

St Stephen's House Student IT Guide

Activating your SSHO Accounts

Microsoft Account

You will receive your e-mail address in the format name.surname@ssho.ac.uk and a temporary password to use for your first sign in.

Head to <https://www.office.com/> and click on 'sign in'. Use your provided e-mail address and temporary password to sign in. You will be prompted to set your own password on the account after doing so.

Once you've set up your password you will need to configure the Multi Factor Authentication on the account. You can use any authenticator app, but we normally recommend the use of Microsoft's Authenticator:

<https://www.microsoft.com/en-gb/security/mobile-authenticator-app>

We recommend using multiple methods on different devices, so if you were to lose or forget your phone you won't be locked out of your account. If you want to do this but are unsure of how to go about it, e-mail our helpdesk e-mail and we can instruct.

To reset the password or multi factor authentication on your account, e-mail us at helpdesk@ssho.ac.uk

Local SSHO account

This account is used to sign into library computers and to log into the web printing website.

Similar to the Microsoft account it will be in the format of name.surname with a temporary password. You can sign into a Library PC with the credentials provided which will prompt you to set your own password and the account will be active from there.

Alongside the password you will receive a 4 digit PIN which you use when logging into printers to release your prints.

Connecting to the WiFi

Along with your account passwords, you will receive a WiFi password. This is for the WiFi network called 'St Stephens' and it does not require a username. Just select the network and enter the password you have been assigned.

Please **do not share** your password with anyone else, as you are liable for any activity that happens through the connection that uses your password.

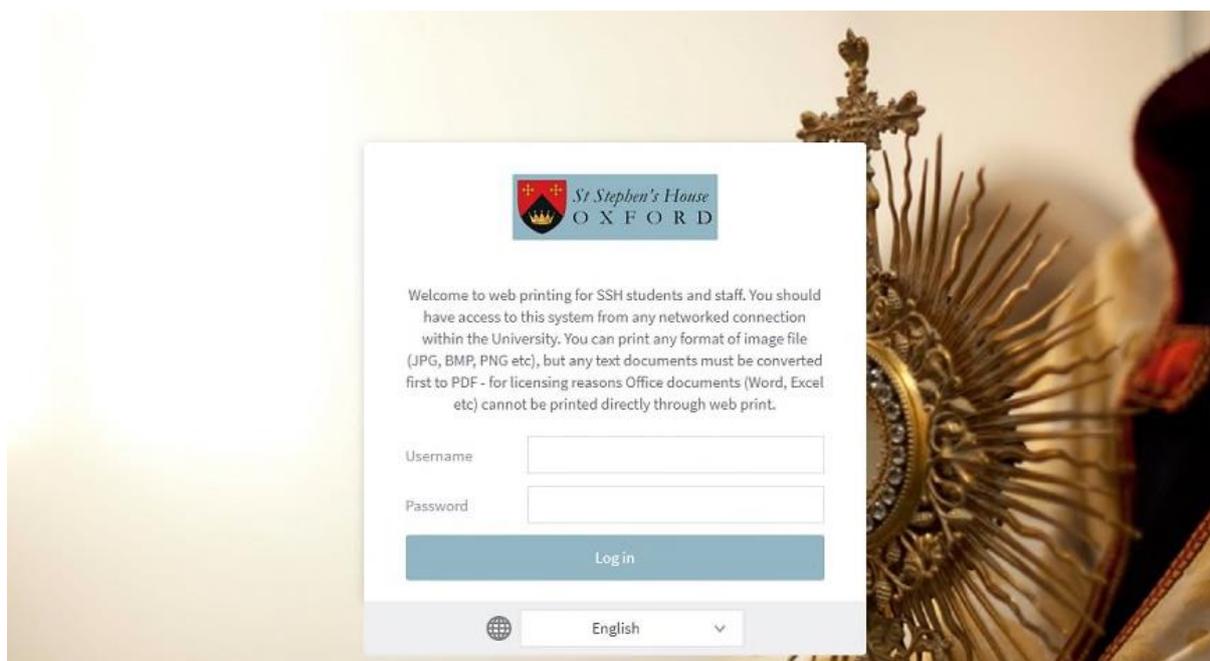
Using Web Print

You can upload documents you would like to print to the web print website and then release them from any of the printers by using your PIN provided along with all your account details.

Some important notes about using the web print system:

- 1- The system prints most image format documents (JPG, TIF etc) but the only text or other document format it can handle is PDF. You should be able to 'Save As' .pdf with Word to convert your files that you need to print.
- 2- Your device must be connected to the 'St Stephens' WiFi network. This is required to be able to access the website otherwise you will receive an error.
- 3- Also, you should be aware that you will get a security warning when you connect to the print server, and will have to confirm that you wish to proceed.

Head to <http://192.168.10.197:9191/> through your web browser of choice and log in with your **local SSHO Account** credentials.



You will land on a summary page where you can see a summary of all your printing and your charges, which you will be charged for between each semester.

Go to the last item on the page called 'Web Print'

PaperCutMF[®] nick.daisley ▾

Web Print

1. Printer 2. Options 3. Upload

Select a printer:

PRINTER NAME ↑ LOCATION/DEPARTMENT

<input type="radio"/>	sshoremote\Followme_B&W (virtual)
<input checked="" type="radio"/>	sshoremote\Followme_Colour (virtual)

« Back to Active Jobs 2. Print Options and Account Selection »

You will need to select a printer, choice of either Black and White or Colour printing. After choosing the type of printing you'd like to do you will upload your document, the print server will process your job and if all goes well your print will be held for release which you can do from any printer by using your PIN.

That about covers the basics of using IT at St Stephen's House. If you have any questions or run into any problems please e-mail us at helpdesk@ssho.ac.uk which will log a call on our system and we will get back to you.