



## Lab Orientation Steps

1. Go to Minerva: [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)
2. Enter your student ID number; and password, which is your birthday – YYMMDD  
For example, if your birthday is June 27 1993 → 930627
3. Change your PIN (password). Enter old one (YYMMDD), then enter new one 2 times. It must be six (6) characters, and must include letters and numbers. (For example, **abcde4** or **11111Q**). Write it down.
4. Security question – choose a question and write an answer. Write it on some paper.
5. In Minerva, choose Personal menu.
6. Choose Password for McGill Username.
7. Here is your new McGill e-mail address/username, in the form:  
  
[firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca)  
  
Check carefully that it is spelled correctly, and there is no number in it (sometimes, if there is another McGill student with the same name, there is a number in the email address.) Enter a new password with eight (8) characters, including letters and numbers (this password is more important than the last one – write it down)
8. Wait a few minutes.
9. Log off (Start menu) from the computer and test your new username and password.
10. Go to <http://mymcgill.mcgill.ca> to login
11. Click on Inbox to open Outlook Web App for McGill email. You may need to enter your email address and password again. The first time, you have to choose your language (English) and your time zone (UTC -05:00 Eastern US and Canada).
12. Click on **Access MyCourses** to open course website. You are redirected to <https://mycourses2.mcgill.ca> to login.

Your McGill email address and password is also your wifi access in McGill buildings. To access secure wifi with your email address and password, choose the network called **wpa.mcgill.ca**. Don't use the mcgill.ca one, it won't work. If you are staying McGill residences, they use a different network: wpa.rez.mcgill.ca. Your monitors will explain the system to you.