Discover your library and IT services

nottingham.ac.uk/go/library-it-essentials
Access your services

Use your University Card to access libraries, computer rooms and print services.

Your University username enables access to software, print, copy and scan services, Moodle and NUsearch.

Your University email address will be:
- **username@nottingham.ac.uk** (undergraduate/postgraduate taught)
- **first.lastname@nottingham.ac.uk** (postgraduate research)

Find out more:
- nottingham.ac.uk/it-services
- nottingham.ac.uk/library
What you need, when you need it

Our libraries open at different times throughout the year, sometimes 24/7. You need your University Card to access the libraries and borrow items.

Find out more: nottingham.ac.uk/library/using

If there’s something you can’t find or get hold of, let us know – we can help.

Visit: nottingham.ac.uk/library/more-books
Discover resources

NUsearch is your one-stop-shop for searching and accessing physical and digital resources: from books and journals, to ebooks and special collections.

You can check availability, reserve items and arrange collection from any library. Ask library staff if you need any help.

Log in to NUsearch with your University name and password: nusearch.nottingham.ac.uk

Further guidance: nottingham.ac.uk/go/nusearchfaqs
Help yourself

Use self-service machines to borrow and return most items or go to the lending desk. When the library is closed, you can use the book-return box outside.

Through NUsearch you can manage your library account, including reserving items and paying charges.

Hallward and George Green libraries have self-service laptop loan lockers. You can borrow laptops and tablets from the lending desks at other libraries.

Find out more: nottingham.ac.uk/library/facilities
Find your home from home

We have eight UK libraries, and within them a wide range of study spaces to choose from:

- silent and quiet study zones
- vibrant hubs with interactive screens
- single and group study rooms
- assistive technology rooms
- postgraduate rooms
- cafes

Find out more: nottingham.ac.uk/library/facilities
Join the community

Areas of the library have different rules about eating, drinking and noise levels. Please respect these, and each other.

Most of our libraries run a Text Noise service. Contact our Library Helpline or ask a member of staff for more details.

Email: library-helpline@nottingham.ac.uk
Study online anytime, anywhere

**Moodle** is the University’s online learning environment where you can access your course materials anytime, anywhere, including:

- recorded lectures
- lecture notes
- module reading lists

Moodle also has spaces for discussions and group work, and lets you submit your assignments online.

Log in with your University username and password: [moodle.nottingham.ac.uk](http://moodle.nottingham.ac.uk)
Develop your study skills

For study support and help with finding, reading and referencing resources, see our dedicated study skills pages: nottingham.ac.uk/studyingeffectively

To help prepare for your studies, you can also visit your Moodle home page and access links to online courses:
■ Introduction to Moodle for Students
■ Your University Journey
■ On Course for your Masters

Visit: moodle.nottingham.ac.uk
Get yourself connected

Getting online at the University is really easy. Connect to eduroam Wi-Fi and get free access to hotspots at institutions around the world.

Connecting to Wi-Fi
■ Go to Wi-Fi settings and select eduroam
■ Enter your University username followed by @nottingham.ac.uk – for example: abyab@nottingham.ac.uk
■ Enter your University password
■ Approve the certificate if prompted

For more information, visit: nottingham.ac.uk/it-services/wifi
Stay secure

Never lend your University card to anyone. Secure your card by resetting your PIN.

Visit: nottingham.ac.uk/library/using/account

Keep your IT account safe. Create a strong password and set security questions.

Visit: password.nottingham.ac.uk

Avoid phishing. Protect yourself by learning how to spot suspicious emails.

Visit: nottingham.ac.uk/go/phishing
Collaborate with Office 365

Inspire, engage and collaborate across your global University. Access all the latest Office 365 applications, including OneNote, Planner, Forms, Groups, Calendar, Mail with 50GB of storage, OneDrive with 1TB of storage and Office online apps.

Simply log in to the Office 365 Portal using your University email address.

Visit: portal.office.com
Print, copy, scan

You can print from any University PC or personal device and scan at any multifunctional device (MFD) located in libraries, computer rooms and halls across campuses.

Mobile print by uploading your document to mobileprint.nottingham.ac.uk or emailing mobileprint@nottingham.ac.uk

You can check your balance and buy credits online.

Visit: printcredit.nottingham.ac.uk
Need a PC, laptop or tablet?

PCs are available in libraries and computer rooms, many 24/7. Find availability by checking PC Finder on your mobile or the display screens in the libraries.

Find a PC:
pcfinder.nottingham.ac.uk

Our laptop loan and repair service fixes personal devices and offers advice on technical issues. Visit us at A15b Pope Building on University Park.

Find out more:
nottingham.ac.uk/it-services/loan-repair
Smart Bars

Get answers to all your IT questions at one of our Smart Bars:

University Park
Hallward Library, George Green Library, Greenfield Medical Library

Jubilee Campus
Djanogly Learning Resource Centre

Sutton Bonington Campus
A02B Opal Building

Further information and times: nottingham.ac.uk/go/smartbar