

Technology Guide for Students

Welcome to Fleming College!

Follow this guide to learn about and set up the basic technology products and services commonly used by Fleming students. After completing this guide, you will be well-prepared with the technology needed for learning at Fleming.

Six school activities are addressed in this guide:

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Accessing myCampus

What is it?

Portal

myCampus is an online portal that gives you access to your email, courses, timetables, academic records, personal school files, and other important information, connecting you to several school products and services.

When will I have access to it?

48 Hours

Your account will be created within two business days after your confirmation of enrollment date.

Where can I find it?

Online

The myCampus website is accessible from any device with internet access and a web browser.

- Visit myCampus: <https://mycampus.flemingcollege.ca/>

How do I sign in and use it?

Get Username

To get your username, you can select the "New to Fleming?" button on the myCampus login web page. After selecting "New to Fleming?," enter your student number and date of birth, and you will be given your username.

Try Default Password

Your default password is a series of numbers: the last four digits of your student number, followed by four digits of your year of birth, followed by two digits of your month of birth.

For example,

if a student number were 123456789

and the date of birth were April 13, 2001,

the password would be 6789200104.

Change Password

After signing in, please change your password, which must follow the complexity rules.

- Review the instructions for changing your Fleming password:
<https://department.flemingcollege.ca/its/services/password/>

Sign in and Use

Remember your username, your password, and the myCampus website address. Sign in with your username and password, and use the navigation bars, linked text, and search-bar to explore the myCampus portal.

Attending Online Classes

Hardware

Computer and Internet

You will need a computer with internet access to attend online classes, and meeting or exceeding the minimum requirements is strongly recommended. Please check with your program coordinator for any special requirements.

The following are the minimum requirements for Microsoft or Apple computers and for internet:

Microsoft Computer

Operating System: Windows 10
Processor: Core i5 – 1.6 GHz
Memory: 8 GB
Hard disk: 160 GB

Apple Computer

Operating System: MacOS 10.12
Processor: Core i5 6th Gen
Memory: 8 GB
Hard disk: 160 GB

Internet

Download speed: 2.5 Mbps
Upload speed: 3.0 Mbps

- Review the technology requirements for Fleming students: <https://department.flemingcollege.ca/its/important-info/>

Software

D2L

Also known as Brightspace, this is Fleming's primary online learning and teaching tool. This learning management system is accessed through myCampus by selecting "MyCourses (D2L)" from the left-side navigation bar. This link will appear only when you are given access to D2L, after having enrolled in a course. You will be signed in automatically each time you click on this link in myCampus.

- Review a tutorial by Brightspace Tutorials: <https://www.youtube.com/@BrightspaceTutorials>

Webex

This is Fleming's primary video conferencing tool, which is used for virtual meetings, including online classes. You can either use Webex through a web browser, such as Google Chrome, or install and use Webex software on your computer.

- Review Webex at Fleming: <https://department.flemingcollege.ca/its/services/webex/>
- Explore the Webex YouTube channel: <https://www.youtube.com/c/webex>
- Test a Webex meeting: <https://www.webex.com/test-meeting.html>

Microsoft Teams

This is another video conferencing tool, which is used by students in certain circumstances. Microsoft Teams is often a preferred choice for video conferencing because of its interface, collaborating functions, and direct connection to users' Microsoft accounts.

- Review Microsoft Teams at Fleming: <https://department.flemingcollege.ca/its/microsoft-teams/>

Attending On-Campus Classes

Classrooms and Computers

WiFi

Free internet access is available through WiFi connections throughout Fleming's buildings and remote locations. Sign in to the student WiFi using your myCampus username and password.

- Review WiFi at Fleming: <https://department.flemingcollege.ca/its/services/wireless/>

Fleming Computers

Desktop computers are available for student use in computer labs at all campuses. Computers are also available in the Learning Commons and Library. Sign in to these computers using your myCampus username and password. Specialized, licenced software, as well as printing, is accessible from these computers.

- Learn about the Learning Commons: <https://department.flemingcollege.ca/its/services/learning-commons/>
- Learn about the Library: <https://flemingcollege.ca/student-experience/library>

Fleming Printers

You can print to black-only or colour printers, which are always nearby to Fleming computers. Connect to Fleming's network via WiFi or a Fleming computer and then sign in to PaperCut using your myCampus username and password to review your printing.

- Connect to Fleming's network and visit PaperCut at Fleming: <https://myprint.flemingc.on.ca/>
- Get help with printing: <https://department.flemingcollege.ca/its/printinghelp/>

Mobility Print

Fleming printers are available not only from Fleming computers but also from your personal phone, tablet, or laptop. Sign in to the student WiFi with your device, set up Mobility Print, and print.

- Review Mobility Print at Fleming: <https://department.flemingcollege.ca/its/services/mobility-print/>

Working on Assignments

Office 365

As a Fleming student, you have a Microsoft subscription to Office 365, which includes several productivity applications, such as Word, Excel, and PowerPoint. Your subscription includes a licence that permits you to install and use Office 365 on your personal computer.

- Review Office 365 at Fleming: <https://department.flemingcollege.ca/its/services/office-365/>

Lab- and Home-Use Software

Some software that is used in computer labs can also be used in your home, installed on your personal computer.

- Review the software licence information at Fleming: <https://department.flemingcollege.ca/its/home-use-software/>
- Compare home-use software: <https://department.flemingcollege.ca/its/student-app-access/>

MyWorkDrive

You can save your personal school files on Fleming's network, which can be done from a Fleming computer or, using MyWorkDrive, from your personal computer. Sign in to myCampus and select "My Files" from the left-side navigation bar; this will lead you to "MyWorkDrive."

- Review MyWorkDrive at Fleming: <https://department.flemingcollege.ca/its/services/myworkdrive/>

Taking Exams

Respondus LockDown Browser

Online exams taken at your home will often require you to install Respondus LockDown Browser on your personal computer, ensuring academic integrity and upholding the value of your credentials.

- Review Respondus LockDown Browser at Fleming:
<https://department.flemingcollege.ca/its/services/download-fleming-lockdown-browser/>

Testing Centres

On-campus exams are often taken in a Testing Centre, where a proctor will monitor you as you take your exams on a Fleming computer.

- Sign in to myCampus and review the Sutherland Testing Centre:
<https://mycampus.flemingcollege.ca/group/portal/services-directory/-/service-listing/testing-centre-sutherland-campus>
- Sign in to myCampus and review the Frost Testing Centre:
<https://mycampus.flemingcollege.ca/group/portal/services-directory/-/service-listing/testing-centre-frost-campus>

Searching for More

In addition to setting up the basic technology products and services commonly used by Fleming students, please consider the following important details.

What other information about technology at Fleming should I know about?

AUP

Review Fleming's Appropriate Use Policy for information and communications technology (ICT) services:
<https://flemingcollege.ca/appropriate-use-policy>

Multi-factor Authentication (MFA)

Learn how to increase security on your Fleming account:
<https://department.flemingcollege.ca/its/mfa/>

OneCard

This photo ID card acts as your official Fleming student identification: <https://department.flemingcollege.ca/onecard/>

Fleming Safe app

Learn about this phone app designed for your safety, provided by Fleming's Security & Parking Services:
<https://flemingcollege.ca/news/fleming-safe-new-mobile-safety-app-for-smartphones/>

Online Parking Portal

Fleming's Security & Parking Services provides this Online Parking Portal to manage your parking needs:
<https://department.flemingcollege.ca/college-services/parking/>

SAC Transit Pass app

Full-time Fleming students are eligible for a digital transit pass for Peterborough:
<https://www.flemingsac.ca/digital-transit>

OnTheHub

As a Fleming student, you can get several products, such as Window 10 and VMware, from Fleming's OnTheHub:
<https://flemingcollege.onthehub.com/>

LinkedIn Learning

As a Fleming student, you get free access to online training videos by LinkedIn Learning:
<https://department.flemingcollege.ca/its/linkedin/>

OntarioLearn

Online courses are also offered through OntarioLearn, which uses a separate account—not part of myCampus:
<https://flemingcollege.ca/continuing-education/online-learning>

Whom do I ask for assistance?

Fleming ITS Service Desk

Business hours are Mondays to Fridays, from 7:30 a.m. to 5:00 p.m.

- Call 1-866-353-6464 x4111 Option #1.
- Email itsupport@flemingcollege.ca