



ICT AND YOU

IT DEPARTMENT

THE IT UNIT

Navigation

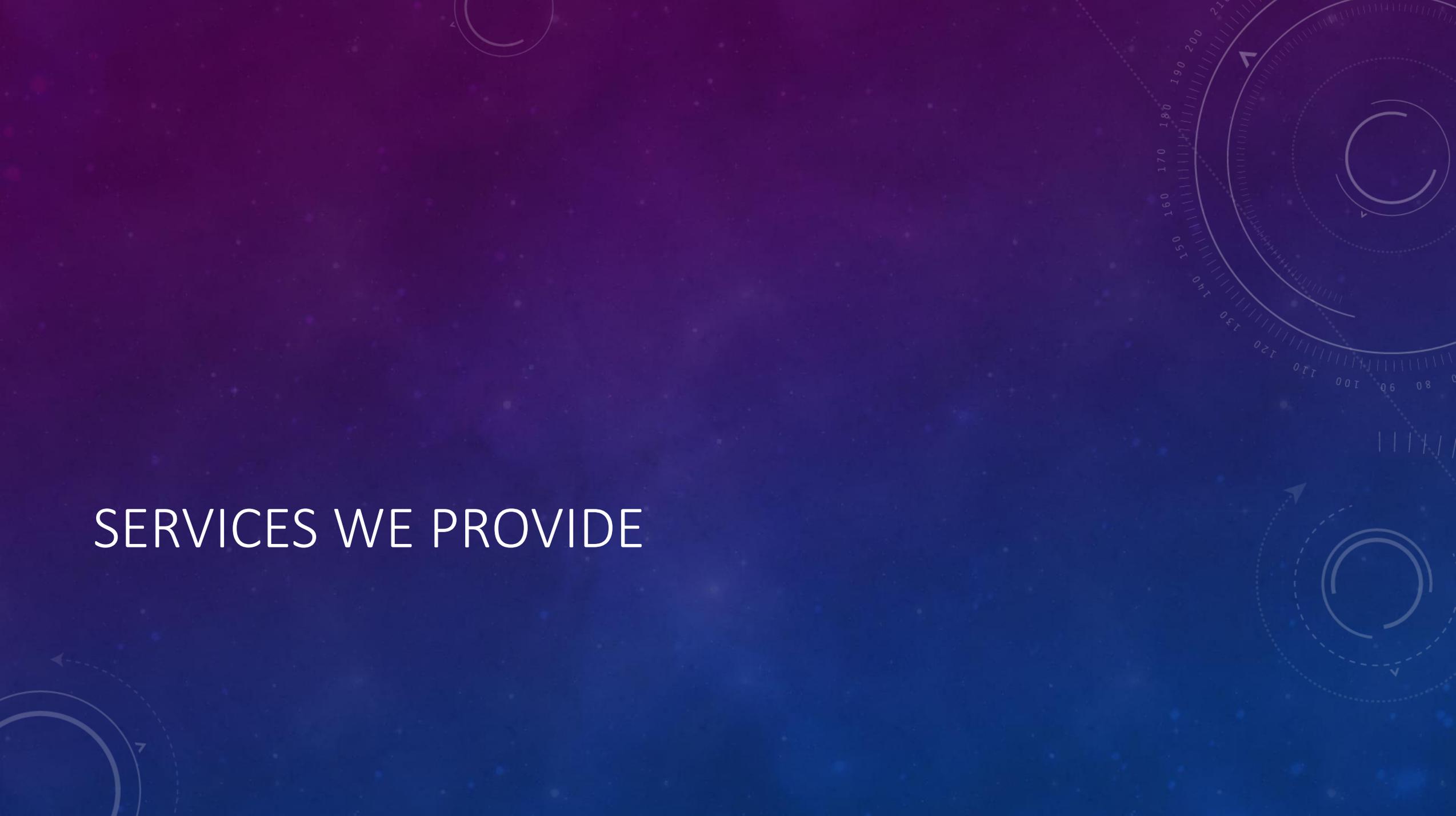
- [The IT Unit](#)
- [About Your CTC Electronic Accounts](#)
- [All About iSIMS](#)
- [CTC Email & Network Accounts](#)

WHO ARE THE MEMBERS?

- Jay Marshall (IT Systems Administrator)
- Jermaine Headley (Computer Technician)
- Roneil Napier (Computer Technician)



SERVICES WE PROVIDE

The background is a dark blue gradient with a subtle pattern of small white dots. On the right side, there are several technical diagrams. At the top right, there is a large circular gauge with a scale from 0 to 210 and a white arrow pointing to approximately 190. Below it is another circular diagram with concentric circles and a dashed arrow. At the bottom left, there is a partial circular diagram with a dashed arrow pointing left.

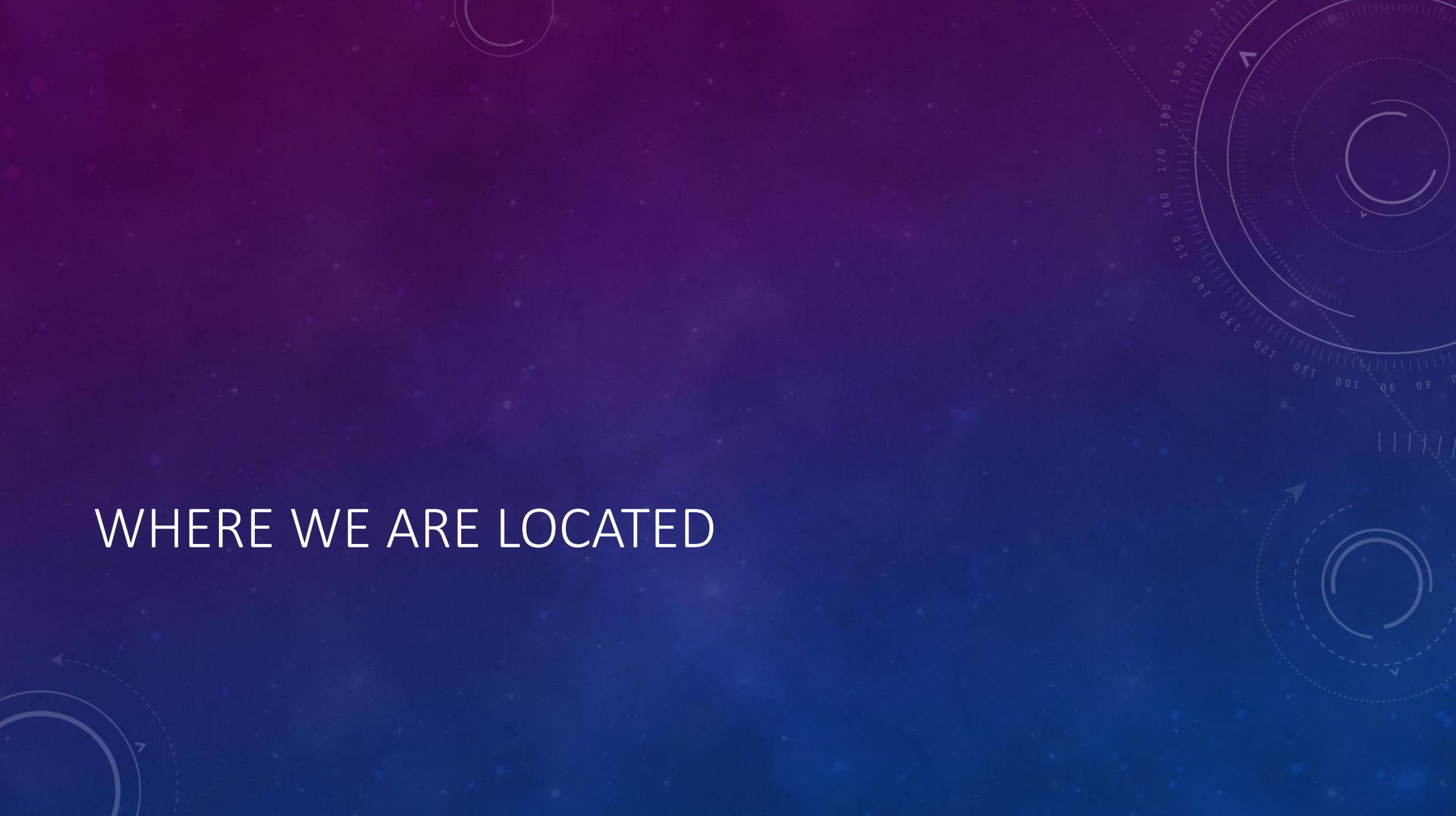
SERVICES WE PROVIDE

- User Account Provisioning
 - **Active Directory** (computer accounts/wireless accessibility & email for new applicants)
 - **Office 365 Account** (college email)
 - **iSIMS** (registration, timetable, grades etc)

SERVICES WE PROVIDE

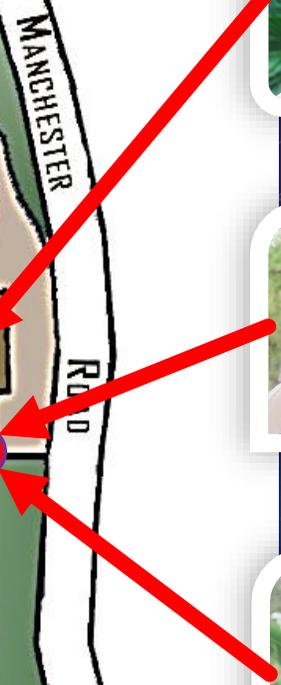
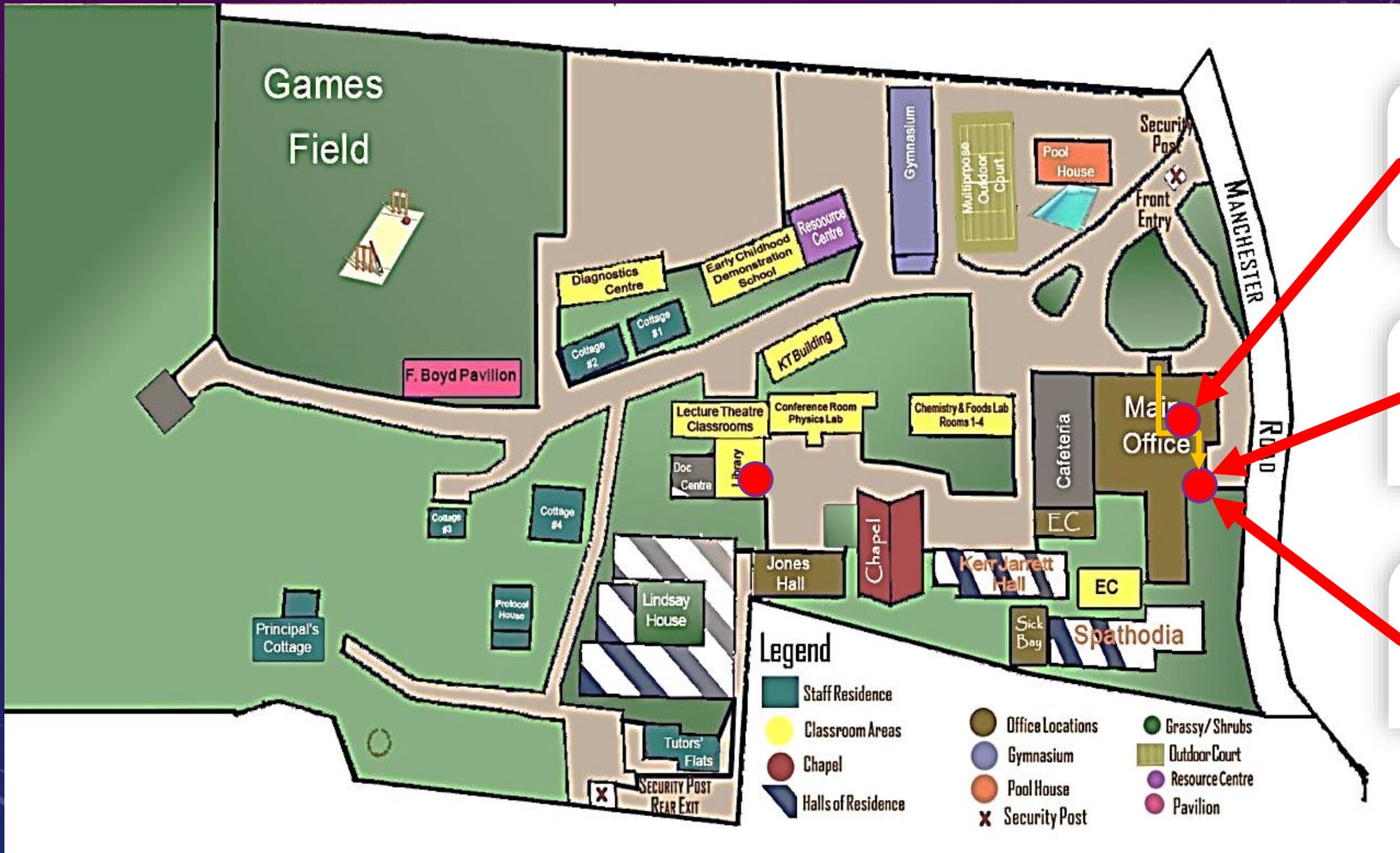
- Network Security and provisioning
- ID creation
- Initiation, Development, Management and Maintenance of Technical Systems tangible and otherwise for the College (LMS, Social Media, User management, File Management etc.)

WHERE WE ARE LOCATED



WHERE WE ARE LOCATED

- Jay Marshall -IT Centre (Vaughan Hall)
- Jermaine Headley -IT Centre (Vaughan Hall)
- Roneil Napier -Vaughan Hall (next to Plant Managers' office)



Navigation

- [The IT Unit](#)
- [About Your CTC Electronic Accounts](#)
- [All About iSIMS](#)
- [CTC Email & Network Accounts](#)

YOUR CTC ACCOUNTS

3 MAIN ACCOUNTS

iSIMS – for registration, timetable, grades etc

ID Number (CH2099XXXX)

Active Directory (computer accounts/wireless accessibility)

ID Number (CH2099XXXX)

Office 365 (college email/CTC Mail)

CH2099XXXX@ctc.edu.jm

[firstname.lastname@ctc.edu.jm for returning/deferring applicants]

FIRST TIME APPLICANTS – 2 ACCOUNTS, 1 PASSWORD

Active Directory/Network Account

(for lab computer/wifi accessibility)

- CH2099XXXX
(your ID number)

Office 365 Account

(college email)

- CH2099XXXX@ctc.edu.jm

More info on this later

Navigation

- [The IT Unit](#)
- [About Your CTC Electronic Accounts](#)
- [All About iSIMS](#)
- [CTC Email & Network Accounts](#)



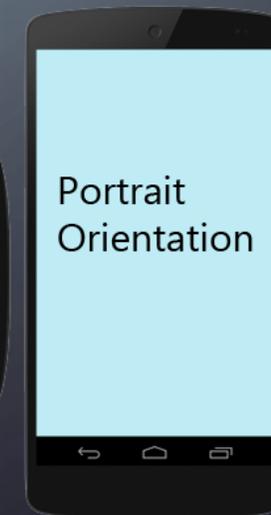
CTC ISIMS

iTECH Student Information
Management System



PRO TIP

- iSIMS is best used on a computer or in landscape mode
- A lot of elements of iSIMS are hidden in your phone's portrait view



REGISTRATION DEADLINES

(THIS IS HIDDEN IN PORTRAIT VIEW ON PHONES)



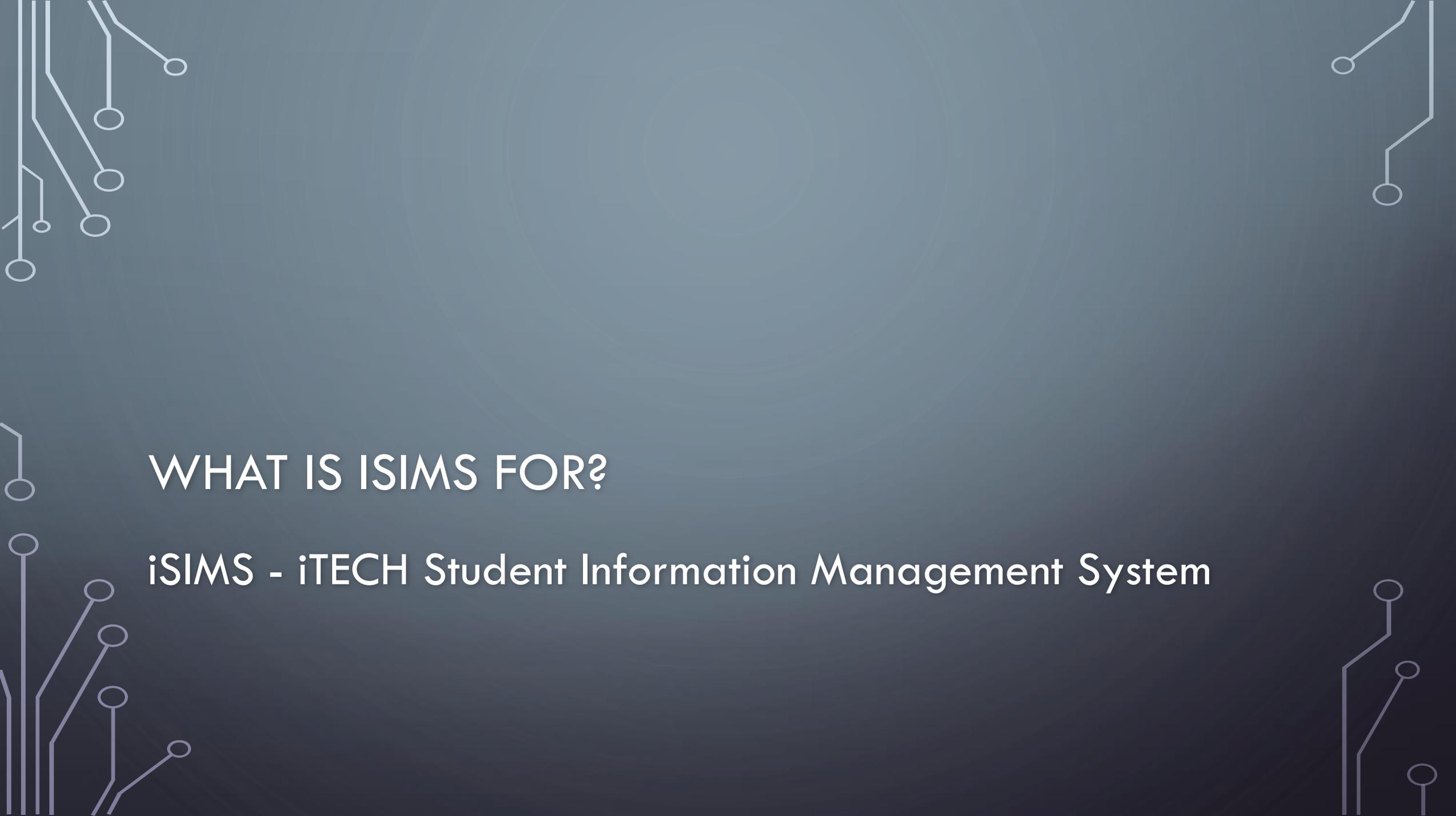
Registration for 2019-2020 - Semester 1 is open

Online Registration Start: Aug 12, 2019

Online Registration End: Sep 1, 2019

Late Online Registration End: Sep 7, 2019

Late Online Registration Fee: \$3,000.00

The background features a dark blue gradient with faint, concentric circles in the center. The corners are decorated with white, stylized circuit board traces and nodes.

WHAT IS ISIMS FOR?

iSIMS - iTech Student Information Management System

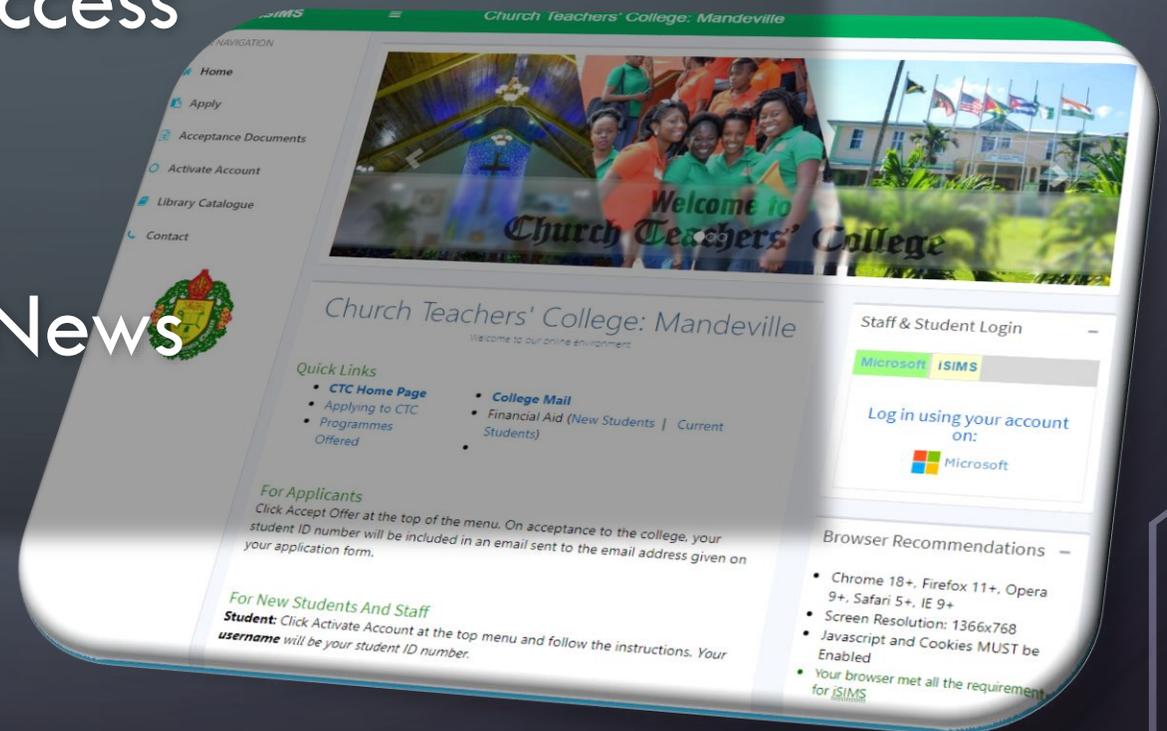
WHAT IS ISIMS FOR?

- Biographical information
- Contact information
- Registration and Timetable
- Grades and qualifications



WHAT IS ISIMS FOR?

- Document Requests
- Online Library Access
- Financial History
- Announcements/News



The background features a dark blue gradient with faint, concentric circles in the center. The corners are decorated with white, stylized circuit board traces and nodes.

ACCESSING ISIMS - ACTIVATION

MUST BE DONE BEFORE A NEW STUDENT CAN FULLY LOG INTO ISIMS FOR THE FIRST TIME

NB. THIS IS DIFFERENT FROM ANY LOGIN SET UP WHILE APPLYING

WWW.CTC.EDU.JM

From the college website click iSIMS

The screenshot shows the website's navigation menu. At the top, a yellow bar contains links for [iSIMS](#), [CTC Mail](#), [Schoology](#), [Moodle](#), [Turnitin](#), and [SelfService](#). The [iSIMS](#) link is circled in blue. Below this is the college's logo and name: **Diocese of Jamaica & the Cayman Islands**, **Church Teachers' College: Mandeville**, with the motto *"To Nurture Through Love and Wisdom"* and the text *Founded 1965*. A row of orange navigation buttons includes **ABOUT CTC**, **ADMISSIONS**, **COLLABORATIONS**, **INSTITUTIONS**, **ACADEMICS**, and **ALUMNI**. The **ADMISSIONS** button is expanded into a vertical list of orange sub-buttons: **Applying to CTC**, **Accept Offer**, **Activate Account**, **Tuition**, **Accommodation**, **Programmes Offered**, **Duty List**, **FORMS**, and **FINANCIAL AID**. To the right of this list are four vertical banners for various programs: **Bachelor of Education Programmes** (listing Early Childhood, Primary, Secondary, and Special Education), **Pharmacy Technician Course**, **Associate of Science Degree for Early Childhood Teachers**, and **MIDDLE LEADERS' TRAINING PROGRAMME (MLTP)**. A dark blue sidebar on the left contains the text **PROGRAM OFFERED** with a right-pointing arrow.

ACTIVATION

The screenshot shows the iSIMS website for Church Teachers' College. The header is green with the text 'iSIMS' and 'Church Teachers' College:'. Below the header is a 'MAIN NAVIGATION' menu with the following items: Home, Apply, Acceptance Documents, **Activate Account** (circled in red), Library Catalogue, and Contact. To the right of the navigation menu is a large banner image of students in green and orange uniforms with the text 'Welcome to Church Teachers' College'. Below the banner is the college's name and a welcome message: 'Church Teachers' College: Welcome to our online environment'. Underneath is a 'Quick Links' section with a list of links: CTC Home Page, College Mail, Applying to CTC, Financial Aid (New Students | Cur), and Programmes Offered. At the bottom is a 'For Applicants' section with the text: 'Click Accept Offer at the top of the menu. On acceptance to the college included in an email sent to the email address given on your application'.

ACTIVATION

1. FILL THE FORM COMPLETELY THEN CLICK NEXT
2. Then CAREFULLY read and follow the instructions provided on the next webpage to create a password

iSIMS Church Teachers' College:

MAIN NAVIGATION

- Home
- Apply
- Acceptance Documents
- Activate Account
- Library Catalogue
- Contact

Activate My Account Activate my student portal account

If you are unable to activate your account, please visit the Student Services Department to verify that your information on the system is accurate.

Validate your Identity
Complete the form below to validate your identity and click Next

ID Number TRN

Date of Birth e.g.: May 12, 2010 Last Name

Programme

Enter the Characters in red in the textbox below it

Enter Characters **40299**

The background features a dark blue gradient with faint, concentric circles in the center. The corners are decorated with white, stylized circuit board traces and nodes.

LOGGING INTO ISIMS (ONLY AFTER ACTIVATION)

THERE ARE 2 METHODS

2 METHODS TO LOG INTO ISIMS (AFTER ACTIVATION)

iSIMS Church Teachers' College: Mandeville

MAIN NAVIGATION

- Home
- Apply
- Acceptance Documents
- Activate Account
- Library Catalogue
- Contact



Church Teachers' College: Mandeville

Welcome to our online environment.

Quick Links

- [CTC Home Page](#)
- [Applying to CTC Programmes Offered](#)
- [College Mail](#)
- [Financial Aid \(New Students | Current Students\)](#)

For Applicants

Click Accept Offer at the top of the menu. On acceptance to the college, your student ID number will be included in an email sent to the email address given on your application form.

For New Students And Staff

Student: Click Activate Account at the top menu and follow the instructions. *Your username will be your student ID number.*

Staff & Student Login

Microsoft iSIMS

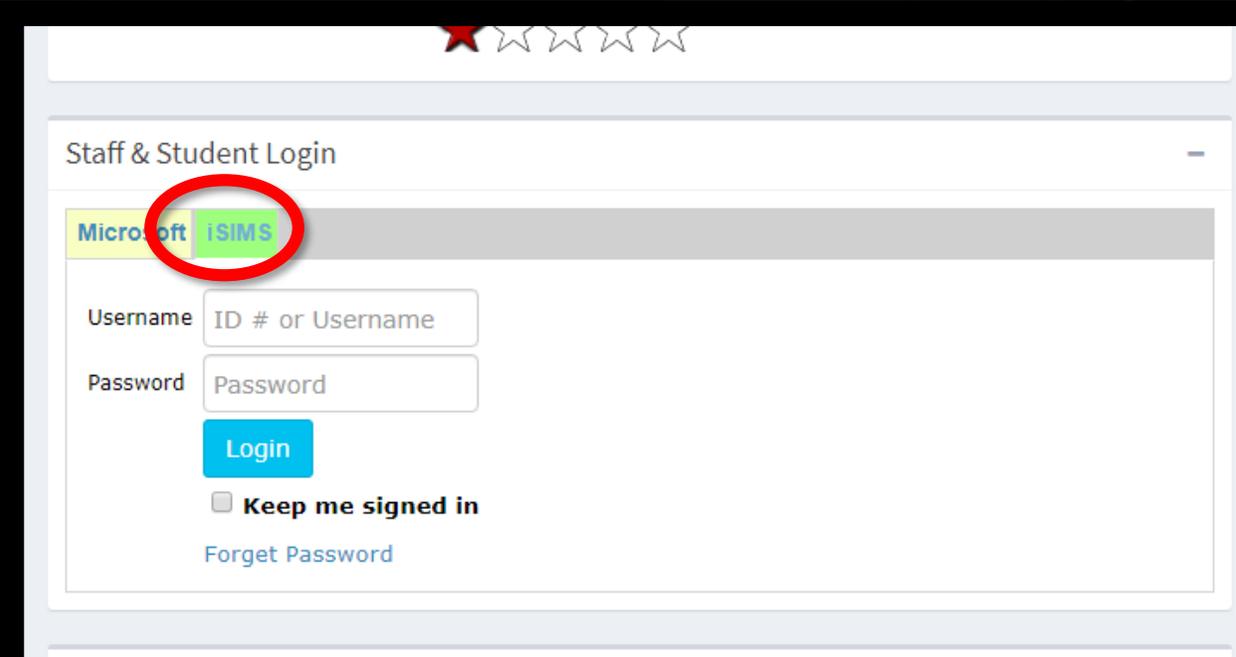
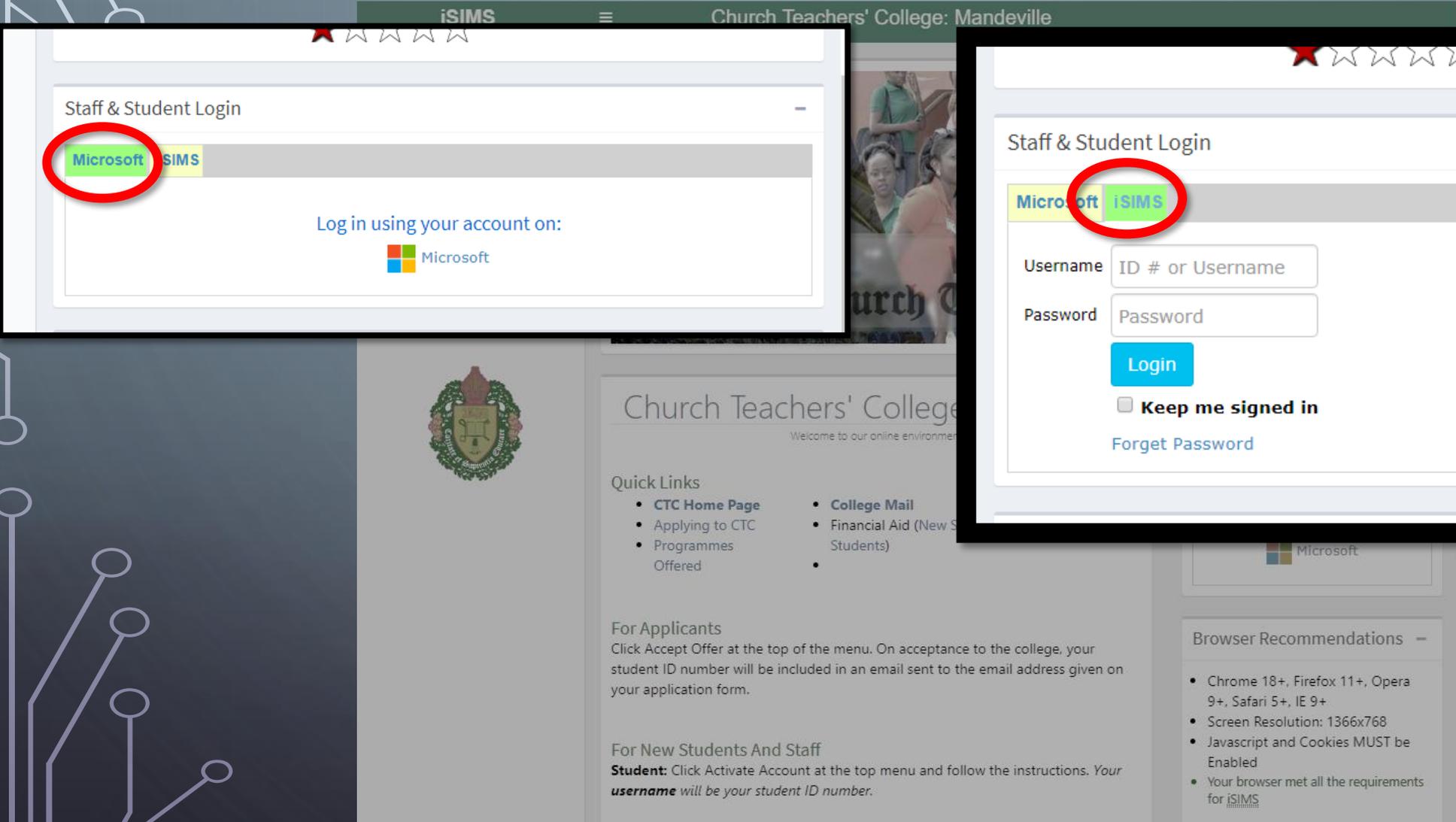
Log in using your account on:

 Microsoft

Browser Recommendations

- Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+
- Screen Resolution: 1366x768
- Javascript and Cookies MUST be Enabled
- Your browser met all the requirements for [iSIMS](#)

MICROSOFT OR ISIMS



ONLY ISIMS LOGIN WILL BE AVAILABLE AT FIRST

The screenshot displays the iSIMS login interface for Church Teachers' College: Mandeville. The page header includes the iSIMS logo and the college name. A main navigation menu is visible on the left, with 'Home' selected. The central focus is the 'Staff & Student Login' form, which contains the following elements:

- A red star icon and five white star icons at the top of the form.
- A title 'Staff & Student Login' with a minus sign on the right.
- A horizontal menu with 'Microsoft' and 'iSIMS' options. The 'iSIMS' option is highlighted with a red circle.
- A 'Username' field with the placeholder text 'ID # or Username'.
- A 'Password' field with the placeholder text 'Password'.
- A blue 'Login' button.
- A checkbox labeled 'Keep me signed in'.
- A link for 'Forget Password'.

Below the login form, there are sections for 'For Applicants' and 'For New Students And Staff'. The 'For Applicants' section includes instructions on how to accept an offer. The 'For New Students And Staff' section includes instructions for activating an account, noting that the username will be the student ID number. A 'Browser Recommendations' section lists the following requirements:

- Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+
- Screen Resolution: 1366x768
- Javascript and Cookies MUST be Enabled
- Your browser met all the requirements for iSIMS

THE MICROSOFT LOGIN WILL BE AVAILABLE AFTER YOU ACCESS YOUR CTC EMAIL ACCOUNT

The screenshot shows the iSIMS website for Church Teachers' College: Mandeville. The page is titled "Staff & Student Login". A red circle highlights the "Microsoft" link in the login options. Below the link, the text "Log in using your account on:" is displayed, followed by the Microsoft logo. The page also features a "Browser Recommendations" section with the following requirements:

- Chrome 18+, Firefox 11+, Opera 9+, Safari 5+, IE 9+
- Screen Resolution: 1366x768
- Javascript and Cookies MUST be Enabled
- Your browser met all the requirements for iSIMS

Additional text on the page includes:

- Applying to CTC
- Programmes Offered
- Financial Aid (New Students | Current Students)

For Applicants: Click Accept Offer at the top of the menu. On acceptance to the college, your student ID number will be included in an email sent to the email address given on your application form.

For New Students And Staff: **Student:** Click Activate Account at the top menu and follow the instructions. *Your username will be your student ID number.*

YOUR PROFILE

iSIMS Church Teachers' College: Mandeville

Current Programme: B.Ed. in Secondary Education Full Time (Main Campus) - Aug 2019

moodle
Registration for 2019-2020 - Semester 1 is open
Online Registration Start: Aug 12, 2019
Online Registration End: Sep 1, 2019
Late Online Registration End: Sep 7, 2019
Late Online Registration Fee: \$3,000.00

Alerts Bio Data Financial Data My Courses Registration

Notifications

- News**
Registration: Semester 1
August 12, 2019

College Calendar

Date	Event
Aug 2, 2019 08:00 AM	Payment of vouchers must be dropped off at the Accounts Department at least five (5) days before Registration
Aug 9, 2019 01:00 AM	Online registration for courses for returning students

Stop Orders

MAIN NAVIGATION

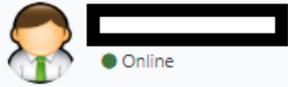
- Home
- Academic Status
- Gradebook
- Library
- Accommodation
- My Request
- Resources
- Career Services

Profile Summary:

- ID Number: [Redacted]
- TRN: [Redacted]
- DOB: [Redacted]
- Gender: Female
- Nationality: Jamaican
- Email: [Redacted]

College Logo: Church Teachers' College Mandeville

Current Programme: B.Ed. in Secondary Education Full Time (Main Campus) - Aug 2019



MAIN NAVIGATION

- Home
- Academic Status
- Gradebook
- Library
- Accommodation
- My Request
- Resources
- Career Services



[Redacted Name]

ID Number [Redacted] TRN [Redacted]

DOB [Redacted] Gender Female

Nationality Jamaican

Email [Redacted]

moodle

Registration for 2019-2020 - Semester 1 is open

Online Registration Start: Aug 12, 2019
 Online Registration End: Sep 1, 2019
 Late Online Registration End: Sep 7, 2019
 Late Online Registration Fee: \$3,000.00



- Alerts
- Bio Data
- Financial Data
- My Courses
- Registration

Notifications - x

News August 12, 2019

Registration: Semester 1

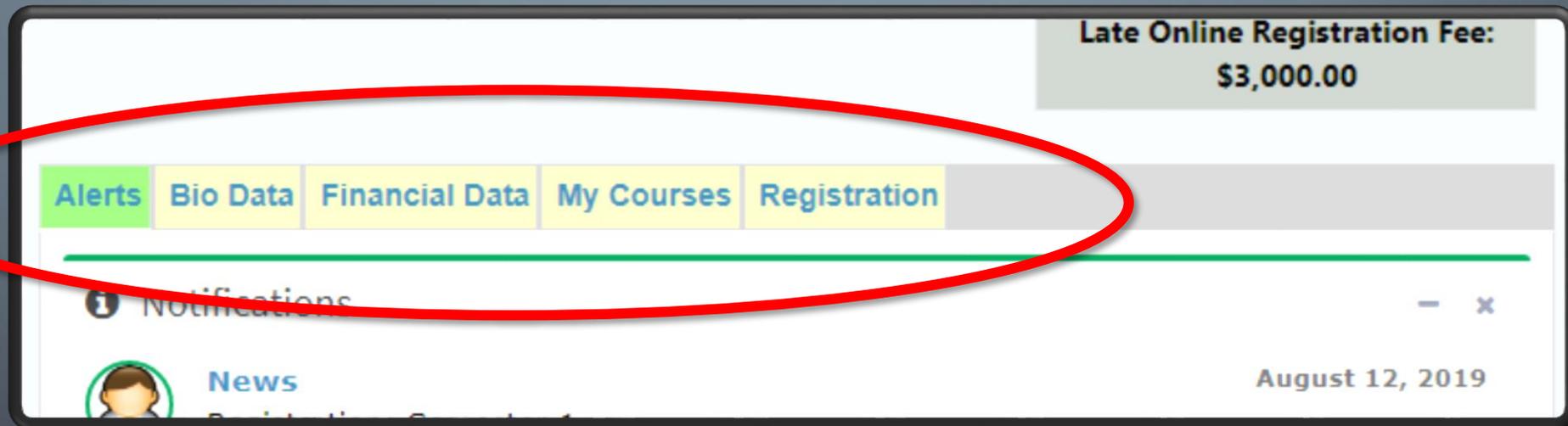
Stop Orders - x

College Calendar - x

Date	Event
Aug 2, 2019 08:00 AM	Payment of vouchers must be dropped off at the Accounts Department at least five (5) days before Registration
Aug 9, 2019 01:00 AM	Online registration for courses for returning students



ISIMS TABS



ALERTS

The screenshot shows a user interface with a navigation bar at the top. The navigation bar contains five tabs: "Alerts", "Bio Data", "Financial Data", "My Courses", and "Registration". The "Alerts" tab is highlighted in green and is circled in red. To the right of the navigation bar, there is a grey box containing the text "Late Online Registration Fee: \$3,000.00". Below the navigation bar, a notification window is open. The notification window has a title bar with an information icon and the text "Notifications". The notification content includes a profile picture of a person, the word "News", and the date "August 12, 2019".

Late Online Registration Fee:
\$3,000.00

Alerts Bio Data Financial Data My Courses Registration

Notifications

News August 12, 2019

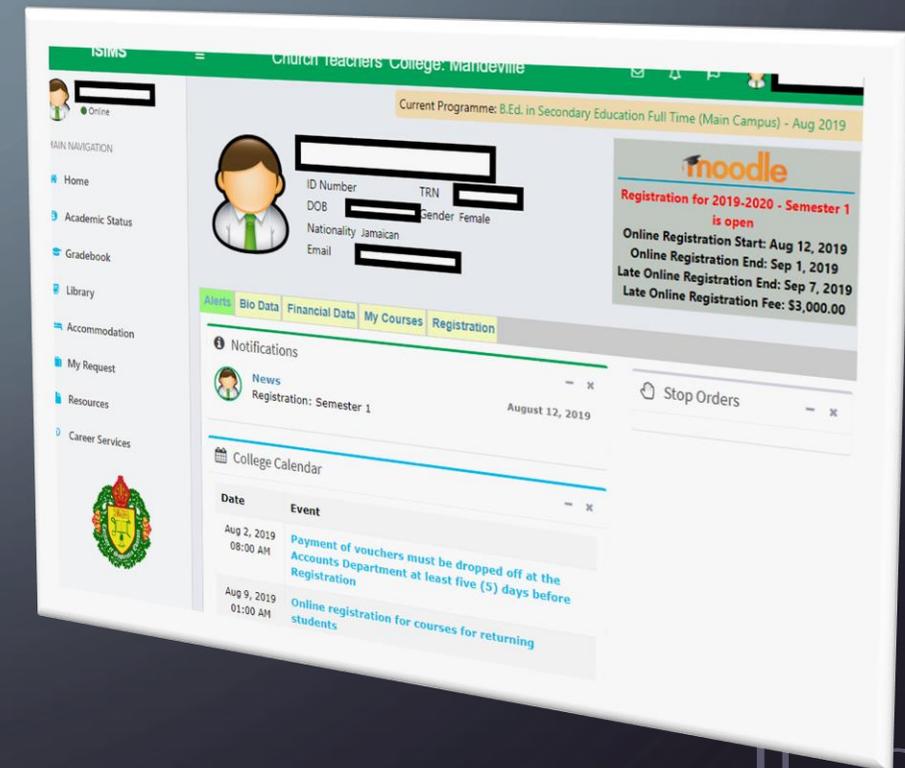
MY PROFILE/THE ALERTS TAB

INFORMATION AT A GLANCE

The first and tab open and visible after logging in.

Displays the following:

- Notifications
- Alerts
- College Calendar
- News and Announcements
- Semester Information (registration dates etc.)



- Here you can view current Stop Orders or alerts.
- Text in **RED** typically requires more urgent attention.

Please click on the Finance Tab below and select a payment plan for the 2017-2018 academic year tuition fee

Alerts Bio Data Finance Registration

Alerts - x

- **Your medical report is now due. Your last medical was done on May 25, 2016**

Notifications - x

News August 11, 2017
Registration: Semester 1

College Calendar - x

Date	Event
Jul 18, 2017 12:00 AM	Orientation for new students. August 21 - 25, 2017 Orientation for new students. August 21 - 25, 2017
Jul 18, 2017 12:00 AM	All residential students return between 2:00 p.m. & 6:00 p.m. September 3, 2017

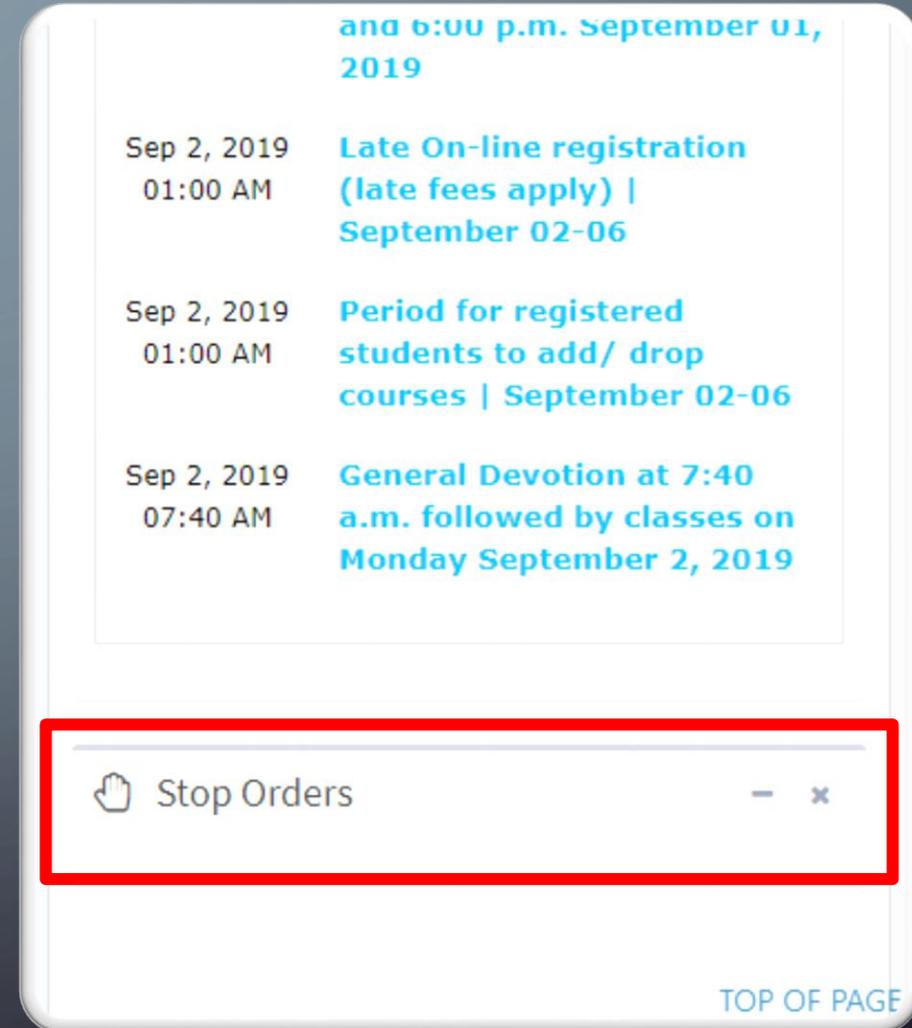
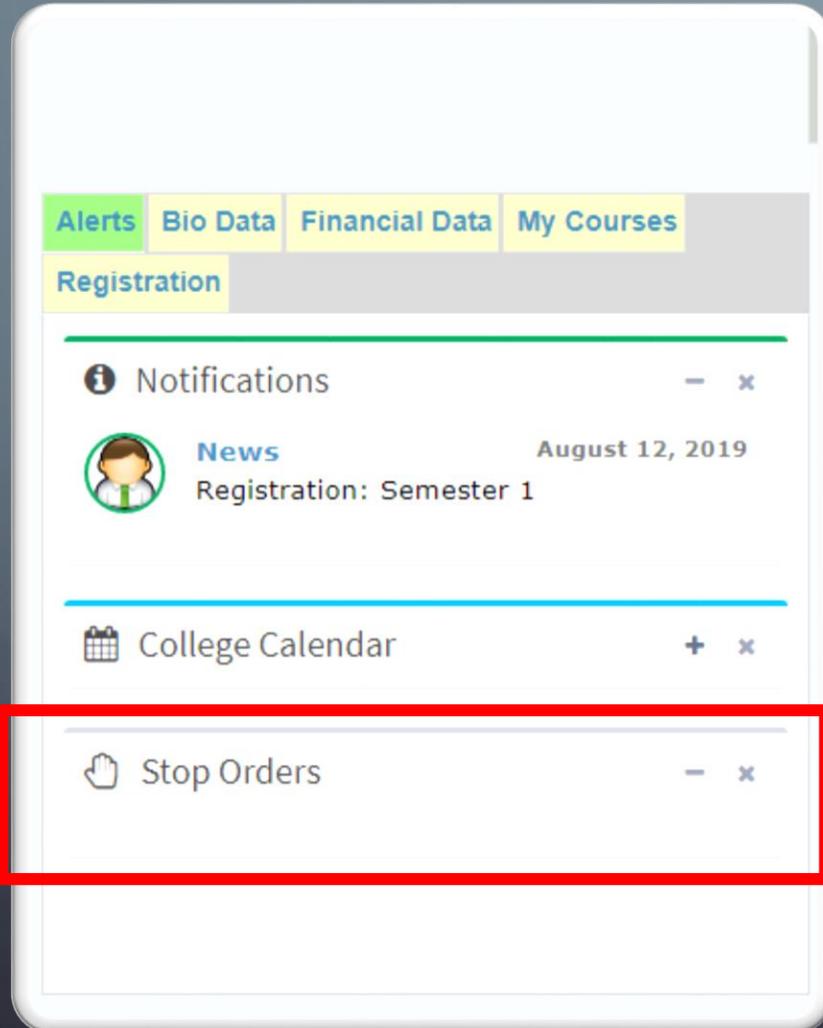
Stop Orders - x

Undertaking Form Outstanding - Aug 1, 2017
You are not eligible to participate in the Year 4 Practicum Exercise. - Aug 16, 2017

Stop Orders - x

Undertaking Form Outstanding - Aug 1, 2017
You are not eligible to participate in the Year 4 Practicum Exercise. - Aug 16, 2017

STOP ORDERS ON MOBILE



BIO DATA

Late Online Registration Fee:
\$3,000.00

Alerts **Bio Data** Financial Data My Courses Registration

Notifications - x

News August 12, 2019

The screenshot shows a web application interface. At the top right, a grey box displays 'Late Online Registration Fee: \$3,000.00'. Below this is a horizontal navigation menu with five items: 'Alerts' (green background), 'Bio Data' (yellow background and circled in red), 'Financial Data' (yellow background), 'My Courses' (yellow background), and 'Registration' (yellow background). Below the menu is a 'Notifications' section with an information icon and a close button. Underneath is a 'News' section with a user profile icon and the date 'August 12, 2019'.

BIO DATA TAB/UPDATING YOUR PROFILE

The second tab on your profile page

- Contains biographical Information
- Contains contact Information
- Allows requests for updates

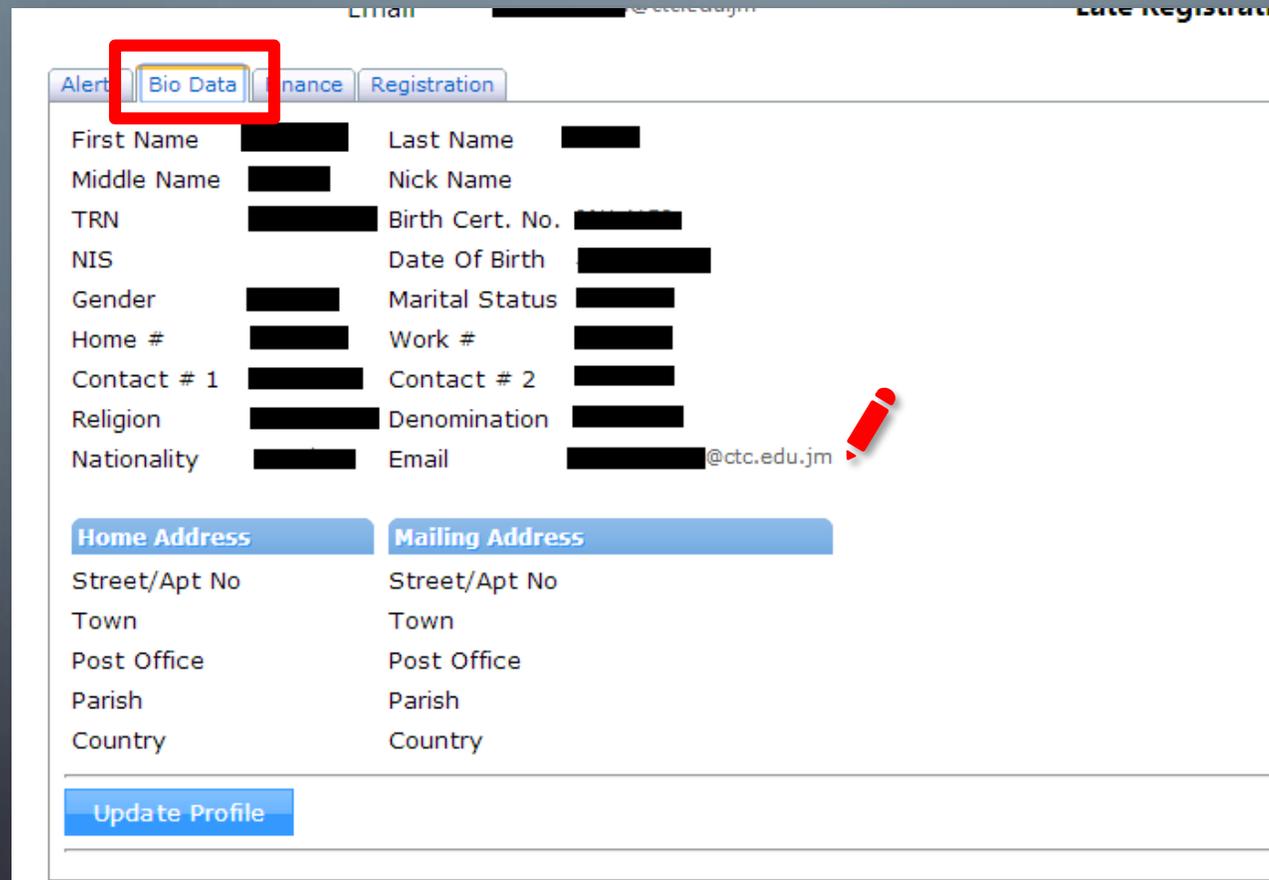
The screenshot shows a web interface with a navigation bar at the top containing tabs for Alerts, Bio Data (highlighted), Finance, and Registration. Below the navigation bar, the Bio Data section is displayed with various fields for personal information. The fields are arranged in two columns. The first column includes First Name, Middle Name, TRN, NIS, Gender, Home #, Contact # 1, Religion, and Nationality. The second column includes Last Name, Nick Name, Birth Cert. No., Date Of Birth, Marital Status, Work #, Contact # 2, Denomination, and Email. The email field is partially filled with "@ctc.edu.jm". Below the personal information fields, there are two sections for addresses: Home Address and Mailing Address. Each address section has fields for Street/Apt No, Town, Post Office, Parish, and Country. At the bottom of the Bio Data section, there is a blue button labeled "Update Profile".

Bio Data	
First Name	Last Name
Middle Name	Nick Name
TRN	Birth Cert. No.
NIS	Date Of Birth
Gender	Marital Status
Home #	Work #
Contact # 1	Contact # 2
Religion	Denomination
Nationality	Email

Home Address	Mailing Address
Street/Apt No	Street/Apt No
Town	Town
Post Office	Post Office
Parish	Parish
Country	Country

Update Profile

You can update some information here including your personal email address



The screenshot shows a user profile update interface. At the top, there are four tabs: 'Alert', 'Bio Data', 'Finance', and 'Registration'. The 'Bio Data' tab is highlighted with a red box. Below the tabs, the profile information is displayed in a two-column layout. The fields include: First Name, Last Name, Middle Name, Nick Name, TRN, Birth Cert. No., NIS, Date Of Birth, Gender, Marital Status, Home #, Work #, Contact # 1, Contact # 2, Religion, Denomination, Nationality, and Email. The email field is currently filled with a redacted address followed by '@ctc.edu.jm'. A red pencil icon is positioned to the right of the email field, indicating it is editable. Below the profile information, there are two sections: 'Home Address' and 'Mailing Address', each with a blue header bar. Each section contains fields for Street/Apt No, Town, Post Office, Parish, and Country. At the bottom of the form, there is a blue button labeled 'Update Profile'.

Bio Data	
First Name	Last Name
Middle Name	Nick Name
TRN	Birth Cert. No.
NIS	Date Of Birth
Gender	Marital Status
Home #	Work #
Contact # 1	Contact # 2
Religion	Denomination
Nationality	Email

Home Address	Mailing Address
Street/Apt No	Street/Apt No
Town	Town
Post Office	Post Office
Parish	Parish
Country	Country

[Update Profile](#)

FINANCIAL DATA

Late Online Registration Fee:
\$3,000.00

Alerts Bio Data **Financial Data** My Courses Registration

i Notifications - x

 News August 12, 2019

FINANCE TAB

Used for:

- Selecting Payment Plan
- Viewing Current Arrears
- Viewing Payment History
- Viewing Transaction History

My Info | **Financial Data** | Registration

2018-2019 Academic Year Tuition Billing

B.Ed. in Secondary Education Full Time (Main Campus) - Year 2

Please ensure that you read and select the options that best suits you before clicking the Save button.

How will you be paying your tuition fee?
 For the Academic Year Per Semester

Will you be paying per credit?
 Yes No

Are you expecting funding from an institution/person?
 Yes No

Please choose your preferred payment plan
Select Plan

<input checked="" type="checkbox"/> Per Year Billing	
Tuition Fee	N/A
Misc/Admin Fee	N/A
Per Credit Rate	N/A
Payment Plan Fee/Interest	

<input checked="" type="checkbox"/> Per Semester Billing	
Tuition Fee	\$151,048.00
Misc/Admin Fee	\$30,000.00
Per Credit Rate	\$0.00
Payment Plan Fee/Interest	\$0.00

Payment Plan Description

Payment Dates and Amount

The total amount due for payment now is **\$115,048.15**. You can click the balance of each line item for more details.

[Download Statement of Account](#)

Please click on the Financial Data tab below and select a Payment Plan for the 2018-2019 academic year tuition fee

- Alerts
- Bio Data
- Financial Data**
- Registration

2018-2019 Academic Year Tuition Billing

B.Ed. in Secondary Education Full Time (Main Campus) - Year 2

Please ensure that you read and select the options that best suits you before clicking the Save button.

How will you be paying your tuition fee? For the Academic Year Per Semester

Will you be paying per credit? Yes No

Are you expecting funding from an institution/person? Yes

Please choose your preferred payment plan

Per Year Billing

Tuition Fee	N/A
Misc/Admin Fee	N/A
Per Credit Rate	N/A
Payment Plan Fee/Interest	

Per Semester Billing

Tuition Fee	\$151,048.00
Misc/Admin Fee	\$30,000.00
Per Credit Rate	\$0.00
Payment Plan Fee/Interest	

Payment Plan Description

Payment Dates and Amount

[Download Statement of Account](#)

The total amount due for payment now is **\$115,886.15**. You can click the balance of each line item for more details.

Current Arrear

Arrear Type	Details	Amount	Payment
-------------	---------	--------	---------

The background features a dark blue gradient with faint, concentric circles in the center. The corners are decorated with white, stylized circuit board traces and nodes.

SELECTING A PAYMENT PLAN

SELECTING A PAYMENT PLAN

2018-2019 Academic Year Tuition

B.Ed. in Secondary Education Full Time (Main

Please ensure that you read and select the options that best suits

How will you be paying your tuition fee?

For the Academic Year Per Semester

Will you be paying per credit?

Yes No

Are you expecting funding from an institution/per

Yes

Please choose your preferred payment plan

Select Plan

Select Plan

40% Part-payment with 3 months to pay

50% Part-payment with 1 month to pay

50% Part-payment with 3 months to pay

CTC 40% Scholarship Student

CTC 50% Scholarship Student

CTC 70% Scholarship Student

CTC 75% Scholarship Student

CTC Full Scholarship Student

Full Payment

Full Payment 2

MOE Full Scholarship Student

MOE Partial Scholarship Student

SLB (A,B,C)

SLB (D,E)

Per Year Billing

Tuition Fee N/A

Misc/Admin Fee N/A

Per Credit Rate N/A

Payment Plan Fee/Interest

Payment Plan Description

Per Se

Tuition Fee

Misc/Admin

Per Credit

Payment P

REGISTRATION

Late Online Registration Fee:
\$3,000.00

Alerts Bio Data Financial Data My Courses **Registration**

i Notifications - x

 **News** August 12, 2019

REGISTRATION TAB

Used for:

- Selecting Courses
- To Register & to Update Registration
- Requesting resits

The screenshot displays a web interface for course registration. At the top, there are navigation tabs: Alerts, Bio Data, Finance, My Courses, and Registration (which is highlighted). Below the tabs, there are instructions and a table of available courses.

Instructions
Check the checkbox to the left of the course(s) you want to register for and/or uncheck the checkbox for the course(s) you want to drop then click the **Register/Update Registration** button below. [Click here to request a course resit or to challenge a course](#)

N.B. If you are not seeing the checkbox beside the course(s) or the **Register/Update Registration** button below, please review the **Alert** tab to verify that you have nothing outstanding that is preventing you from registering

You are only allowed to register for 22 credits per semester

COURSE CODE	COURSE	CREDITS	DAY	START TIME	END TIME	ROOM	LECTURER	
<input checked="" type="checkbox"/>	LA010GEB	Foundations of English Grammar	0	Monday	08:00 AM	09:00 AM	KT-6	Tishauna McMaster-Isaacs
<input checked="" type="checkbox"/>	LA111GEB	Information Literacy	2	Monday	09:00 AM	10:00 AM	Classroom 8	Lorraine Gayle-James
<input checked="" type="checkbox"/>	SC130SEB	Introduction to Physics 1	3	Monday	11:15 AM	12:15 PM	Classroom 5	Michael Brown
<input type="checkbox"/>	MT101SEB	Measurement	3	Monday	01:15 PM	03:15 PM	KT-5	Shimi Alex-Renjith
<input checked="" type="checkbox"/>	MT100SEB	Foundations Mathematics	3	Monday	01:15 PM	03:15 PM	Classroom 9	Monica Dempster
<input checked="" type="checkbox"/>	ED101PCB	The Emerging Professional	3	Tuesday	11:15 AM	12:15 PM	KT-4	Sandra Annakie
<input checked="" type="checkbox"/>	PD111GEB	Personal Development 1	1	Tuesday	03:15 PM	04:15 PM	Classroom 9	Aldon Salmon
<input checked="" type="checkbox"/>	ED101PCB	The Emerging Professional	3	Wednesday	07:45 AM	08:45 AM	Classroom 3	Tamaci Davis
<input type="checkbox"/>	MT101SEB	Measurement	3	Wednesday	08:45 AM	10:45 AM	Classroom 1	Sandra Annakie
<input checked="" type="checkbox"/>	LA010GEB	Foundations of English Grammar	0	Wednesday	11:30 AM	12:30 PM	Classroom 9	Shimi Alex-Renjith
<input checked="" type="checkbox"/>	SC130SEB	Introduction to Physics 1	3	Wednesday	01:30 PM	02:30 PM	Classroom 9	Monica Dempster
<input checked="" type="checkbox"/>	SC130SEB	Introduction to Physics 1	3	Wednesday	03:30 PM	05:30 PM	Classroom 5	Tishauna McMaster-Isaacs
<input checked="" type="checkbox"/>	LA111GEB	Information Literacy	3	Thursday	11:15 AM	12:15 PM	Classroom 5	Michael Brown
<input checked="" type="checkbox"/>	LA010GEB	Foundations of English Grammar	0	Thursday	01:15 PM	02:15 PM	Classroom 8	Lorraine Gayle-James
<input checked="" type="checkbox"/>	ED100PCB	Practicum 1	1	Friday	08:00 AM	09:00 AM	Classroom 10	Tishauna McMaster-Isaacs
<input checked="" type="checkbox"/>	ED101PCB	The Emerging Professional	3	Friday	09:00 AM	10:00 AM	Classroom 4	Janett Singh
<input checked="" type="checkbox"/>	MT101SEB	Measurement	3	Friday	10:00 AM	11:00 AM	Classroom 1	Sandra Annakie
<input checked="" type="checkbox"/>	MT101SEB	Measurement	3	Friday	11:15 AM	12:15 PM	KT-5	Shimi Alex-Renjith
<input checked="" type="checkbox"/>	MT100SEB	Foundations Mathematics	3	Friday	11:15 AM	12:15 PM	Classroom 9	Aldon Salmon

YOU CANNOT REGISTER FOR COURSES UNTIL AFTER...

- You have selected a payment plan
- You have paid your fees according to the selected payment plan
- Your payment has been applied to your fees **OR** you have been given clearance to register by the bursary
- Your medical has been processed by the nurse
- You have no stop orders outstanding

Alerts Bio Data Financial Data My Courses **Registration**

Instructions
 Check the checkbox to the left of the course(s) you want to register for and/or uncheck the checkbox for the course(s) you want to drop then click the **Register/Update Registration** button below.

N.B. If you are not seeing the checkbox beside the course(s) or the **Register/Update Registration** button below, please review the **Alert** tab to verify that you have nothing outstanding that is preventing you from registering.

You are only allowed to register for 30 credits per semester

Site/Campus: Main Campus ▾

	Course Code	Course	Credits	Start Date	End Date	Day	Start Time	End Time	Room	Lecturer	Group
<input checked="" type="checkbox"/>	LA112GEB	Information Literacy	2	Sep 2, 2019	Dec 6, 2019	Monday	08:00 AM	09:00 AM	Classroom 8	Stacy-Ann Gunter	Group Y
<input checked="" type="checkbox"/>	GC100GEB	Personal Development 1	1	Sep 2, 2019	Dec 6, 2019	Monday	09:00 AM	10:00 AM	Classroom 4	Tamaci Bell	Group Y
<input checked="" type="checkbox"/>	LT100SEB	Reading & Writing about Literature	3	Sep 2, 2019	Dec 6, 2019	Monday	01:15 PM	02:15 PM	Classroom 3	Ardene Reid-Virtue	N/A
<input checked="" type="checkbox"/>	LA101SEB	Introduction to Language Structure 1	3	Sep 2, 2019	Dec 6, 2019	Monday	03:15 PM	04:15 PM	KT-3	Jean Chen-Wellington	N/A
<input checked="" type="checkbox"/>	LA010GEB	Foundations of English Grammar	0	Sep 2, 2019	Dec 6, 2019	Tuesday	08:00 AM	09:00 AM	KT-3	Jean Chen-Wellington	Group Y
<input checked="" type="checkbox"/>	LA101SEB	Introduction to Language Structure 1	3	Sep 2, 2019	Dec 6, 2019	Tuesday	10:00 AM	11:00 AM	Classroom 8	Jean Chen-Wellington	N/A
<input checked="" type="checkbox"/>	ED101PCB	The Emerging Professional	3	Sep 2, 2019	Dec 6, 2019	Tuesday	12:15 PM	02:15 PM	Classroom 1	Janett Singh	Group Y
<input checked="" type="checkbox"/>	LT101SEB	Drama, Film, Theatre: An Introduction	3	Sep 2, 2019	Dec 6, 2019	Tuesday	03:15 PM	04:15 PM	Classroom 8	Ramonia Smith	N/A
<input checked="" type="checkbox"/>	LT100SEB	Reading & Writing about Literature	3	Sep 2, 2019	Dec 6, 2019	Wednesday	08:45 AM	10:45 AM	KT-5	Ardene Reid-Virtue	N/A
<input checked="" type="checkbox"/>	LA010GEB	Foundations of English Grammar	0	Sep 2, 2019	Dec 6, 2019	Wednesday	12:30 PM	01:30 PM	KT-3	Jean Chen-Wellington	Group Y

For each course you are supposed to do, select all sessions for **one teacher** and **one group** unless advised otherwise by your Registry or the Vice Principal

Seen when
registering for
the first time

Register

VS

Seen when
changing
registered
courses

Update Registration

SYMBOLS THAT MAY APPEAR

- **CF** – the course has the maximum quota of students
- **RF** – the space in the classroom is full based on a previously established size
-  symbol – the course is scheduled specifically for your specialization

Please make a report to your registry if you are having difficulty with a CF or RF block



MAKE SURE TO REGISTER FOR AT
LEAST ONE COURSE BEFORE THE LATE
REGISTRATION PERIOD BEGINS

MY COURSES

Late Online Registration Fee:
\$3,000.00

Alerts Bio Data Financial Data **My Courses** Registration

 Notifications - x

 News August 12, 2019

(Note: The 'My Courses' tab in the navigation bar is circled in red in the original image.)



THE “MY COURSES” TAB WILL
BECOME AVAILABLE AFTER
REGISTERING FOR AT LEAST ONE
COURSE

AM I REGISTERED?

Alerts	Bio Data	Financial Data	My Courses	Registration					
You are currently registered for 8 course(s) totalling 16 credit(s).									
Current Enrolled Courses									
Course Code	Course	Credits	Class Time	Day	Modality	Group	Lecturer	Room	
LA112GEB	Information Literacy	2	08:00AM - 09:00AM	Monday	Face to Face	Group Y	Stacy-Ann Gunter	Classroom 8	
GC100GEB	Personal Development 1	1	09:00AM - 10:00AM	Monday	Face to Face	Group Y	Tamaci Bell	Classroom 4	
LT100SEB	Reading & Writing about Literature	3	1:15PM - 2:15PM	Monday	Face to Face	N/A	Ardene Reid-Virtue	Classroom 3	
LA101SEB	Introduction to Language Structure 1	3	3:15PM - 4:15PM	Monday	Face to Face	N/A	Jean Chen-Wellington	KT-3	
LA010GEB	Foundations of English Grammar	0	08:00AM - 09:00AM	Tuesday	Face to Face	Group Y	Jean Chen-Wellington	KT-3	
LA101SEB	Introduction to Language Structure 1	3	10:00AM - 11:00AM	Tuesday	Face to Face	N/A	Jean Chen-Wellington	Classroom 8	
ED101PCB	The Emerging Professional	3	12:15PM - 2:15PM	Tuesday	Face to Face	Group Y	Janett Singh	Classroom 1	

iSIMS will show you the number of courses and credits you are currently registered for under the My Courses tab

The background features a dark blue gradient with faint, concentric circles in the center. The corners are decorated with white, stylized circuit board traces and nodes.

ACCESSING ONLINE COURSE CONTENT

CHURCH TEACHERS' COLLEGE LEARNING MANAGEMENT SYSTEM - MOODLE

WHILE LOGGED INTO YOUR ISIMS PROFILE, CLICK THE MOODLE BUTTON

iSIMS Church Teachers' College: Mandeville

Current Programme: B.Ed. in Secondary Education Full Time (Main Campus) - Aug 2019

moodle
Registration for 2019-2020 - Semester 1 is open
Online Registration Start: Aug 12, 2019

moodle
Registration for 2019-2020 - Semester 1 is open
Online Registration Start: Aug 12, 2019
Online Registration End: Sep 1, 2019
Late Online Registration End: Sep 7, 2019
Late Online Registration Fee: \$3,000.00

Profile Information:

- ID Number [REDACTED] TRN [REDACTED]
- DOB [REDACTED] Gender Female
- Nationality Jamaican
- Email [REDACTED]

Navigation Menu:

- Home
- Academic Status
- Gradebook
- Library
- Accommodation
- My Request
- Resources
- Career Services

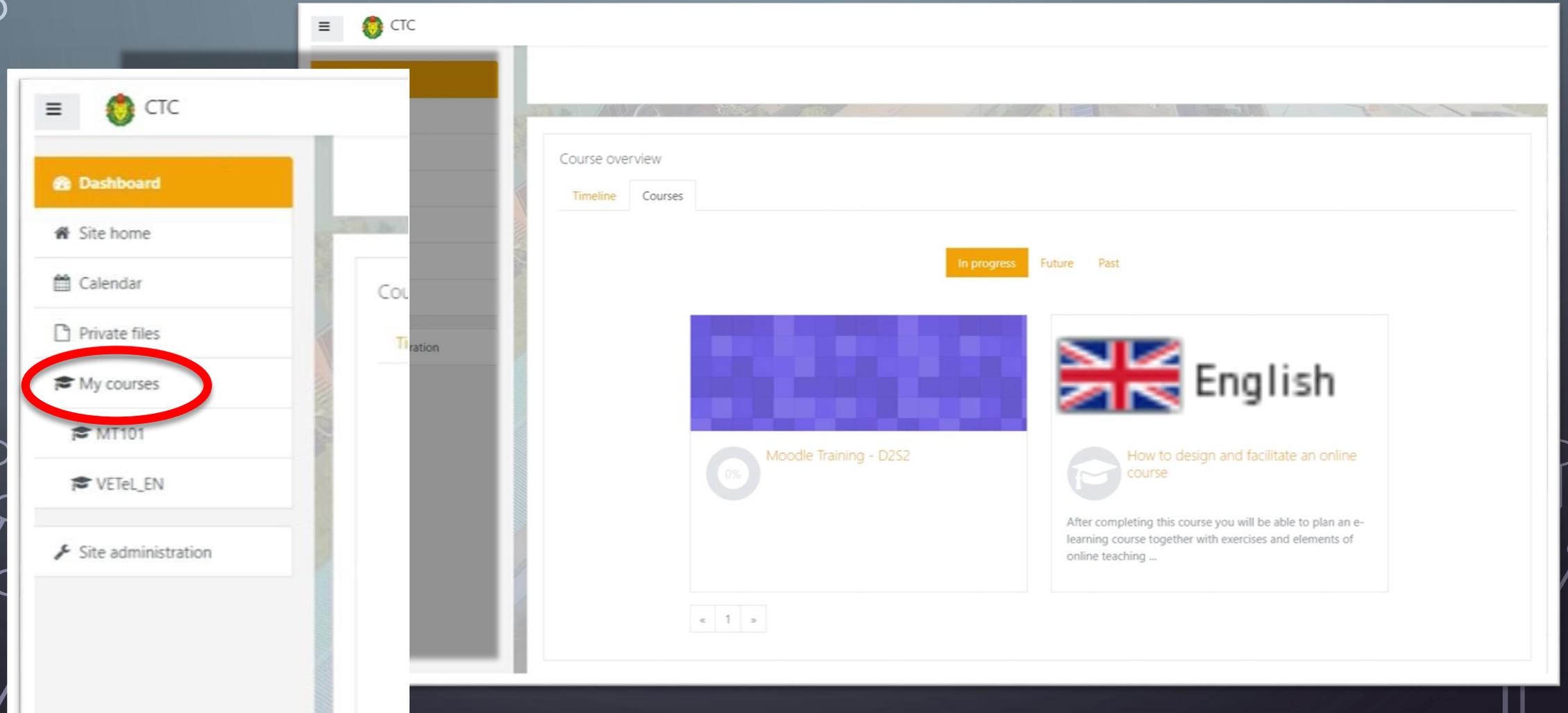
Alerts | Bio Data | Financial Data | My Courses | **Registration**

Notifications: News - Registration: Semester 1 (August 12, 2019)

College Calendar:

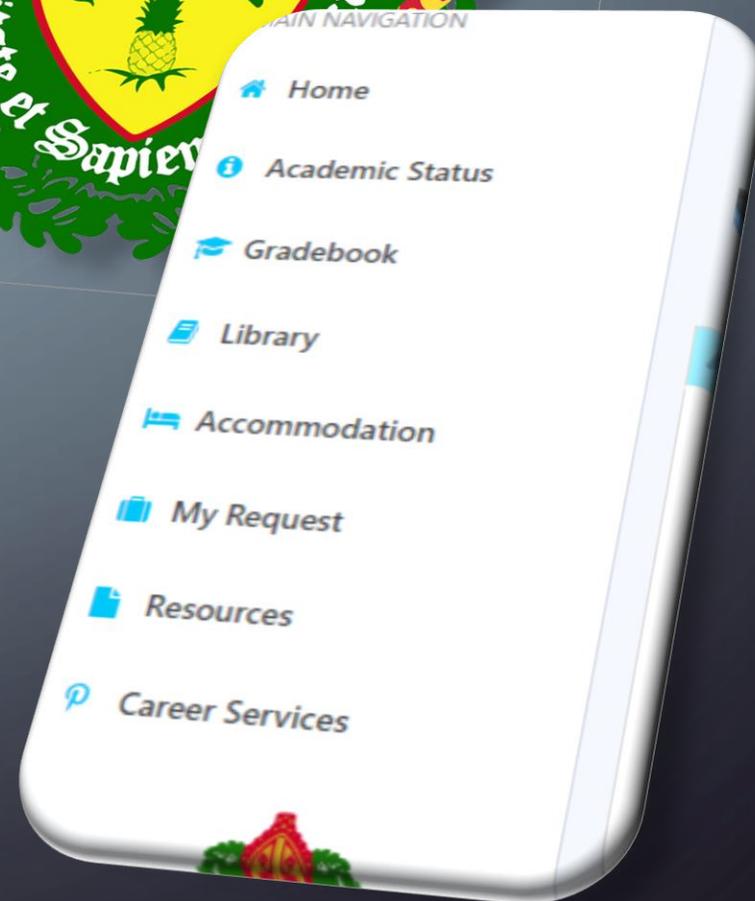
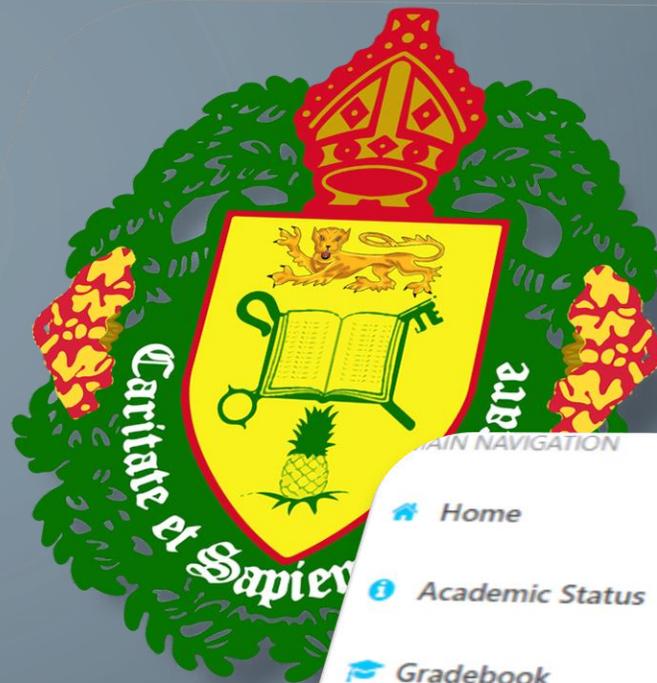
Date	Event
Aug 2, 2019 08:00 AM	Payment of vouchers must be dropped off at the Accounts Department at least five (5) days before Registration
Aug 9, 2019 01:00 AM	Online registration for courses for returning students

YOUR MOODLE HOME PAGE WILL SHOW YOUR CURRENT COURSES OR YOU MAY ACCESS YOUR COURSES FROM **MY COURSES** IN THE MENU ON THE LEFT OF THE PAGE



The image displays two overlapping screenshots of the Moodle LMS interface. The background screenshot shows the 'Course overview' page for a course titled 'Moodle Training - D2S2'. It features a progress indicator at 0%, a language selection dropdown set to 'English' with a UK flag, and a description of the course content. The foreground screenshot shows the left-hand navigation menu, where the 'My courses' option is circled in red. Other menu items include 'Dashboard', 'Site home', 'Calendar', 'Private files', 'MT101', 'VETeL_EN', and 'Site administration'. The top of both screenshots shows the 'CTC' logo and a hamburger menu icon.

ISIMS ADDITIONAL FEATURES



THE ISIMS MENU

The screenshot displays the ISIMS (Integrated Student Information Management System) interface for Church Teachers' College: Mandeville. A green navigation bar at the top contains the college name and user notification icons. A sidebar menu on the left, titled 'MAIN NAVIGATION', is highlighted with a red border and lists the following options: Home, Academic Status, Gradebook, Library, Accommodation, My Request, Resources, and Career Services. The main content area shows the user's profile, including a name, ID Number, TRN, DOB, Gender (Female), Nationality (Jamaican), and Email. A yellow banner indicates the current programme: 'B.Ed. in Secondary Education Full Time (Main Campus) - Aug 2019'. A Moodle registration notice for 2019-2020 Semester 1 is also visible, stating that registration is open and providing dates and fees. Below the profile, there are tabs for Alerts, Bio Data, Financial Data, My Courses, and Registration. The Alerts tab is active, showing a notification for 'Registration: Semester 1' dated August 12, 2019. A 'College Calendar' widget is also present, displaying a table of events.

MAIN NAVIGATION

- Home
- Academic Status
- Gradebook
- Library
- Accommodation
- My Request
- Resources
- Career Services

Church Teachers' College: Mandeville

Current Programme: B.Ed. in Secondary Education Full Time (Main Campus) - Aug 2019

moodle

Registration for 2019-2020 - Semester 1 is open

Online Registration Start: Aug 12, 2019
Online Registration End: Sep 1, 2019
Late Online Registration End: Sep 7, 2019
Late Online Registration Fee: \$3,000.00

Alerts Bio Data Financial Data My Courses Registration

Notifications - x

News August 12, 2019
Registration: Semester 1

Stop Orders - x

College Calendar - x

Date	Event
Aug 2, 2019 08:00 AM	Payment of vouchers must be dropped off at the Accounts Department at least five (5) days before Registration
Aug 9, 2019 01:00 AM	Online registration for courses for returning students

ACADEMIC STATUS

Used to view various information on your status as a student:

- Application History
- Matriculation Grades
- Clubs and Houses etc

Notification - x

A total of **168** credits were attempted, **168** of which are calculated from ratified grades. **108** credits were earned and **18** lagging.

Application History - x

Programme	Application Date
B.Ed. in Secondary Education Full Time (Main Campus) - Year 4	May 11, 2013

Matriculation - x

Qualifications			
Subject	Exam Body	Grade	Year
Clothing & Textiles	Caribbean Examination Council OR Caribbean Seconda	2	2013
English A	Caribbean Examination Council OR Caribbean Seconda	2	2013
Home Economics Management	Caribbean Examination Council OR Caribbean Seconda	2	2013
Information Technology	Caribbean Examination Council OR Caribbean Seconda	2	2013
Integrated Science	Caribbean Examination Council OR Caribbean Seconda	2	2013

Academic Advisor - x

Not Selected

House & Clubs - x

House Not yet placed
Club Not yet placed

Manage

Attendance - x

GRADEBOOK

Used to see grades from previous
(fully paid*) semesters

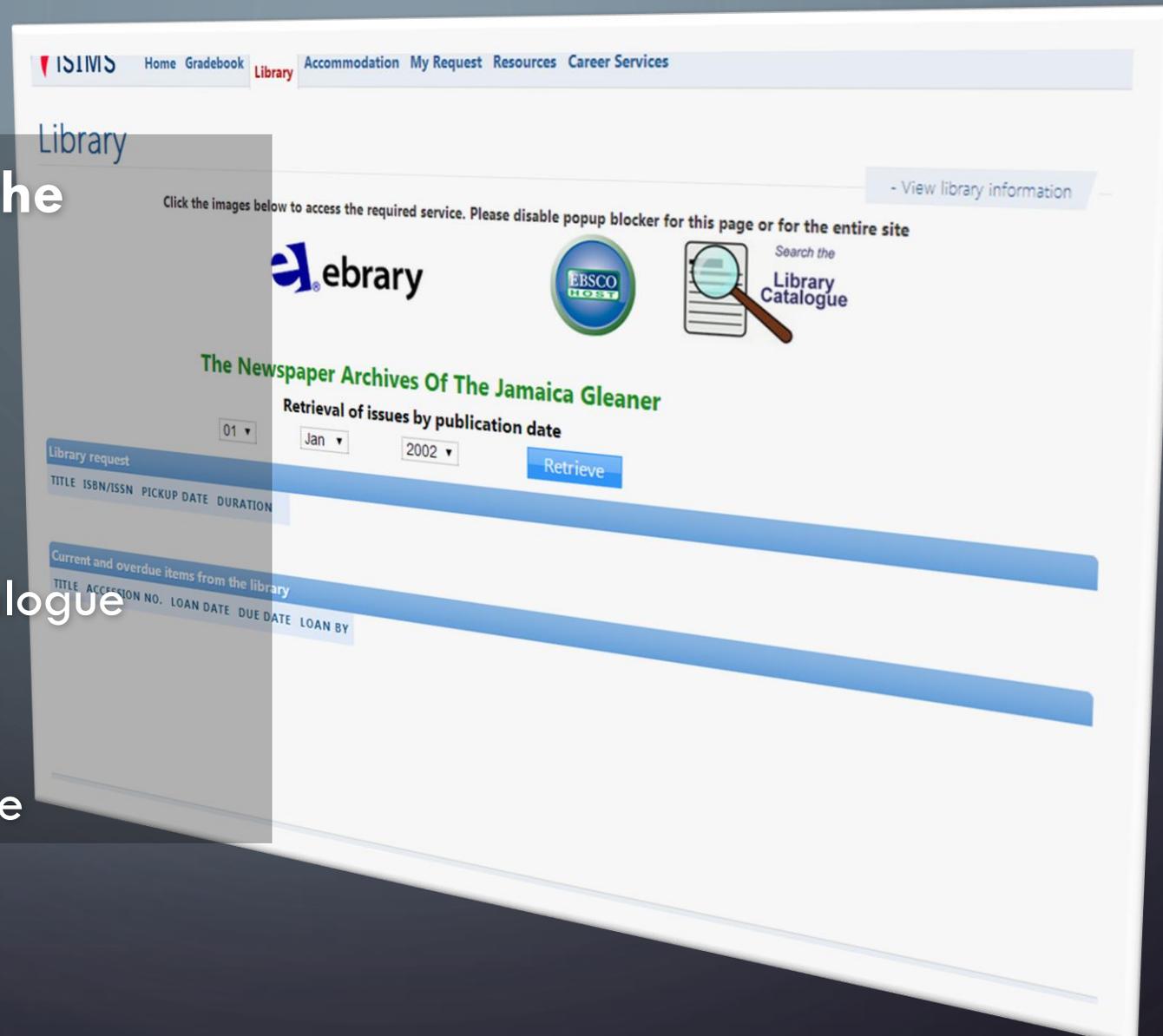
Course Code	Course Name	Credits Attempted	Credits Earned	Grade	Quality Points	Total Qual. Points	Comments
<i>Academic Year: 2011-2012 - Semester 1</i>							
LA101GEB	Communication Skills 1	4	4	C+	2	8	
MT100SEB	Foundations Mathematics	3	3	A-	3.3	9.9	
SC200GEB	Health and Family Life Education	3	3	A	3.7	11.1	
SC130SEB	Introduction to Physics 1	3	3	A-	3.3	9.9	
MT101SEB	Measurement	3	3	A-	3.3	9.9	
ED101PCB	The Emerging Professional	3	3	B-	2.3	6.9	

*Ministry of Education scholarship students require special clearance from the bursary

LIBRARY

Used to access the following:

- eBrary
- EBSCO Host
- CTC Library Catalogue
- Gleaner Archives
- Requests, Overdue



ACCOMMODATION

Used make requests for accommodation each semester or view current accommodation status

Accommodation

- View

Accommodation request period now open: August 18, 2014 to August 21, 2014

Option Semester Academic Year: 2014-2015

Semester 2014-2015 - Semester 1 ▾

Comments

Request

OPTION	START DATE	END DATE	STATUS	ROOM	PROBATION	COMMENTS
--------	------------	----------	--------	------	-----------	----------

Semester	August 26, 2013	December 20, 2013	Cancelled	Not Assigned		
----------	-----------------	-------------------	-----------	--------------	--	--

MY REQUESTS

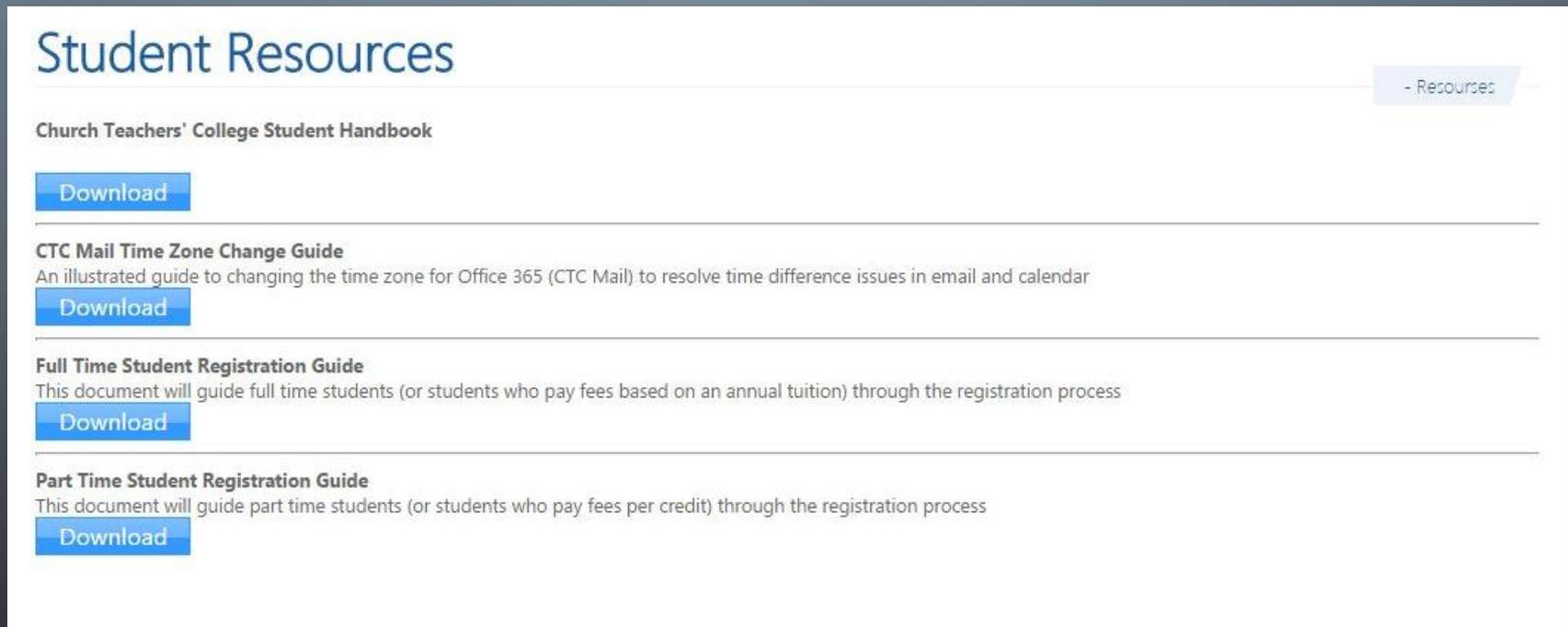
Make requests for documents such as status letters here. Not all types of requests will be available here

My Request

CATEGORY	COST	
Status Letter (without grades)	\$200.00	Request
Status Letter (with grades)	\$300.00	Request
Transcript (local, regular)	\$600.00	Request
Transcript (local, express)	\$800.00	Request
Transcript (overseas, regular)	\$900.00	Request
Transcript (overseas, express)	\$1,200.00	Request

RESOURCES

Useful documents will be made available for download here such as the student handbook



Student Resources

- Resources

Church Teachers' College Student Handbook

[Download](#)

CTC Mail Time Zone Change Guide
An illustrated guide to changing the time zone for Office 365 (CTC Mail) to resolve time difference issues in email and calendar

[Download](#)

Full Time Student Registration Guide
This document will guide full time students (or students who pay fees based on an annual tuition) through the registration process

[Download](#)

Part Time Student Registration Guide
This document will guide part time students (or students who pay fees per credit) through the registration process

[Download](#)

CTC NETWORK ACCOUNT AND CTC EMAIL

ACTIVE DIRECTORY & OFFICE 365



Navigation

- [The IT Unit](#)
- [About Your CTC Electronic Accounts](#)
- [All About iSIMS](#)
- [CTC Email & Network Accounts](#)

NEW APPLICANTS – 2 ACCOUNTS 1 PASSWORD

Active Directory/Network Account

(computer accounts/wifi
accessibility)

- **ID Number
(CH2099XXXX)**

Office 365 Account

(college email)

- **CH2099XXXX@ctc.edu.jm**

New applicants to the college will have a single password synchronized between the two accounts for access to the college's computer network as well as their CTC Email (via Office 365)

AN EXAMPLE OF A CTC NETWORK ACCOUNT USERNAME AND TEMPORARY PASSWORD

Username: CH20990000

Password: P@s\$word123

2 WAYS OF CHANGING AND SETTING YOUR PASSWORD

- Changing via a computer in one of the college labs

OR

- Changing anywhere, any time via the online
password **Self Service** portal

CTC PASSWORD SELF SERVICE



WWW.CTC.EDU.JM

From the college website click Self Service

iSIMS / CTC Mail / Schoology / Moodle / Turnitin / **SelfService**

Diocese of Jamaica & the Cayman Islands



Church Teachers' College: Mandeville
"To Nurture Through Love and Wisdom"
Founded 1965

ABOUT CTC	ADMISSIONS	COLLABORATIONS	INSTITUTIONS	ACADEMICS	ALUMNI
-----------	------------	----------------	--------------	-----------	--------

PROGRAM OFFERED	Applying to CTC	Bachelor of Education Programmes  Bachelor of Education in: - Early Childhood Education - Primary Education - Secondary Education - Special Education	Pharmacy Technician Course 	Associate of Science Degree for Early Childhood Teachers 	Church Teachers' College - Hanbottle <i>The National College for Educational Leadership</i> MIDDLE LEADERS' TRAINING PROGRAMME (MLTP)
	Accept Offer				
	Activate Account				
	Tuition				
	Accommodation				
	Programmes Offered				
	Duty List				
	FORMS				
	FINANCIAL AID				

CTC PASSWORD SELF SERVICE

Use your ID number and the password provided to you

Please Sign in
Password Self Service

User Name

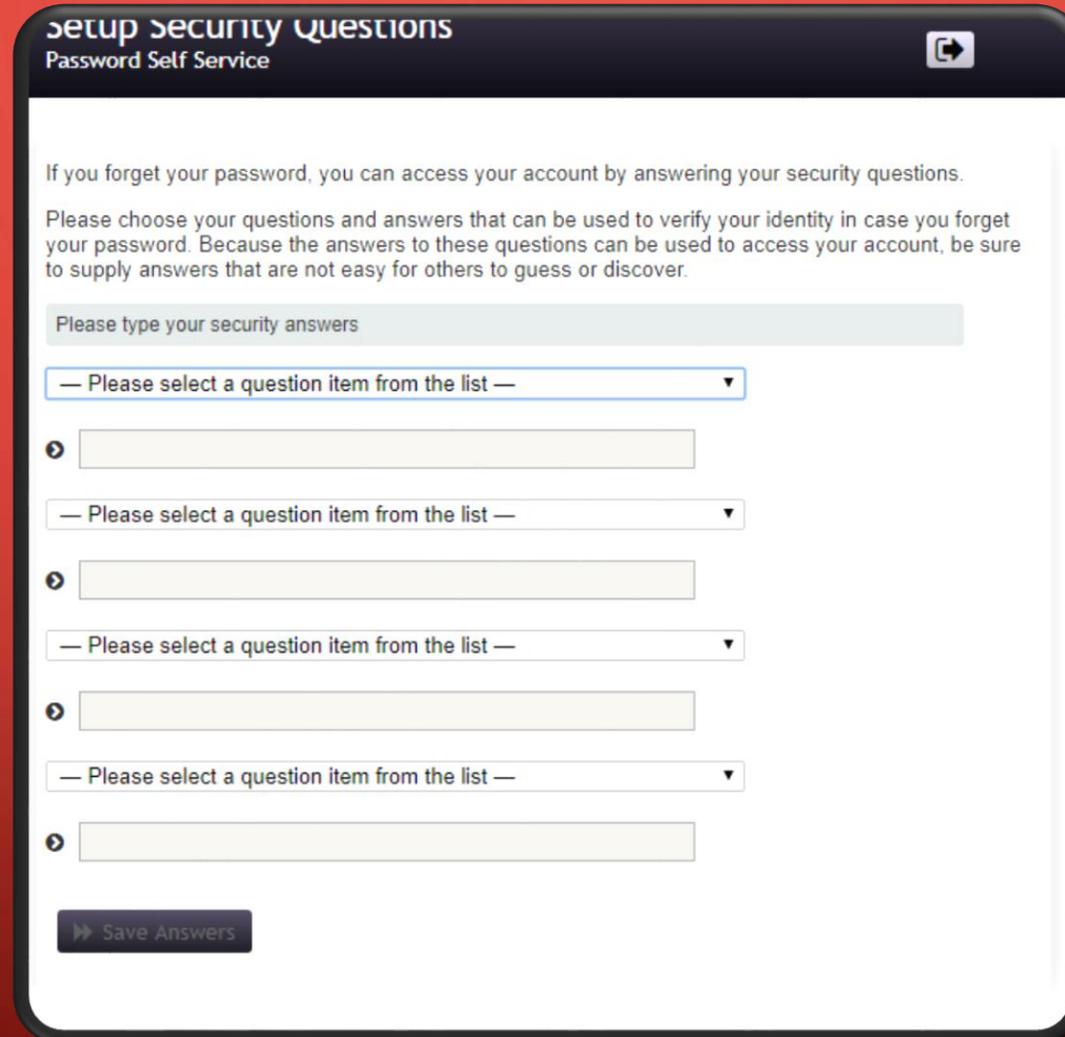
Password

Sign in **✕ Cancel**

🔒 Forgotten Password Regain access to your account if you have forgotten your password.

CTC PASSWORD SELF SERVICE

Select 4 questions and provide (case/capitalization sensitive) answers to each



The screenshot shows a web form titled "Setup Security Questions" under the heading "Password Self Service". The form contains the following elements:

- Header:** "Setup Security Questions" and "Password Self Service" with a back arrow icon.
- Instructions:** "If you forget your password, you can access your account by answering your security questions. Please choose your questions and answers that can be used to verify your identity in case you forget your password. Because the answers to these questions can be used to access your account, be sure to supply answers that are not easy for others to guess or discover."
- Form Fields:** A light gray box with the text "Please type your security answers". Below it are four rows, each consisting of a dropdown menu (placeholder: "— Please select a question item from the list —"), a question icon (info symbol), and a text input field.
- Submit Button:** A dark gray button with a right arrow and the text "Save Answers".

CTC PASSWORD SELF SERVICE

Set your password based on the rules given on the same page

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- Password is case sensitive.
- Must be at least 7 characters long.
- Must not include any of the following values: password test
- Must not include part of your name or user name.
- Must not include a common word or commonly used sequence of characters.

Please type your new password

New Password 

Confirm Password

▶▶ Change Password

✕ Cancel

▶▶ Change Password

✕ Cancel

PASSWORD RULES

Please change your password. Keep your new password secure. After you type your new password, click the Change Password button. If you must write it down, be sure to keep it in a safe place. Your new password must meet the following requirements:

- *Password is case sensitive.*
- *Must be at least 7 characters long.*
- *Must not include any of the following values: password test*
- *Must not include part of your name or user name.*
- *Must not include a common word or commonly used sequence of characters.*

THE PASSWORD YOU SET VIA SELF-SERVICE AND USING LAB COMPUTERS IS FOR YOUR “**ACTIVE DIRECTORY ACCOUNT**” OR “**NETWORK ACCOUNT**”



ACTIVE DIRECTORY / NETWORK ACCOUNTS

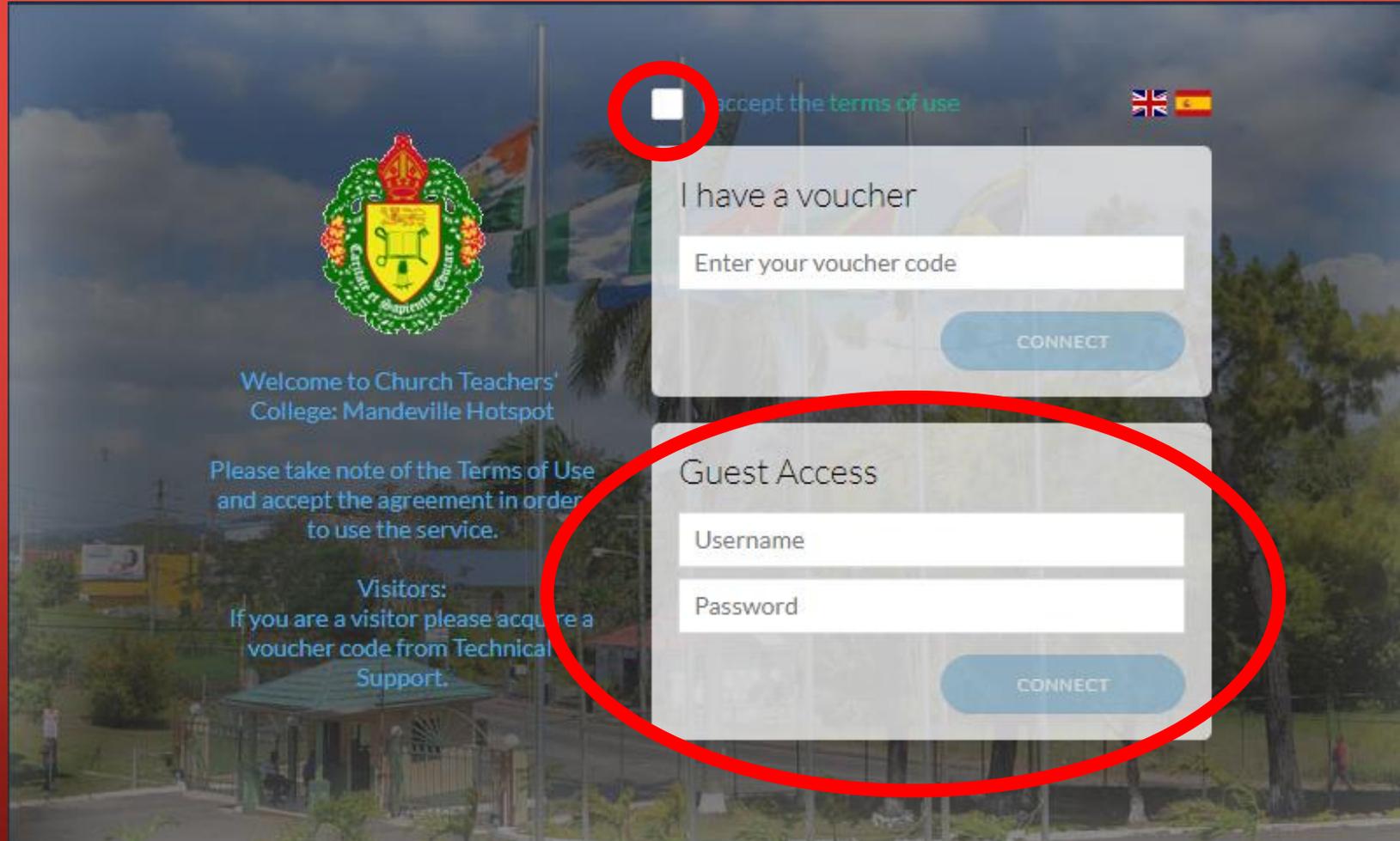
- Created and made available as student applications are processed
- Use the same ID number but are **NOT** directly connected to iSIMS

ie. your password can be different for your Network Account and iSIMS and the passwords are not interchangeable



YOUR ACTIVE DIRECTORY/NETWORK ACCOUNT IS
ALSO USED TO LOG INTO CTCWIFI

CTCWIFI HOTSPOT PAGE

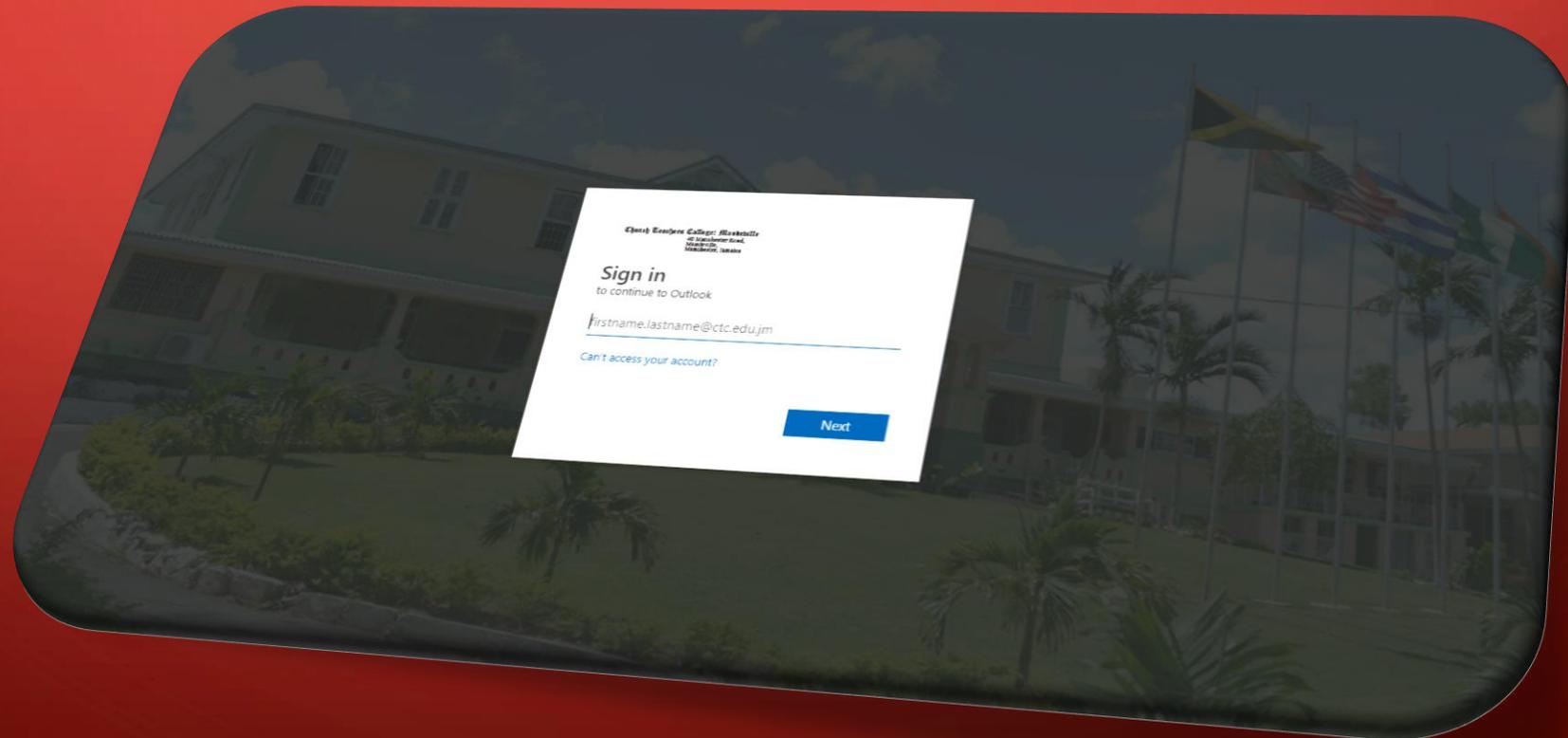


Accept the terms and log in using your Active Directory/Network Account

CTC EMAIL



The primary method of communication from faculty and administration to students as well as the account used with Microsoft Teams 



While on the college website [www.ctc.edu.jm],
click [CTC Mail](#)

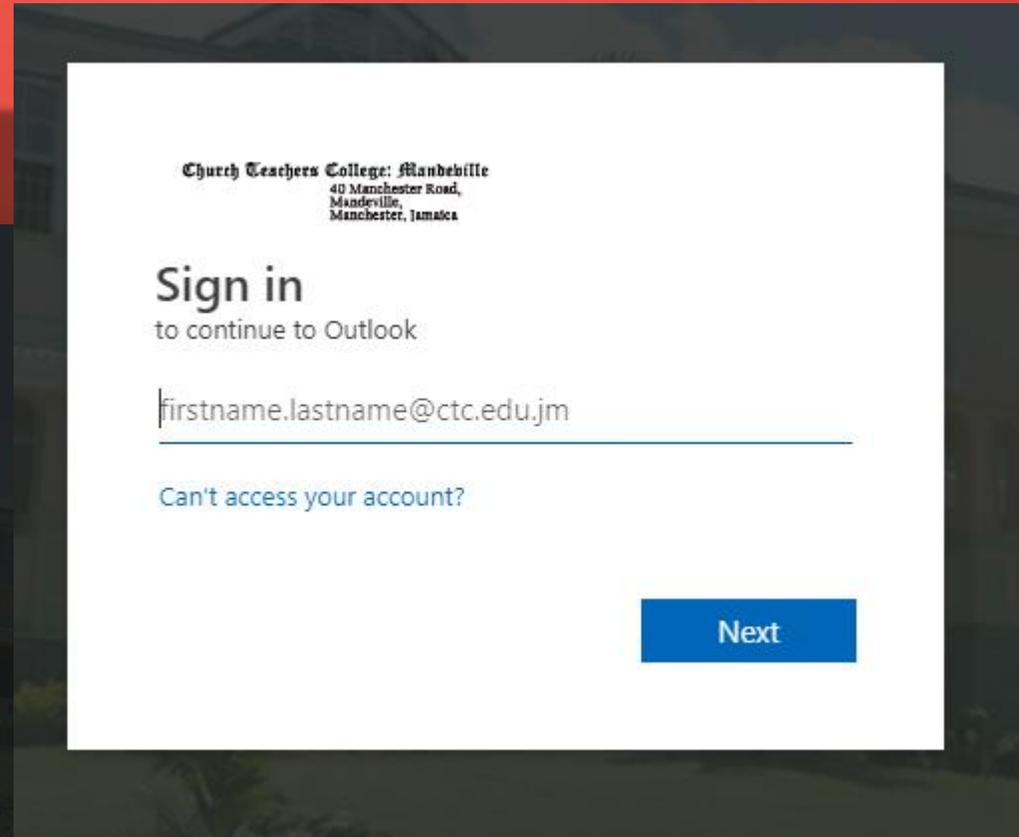
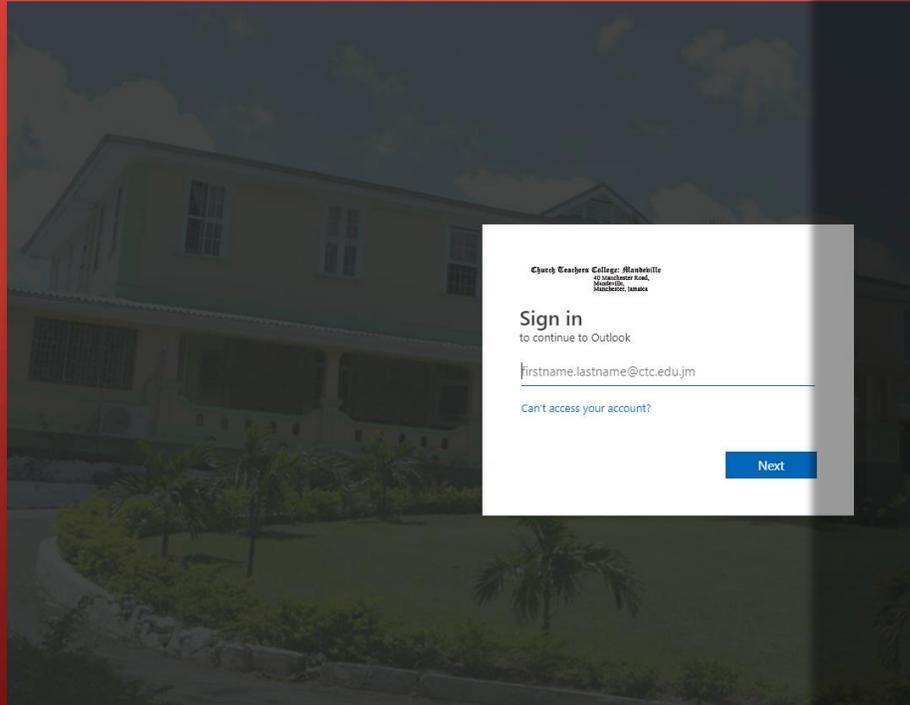
The screenshot shows the website for Church Teachers' College: Mandeville. At the top, a yellow navigation bar contains links for iSIMS, CTC Mail (circled in blue), Schoology, Moodle, Turnitin, and SelfService. Below this is the college's logo, which features a shield with a book and a lamp, surrounded by the text "Entre et Sapientia eCourte" and "Founded 1965". To the right of the logo, the text reads "Diocese of Jamaica & the Cayman Islands" and "Church Teachers' College: Mandeville" in a large, black, gothic-style font. Below the name is the motto "To Nurture Through Love and Wisdom".

Below the header is a row of orange navigation buttons: ABOUT CTC, ADMISSIONS, COLLABORATIONS, INSTITUTIONS, ACADEMICS, and ALUMNI. Under the ADMISSIONS button, a vertical list of orange buttons includes: Applying to CTC, Accept Offer, Activate Account, Tuition, Accommodation, Programmes Offered, Duty List, FORMS, and FINANCIAL AID.

To the right of the navigation buttons are four vertical banners for different programs:

- Bachelor of Education Programmes:** Includes a list of specializations: Early Childhood Education, Primary Education, Secondary Education, and Special Education.
- Pharmacy Technician Course:** Features a photo of a smiling female pharmacy technician.
- Associate of Science Degree for Early Childhood Teachers:** Features a circular photo of a group of young children.
- MIDDLE LEADERS' TRAINING PROGRAMME (MLTP):** Features a photo of a modern building.

THE EMAIL LOGIN PAGE



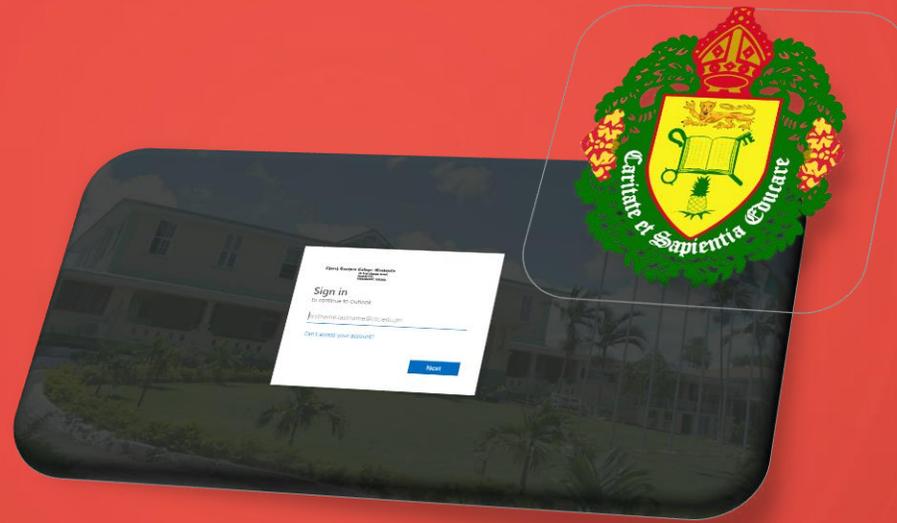
AN EXAMPLE OF A CTC EMAIL ADDRESS AND A PASSWORD FOR NEW APPLICANTS

CH20990000@ctc.edu.jm

Based on your ID number

MyNewP@\$\$w0rd60

This is the password you set you set via the Self-Service page or a
college computer



EMAIL ACCESS FOR ALUMNI, RETURNING STUDENTS AND STUDENTS WHO DEFERRED



Students who previously started programme at CTC as well as students who applied to CTC before 2019 then deferred to the current year may have a different email address format and method of access

CHECK WITH A MEMBER OF THE IT STAFF
IF YOU ARE UNSURE OF YOUR EMAIL
CONFIGURATION

RETURNING AND DEFERRED STUDENTS

- Will need to request an email password reset from a member of the IT staff
- Will receive their email address and a temporary password

RETURNING AND DEFERRED STUDENTS

Email address format:

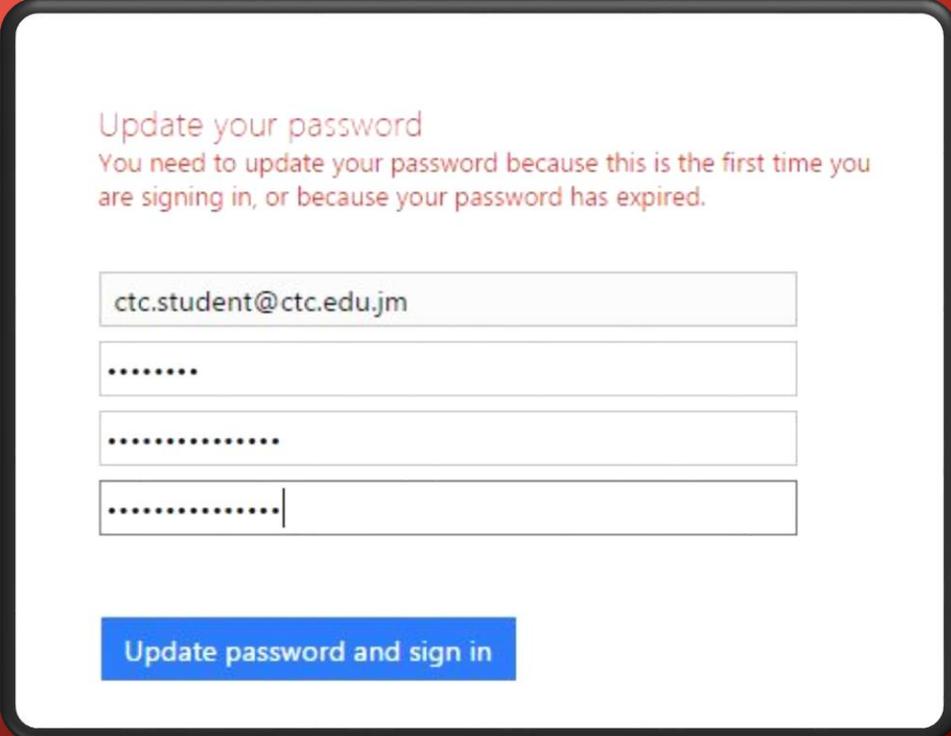
firstname.lastname@ctc.edu.jm

Email password format:

Bup56789

RETURNING AND DEFERRED STUDENTS

A password must be created that is 8-16 characters long and must contain at least one upper case letter, one common letter and at least one number/symbol



Update your password
You need to update your password because this is the first time you are signing in, or because your password has expired.

ctc.student@ctc.edu.jm

Update password and sign in

The image shows a screenshot of a web form for updating a password. The form is white with a black border and is set against a red background. It contains a title 'Update your password', a message explaining why the password needs to be updated, three input fields for email, current password, and new password, and a blue button labeled 'Update password and sign in'.

The background is a solid dark red color. In the four corners, there are decorative white line-art patterns resembling circuit boards or neural networks, with lines of varying lengths and small circles at the ends.

LOGGING INTO CTC EMAIL FOR THE FIRST TIME

FOR ALL STUDENTS

AFTER SUCCESSFULLY ENTERING
YOUR EMAIL ADDRESS AND
PASSWORD, ON THE NEXT PAGE
YOU SHOULD SELECT YOUR

LANGUAGE: (ENGLISH UK OR US)

AND

TIME ZONE: (-5:00 BOGOTA,
LIMA, QUITO, RIO BRANCO)

Select time zone

- (UTC-12:00) International Date Line West
- (UTC+13:00) Samoa
- (UTC-11:00) Coordinated Universal Time-11
- (UTC-10:00) Hawaii
- (UTC-09:00) Alaska
- (UTC-08:00) Baja California
- (UTC-08:00) Pacific Time (US & Canada)
- (UTC-07:00) Arizona
- (UTC-07:00) Chihuahua, La Paz, Mazatlan
- (UTC-07:00) Mountain Time (US & Canada)
- (UTC-06:00) Central America
- (UTC-06:00) Central Time (US & Canada)
- (UTC-06:00) Guadalajara, Mexico City, Monterrey
- (UTC-06:00) Saskatchewan
- (UTC-05:00) Bogota, Lima, Quito, Rio Branco**
- (UTC-05:00) Chetumal
- (UTC-05:00) Eastern Time (US & Canada)
- (UTC-05:00) Indiana (East)
- (UTC-04:30) Caracas

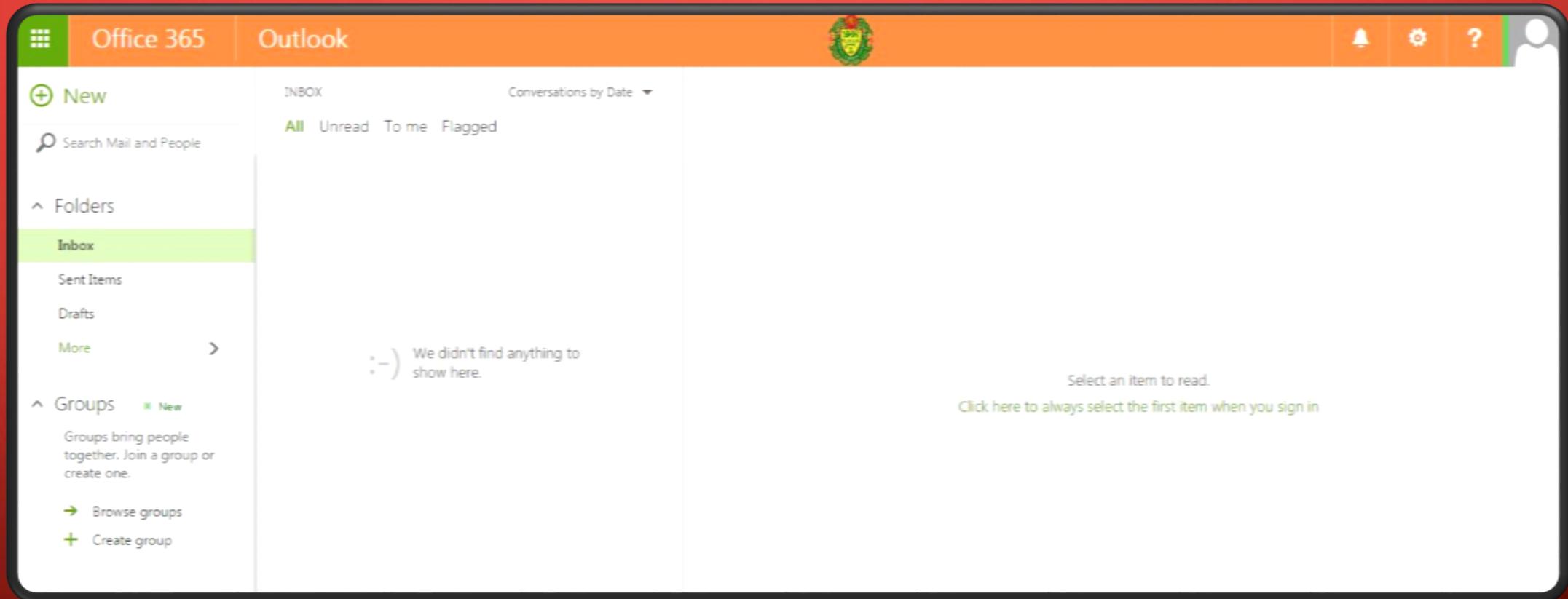
Select time zone

→ Save

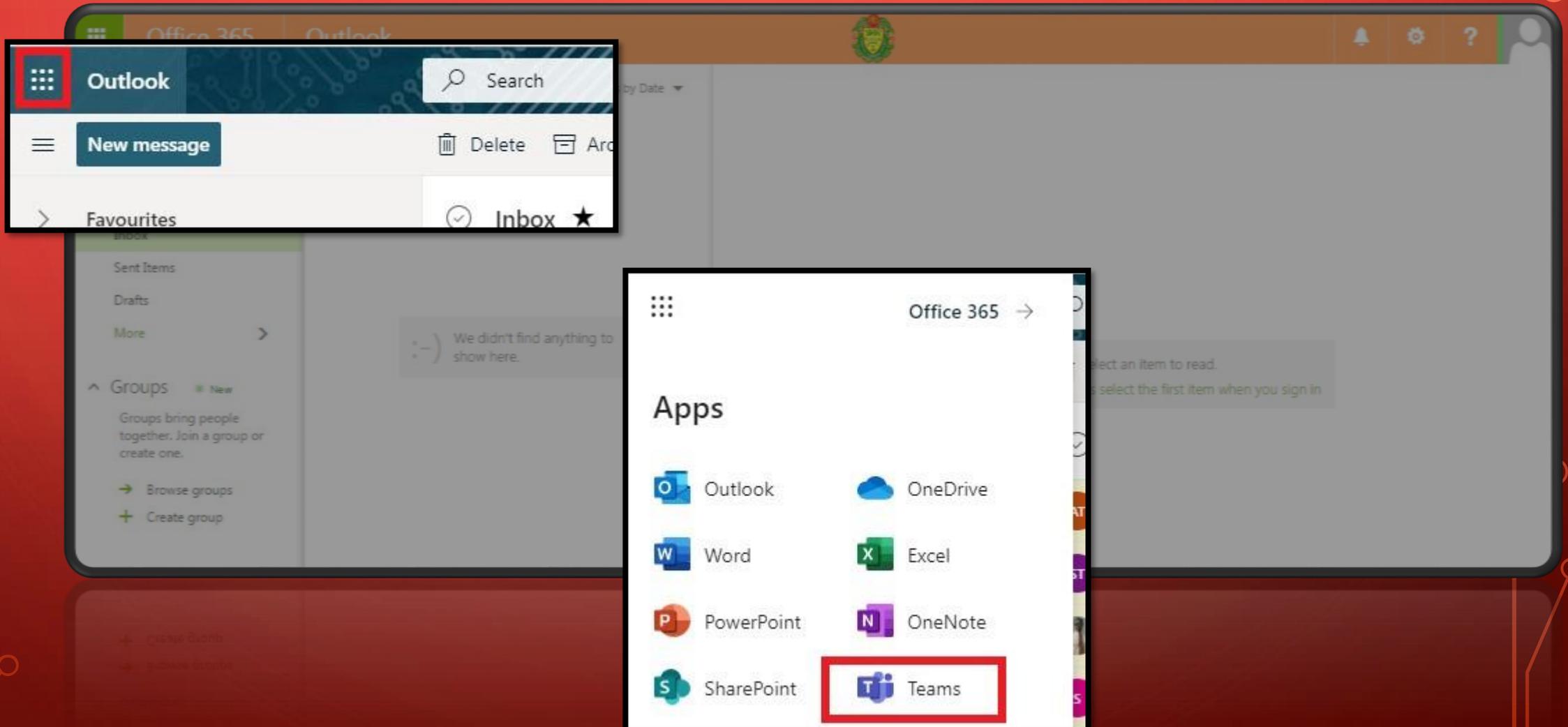
ADDITIONAL OPTIONAL CUSTOMIZATION

- Theme – colours and design of your choice
- Signature – text you want added after every email

FINALLY, YOUR INBOX:



MICROSOFT TEAMS



GET OFFICE 365 FOR FREE AS A STUDENT



Word



Excel



PowerPoint



OneNote



Access



Publisher



Outlook



Skype for
Business



OneDrive
for Business

FROM YOUR INBOX:

Office 365 Outlook

Search Mail and People

^ Folders

Inbox

Sent Items

Drafts

More >

^ Groups * New

Groups bring people together. Join a group or create one.

→ Browse groups

+ Create group

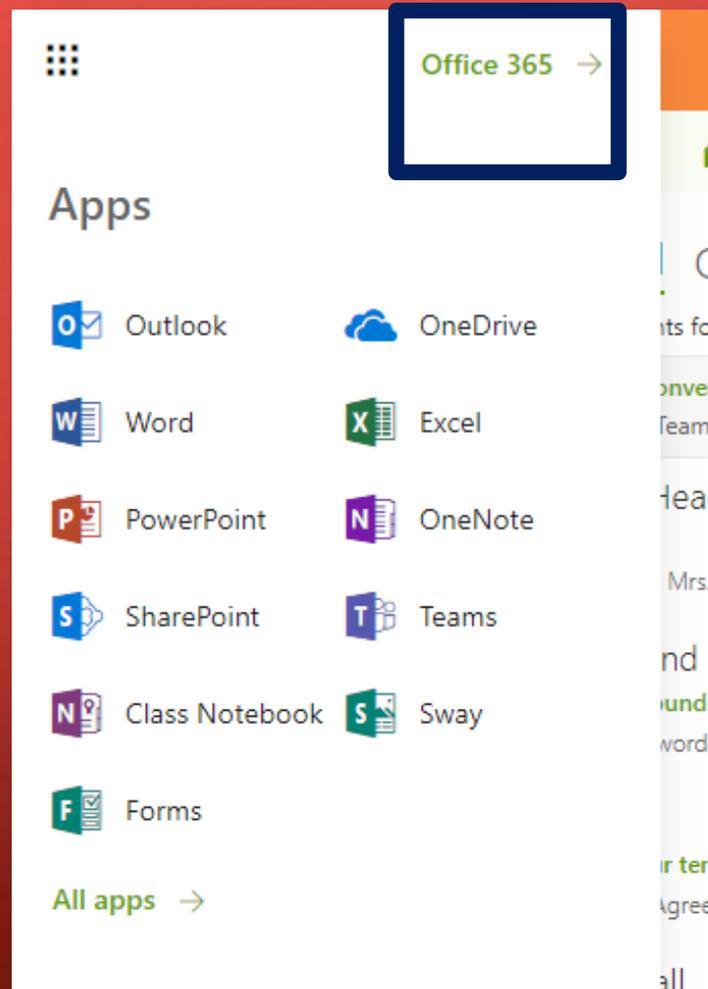
INBOX Conversations by Date ▾

All Unread To me Flagged

:-) We didn't find anything to show here.

Select an item to read.
Click here to always select the first item when you sign in

FROM YOUR INBOX:



Good morning

Apps



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Search apps, documents, people, and sites

Install Office apps ▾



Install software

Includes Outlook, OneDrive for Business, Word, Excel, PowerPoint, OneNote, and more.

Notebook

Survey

Forms

Explore all your apps →

Documents

↑ Upload and open...

New ▾

Recent

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OneNote

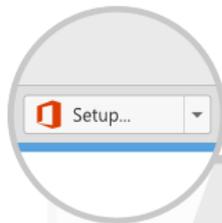


Planner



PowerApps

Just a few more steps...



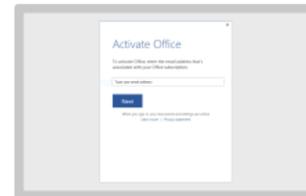
1 Click Run

Click the Setup file at the bottom of the screen.



2 Say "yes"

Click Yes to start installing.



3 Stay online

After installation, start Office and sign in with the account you use for Office 365: jermaine.headley@ctc.edu.jm.

Close

Need help installing?

Office 2016

Other installs



Forms



Project

Feedback

The background is a solid dark red color. In the four corners, there are decorative elements consisting of thin, light red lines that resemble a circuit board or a network diagram. These lines connect to small, empty circles, creating a sense of connectivity and technology.

itunit@ctc.edu.jm