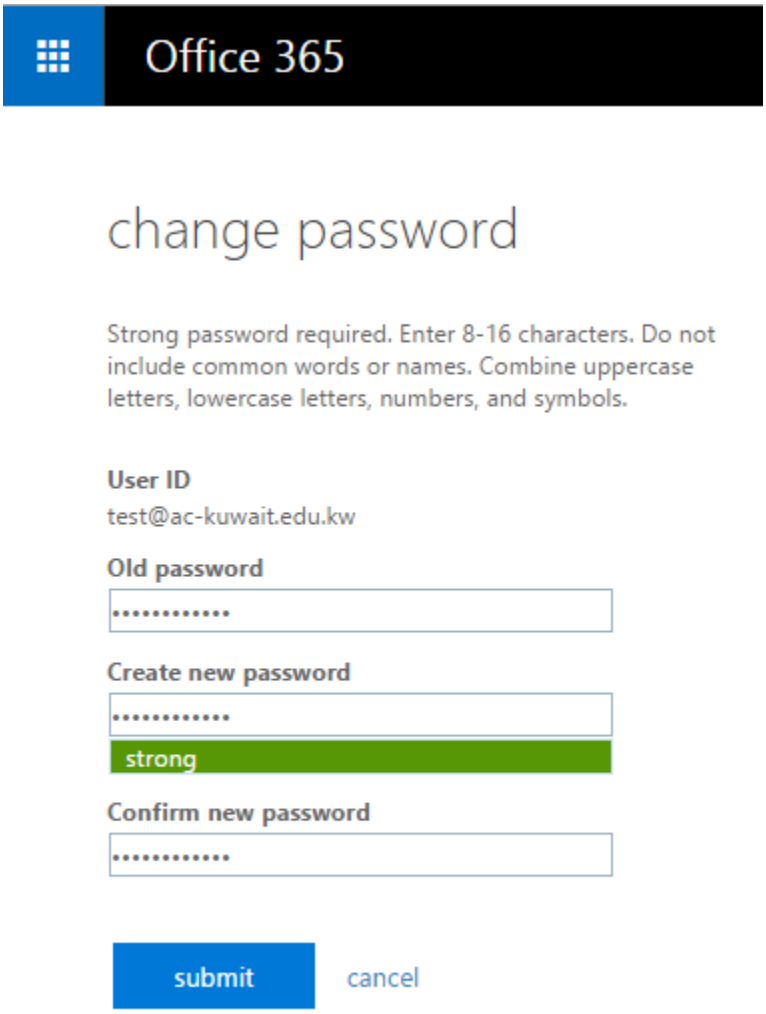
5- Press the icon ⚙ located on the top right hand corner of the page and select "**Office 365 Settings**".


Office 365
Outlook
New
Search Mail and People
Folders
Inbox
Sent Items
Drafts
More
Groups
New
Groups bring people together. Join a group or create one.
Browse groups
Create group
INBOX
Conversations by Date
All
Unread
To me
Flagged
We didn't find anything to show here.
Office 365 settings
Mail settings
Refresh
Automatic replies
Display settings
Manage add-ins
Offline settings
Change theme
Options
Feedback

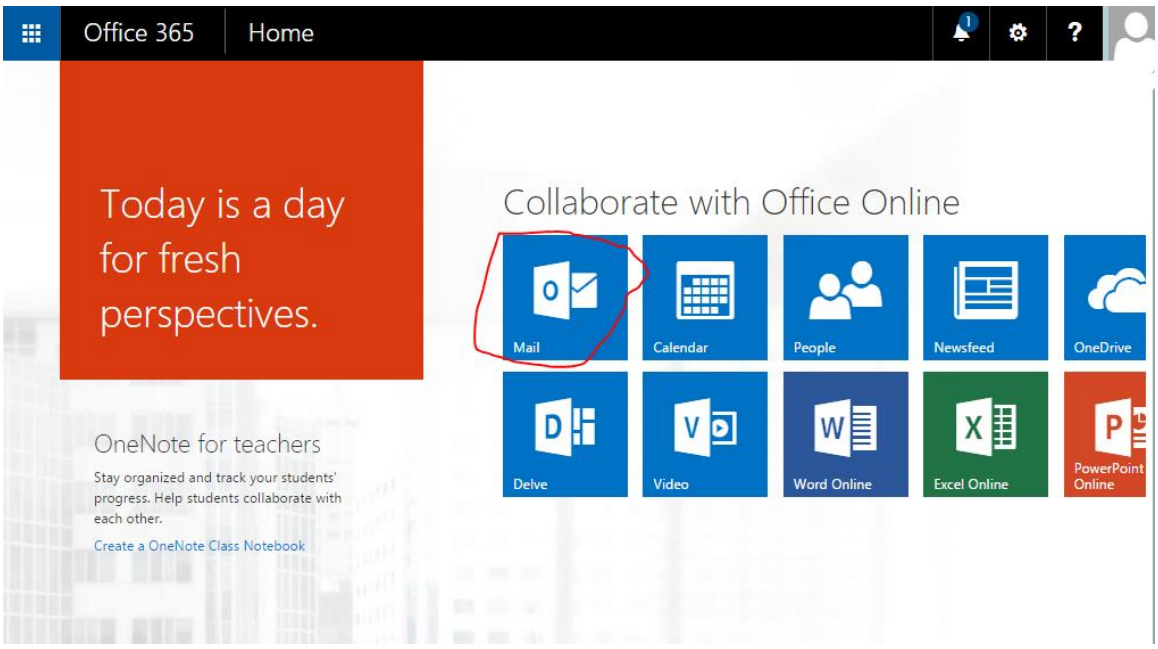
6- The General menu appears scroll down to Password and click on "**Change your password**".



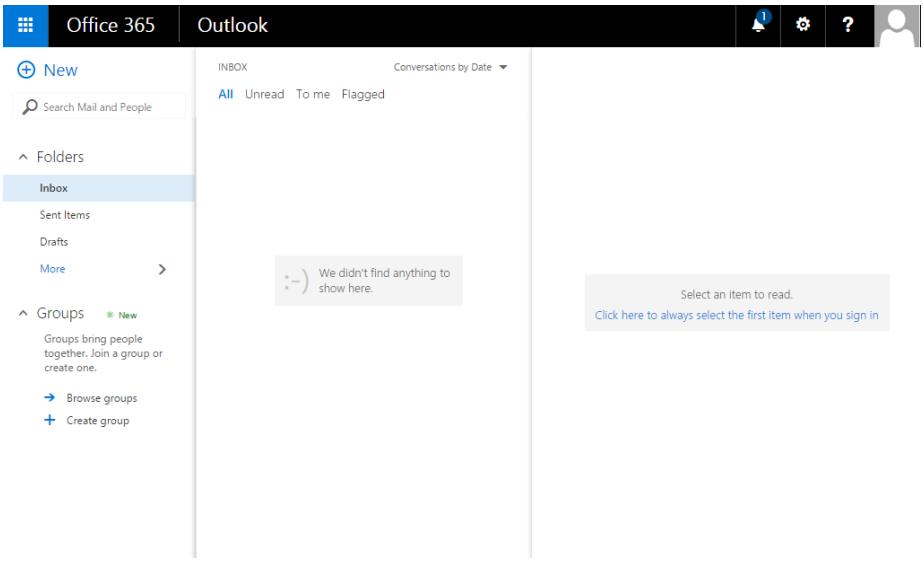
7- Fill the old and new password then click on "**Submit**"



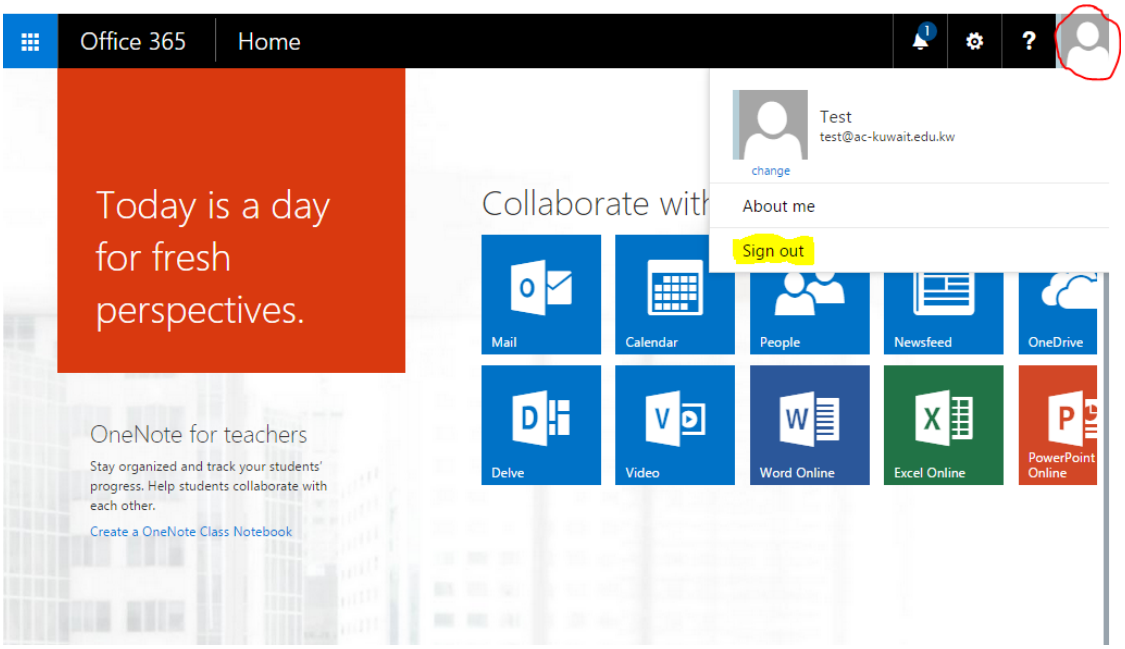
8- Click on “**Mail**”.



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.

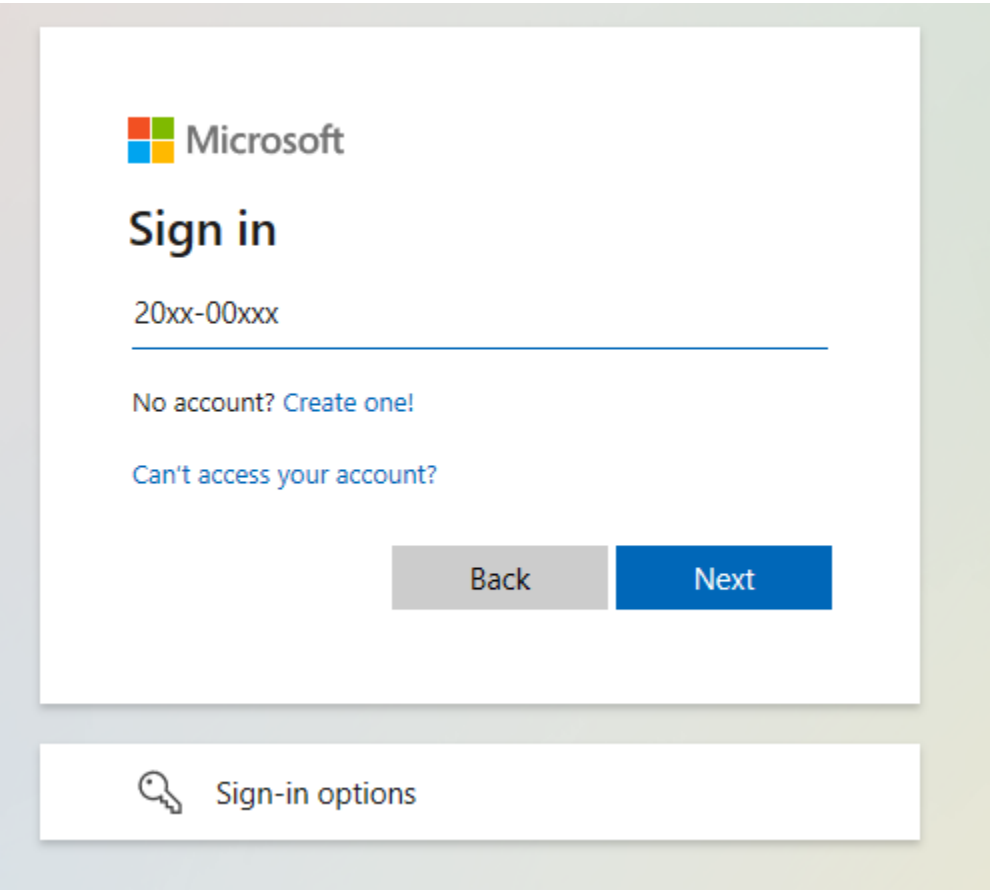
Go to the following URL:

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)



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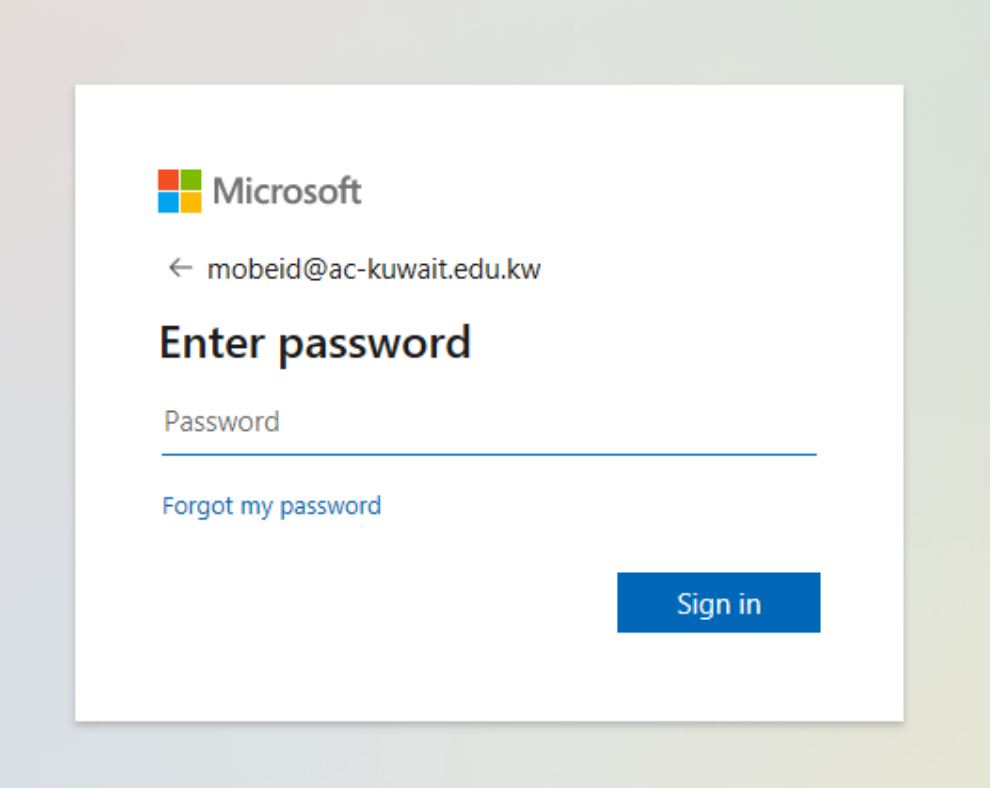
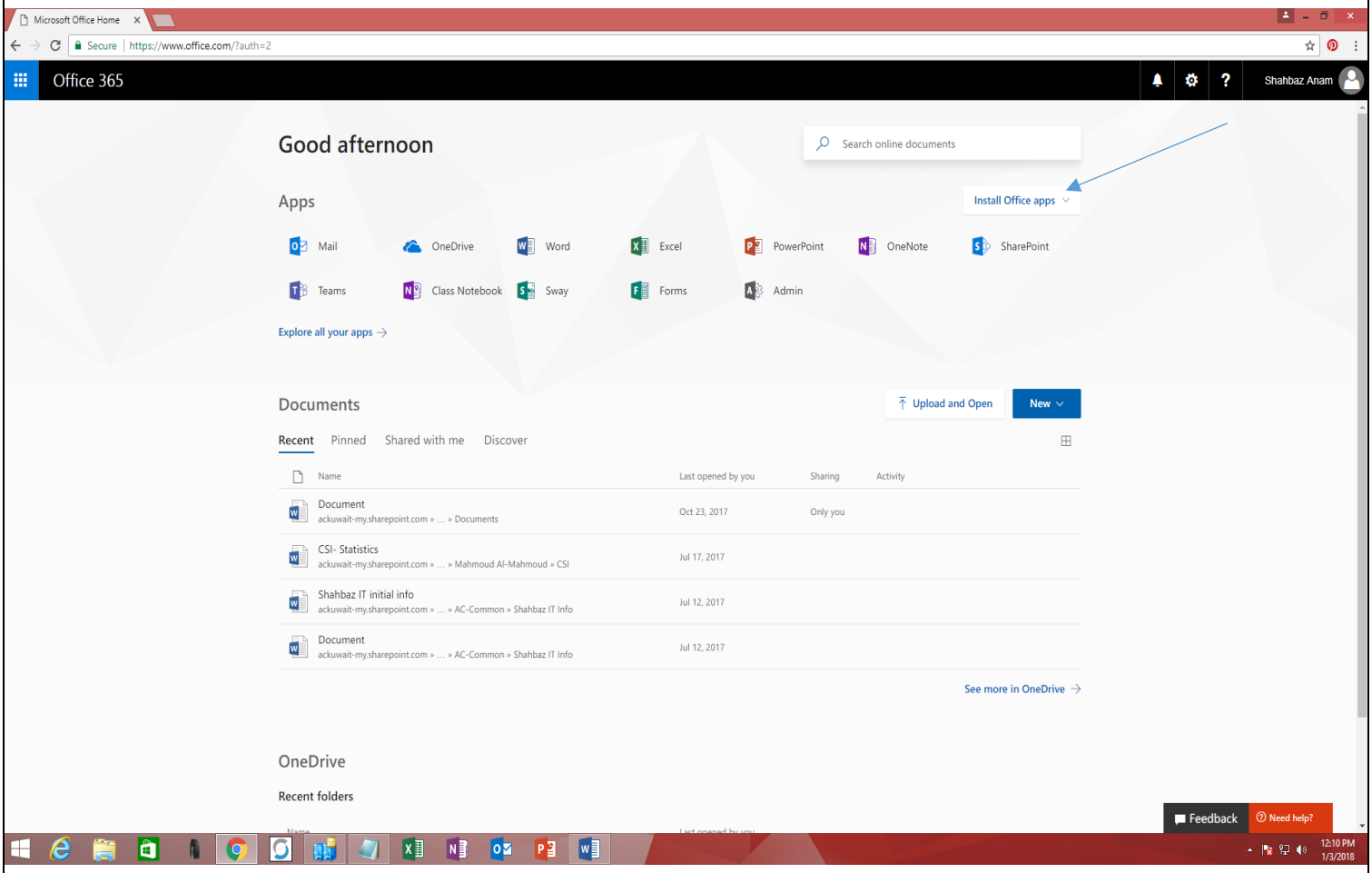
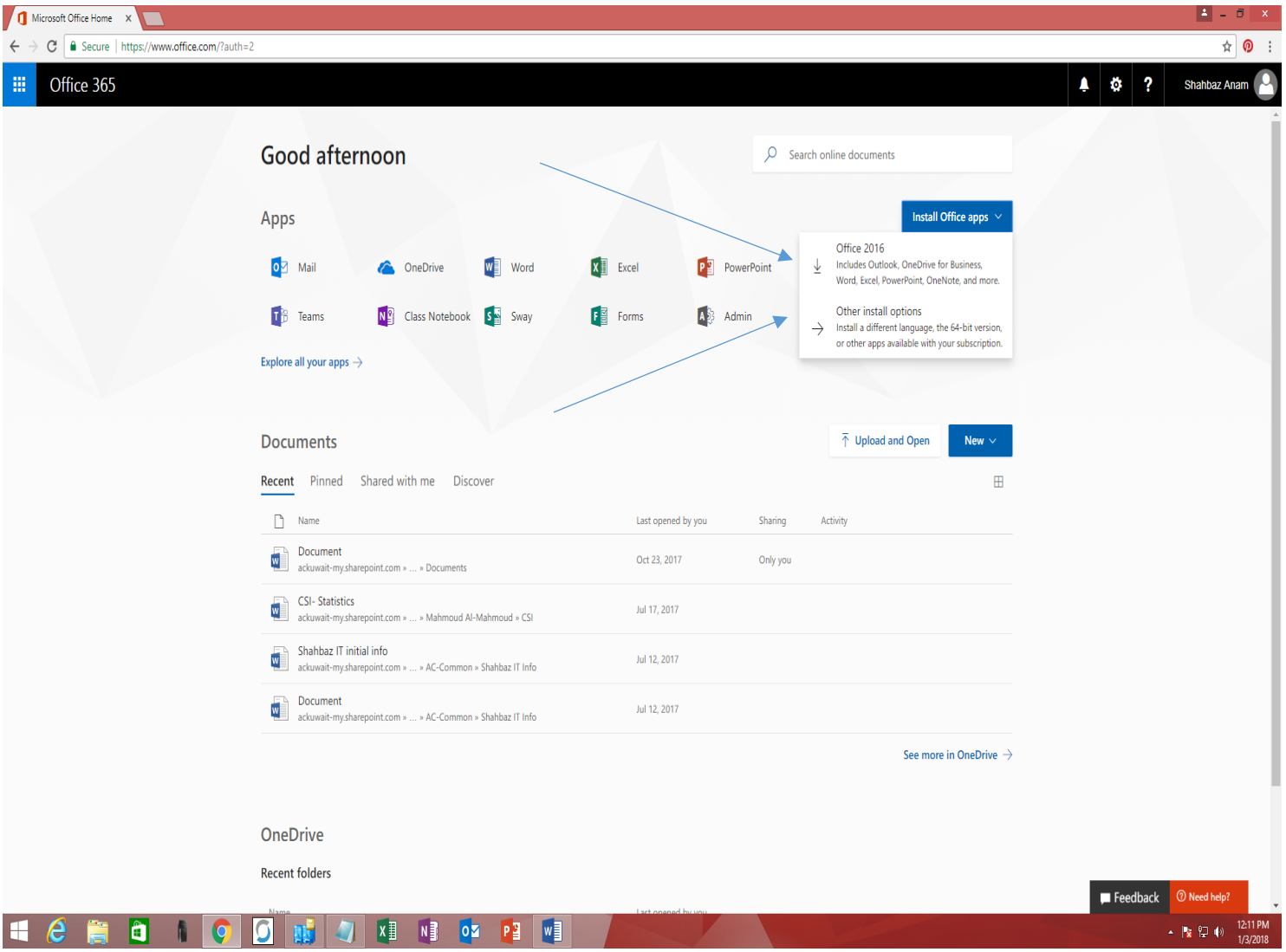


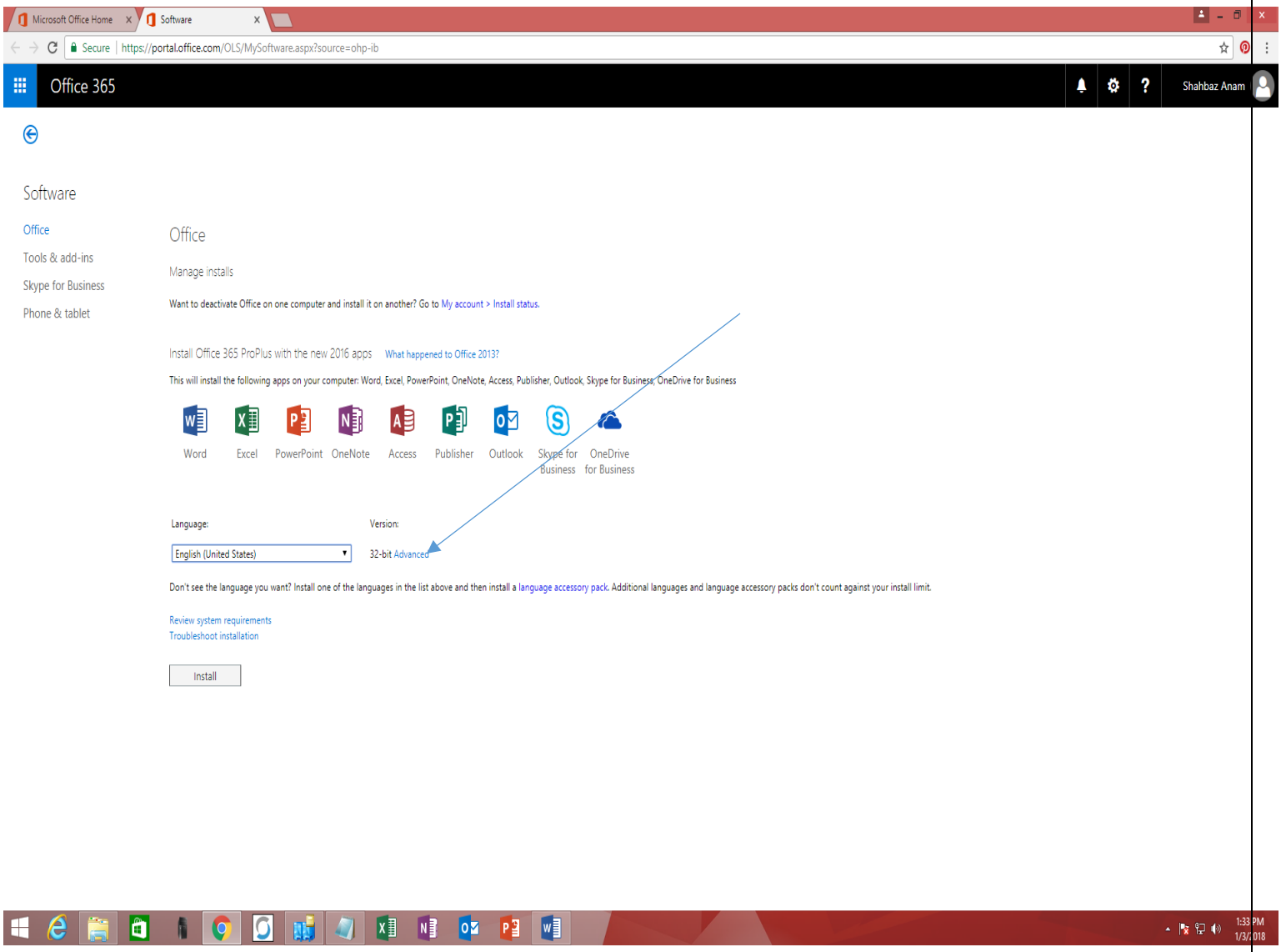
After logging on you will see the following screen:



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.



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