

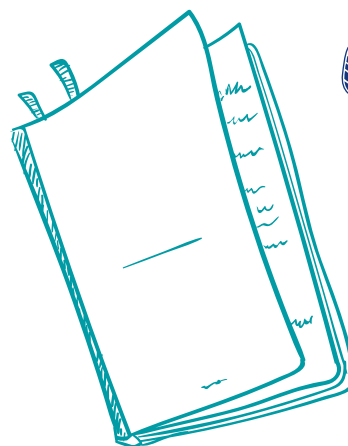
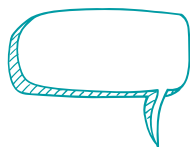
Quick Guide

University IT Services

for Distance-Learning Students

As a distance-learning student, becoming familiar with the University's IT services will help you navigate your academic journey with confidence. Here's a quick guide to help you make the most of the University's available digital tools!

#TheJourneyToMySuccess



Frederick University

01 Log in to the University's Email

Log in to the Frederick Webmail platform using the username you received via SMS on your mobile phone.

Enter your username:
Username (st0xxxx)

You will be prompted to create your personal password.

Once you create your password, you will gain access to your email.

Using the username you received and your newly defined password, you will also have access to the University's other platforms.

Click the following link or scan the QR code to log in to the Frederick Webmail platform:
<https://webmail.frederick.ac.cy/>



02 Extranet Student Portal

Log in to the Extranet Student Portal to access your personal student account, including your exam schedule, grades, certificate requests, and more.

Go to ***extranet.frederick.ac.cy***

Enter your student credentials:
Username (st0xxxx) and Password

Click the following link or scan the QR code and follow the instructions:

<https://guides.frederick.ac.cy/en/portal/extranet/>



Note: Make sure to check your personal details in the "Status" section of the Extranet. In case of any changes to your personal information, please contact the Studies Office by email at studies@frederick.ac.cy, providing a copy of your new identity card.

03 Learning Management Platform (LMS)

Log in to the LMS platform to access the materials and resources for each of your courses, submit your assignments, participate in online self-assessment quizzes and midterm exams, and communicate with faculty and fellow students through group forums and chat.

Go to ***lms.frederick.ac.cy***

Enter your student credentials:
Username (st0xxxx) and Password

Click the following link or scan the QR code and follow the instructions:

<https://guides.frederick.ac.cy/en/platforms/lms/>



04 Microsoft Teams Platform

The Microsoft Teams platform is used for participating in live online lectures through the LMS platform.

To join a Microsoft Teams session, click the Microsoft Teams link or activity posted by your instructor on your course page in the LMS.

Download and install the Microsoft Teams application on your computer or mobile device from the Microsoft Teams download page and follow the instructions:

<https://www.microsoft.com/microsoft-teams/download-app>

Sign in using your University student account (username and password). There is no need to purchase a Microsoft Teams license or create a new Microsoft account, as the University provides all registered students with a Microsoft 365 license for the duration of their studies.

Important:

Before joining a Microsoft Teams session, make sure that you are signed in with your University Microsoft account and not with a personal Microsoft account (if you have one). Access to live online lectures is available only through your University student account.

Recordings of live online lectures are available in your University Microsoft OneDrive account, in the Recordings folder. In addition, your instructor may post the recording link on the course page in the LMS after the live session has ended.

05 Examination Platform (EXAMS)

To participate in the online final exams each semester, you need to log in to the EXAMS platform.

Enter your student credentials:

Username (st0xxxx) and Password

Click the following link or scan the QR code to log in to the EXAMS platform:

<https://exams.frederick.ac.cy>



06 Zoom Teleconferencing Platform

The Zoom platform is used exclusively for participating in the online invigilation of final examinations.

To join a Zoom invigilation session, click the Zoom link posted on your course examination page on the EXAMS platform, using a smartphone or tablet.

Alternatively, you can join the Zoom invigilation session through the Zoom app on your smartphone or tablet by entering the Meeting ID and Passcode also provided on your course examination page on the EXAMS platform.



07 Access e-Library using eduVPN

You can access the University's online library resources, including journals and e-books, only by connecting to the University network through eduVPN.

To install eduVPN and to access the University e-Library click the following link or scan the QR code and follow the instructions:

<https://guides.frederick.ac.cy/en/library/>



08 Download and install Microsoft 365 on your computer

The University offers Microsoft 365 free of charge to all registered students (including Microsoft Office).

To download and install Microsoft 365 on your personal computer, go to <https://office.frederick.ac.cy/>

Sign in by entering your student email address (st0xxxx@stud.frederick.ac.cy) and your password. Then, click 'Install apps'.

Click the following link or scan the QR code and follow the instructions:

<https://guides.frederick.ac.cy/en/software/office365>



09 Download and install Frederick Webmail and LMS Platform on your phone

Click the following links or scan the QR codes and follow the instructions.

For the LMS Platform

<https://guides.frederick.ac.cy/en/mobile/lms/>



For Frederick Webmail

<https://guides.frederick.ac.cy/en/mobile/webmail/>



10 Virtual Computer Labs

Access the University's Computer Labs online and use a University PC and its software applications, even when you are not on Campus!

Click the following link or scan the QR code and follow the instructions:

<https://vcl.frederick.ac.cy>



Need help?

Log in to the University's Helpdesk platform using your student credentials to submit a support ticket.

Computing Services Department:

Helpdesk: <https://helpdesk.frederick.ac.cy>

Email: dl-support@frederick.ac.cy