2022

LIBRARY & TECHNOLOGY GUIDE

CQUniversity AUSTRALIA

YOUR GUIDE TO LIBRARY AND IT SUCCESS AT CQUNIVERSITY

BE WHAT YOU WANT TO BE
cqu.edu.au

HOW CAN WE HELP YOU?

We support all students with access to the information and services you need to succeed at CQUniversity.

CONTENTS

GET CONNECTED

YOUR LOGIN

Username: Your CQUniversity email address

Password: Your default password is the letter 's' and your date of birth in DDMMYY format, followed by '#' (e.g. s170598#). You will need to create your own password as soon as possible.

CHANGE YOUR PASSWORD

Visit **CQUniversity Password Services** to change your password.

FREE WIFI

Use eduroam to connect your device to our secure wireless network.

Username/Identity: Your CQUniversity email address
Password: Your CQUniversity password

Almost all Australian universities participate in eduroam and allow visiting students and staff to connect to their wireless network.

Find out where you can **connect**.

Need help connecting to eduroam? Try these **guides**.

STUDENT SYSTEMS

MYCQU

MyCQU is your personalised gateway to all the advice, services, and resources you will need to stay organised and supported throughout your learning journey. It will provide content and guidance that is relevant and timely, based on your needs.

From MyCQU you can access your student email, be prepared with a personalised checklist and calendar, and be supported with a collection of information about our services and resources.

MyCQU also provides a central location to view and manage all aspects of your course. It's here where you can plan and enrol into units, register for classes, and gain direct access to your Moodle units.

To access MyCQU, visit **my.cqu.edu.au** and log in using your CQUniversity email and password.

MOODLE

Moodle is CQUni's learning management system. From here you can access the learning materials for your enrolled units, find Zoom links for lectures, connect with lecturers and peers using the discussion boards, and find assessment dates and details.

Need help with Moodle? Visit **Moodle Help for Students**.

CQUMAIL

As a student, you have lifelong access to a CQUniversity email account.

You will need to regularly check your CQUniversity email via MyCQU. This is where all official, course and campus information will be sent. This is also a great way to stay in contact with your lecturer, tutor and peers.

You have a personalised email address that you can use throughout your studies and after you graduate. It ends in @cqumail.com.

You also have an 'official' email address while you are enrolled, that you can use if you have to provide an email address to show you are a current student. It is your student number followed by @ student.cqu.edu.au.

Need more information about CQUMail? Visit the **Email Preferences** page on MyCQU.

LIBRARY

CQUniversity Library provides extensive online collections to support your learning and delivers online help, so wherever you are you can access the library anytime.

ACCESS LIBRARY RESOURCES

Use **Library Search** to explore and access a wide range of resources for your online learning, including electronic textbooks and other resources for your courses. Our online databases and other materials are just a click away on the **Library homepage** anytime you need them.

Some books are not available online; use your student ID card to borrow these from our campus libraries.

A free postal service is available for online students, funded by the Student Services and Amenities Fee. Find more information about borrowing on the **library website**.

STUDY SPACES

Our well-equipped library spaces include a variety of study zones including study rooms. **Book online** or check out this **list** of all library and other study spaces on campus.

Check the **opening hours** of your nearest campus library to plan your visit.

You are welcome to eat and drink in the library. Please put rubbish in the bins provided. We also ask that you switch your phone to silent and take calls outside the library.

LEARN MORE

Need expert help finding quality information for your assessments? Don't stress – we have a range of support options available.

Help yourself

The **Library website** has a range of subject guides, how-to guides, videos, and FAQs to help get you started with your research.

Join an online **training session**. We offer a variety of sessions to help you develop effective and efficient research skills. These are usually scheduled during the first part of each term.

If you want to become an expert researcher, our **Finding information for your assignments** self-paced Moodle site will provide you with the necessary skills.

Ask for help

Ask a Librarian: book an online **Ask a Librarian** session for yourself or your study group, or connect to an online drop-in session (no booking required, but there is an online waiting room if it gets busy).

Phone us: you can call us on 1300 666 620 Monday to Friday between 7.30 am and 6.00 pm (AEST). If you are outside Australia, call +61 7 4930 9090.

Email us: email **tasac@cqu.edu.au**.

Visit us: in-person help is available in our libraries during **staffed hours**, and you can use the video service kiosk between 7.30 am and 6.00 pm (AEST) Monday to Friday.

STAY UP TO DATE

Don't forget to check your student email regularly, as the latest IT and Library updates will feature in the Student Broadcast.

IT SERVICES

PRINTING

You can print, copy and scan at your campus library. It is simple to add credit online with your credit or debit card. (Scanning to email is free of charge).

Login to any printer with your usual CQUniversity login. More information about **printing** is available on MyCQU.

FREE DOWNLOADS

Microsoft Office

As a CQUniversity student, you are able to download Microsoft Office including Word, Excel, PowerPoint, OneNote and more. The suite can be installed on up to 5 compatible devices (including Mac). There is OneDrive available for automatic device syncing, with 1 TB of storage.

To download, visit **cqu365.cqu.edu.au**.

BEING CYBERSAFE

It is important that you act responsibly when using the University's IT resources.

Information security is important to the University. Please do not record your student password or give your password (login access) to anyone else.

Use different passwords for different accounts, just as you use different keys for your car, home and mailbox. Make your passwords unique.

Targeted emails from hackers will look legitimate at first glance. Make sure the email is genuine before you click on any links and ensure you verify the email.

Please remember that while you are on campus, you should not log on to any inappropriate websites or illegally download movies, music or television shows.

To protect your personal devices, ensure you install updates. If you are using a Windows computer, ensure that Windows Defender/Security is enabled.

CONTACT US

Via library desk or video service kiosk at your nearest campus

1300 666 620 (Australia)
+61 7 4930 9090 (Outside Australia)
tasac@cqu.edu.au
sdesk.cqu.edu.au

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MORE INFORMATION

Explore **IT Help** on MyCQU
Library Services**: www.cqu.edu.au/library**