## **Student Portal Tutorial**



Updated October 2023

## **Your Student Portal**

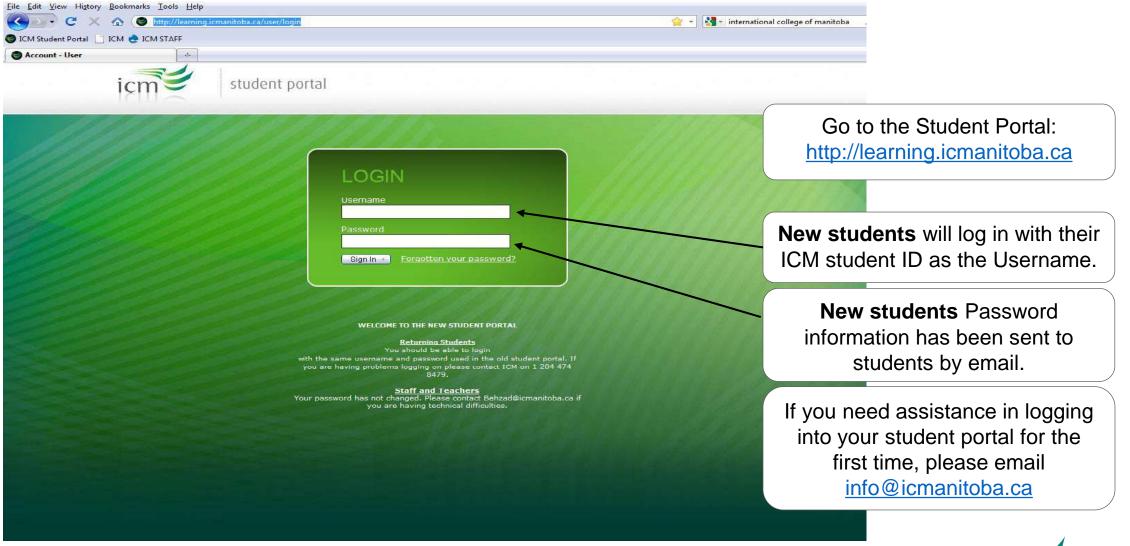
Welcome to ICM! This guide will show you how to:

- 1. Set up your ICM Student Portal account
- 2. Enrolling in Multi-Factor Authentication to secure your Student account
- 3. Activate your ICM Student Portal email account
- 4. Navigate your Student Portal to find important resources and forms
- 5. Enroll in your courses
- 6. Navigate Moodle



# Activating your Student Portal





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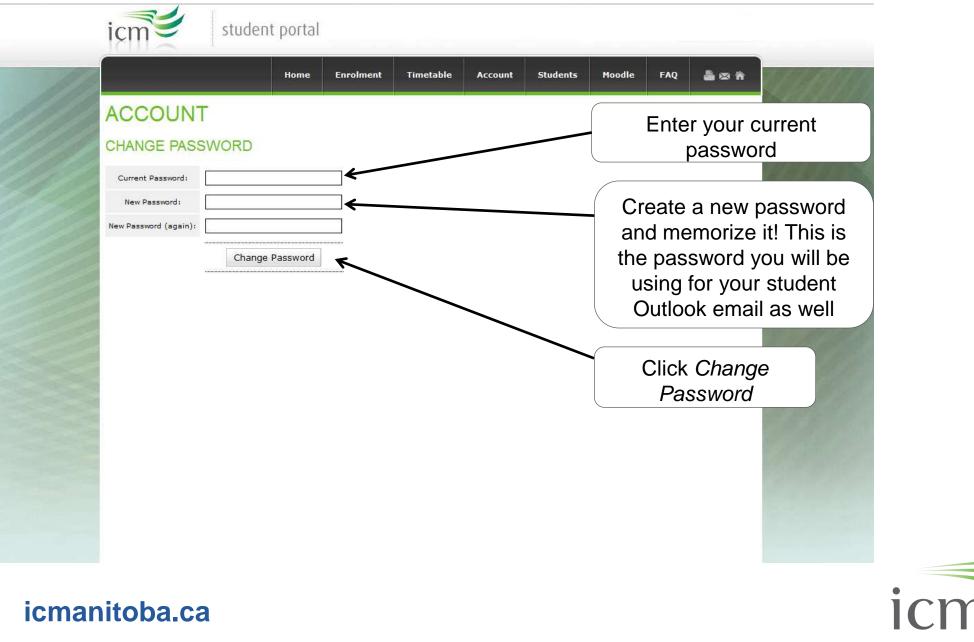
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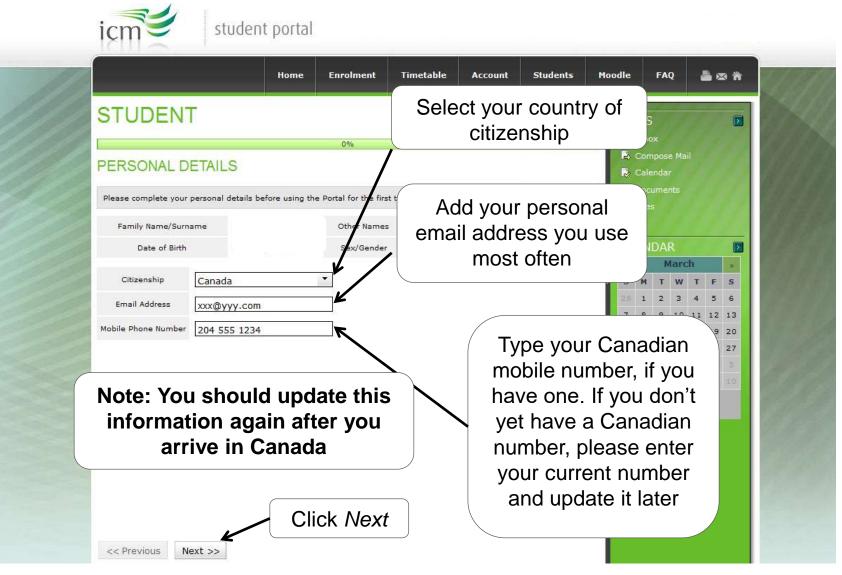


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## **Sample Canadian Study Permit**

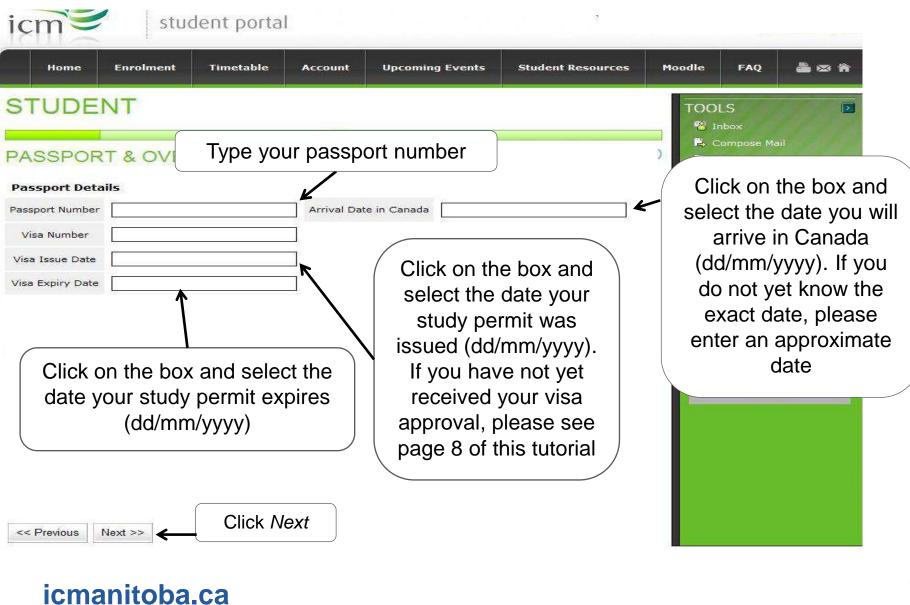


On the next screen, you will need to type your study permit number. It will have 2 letters followed by 9 digits. If you have **not** received your study permit but have received your visa, please enter EVISA.

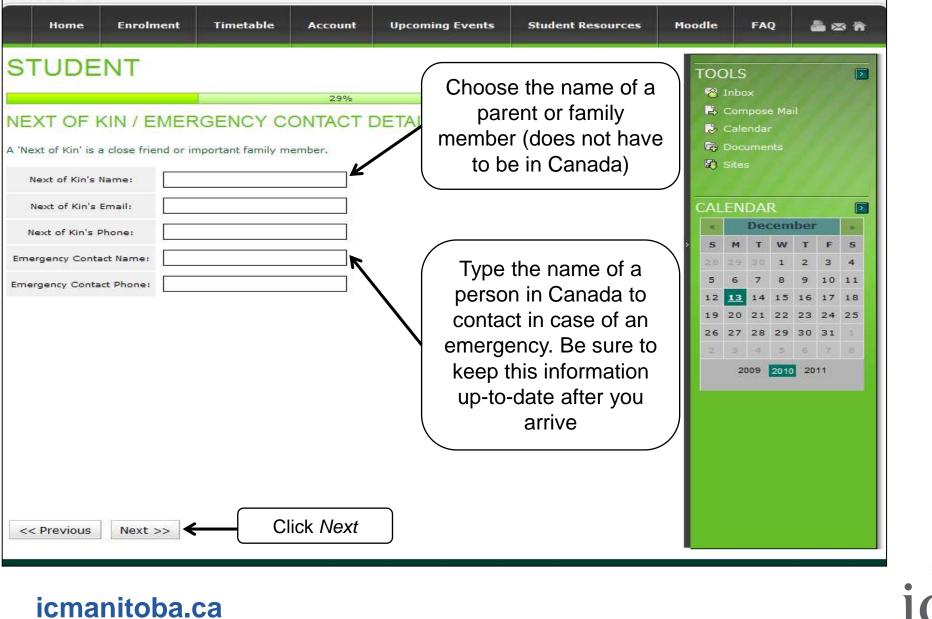
If you have **not** yet received your study permit **or** visa, please enter XXXXX. Please be sure to send us a copy of your visa when you receive it!

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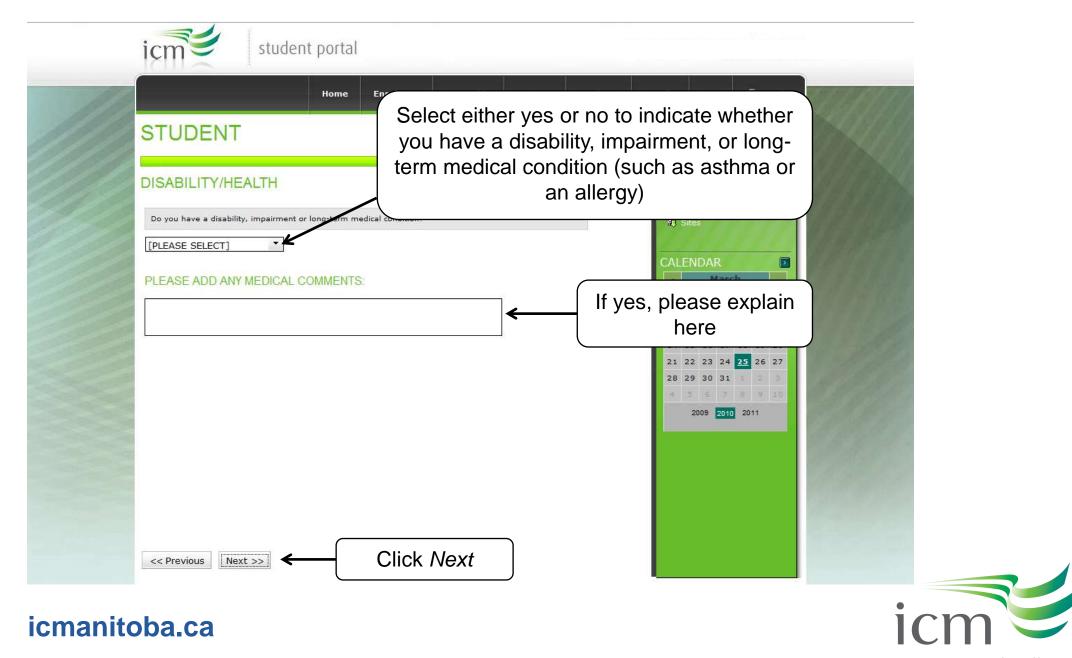








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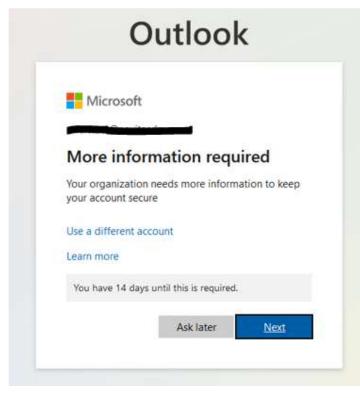
	Home	Enrolment	Timetable	Account	Upcoming Events	ICM Services	Student Resources	Moodle	FAQ
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# Enrolling in Multi-Factor Authentication to secure your Student account





Use your smart phone's relevant app store to download and install the **Microsoft Authenticator** app (https://www.microsoft.com/en-us/account/authenticator) for MFA enrollment. Once installed you will need to go to the MFA setup URL to enroll your Navitas account.

• Open your choice of web browser and enter the following URL into the address bar: https://aka.ms/MFASetup

• You will be presented with the following screen, whereby you will need to click **Next** to begin enrollment.



#### Keep your account secure You will be presented with the **Keep your account secure** Your organization requires you to set up the following methods of proving who you are. page. Microsoft Authenticator Start by getting the app The Microsoft Authenticator app is preferred. Please follow On your phone, install the Microsoft Authenticator app, Download now the prompts and click next. After you install the Microsoft Authenticator app on your device, choose "Next". I want to use a different authenticator app Next Microsoft Authenticator I want to set up a different method Start by getting the app On your phone, install the Microsoft Authenticator app. Download now After you install the Microsoft Authenticator app on your device, choose "Next". I want to us Although the Microsoft Choose a different method $\times$ Authenticator is preferred, Which method would you like to use? you can also choose Choose a method I want to set up a different m another option by clicking Phone I want to set up a Authenticator app different method. International College of Manitoba

### Keep your account secure

Your organization requires you to set up the following methods of proving who you are.

### Microsoft Authenticator

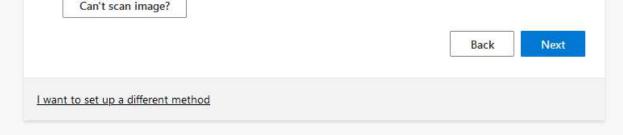
### Scan the QR code

Use the Microsoft Authenticator app to scan the QR code. This will connect the Microsoft Authenticator app with your account.

After you scan the QR code, choose "Next".



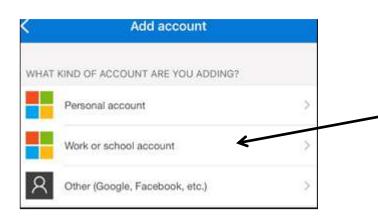
**Note:** This is an example and not to be used for your MFA setup



Follow the on screen prompts when you have opened the Microsoft Authenticator app, select Allow notifications if prompted on your app.

> You will then be presented with a **QR code** to register your account with the Authenticator Application.

### Open the Microsoft Authenticator app that you downloaded earlier.



Click on **Add an Account** and then select the **Work or School account** option.

Note: You may be presented with the option to **Sign in** or **Scan QR code**, select **Scan QR code**.

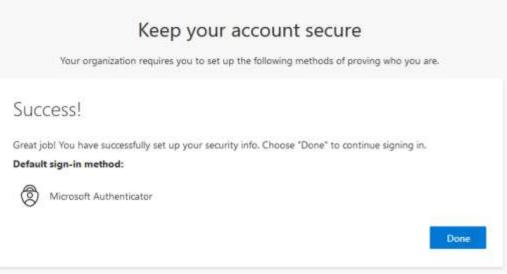
You will need to use the camera on your phone to Scan the QR code shown on the website, remember to not scan the QR code on this guide as its only there as a guide.

Note: You may be prompted to allow the **Microsoft Authenticator** app to access your camera. You will be required to allow access otherwise you cannot proceed with the enrollment. You should then be prompted to allow notifications from the **Microsoft Authenticator** app, you will need select allow otherwise this process must begin again.



Once the process is complete, go back to the registration. Select Next and you will receive an authenticator notification. Select Approve on your phone.

Keep your account secure	
Your organization requires you to set up the following methods of proving who you are.	
Microsoft Authenticator	Keer
Let's try it out	Your organization requires
Approve the notification we're sending to your app.	Success!
	Great job! You have successfully set u
Back Next	Default sign-in method: Microsoft Authenticator
<u>I want to set up a different method</u>	· ·



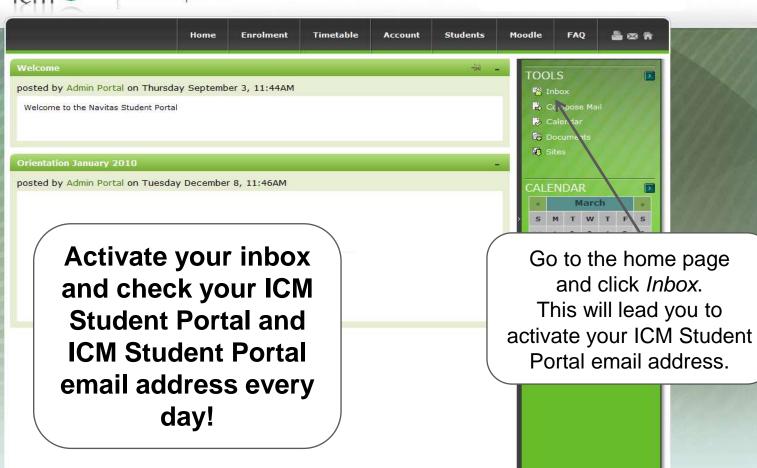


# Activating your Student Portal email address





#### student portal



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### Outlook

ail, phone, or Skype	
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account? Create one!	
't access your account?	
Next	ĺ.
Next	

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Type in your ICM email, which will be like this: <u>STUDENTID@learning.icmanitoba.ca</u> (use **YOUR ICM student ID** in place of "STUDENTID")

The password will be requested next. This will be the **new password** that you created when setting up your Student Portal.



## **Expert Tips!**

If you have trouble remembering to check more than one email account, forward your ICM Student Portal emails to your personal email address inbox that you already check regularly!

Troubleshoot activating your ICM Student Portal email address, with these tips:

- Use a browser that is not already logged into an Outlook account
- Use your browser's private, secret, or incognito mode
- Log out of your personal Outlook account before clicking Inbox in your Student Portal

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→ Settings	Layout	Forwarding
✓       Search settings         Image: Search settings       Image: Search settings         Image: Search settings       Mail         Image: Search settings       Calendar         Image: Search settings       People         View quick settings       View quick settings	Compose and reply Attachments Rules Sweep Junk email Quick steps Customize actions Sync email	You can forward your email to another account.
	Message handling Forwarding Automatic replies	2. Click <i>Forwarding</i> and "Enable forwarding." Next enter your personal email
1. Click on Settings and "Mail"	Retention policies S/MIME Groups	account



## Student email safety

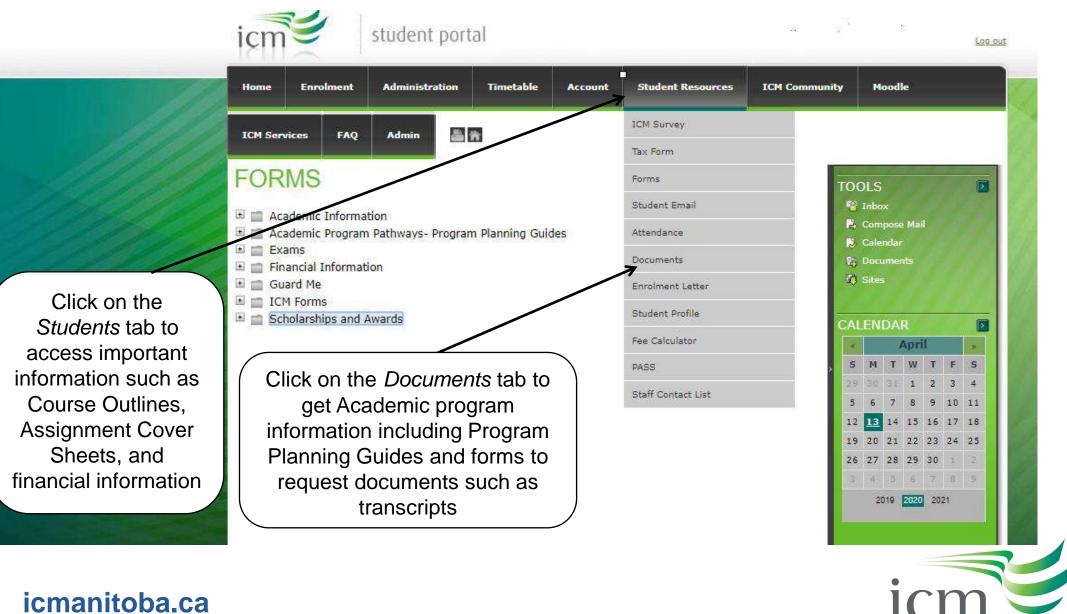
### It is important to be careful when opening emails.

- ICM will never ask for your password by email, phone, survey, or online form. Do not select any links if you
  are suspicious concerning the legitimacy of a potential phishing email. You may delete the email or notify
  ICM's Student Success Advisors (advisor@learning.icmanitoba.ca) and ICM's IT Department
  (itsupport@icmanitoba.ca).
- If you find an email suspicious, do not click on any links, open any attachments, or provide your personal information. Report the email to ICM. In the event you may have clicked on any links/attachments and provided additional information, it's important that you change your password and report the phishing attempt. If you use this password on other accounts, change those to a new unique password as well. Please read the phishing emails & scam-awareness tip sheet for more information.



# Navigating your Student Portal





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## How to enrol in courses



Home Enrolment	Timetable Account	Student Resources	ICM Community	Moodle	ICM Services	On your registration
						date, click on the
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ENROLMENT SEM	MESTERS					
Available enrolment seme Fall 2022 Semeste		OPEN				On the next screen,
I do not ag						click I agree to the
terms & co	onditions lerms & co	nditions				terms & conditions to
TERMS AND CONDITIC	ONS OF ENROLMENT					proceed
I consent to ICM collecting, sto and for the purposes set out in	n ICM's Privacy Policy, which in	cludes admission,				1.111
registration, graduation and ot communication with me regard	ding my program, courses, car	npus and student activities				
and opportunities and the prog ICM disclosing my personal infi Privacy Policy, which includes:	formation to third parties the n					Please refer to the enro
disclosure to enrolment ag disclosure to the University from ICM to the University	y of Manitoba to process my a	oplication(s) to transfer				resources for your chose

disclosure to the University of Manitoba's Residence and Housing Department in support of my application for student housing at the University of Manitoba disclosure to Guard.Me for the purpose of enrolment in the student health insurance plan

disclosure to Navitas Pty Ltd and its affiliates for the purpose of communication with regarding programs and services offered by Navitas Pty Ltd and/or its affiliates

I acknowledge that if I do not consent to the collection, storage, use and/or disclosure of my personal information, I may withdraw my consent by written notice to ICM (see the ICM Privacy Policy for contact information), provided that despite such notice, ICM will be permitted to collect, use and disclose personal information in accordance with the applicable legislation.

I authorize ICM and the University of Manitoba Residence and Housing Department to give information about my application, welfare, or status while I am a student with ICM.

I authorize ICM and the University of Manitoba (UM) to disclose information to each other regarding the application process to the UM.

I authorize ICM to obtain official records from any other educational institution I have attended.

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Please refer to the enrollment and program planning resources for your chosen pathway to assist in course selection. Find them here: <u>http://www.icmanitoba.ca/students/pre-arrival-and-</u> <u>registration-information</u>

For enrolment tips and FAQs, visit: <u>https://www.icmanitoba.ca/how-to-enrol-in-courses</u>



### ENROLMENT



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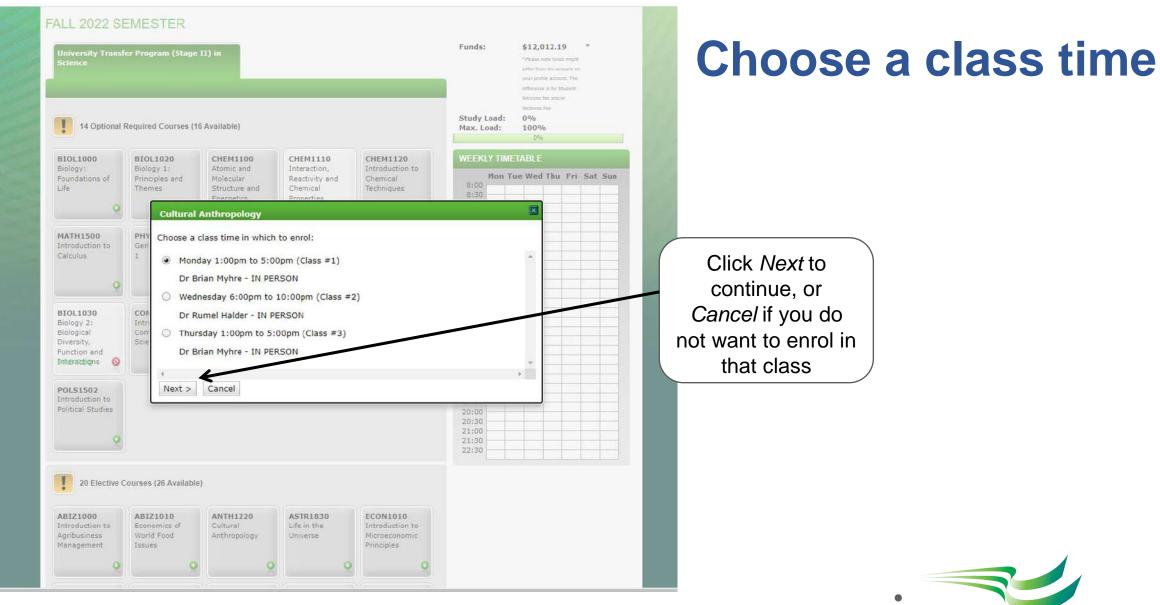
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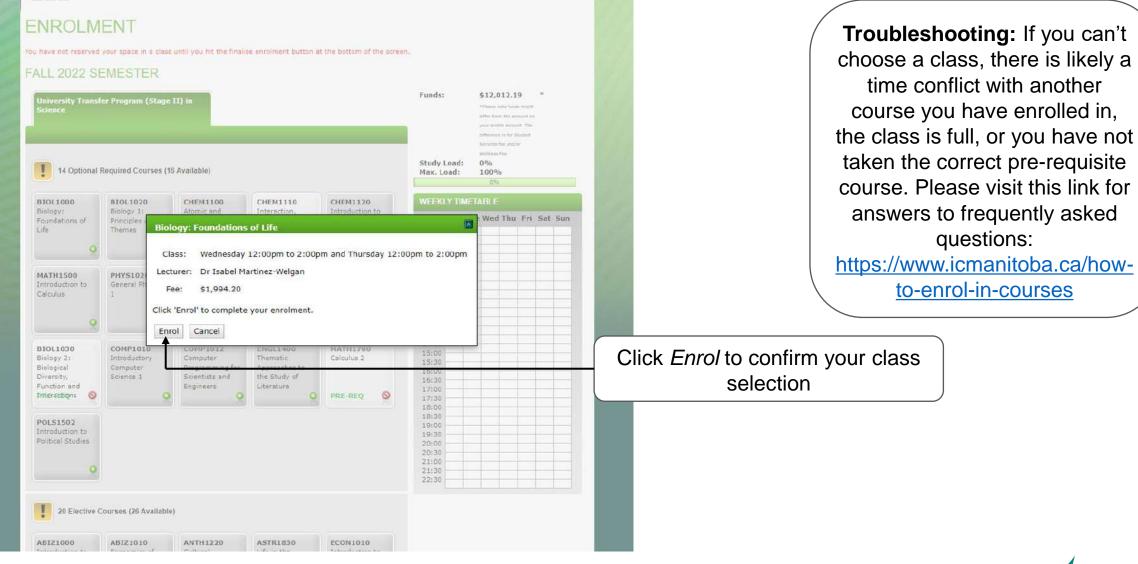
Select a course by clicking on a subject

If a specific subject is blocked, it is likely because you do not yet meet the necessary pre-requisites to enrol. Please visit this link for more details: <u>https://www.icmanitoba.ca/prerequisites</u>





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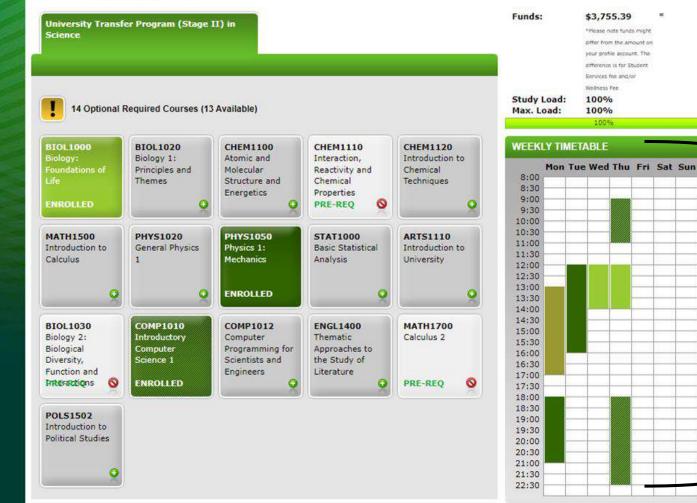




### ENROLMENT

You have not reserved your space in a class until you hit the finalise enrolment button at the bottom of the screen.

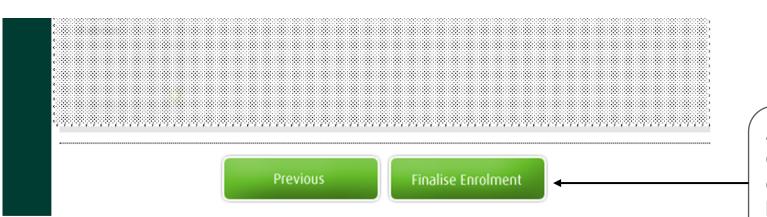
#### FALL 2022 SEMESTER



Clicking *enrol* will temporarily add you to that course section and you will see it populated in your weekly timetable on the righthand side of your screen.

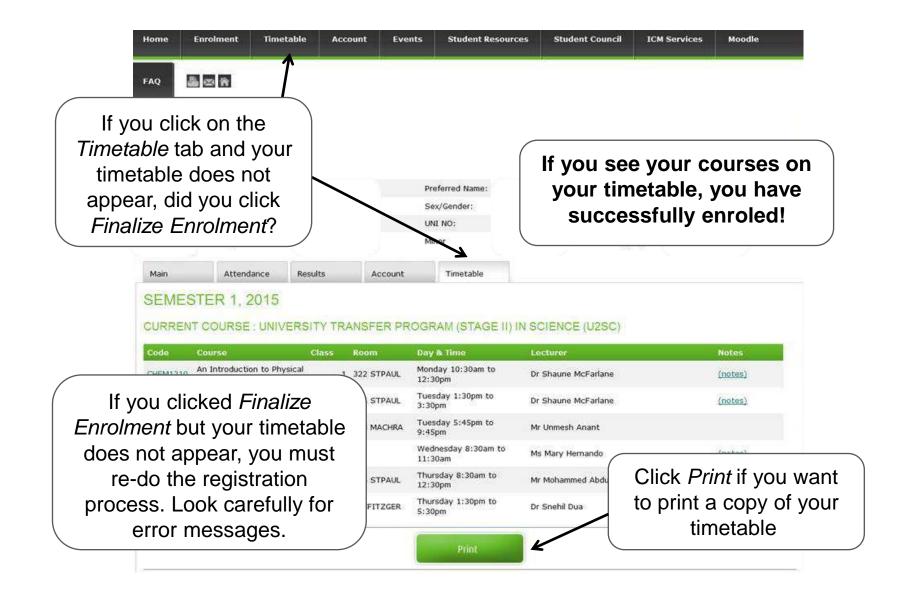


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After you have selected all your courses and timeslots, you must click *Finalise Enrolment* at the bottom of your screen to save your seat in those sections.







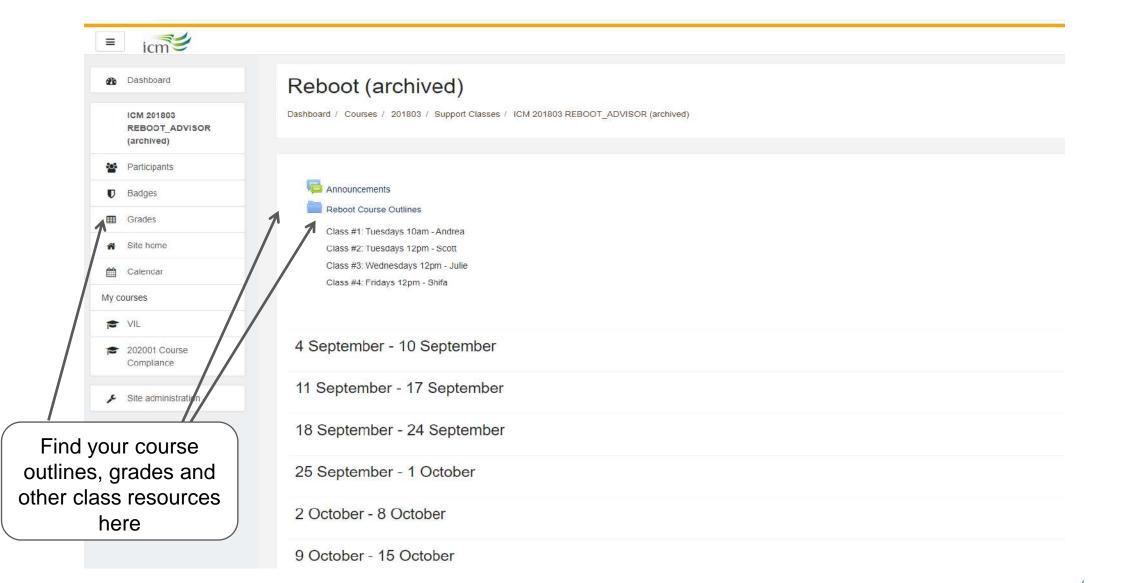
# **Navigating Moodle**





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← → C ▲ moodle.icmanitoba.ca/my/?myoverviewtab=courses	* 3
	Q 🌲 Student Advisor 🦳 🗸
Dashboard   Site home   Calendar	Customise this page
My courses	
<ul> <li>202001 Course Compliance</li> <li>ICM 202001 REBOOT_ADVISOR</li> <li>Site administration</li> <li>In progress Future Past</li> <li>Note: Courses will not be displayed until the first week of classes</li> </ul>	Sun       Mon       Tue       Wed       Thu       Fri       Sat         5       6       7       8       9       10       11         12       13       14       15       16       17       18         19       20       21       22       23       24       25         26       27       28       29       30       UPCOMING EVENTS
(* 1 »	There are no upcoming events Go to calendar
icmanitoba.ca	icm





## **Thank you!**

### Do you have any questions?

- New students may send an email to info@icmanitoba.ca
- Please remember to send your questions from your registered email account and be sure to mention your ICM Student ID
- We look forward to welcoming you to ICM soon!



