

Please do the following tasks to prepare for the start of your Assiniboine program. You can click on colored, underlined links below. (If you have already done some or all of these, great!) To complete these tasks, we strongly suggest you use a desktop or laptop computer. (It is *possible* to do these things on a phone, but it could be very difficult on the smaller screen.)

Task #1: Log on to the college's system for the first time:

- a) Go to ACC's website www.assiniboine.net
- b) Click on the MyACC button under "Quick Links". (On a computer, it is in the upper right corner. On a phone, it is part of "Menu".)
- c) Click on ["Access MyACC"](#)
- d) On the top right side, click "Log in"
- e) Log In using your username and password
- f) Complete the Duo MFA enrolment process. For more information, please visit <https://assinibone.net/mfa> and watch the videos and read the FAQ
- g) We recommend you change your password to something that is easy for you to remember, but difficult for other people to guess. Your new password must be between 6 and 9 characters and contain both letters and numbers. Change it through [this link](#).

Task #2: Use your college Outlook email, because that is how college staff and health insurance staff will communicate with you:

- a) Go to www.assiniboine.net
- b) Find and open Quick Links.
- c) From Quick Links, click on "Webmail".
- d) Click on "Students and Staff".
- e) A login box will appear.
- f) Type in your user name and password.
- g) Complete your MFA authentication using the Duo prompt.
- h) You will see "don't lose access to your account!" Set up one of those options, so IT staff can assist you if you need to reset your password. Then, you are in Outlook!

Required: Use the Outlook email (*not* your personal one) to email Anne Bridge, International Student Services Advisor at bridgea@assiniboine.net. Use the subject line "Introducing a new student", with your name *and* student ID number. Say "hello" in your language! Answer these questions: 1) *When you applied for the study permit you have now, did you use Assiniboine's letter of acceptance, or a letter of acceptance from another Canadian school?* 2) *Do you have a spouse (husband or wife) here in Manitoba on a work permit?* Based on your answers, Anne will send you some important information.

Task #3: For self-service and to see *your* important information, you will use "MyACC":

- a) Go to www.assiniboine.net
- b) Find and open Quick Links.
- c) From Quick Links, click on "My ACC"
- d) From the colorful MyACC screen, click on "Log In"
- e) Type in your user name and password.
- f) Complete your MFA authentication using the Duo prompt.

- g) Choose “My ACC for Students”. You’ll see the different types of information you can use during your program at Assiniboine. [This link](#) has a good description.

Required to keep your seat and to receive documents back from us: a) Click on “User Profile”. Check the name, postal address, email address and phone number information. Click “Confirm” for each one that is correct. If something has changed, follow the instructions to make the change online.

b) Click on “Emergency Contact Information”. This is a contact person, usually a family member or friend, who the college could contact if you had a health or safety problem. Someone with a Canadian or US phone number would be best. But if you *must* use someone in your home country, use the email address they will read frequently. If you wish to *change* your Emergency Contact, click Add New Contact and type in the new information. When everything is correct, click Confirm.

Be sure to “Log Out” when you are finished in MyACC.

Task #4 Upload your photo for your ID card/bus pass.

Required: Click here: [MyPersonalInformation](#) Log in with your college username and password. Follow the instructions to upload and submit your photo.

NOTE: The college can make an ID card for you only AFTER you have completed both Task 3 (user name and emergency contact information) *and* Task 4 (upload photo). If you choose not to complete these tasks now, your ID card/bus pass will be delayed.

Click [here](#) for more information.

Task #5: Learn to use Moodle for online resources in classes:

- a) Go to www.assiniboine.net
- b) Find and open Quick Links.
- c) From Quick Links, click on “Moodle”.
- d) At the “login” area, type in your user name and password.
- e) Complete your MFA authentication using the Duo prompt.
- f) When Moodle opens, click on the HELP menu on the top of the screen. Click on “New to Moodle?” and then “Enrol”.
- g) You will see three videos about how to use Moodle.

Suggested: Watch the 3 videos. Watch them as many times as you need, until you are ready to use Moodle for your courses. You can also look at any of the resources in Moodle to help you be ready!

Great! Thank you for doing these tasks. If you have questions about these tasks, please email international@assiniboine.net

Click on other links below, to help you:

- [COVID 19 information](#) at Assiniboine
- [Pre-arrival information](#); click on the “International Handbook” button
- [Technology Requirements](#)
- [Health Insurance](#) frequently asked questions
- [Housing and Transportation](#) Also, see the “International Handbook” linked above.
- [Child Care](#) Also, see the “International Handbook” linked above.

We look forward to meeting you!