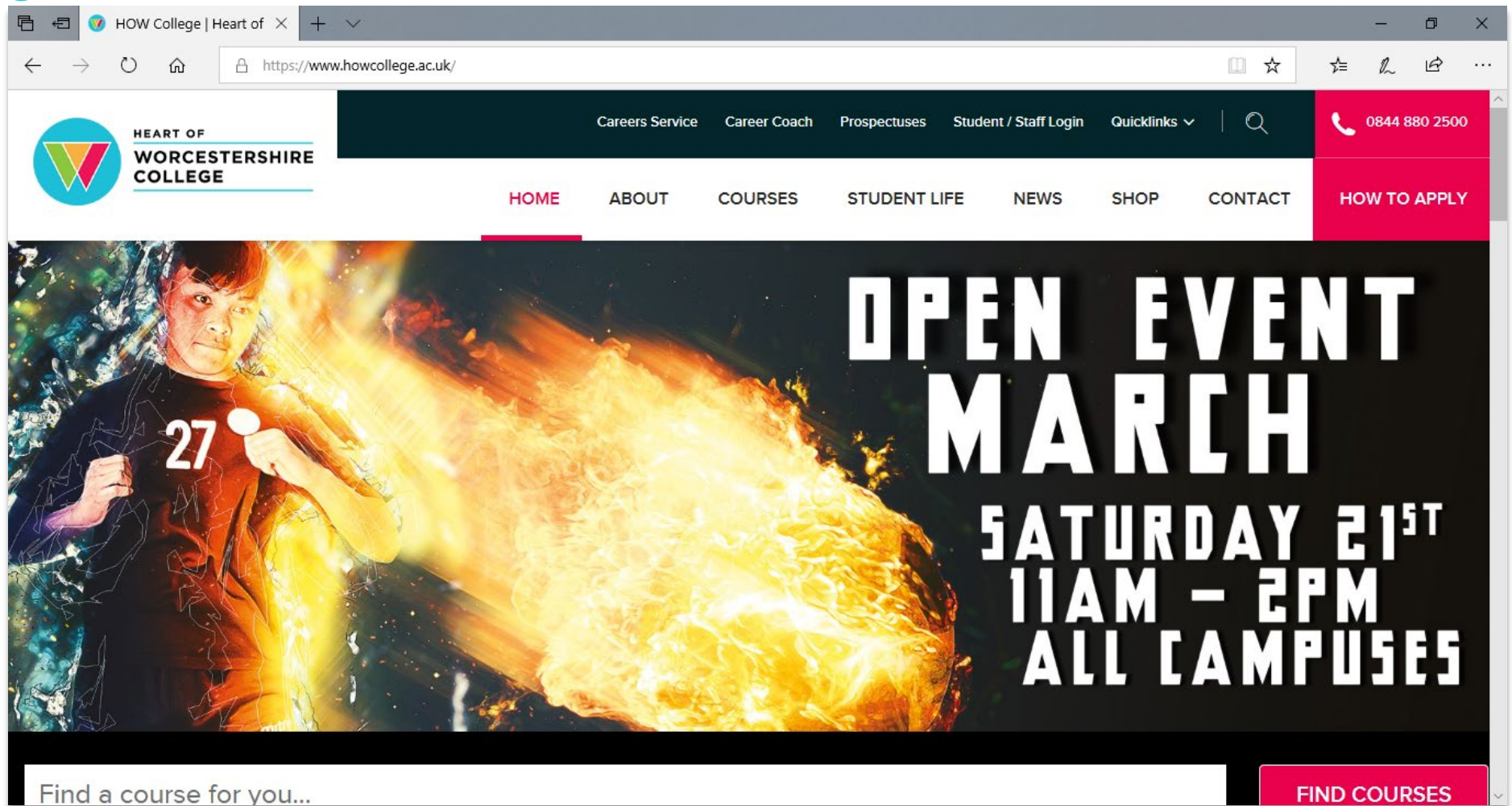


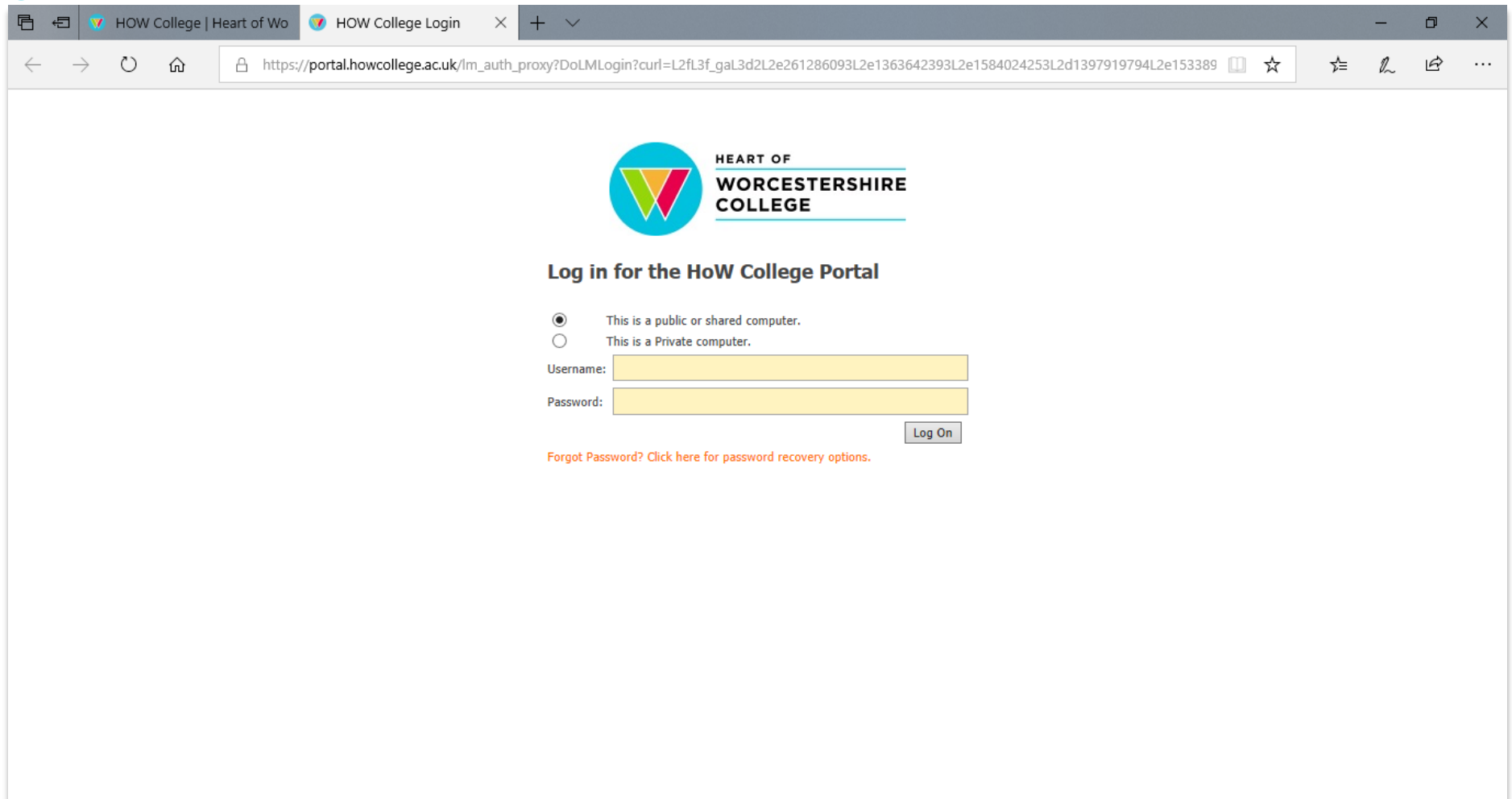
# STUDENT ACCESS

## Accessing your work

1 Go to [www.howcollege.ac.uk](http://www.howcollege.ac.uk) and click Staff/Student Login



2 Type in your college username and password



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**3 Click on Office365, if you want to access Moodle see below.**

The screenshot shows the College Portal SharePoint site. The top navigation bar includes 'Newsfeed', 'OneDrive', and 'Sites'. The main content area features a grid of service tiles: Office365, Contact the College Welfare Team, My Email, Moodle, ProMonitor, Resources, Learning Centres, Setup Email Forwarding, IT Helpdesk and Guides, Search The Portal, eStream Video Resource, Welfare Services, Careers Services, Learning Support Self-Referral, Student Experience Team, Password Recovery Options, and Vehicle Registrations. Below the tiles, a 'Student Announcements' section displays a post titled 'HoW to 'Easel-y' become a HoW Hero!' dated 05 March 2020, attributed to Trisha Chauhan.

**Click Moodle and enter your college username and password.**

The screenshot shows the Moodle login page. It features a header with the college logo and a 'Log in' section with fields for 'Username' (containing 'atest235') and 'Password' (masked with asterisks). There is a 'Remember username' checkbox and a 'Log in' button.

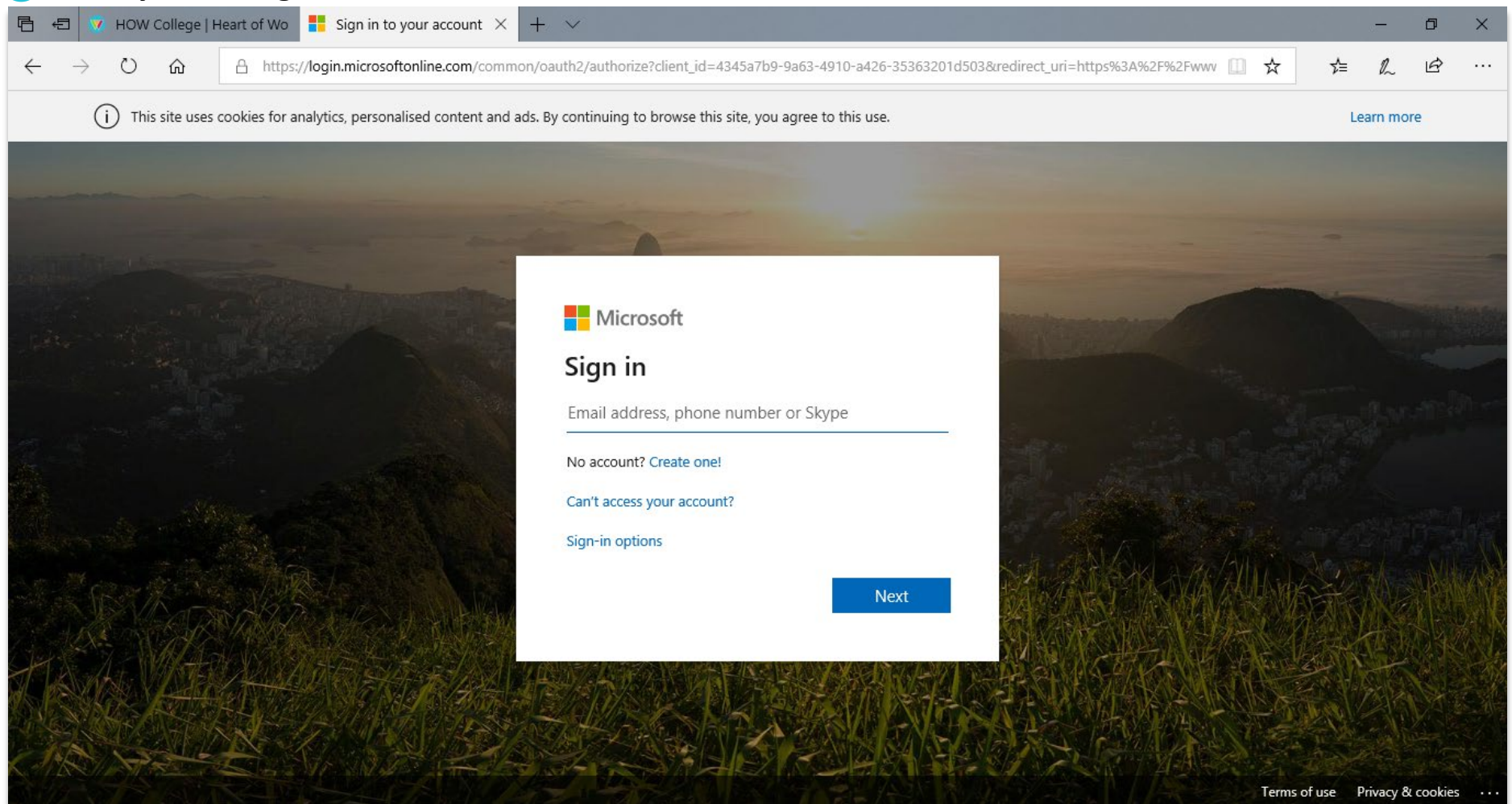
The screenshot shows the Moodle dashboard after login. It displays a header with the college logo and a 'Hello 5118235 Test' message. Below the header, there is a 'My courses' section listing several courses, including 'HOME UAL Ext. Dip. Creative Media Production and Tech (TV and Film)' and 'SOLA Ext. Dip. TV and Film Y1 19/20 (B)'.





# STUDENT ACCESS

## 4 Enter your college email address and click Next



A screenshot of a web browser showing the Microsoft Sign in page. The browser's address bar displays a URL from login.microsoftonline.com. A cookie notice is visible at the top. The main content area features a Microsoft logo and a 'Sign in' heading. Below this is a text input field for email, phone, or Skype. Links for 'No account? Create one!', 'Can't access your account?', and 'Sign-in options' are provided. A blue 'Next' button is at the bottom right of the sign-in box. The background is a scenic image of a city at sunset.

Microsoft

Sign in

Email address, phone number or Skype

No account? [Create one!](#)

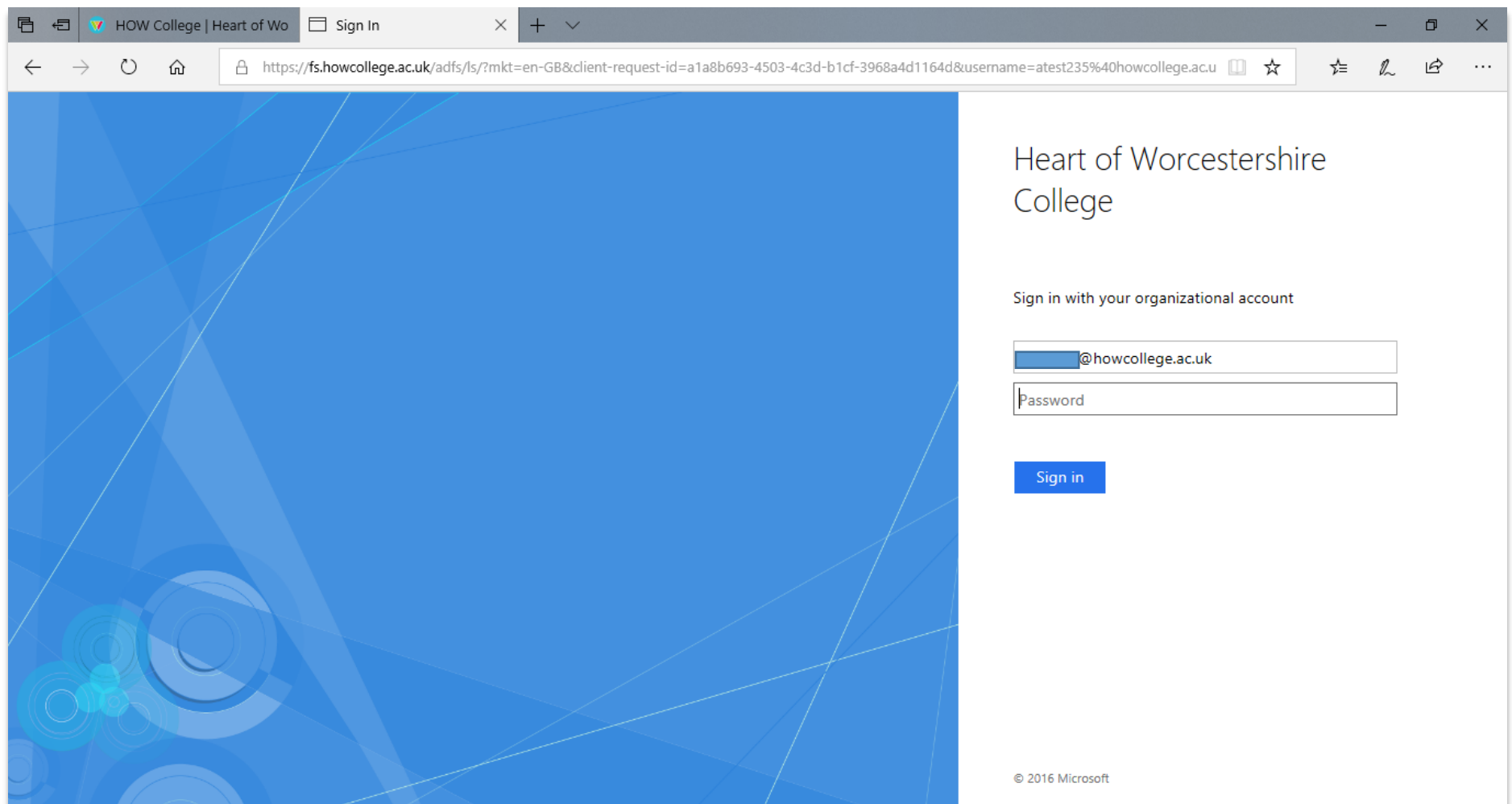
[Can't access your account?](#)

[Sign-in options](#)

Next

[Terms of use](#) [Privacy & cookies](#)

## 5 Enter your college password



A screenshot of a web browser showing the Heart of Worcestershire College sign-in page. The browser's address bar shows a URL from fs.howcollege.ac.uk. The page has a blue geometric background on the left. On the right, it says 'Heart of Worcestershire College' and 'Sign in with your organizational account'. There are two input fields: one for an email address (pre-filled with @howcollege.ac.uk) and one for a password. A blue 'Sign in' button is below the fields. A copyright notice '© 2016 Microsoft' is at the bottom right.

Heart of Worcestershire College

Sign in with your organizational account

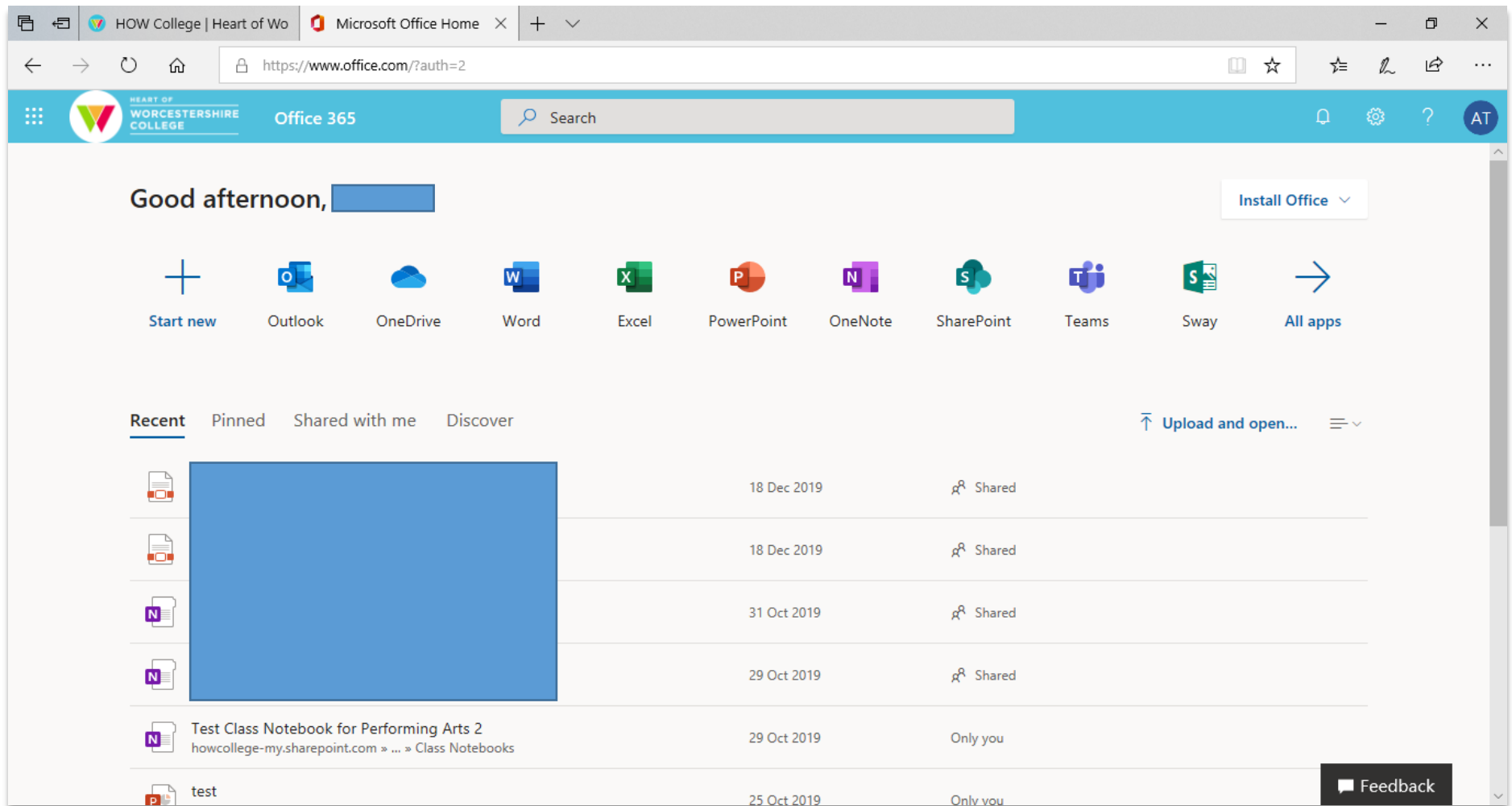
Sign in

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- 6 Click on Outlook to access your College emails, click OneDrive to access your files.  
All of your recent documents will be displayed at the bottom of the screen.



If you have any issues please speak to a member of IT Services  
You can email us at [ithelpdesk@howcollege.ac.uk](mailto:ithelpdesk@howcollege.ac.uk) or call **01905 743474**

