



Lab Orientation / McGill Accounts setup

Go to <https://www.mcgill.ca/continuingstudies/>

1. Choose Minerva login →
2. Enter your student ID number (260xxxxxx); and PIN, which is your birthday – YYMMDD
For example, if your birthday is June 27 1993, your PIN 930627
3. Change your PIN (password). Enter old one (YYMMDD), then enter a 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

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. Your McGill email address and password is 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.
11. Go to <https://www.mcgill.ca/continuingstudies/> and choose Athena login →
12. Login with your username and password (from your registration email).
13. Click on **Access LMS** to open course website. This takes you to <https://mycourses.scs.mcgill.ca/d2l/home> where you will see you course. Your teacher will use this course page to teach and give homework.

