



USER IDS, PASSWORDS AND PINS – New Westminster Campus

NOVELL NETWORK – Account Set-up Only

Please note all students can create Novell accounts from any computer at the College.

Step 1: Turn on computer

Step 2: In Novell Client window (one-time only), type:

User Name: newstudent (one word)
Password: student

Step 3: Click link *New Student? Create an Novell Account*. In Creating Novell Accounts window, type:

User Name: your student number only
Date of Birth: your birthday (yyyymmdd) E.g. June 15, 1982 = 19820615

A website launches. Enter the information requested to create your new account password.

NOVELL NETWORK – Account Login

User Name: s+ your student number
Password: The password you created when setting up your new account (above)

NOTE: Back up your files often. When logging off campus computers your working files will be removed from the computer hard drive.

You must change your password each semester.

INTERNET ACCESS

User Name: s+ your student number
Password: Your Novell network account password

myDouglas

Website: <http://mydouglas.ca>
User ID: your student number
PIN: your birthday (ddmmyy)
Grade Book: Go to <http://webct6.douglas.bc.ca>. Type your myDouglas username & password.

Blackboard (WebCT)

1. Log in to myDouglas. (See above.)
 2. In myDouglas, click on the My Courses tab.
 3. Select a course from your course list. If the course is being taught with Blackboard, it will automatically open in Blackboard.
 4. If #3 does not apply to you, or to use the myDouglas Grade Book, go to <http://webct6.douglas.bc.ca>. Type your myDouglas username & password.
- myDouglas
Grade Book:

STUDENT WEB REGISTRATION (Student Records) (Tax Forms)

Website: <http://www.douglas.bc.ca/application-services.html>
Click the link *Register for credit courses* to enter secure area.
User ID: your student number
PIN: your birthday (ddmmyy)

PASSWORD PROBLEMS?

Visit <https://maint.douglas.bc.ca:4445> Click **Change/Reset your Novell Account**.
Password Expired? Set new password based on student number and birthday (yyyymmdd).
Forgot Password? Set new password based on student number and birthday (yyyymmdd).
Locked Novell Account? For New West, visit room 6218 or call 604.527.5330.
For David Lam, call 604.527.5330 for assistance.

PIN PROBLEMS?

Visit <http://www.douglas.bc.ca/application-services.html>. Click *Register for credit courses* to enter secure area. In the User ID field, type your student ID number. Click **Forgot PIN? / Change PIN?**
Still need help? Go to the Registrar's Office, room 2700.

DOUGLAS COLLEGE RESOURCES – New Westminster Campus

	ROOM	PHONE	WEBSITE
Academic Advising (Registrar's Office)	2700	604 527 5478	www.douglas.bc.ca/application-services.html
Course Schedule			www.douglas.bc.ca/application-services.html
Calendar			www.douglas.bc.ca/application-services.html
Computer Labs	5th and 6th floors		
Counselling (Career/Personal)	4600	604 527 5486	www.douglas.bc.ca/services/counselling/
Centre for Students with Disabilities	4600	604 527 5486 TTY 604 527 5450	www.douglas.bc.ca/services/centre-for-disabilities
Emergency	Main concourse Security Kiosk	Local 2400	Local number for internal phones only
Exam schedule			www.douglas.bc.ca/application-services.html
Fees – Pay online			www.douglas.bc.ca/application-services.html
Financial Aid	2740	604 527 5487	www.douglas.bc.ca/services/financial-aid/
Graduation Officer (Registrar's Office)		604 527 5391	www.douglas.bc.ca/application-services.html
First Nations Student Services	4830B	604 527 6188	www.douglas.bc.ca/services/aboriginal.html
HELP DESK (Technology Support)		604 527 5330	www.douglas.bc.ca/ceit/student-helpdesk.html
Homestay Program (International Students)	4006	604 527 5638	www.douglas.bc.ca/services/international-education.html
Housing Registry: Students' Union			www.homes4students.ca
Identification (ID) Cards – CEIT	3100 or 6218		www.douglas.bc.ca/ceit/
Learning Centre	2209	604 527 5539	www.douglas.bc.ca/services/learning-centre/
Library	2100	604 527 5467	http://library.douglas.bc.ca
Lockers – Students' Union	Phone/Fax	604 527 5110	www.cfslocal18.ca
Lost and Found (Security Kiosk)	Main concourse Security Kiosk	604 527 5405	
Parking Pass Renewal	Main concourse Cashier's Office	604 527 5346	www.douglas.bc.ca/services/facilities/parking.html
Peer Support	4602	604 527 5687	www.douglas.bc.ca/services/peer-support/
Registrar's Office	2700	604 527 5478	www.douglas.bc.ca/application-services.html
Security/Emergency/First Aid	Main Concourse Security Kiosk	604 527 5405	
Student Services	4600	604 527 5486	www.douglas.bc.ca/services/
Survival Guide/College Orientation			www.douglas.bc.ca/services/
Women's Centre	2850	604 527 5148	www.douglas.bc.ca/services/womens-centre/