

Activating and Using your KeID (Keyano Electronic ID)

As a Keyano Student, you are offered many Computing Services. You must use your Keyano Electronic ID (KeID) to access these services. This Info-sheet explains how to activate your KeID. **Your KeID will be ready two days after you complete your registration.**

Your KeID – Keyano Electronic ID

Your KeID looks like this: *Firstname.LastnameXXX*

Notes:

- XXX is the last 3 digits of your Student ID Number.
- Include the period between the first name and the last name.
- Remove all non alphabetical characters (like spaces, dashes, periods, apostrophes, etc.)
- Do not include your middle name.

Examples:

- The KeID of Britney Spars whose ID number is P00009432 will be: ***britney.spars432***.
- The KeID of Jean-Paul O'Brian whose ID number is P000098145 will be: ***jeanpaul.obrian145*** (note that we removed the non alphabets).

Your Initial Password

Your initial password has the following format:

firstname_initial\$lastname_initial\$ddmmyyyy

Notes:

- *ddmmyyyy* is your birth date in numerical values.
- You must enter the two "\$" signs.
- Passwords are case sensitive. All characters used in the initial password are lower case.

Example:

The password of **Donald Bell** who was born **on 25 September 1990**, will be: **d\$b\$25091990**.

Activating your KeID

Before you can use your KeID you must activate it on a computer at the college. You may use any computer in a classroom, Computer Lab, Info-Commons, Library or SKILL center. You may **not** use a laptop. At the activation time, you **must** change your password to something secure that you can remember.

The Activation Steps are:

- 1- Start the computer. If it is already on, you must logoff first, then logon again.
- 2- Accept the Computer Usage Terms.
- 3- At the logon screen, enter your KeID and initial password.
- 4- When prompted, enter a new password. Remember your password. Never give it to anyone.

Your activation is successful when you get into Windows XP.

You activate your **KeID** once only.

After successful activation, you may use your KeID to login into a computer in the college, use our wireless and to access your email.

Important Notice: By using Keyano Email system, you admit that you have read, understood and accepted Keyano College Computer User Terms. You can ask for these terms from Commons, Student Services board or by visiting www.keyano.ca/cut



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Using KeID at the college

Your KeID allows you to log into any computer at the college. When you login successfully, you will have access to 2 network drives:

The **U:** drive which is your personal storage that you can access from any computer. Use this drive to store files that you need for your studies. This drive is limited to 20MB space.

The **S:** drive which contains folders related to the courses you are taking at the college. Check with the instructor of the course about its usage.

The **P:** drive which is a temporary storage space you can use to share files and data with other students and staff. These files can stay there for one week only after which we have the right to delete them.

To access these drives, just login successfully using your KeID.

Your Keyano email

As a student at Keyano College, you are issued a Keyano email which is:

Your_KeID@keyanomaIL.ca

Example: The email of John Smith whose KeID is **john.smith321** will be **john.smith321@keyanomaIL.ca**.

The college uses Microsoft **Live@Edu** email system which works similar to hotmail. You can access it from any computer connected to the Internet, inside and outside the college.

This email is for life. You may continue using it even after you leave Keyano College.

Creating your Email Profile

Note: Before you can use your email, you must activate your KeID at the college as described earlier.

At your first login to your email, you will be required to complete your profile. The steps are:

- 1- Using any browser, Go to **www.keyanomaIL.ca**
1. Click on "Go To Inbox". At the login, enter you full email which should be *your_KeID@keyanomaIL.ca* and the password you have created during the activation of your KeID.
- 2- Complete your profile information, then click on "I Accept" to indicate acceptance of the agreement.

You are ready to use your email.

Reading your email

To read your email, go to **www.keyanomaIL.ca**, login using your KeID credentials. You will be redirected to your email inbox which you can use the same way you use any webmail. Check out www.keyano.ca/cut for further details.

Using KeID to connect to Keyano Wireless

If you have your own laptop, you may connect to Keyano Wireless System using your KeID. Before you try to login with your own laptop, make sure that you have activated your KeID as described on the other page.

- Restart your laptop.
- Activate the wireless on the laptop.
- Make sure you connect to "KeyanoCollege" wireless signal.
- Start any browser then enter your KeID and your password.

Note: Using the Wireless on your laptop does not allow you to access the printing nor the Network drives.

