Positive Start Tasks: Monday 25/09

Students have approximately 20 minutes to complete the tasks below before your tutor will move onto the next task.

1. Log-in to a PC using your UCLan credentials. Open the [Settling in Checklist](#) and complete the welcome week essentials. These items will help introduce you to some important services at UCLan, and wider student incentives.

2. Download the MyUCLan app on your phone (via your OS-specific storefront). Open and log-in to the app, explore the features, and view your timetable (more on next step). Ask your tutor for help in accessing the wireless network.

3. Check your timetable (access via https://msuclanac.sharepoint.com/sites/StudentHub or the MyUCLan app).
   Note that your timetable only shows one module for the first 3 weeks (CO1111). This is a very intense delivery of the first module, so expect to be kept very busy every day. You will be allocated to your 'Challenge team' on Thursday this week (see Welcome Week timetable, Thursday 10am for room). It is very important you attend this session promptly at the advertised time. Please make a note of this and ensure that you know where to be and when before leaving the session today. Feel free to browse to the 'year-long' modules (starting Week 5) and check that you have all modules from today's 'Welcome talk' listed here (CO1507, CO1508, CO1605, CO1301 OR CO1707).

4. Check your UCLan email account for new messages (SharePoint > Office 365 menu > Outlook). Set yourself a reminder to check this every day. **Note that all correspondence with staff MUST be from your UCLan account.** Please remember that lecturers expect emails to be of a formal standard; check your grammar, punctuation, and spelling before pressing 'Send'; Always use a suitable subject (perhaps including your name), start with the addressee's name, and always sign off with your name, student ID and course at the end. Try to address emails to a single staff member where possible (avoiding CC). **Email turnaround is 48 hours**, although the above should ensure that staff may deal with your request asap. Consider creating an Outlook signature to act as a shortcut to the above information (this is not an actual signature, but simply a template bearing the above information for ease of application. A simple web search will guide you on how to apply this with Microsoft Outlook/ Web Access.

5. If you have completed the above, return to the UCLan SharePoint and/or browse what is happening this week via the [Student Union events pages](#). Support your peers where possible if they cannot access any of the above pages.

If you are unable to complete the above activities within the time permitted, then you must complete them outside of the session today, either at home, at the library, or using empty lab room in the Computing Building (refer to screens).

End.