

# NELSON MANDELA UNIVERSITY



## Student Laptop Guide

## Table of contents

First Boot: Welcome Setup steps	3
Connect to eduroam WiFi	10
Navigating to Student Portal	12
Navigating to Learn/Moodle	14
Navigating to Student email mailbox	16
Install Papercut Mobile	18

## First boot: Welcome setup steps

**Step 1:** Connect power adapter and press the power button for two seconds and then release the button.

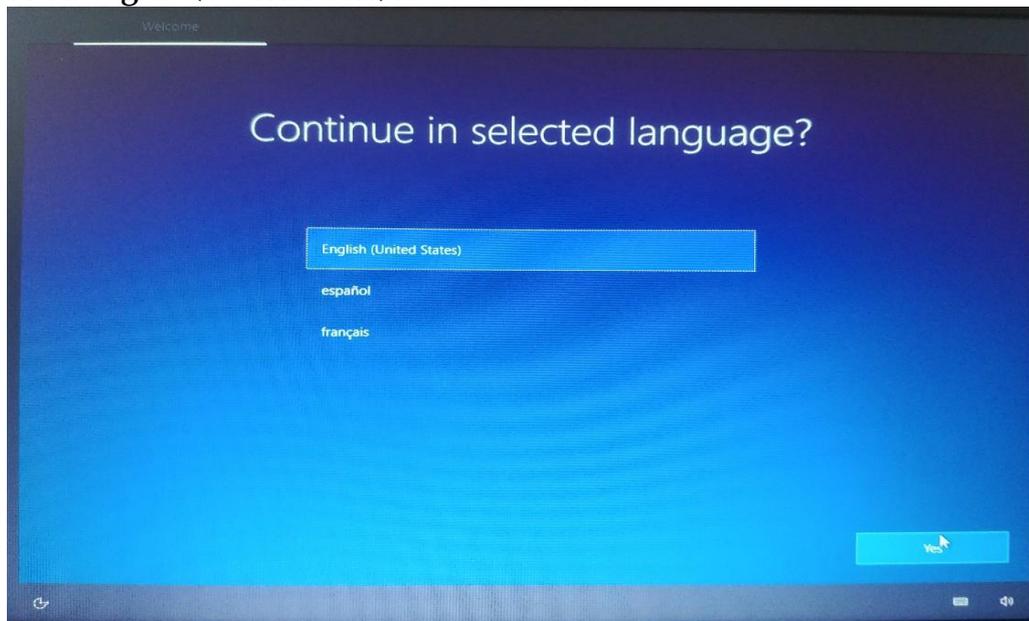


**Step 2:** Your laptop will boot and display the following loading screens. Please be patient.

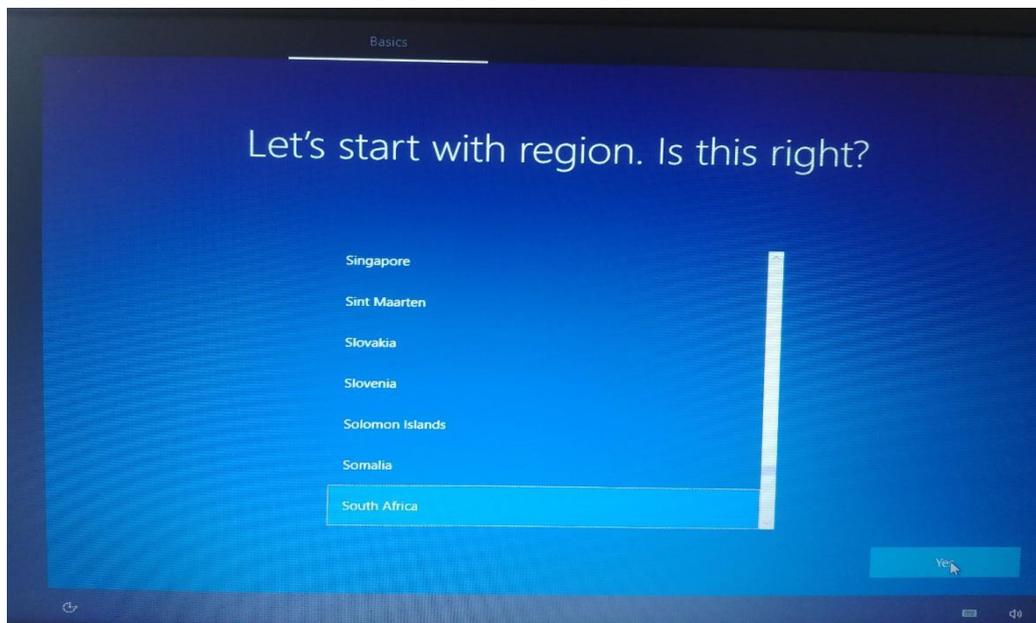


**Step 3:**

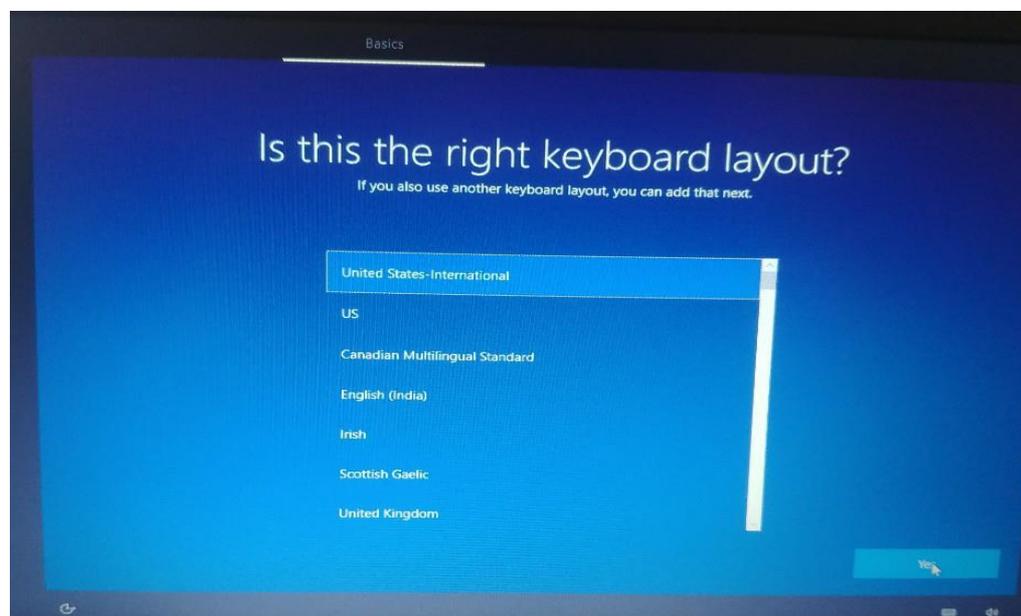
Select **English (United States)** and then click on **Yes**.

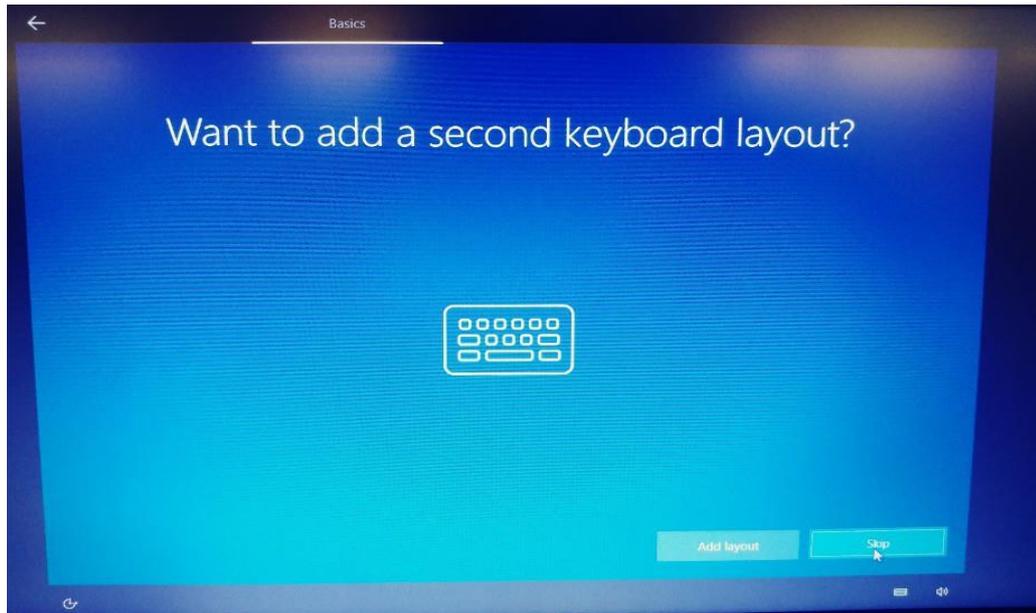
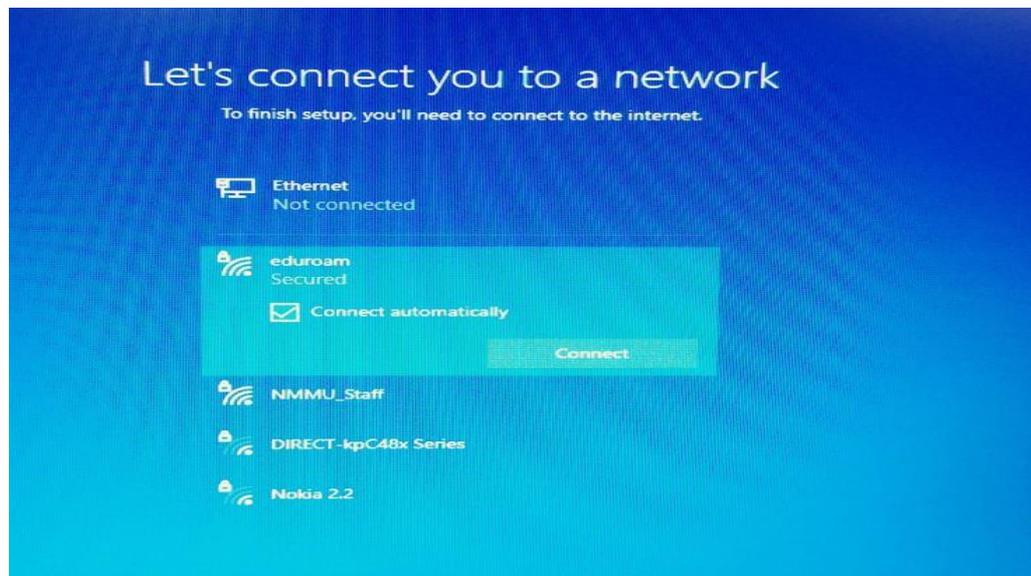
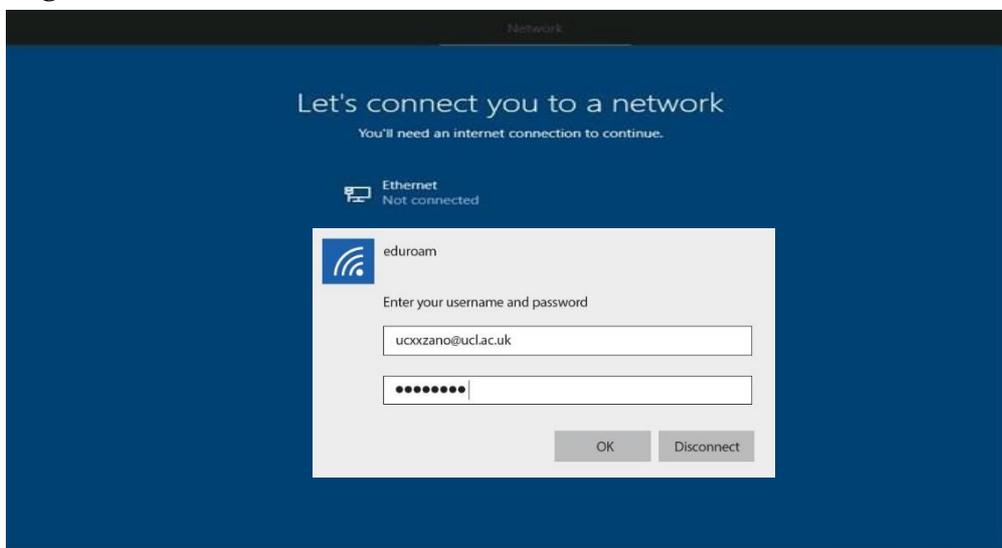
**Step 4:**

Select **South Africa** and then click on **Yes**.

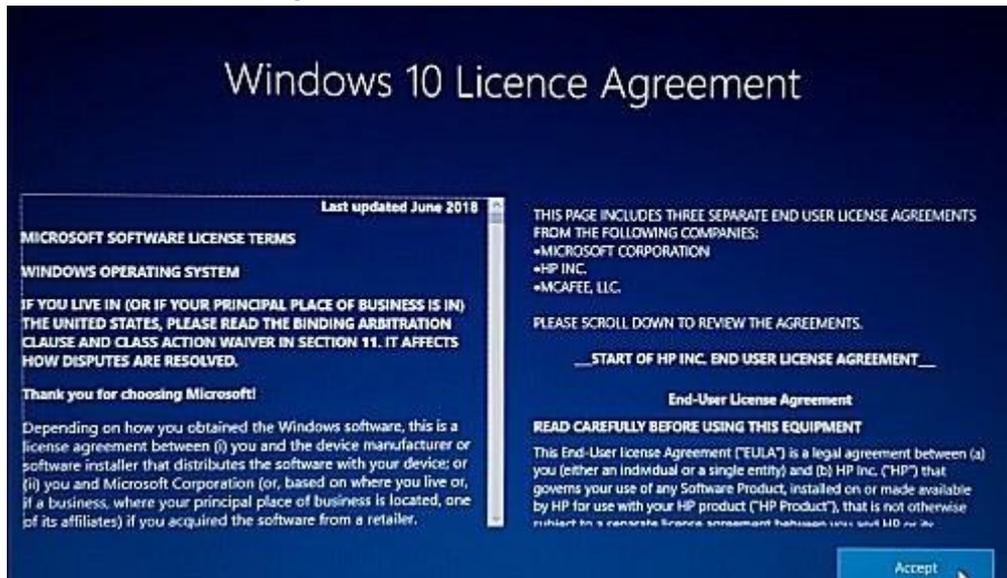
**Step 5:**

Click **United States–international** and then click on **Yes**

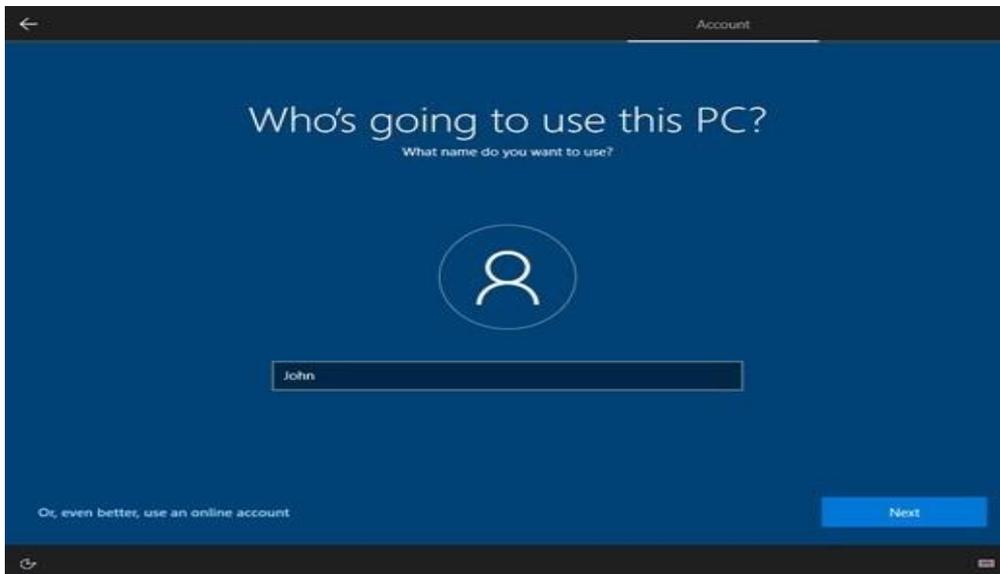


**Step 6:****Click Skip.****Step 7:****Select Eduroam and click Connect****Step 8:****Enter your [studentnumber@mandela.ac.za](mailto:studentnumber@mandela.ac.za) and your password.  
e.g. [s201234567@mandela.ac.za](mailto:s201234567@mandela.ac.za) then click on **OK** and **Next****

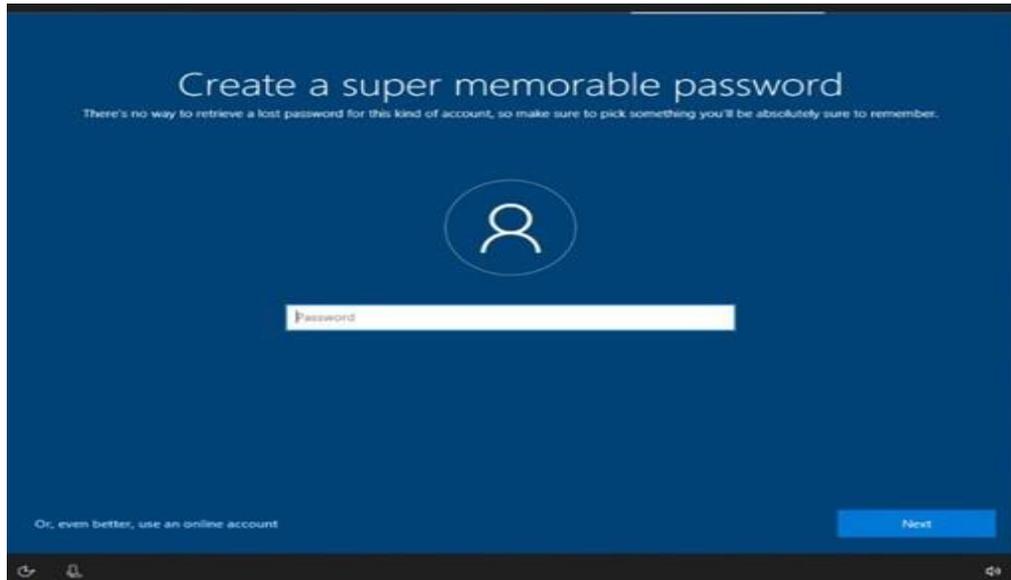
Read the License Agreement and click on **Accept**.



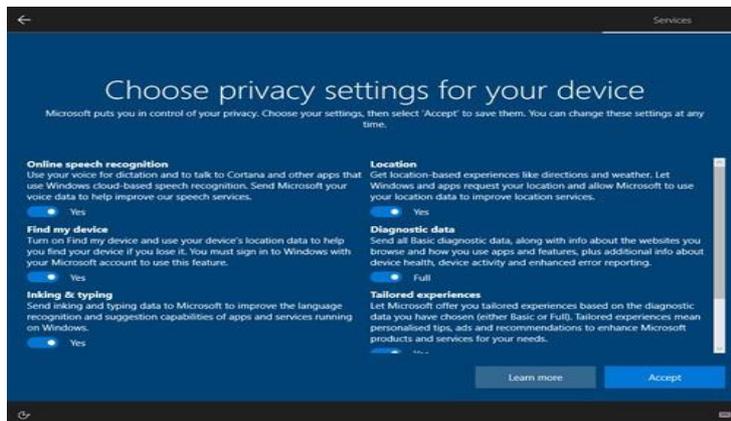
**Step 10:** Enter your Name or Student Number and click on **Next**.



Type in a password.

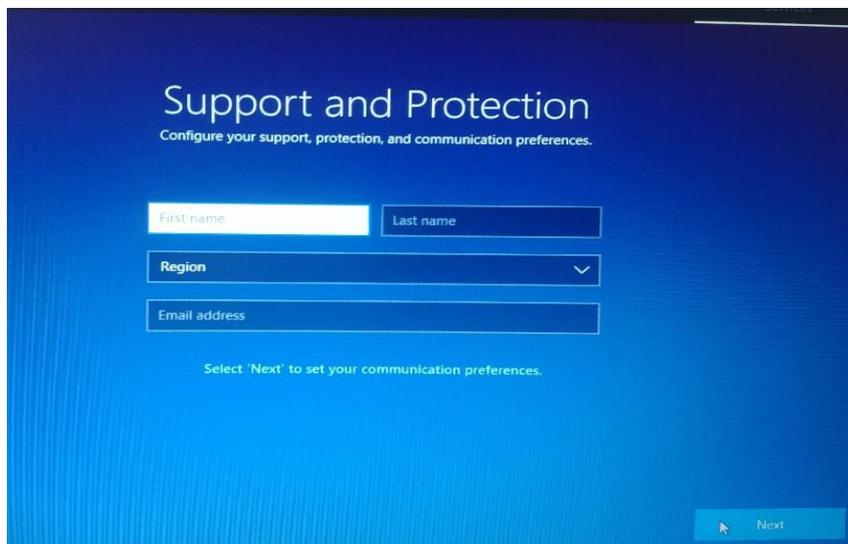


Step 13: Click Accept.



Enter your First Name, Last Name. Scroll down and select South Africa as your region. Enter your student email address  
E.g. [s201234567@mandela.ac.za](mailto:s201234567@mandela.ac.za) and click on Next.

Step 14:



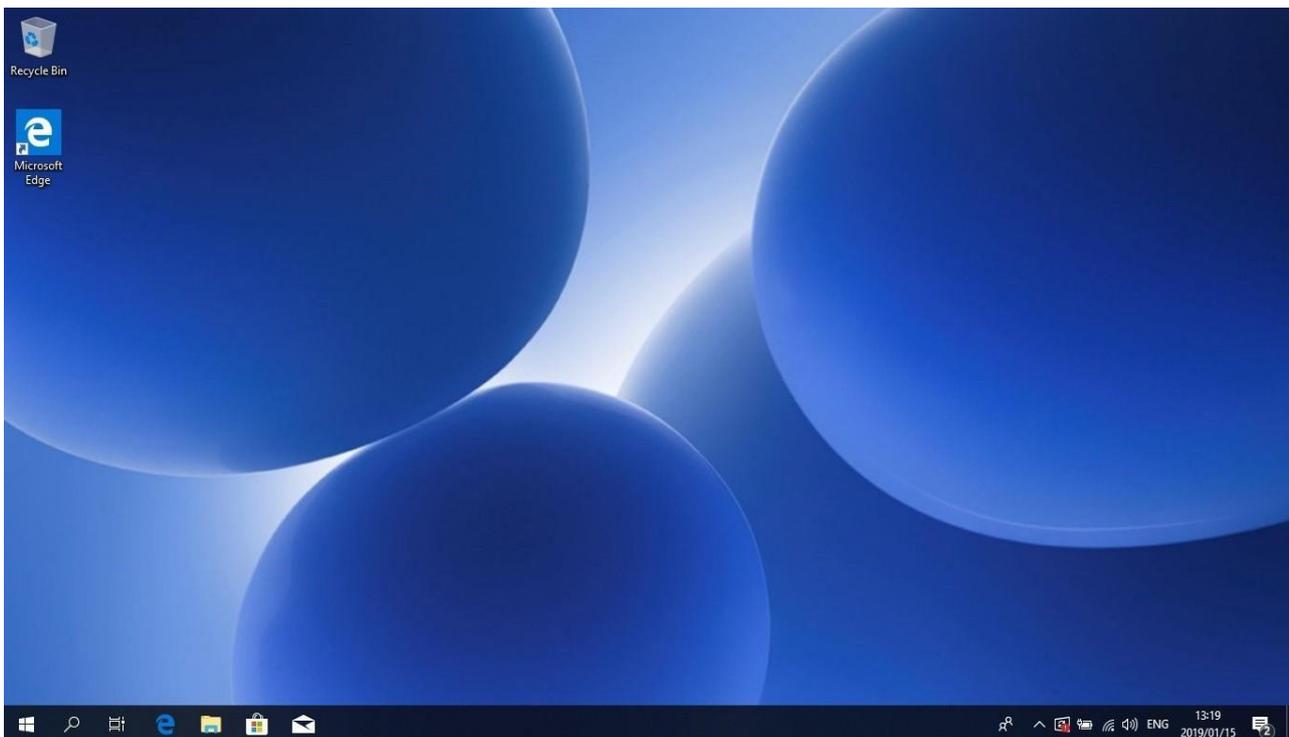


**Step 16:**

The final windows setup process will now complete. Please leave the charger connected and do not turn off the power. Your laptop might restart.

**Step 17:**

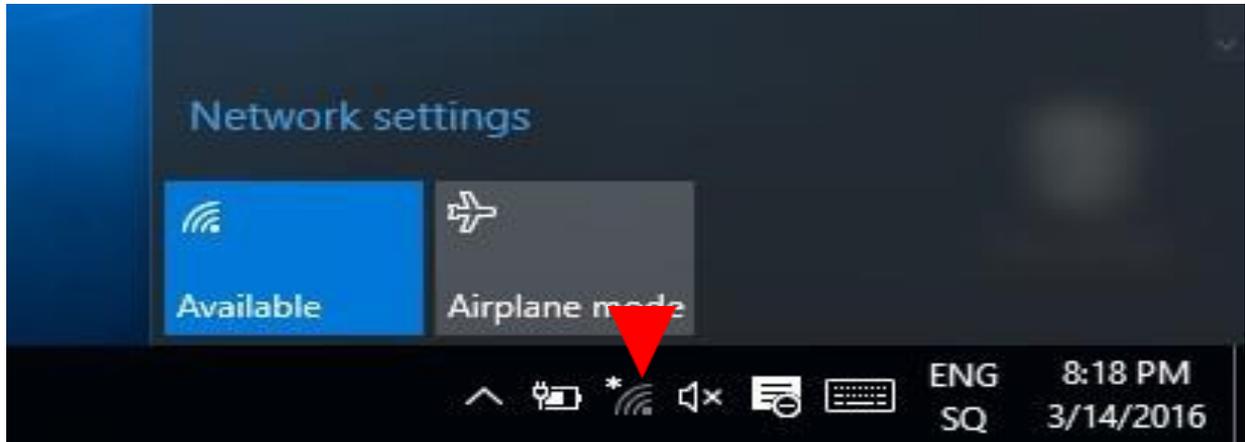
Congratulations, you have completed the Welcome setup process. your desktop screen will now be displayed.



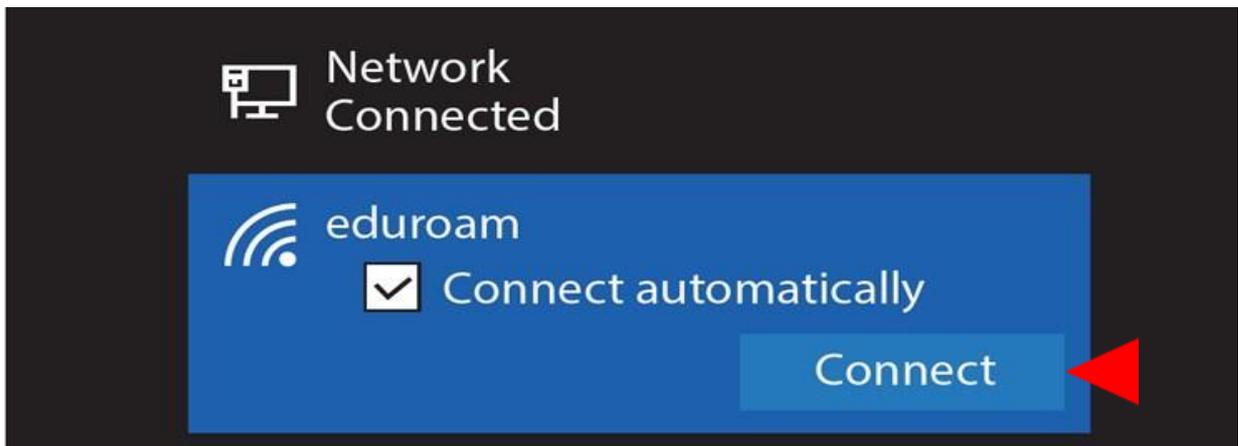
## Connecting to eduroam

### Step 1:

Press **Fn and Home** to turn **Airplane Mode Off** and then Click on the Wifi icon located in the lower-right corner of the task bar.



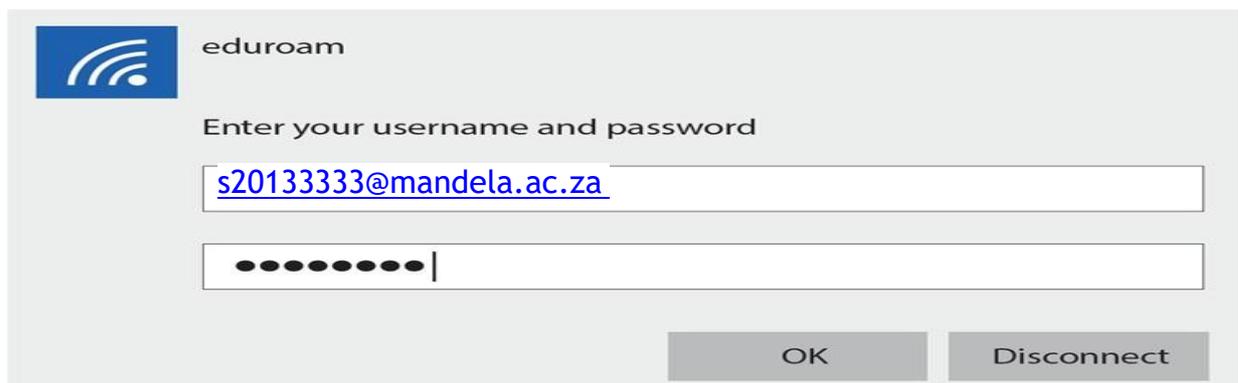
### Step 2:

 Click on **Connect**.

### Step 3:

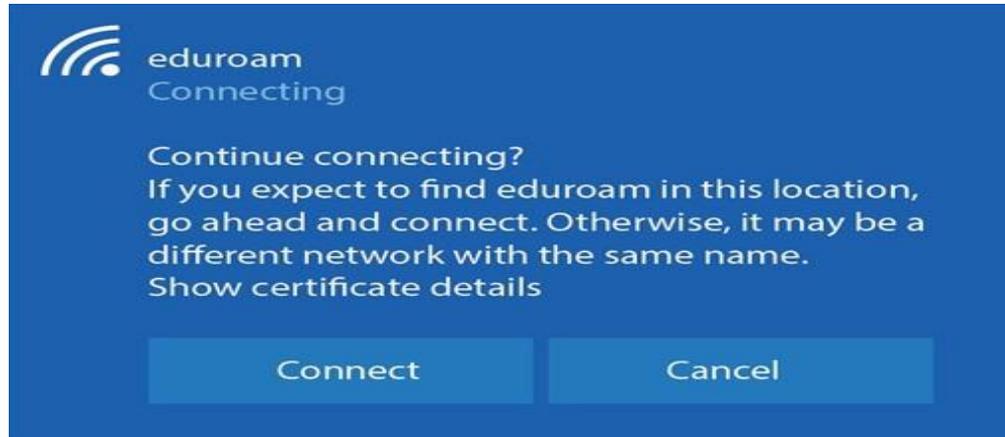
 Enter your student [number@mandela.ac.za](mailto:number@mandela.ac.za) and your password.

#### Wi – Fi

A screenshot of the Windows Wi-Fi authentication dialog for the 'eduroam' network. The dialog prompts the user to 'Enter your username and password'. The username field contains the email address 's20133333@mandela.ac.za'. The password field is masked with dots. At the bottom of the dialog, there are 'OK' and 'Disconnect' buttons.

Step 4:

Click on Connect.



Step 4:

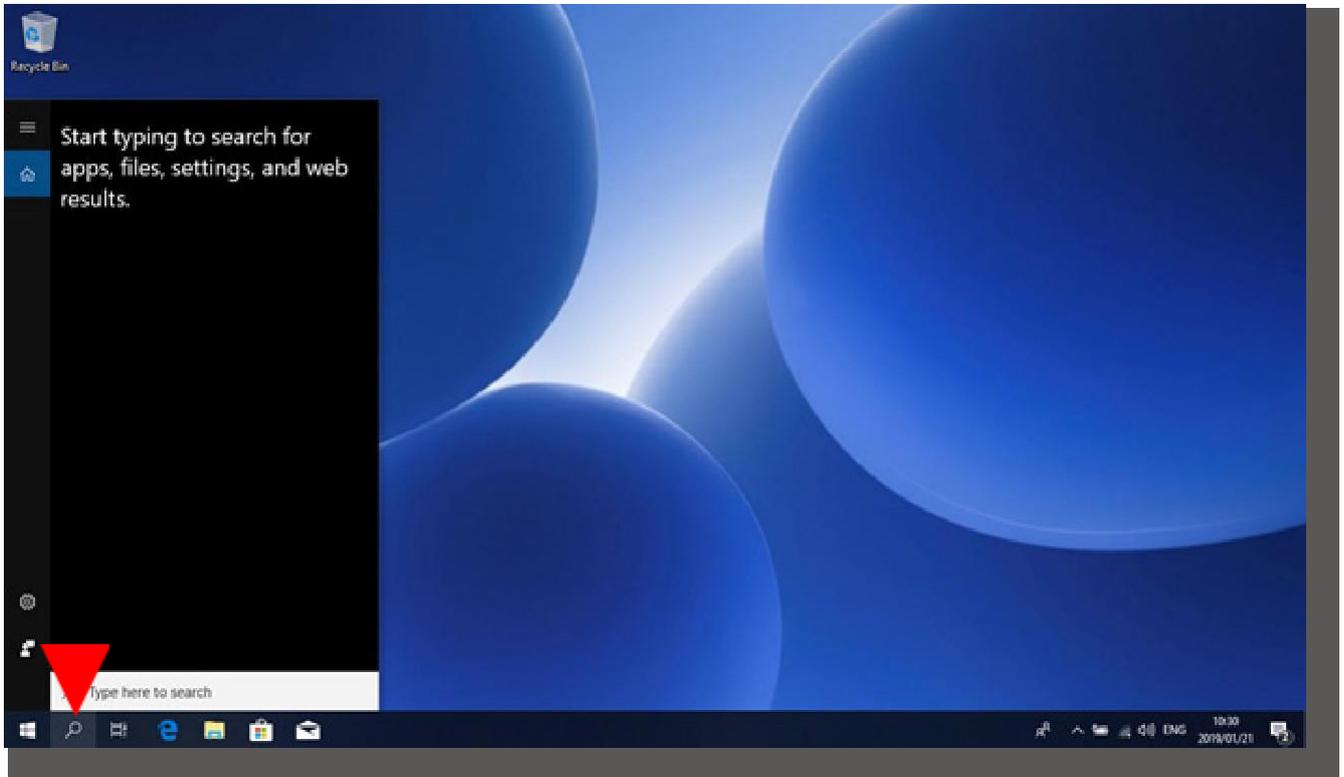
if successfully authenticated the status will change to Connected. you will now be connected to the eduroam service.

Wi – Fi

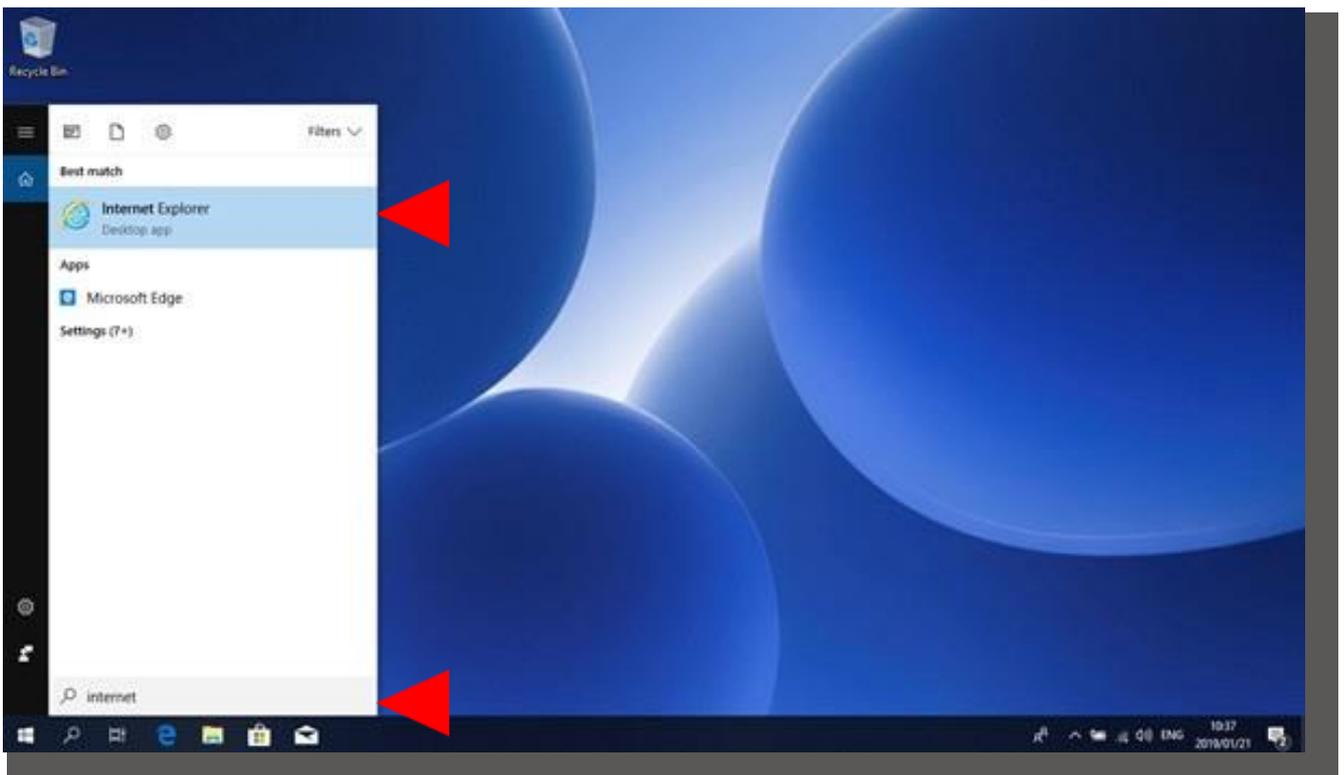


# Navigating to the Student portal

**Step 1:** Click on the Search icon.

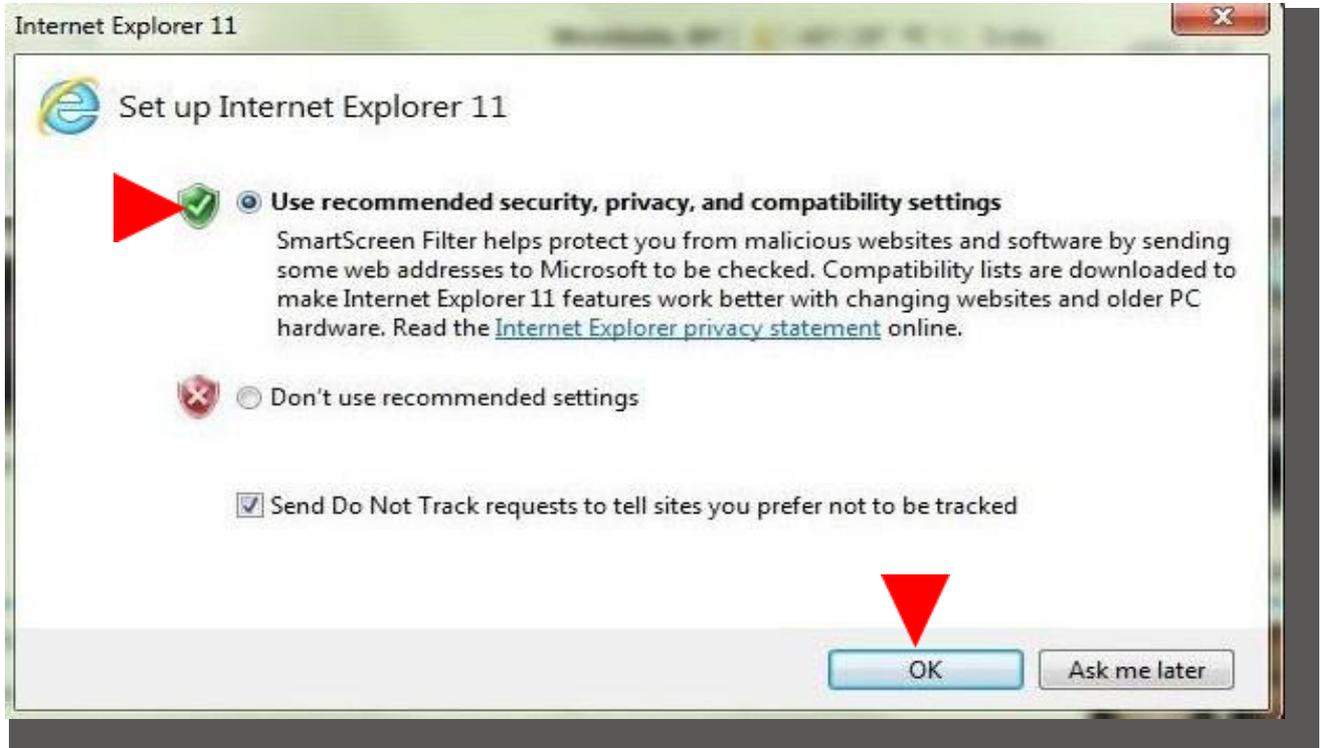


**Step 2:** Click in to the search bar and enter Internet Explorer. then click on Internet Explorer.

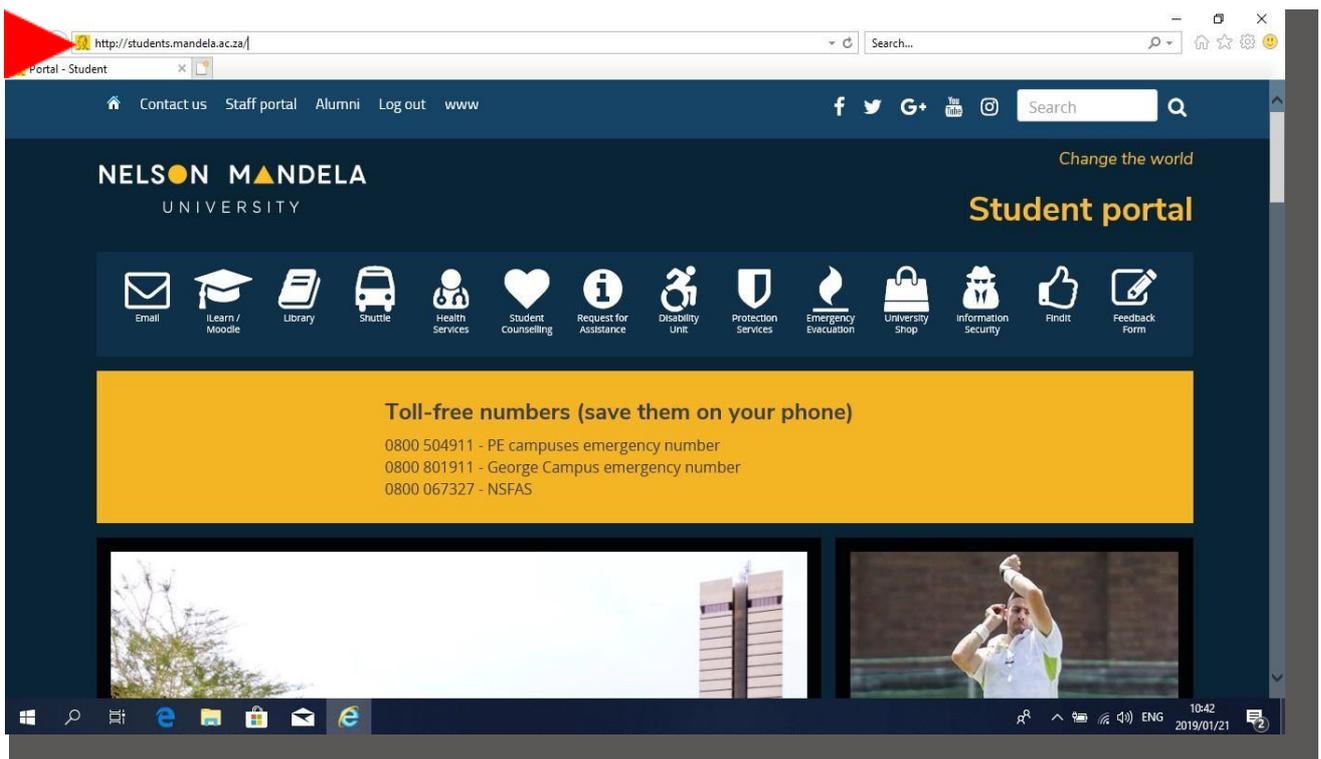


**Step 3:**

Choose Use recommended security and compatibility settings and click on OK.

**Step 4:**

Click on the address bar and enter <http://students.mandela.ac.za>. Press enter.



## Navigating to Learn/Moodle

# WELCOME TO I-LEARN

Please use your Nelson Mandela University domain username and password. Your student username is prefixed with an S and your student number (e.g.. s20061333).

If you do not have an Nelson Mandela University username or have forgotten your username and/or password, please contact the ICT Helpdesk on 041 504 3000 or email [Helpdesk@mandela.ac.za](mailto:Helpdesk@mandela.ac.za). In order to reset your password, the helpdesk support staff will require your student number, ID number, name, surname and a password of 8 characters or more containing both numbers and letters.

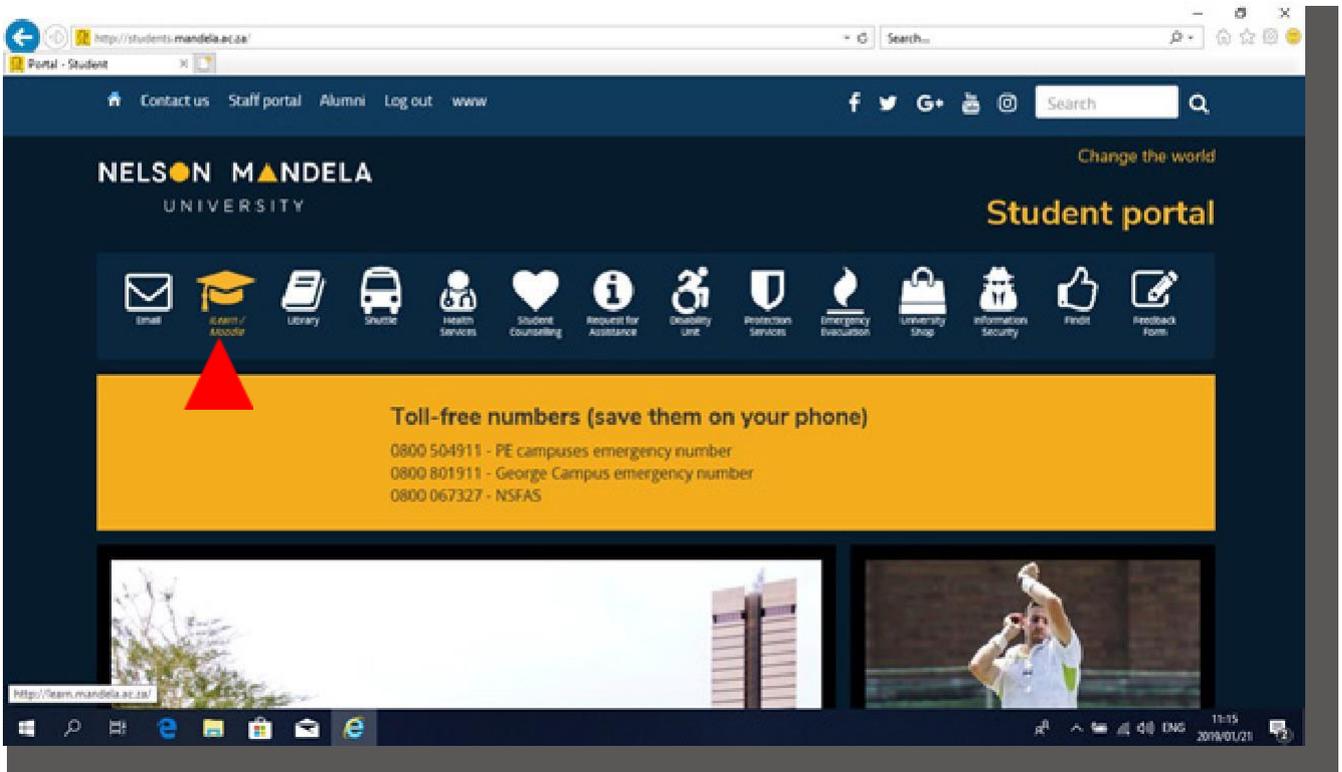
Cookies must be enabled in your browser

Two cookies are used by this site:  
The essential one is the session cookie, usually called MoodleSession. You must allow this cookie into your browser to provide continuity and maintain your login from page to page. When you log out or close the browser this cookie is destroyed (in your browser and on the server).

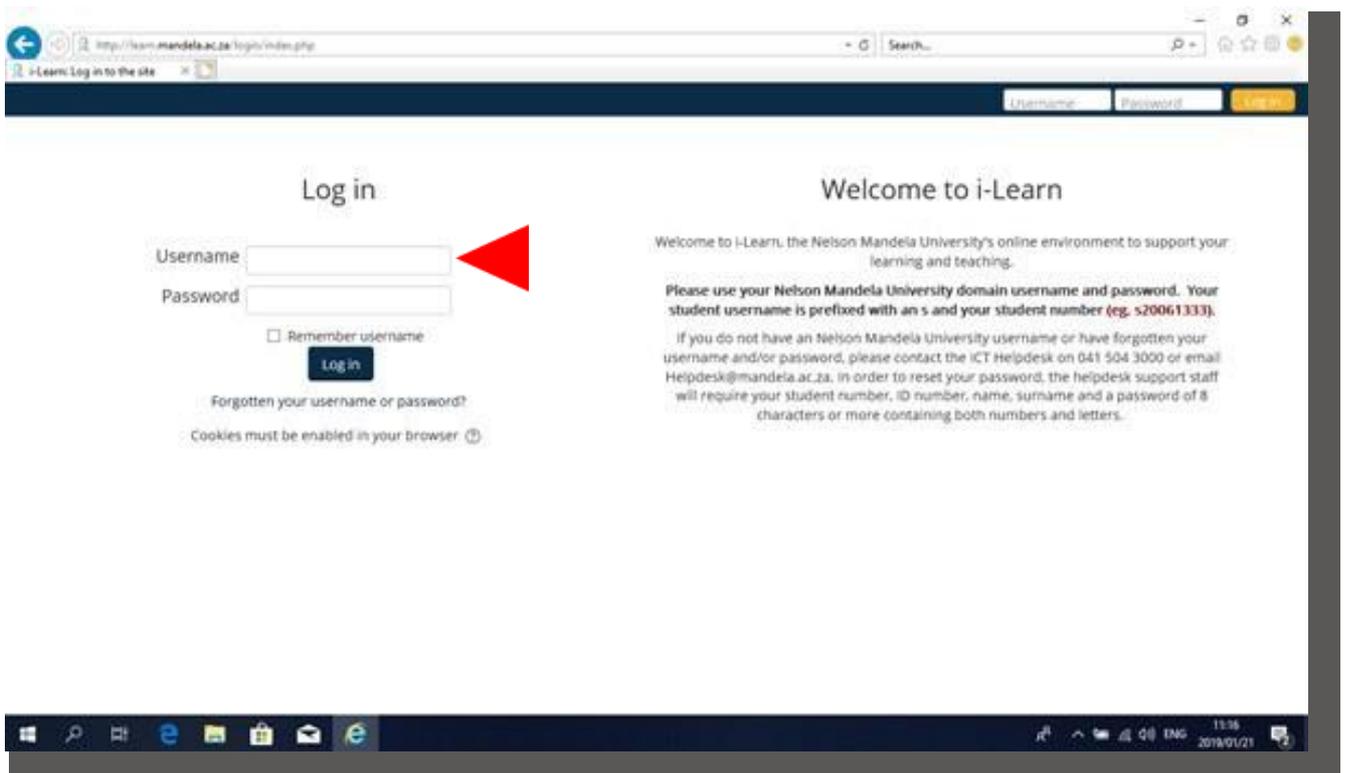
The other cookie is purely for convenience, usually called something like MOODLEID. It just remembers your username within the browser. This means when you return to this site the username field on the login page will be already filled out for you. It is safe to refuse this cookie - you will just have to retype your username every time you log in.

**Step 1:**

Click on the Learn/Moodle icon. (Link: <http://learn.mandela.ac.za/login/index.php>)

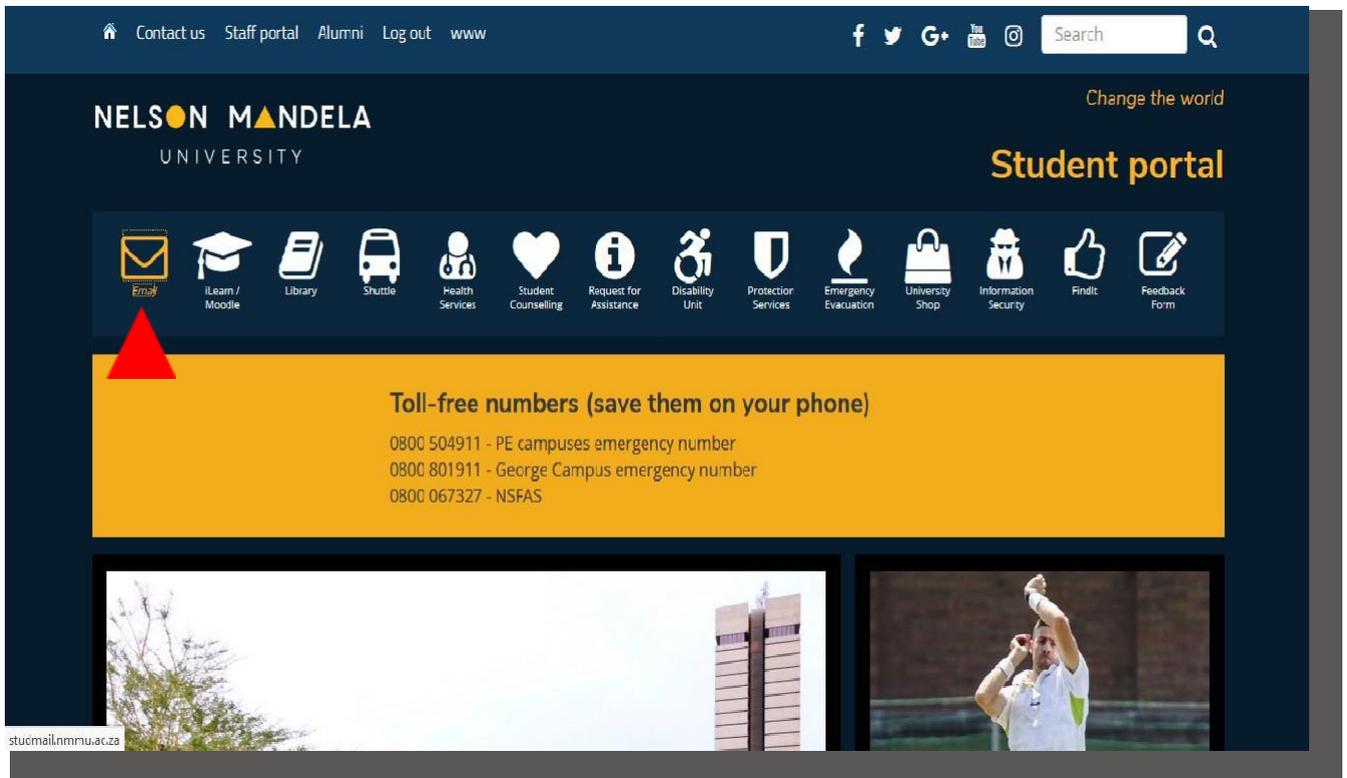
**Step 2:**

Click on username and enter your student number (e.g., s20061333) and password.



## Navigation to Student email Mailbox

**Step 1:** Click on the Email icon. (Link: <https://outlook.office365.com/owa>)



The screenshot shows the Nelson Mandela University Student portal homepage. At the top, there is a navigation bar with links for Contact us, Staff portal, Alumni, Log out, and www. Social media icons for Facebook, Twitter, Google+, YouTube, and Instagram are also present, along with a search bar. The university logo and the slogan "Change the world" are displayed. A "Student portal" section contains a row of icons for various services: Email (highlighted with a red triangle), iLearn / Moodle, Library, Shuttle, Health Services, Student Counselling, Request for Assistance, Disability Unit, Protection Services, Emergency Evacuation, University Shop, Information Security, Findit, and Feedback Form. Below this is a yellow banner with toll-free numbers: 0800 504911 - PE campuses emergency number, 0800 801911 - George Campus emergency number, and 0800 067327 - NSFAS. At the bottom, there are two images: one of a building and one of a person in a white shirt.

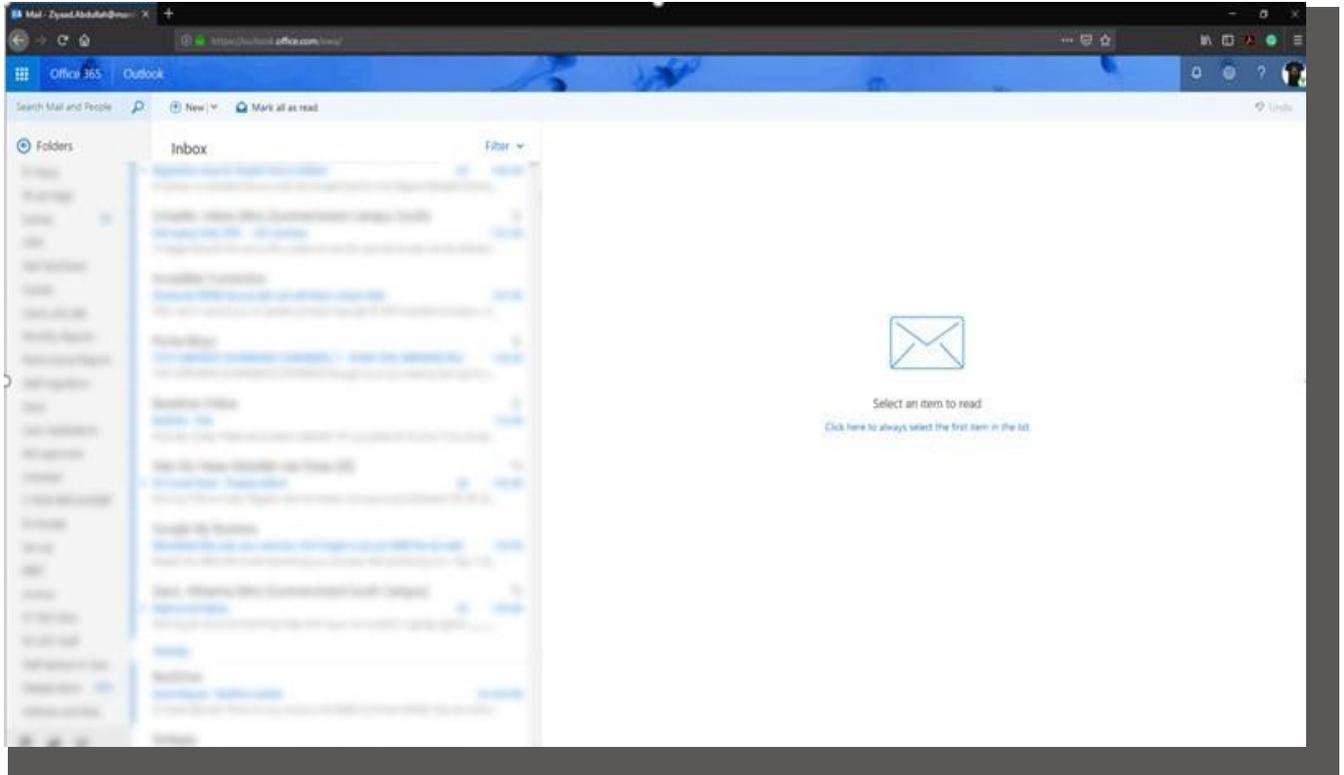
**Step 2:** Your mailbox will open in a new tab



Opening your mailbox...

### Step 3:

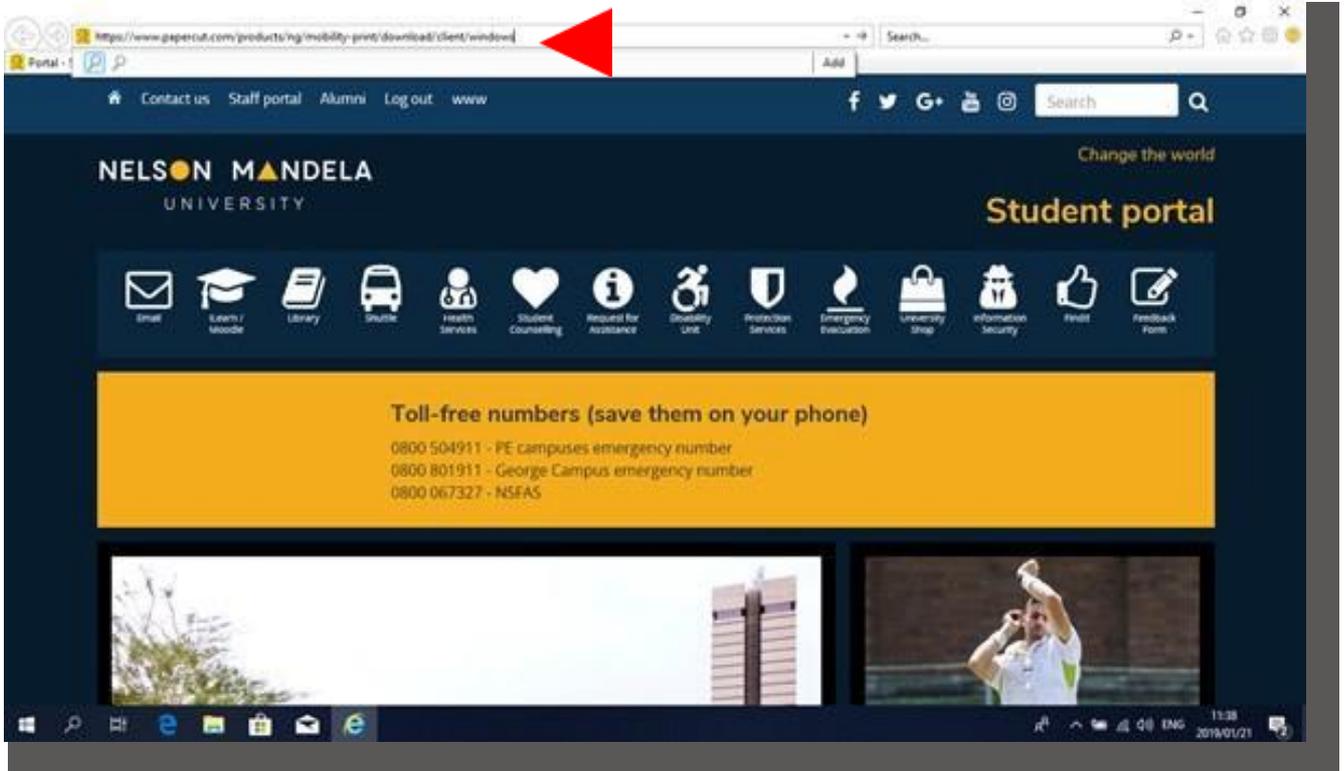
You may now access your Office365 outlook mailbox online.



# Install Papercut Mobile

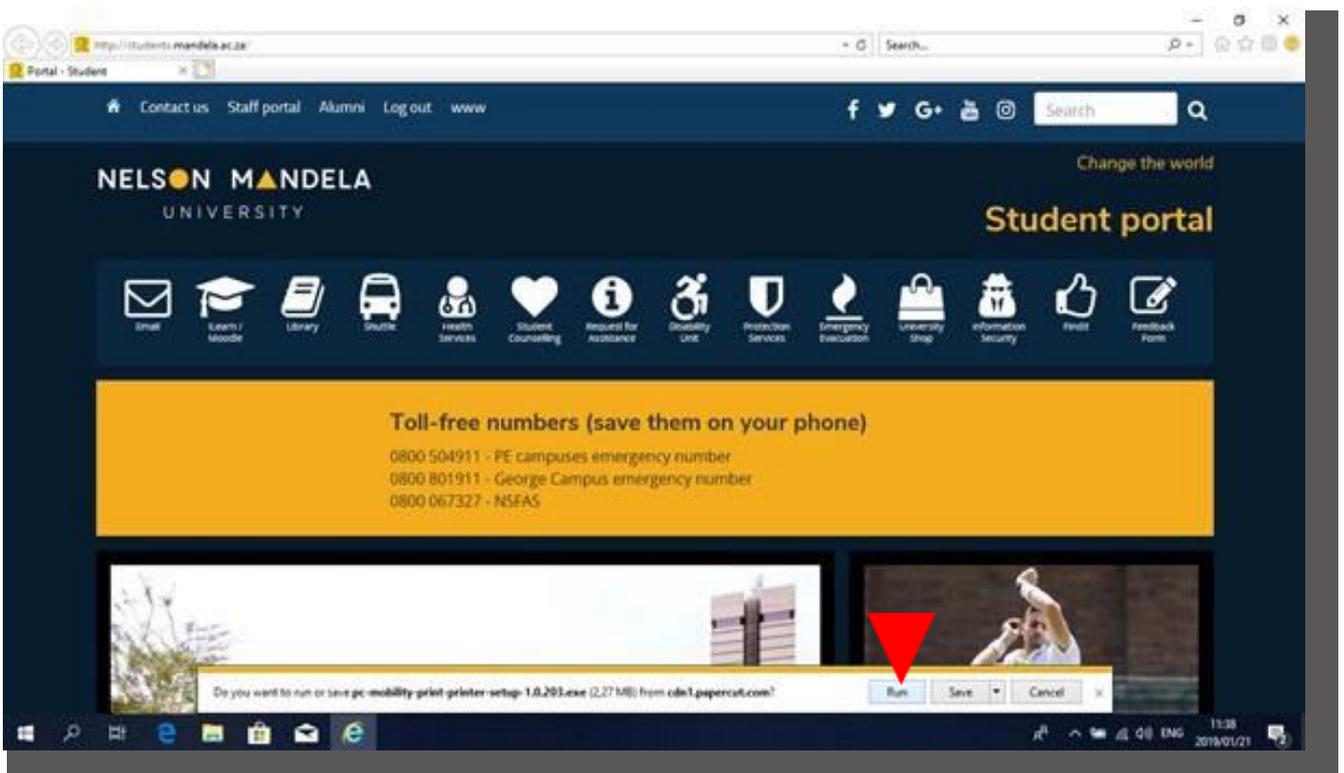
Step 1:

Open Internet Explorer. Enter this address into the address bar: <https://www.papercut.com/products/ng/mobility-print/download/client/windows>



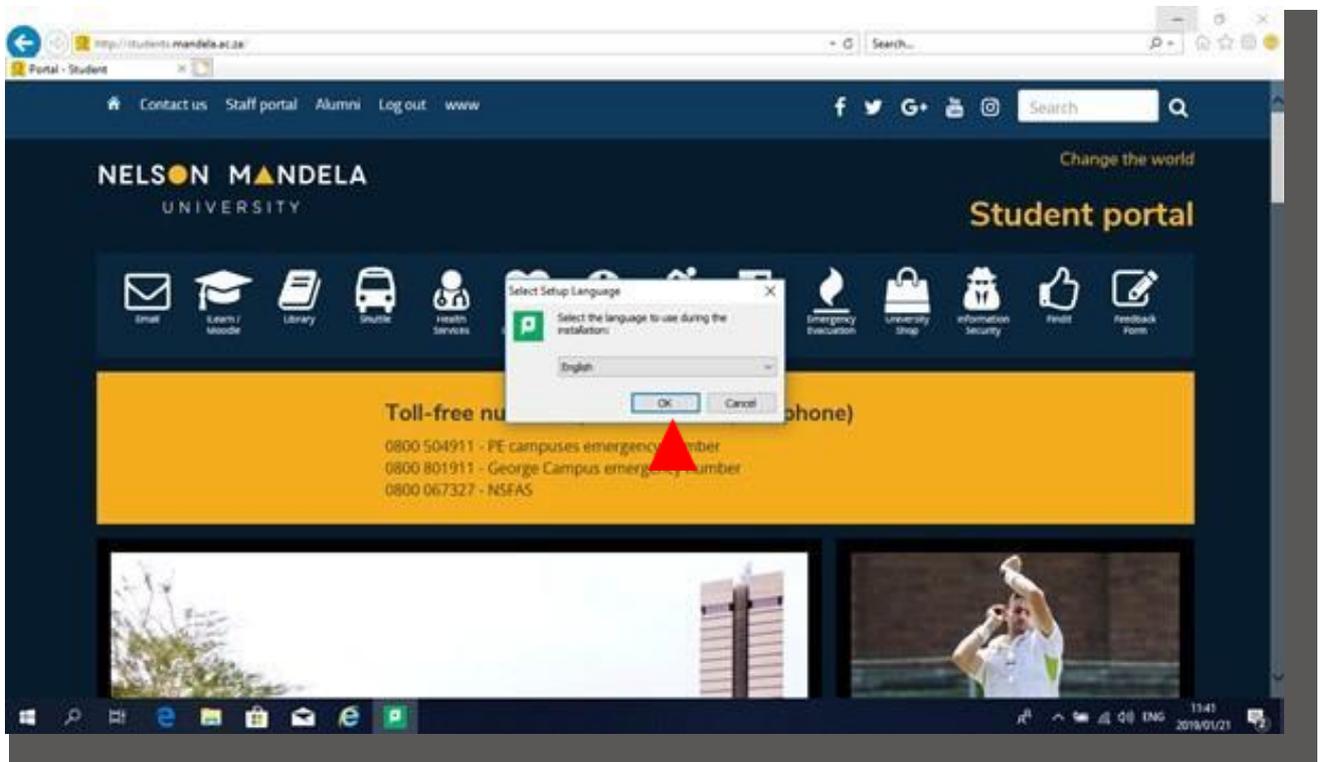
Step 2:

Click on Run and then Yes.



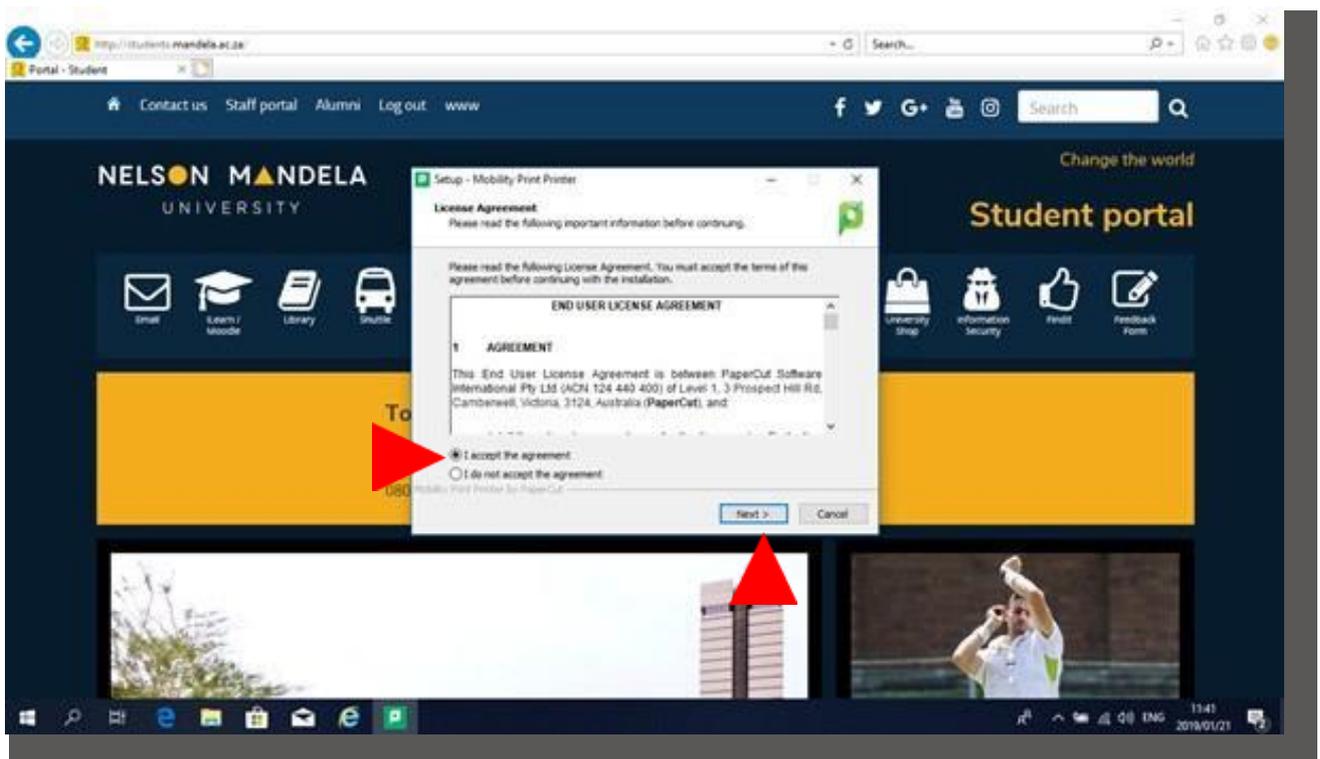
Step 3:

Click on OK.



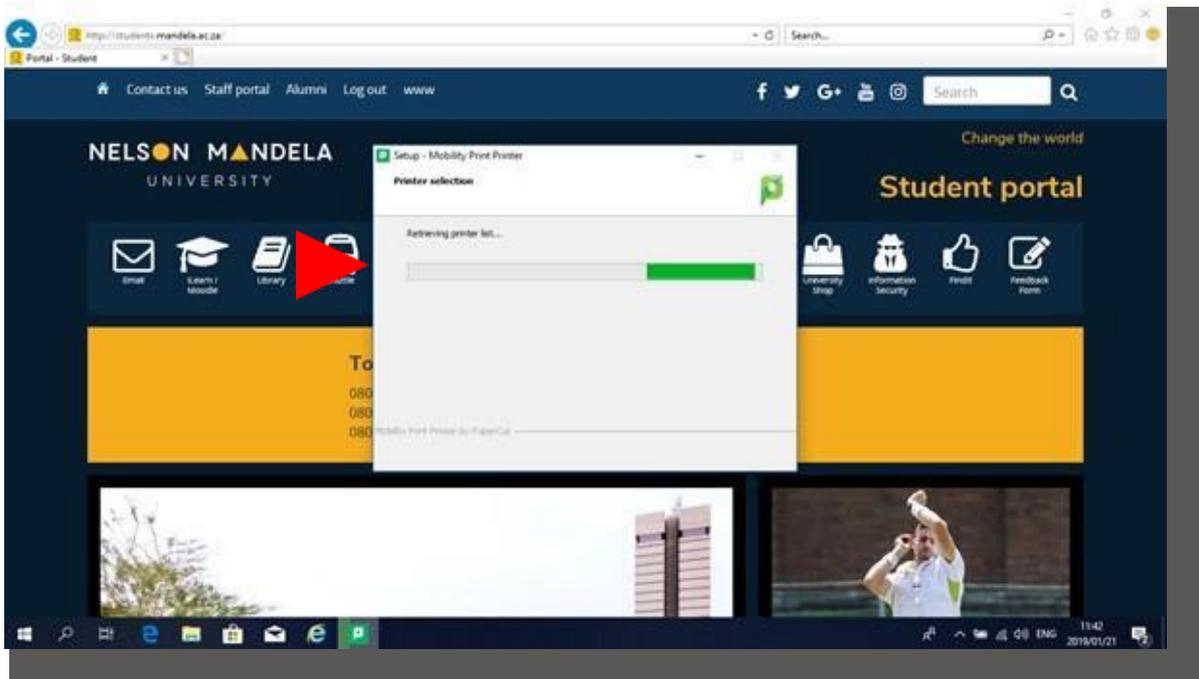
Step 4:

Select I accept the agreement and click on Next.



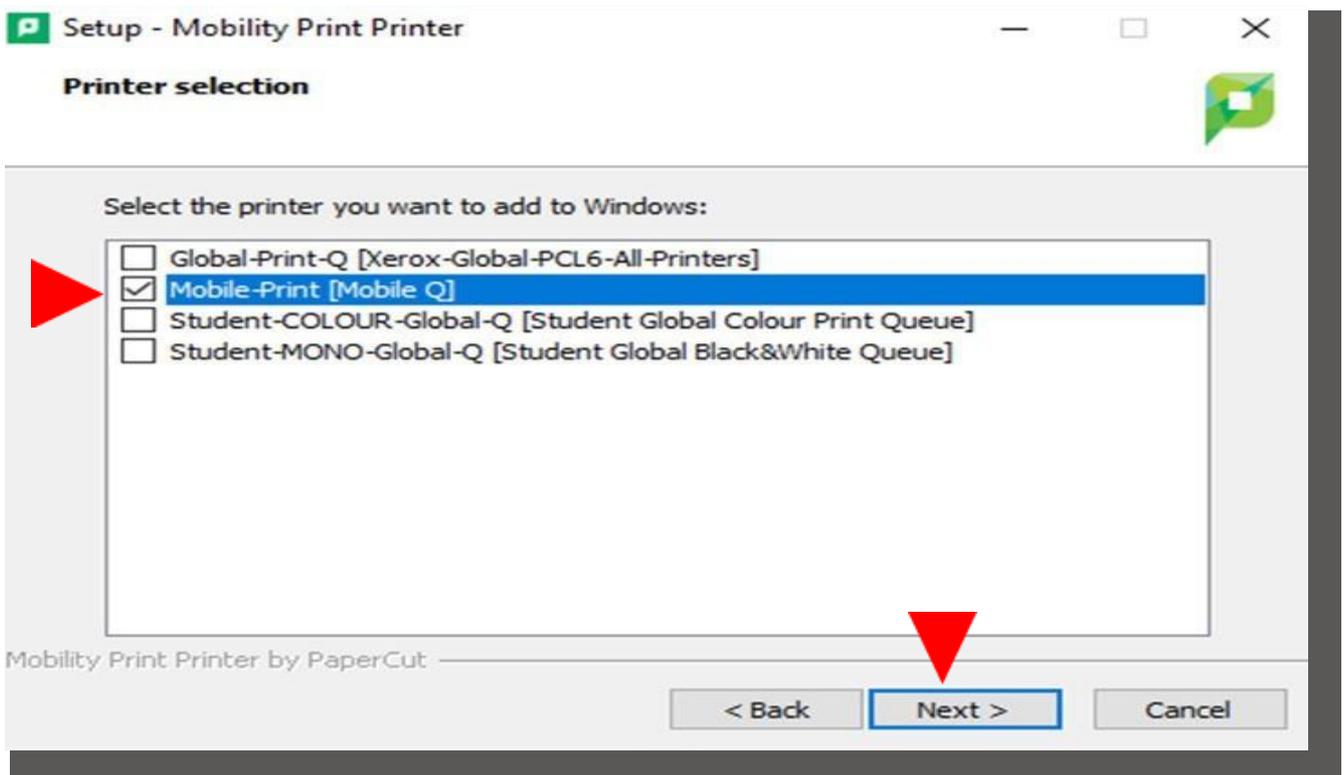
**Step 5:**

Please wait while the installation is being completed.



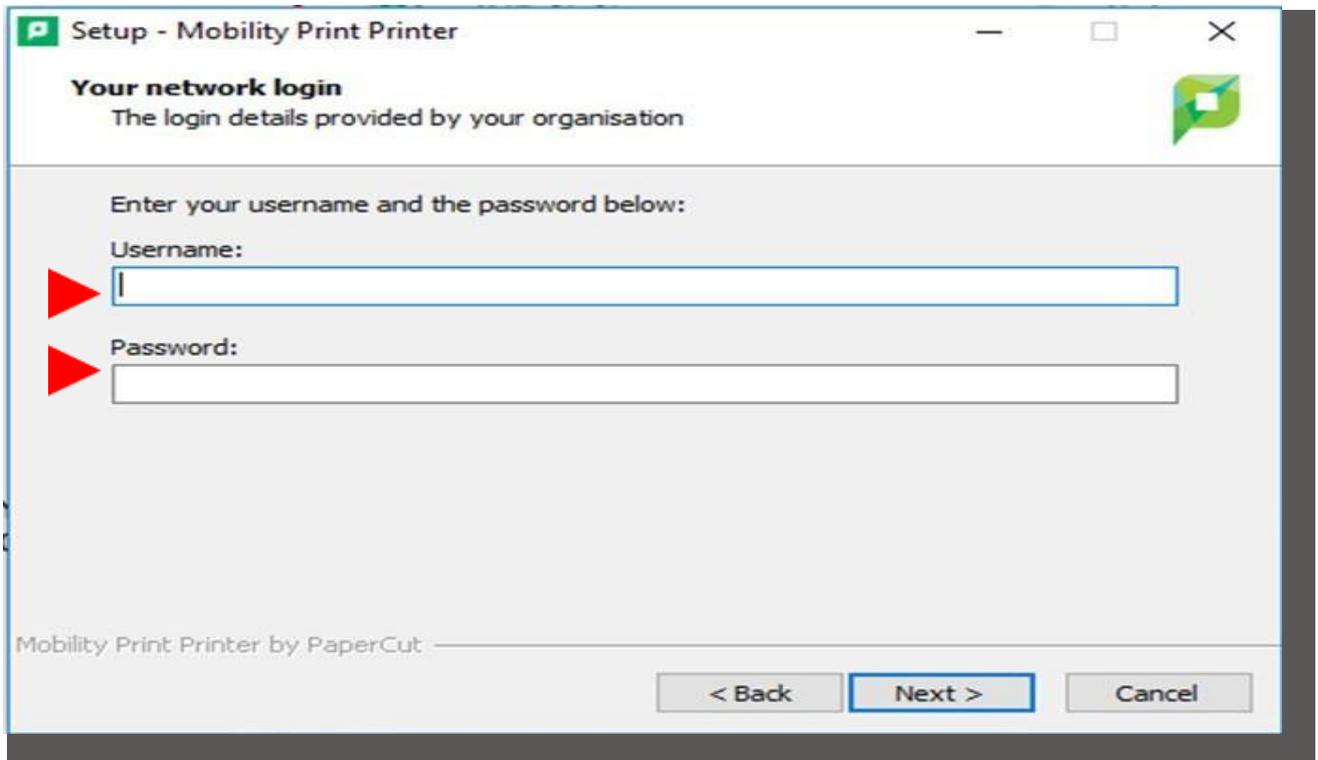
**Step 6:**

Select Mobile Print Q and click on Next.



**Step 7:**

Enter your student number @Mandela.ac.za and your password. (eg. s20161333@mandela.ac.za) then click on Next.



Setup - Mobility Print Printer

**Your network login**  
The login details provided by your organisation

Enter your username and the password below:

Username:

Password:

Mobility Print Printer by PaperCut

< Back   Next >   Cancel

**Step 8:**

Click on Finish.



Setup - Mobility Print Printer

**Completing the Mobility Print Printer Setup Wizard**

Setup has finished installing Mobility Print Printer on your computer.  
Click Finish to exit Setup.

Finish