



## Getting Started: Minerva Login and Password Setting

### Step 1

Go to Minerva [www.mcgill.ca/minerva](http://www.mcgill.ca/minerva)

User Login

https://horizon.mcgill.ca/pban1/twbkwbis.P\_WWWLogin

McGill Minerva

Minerva

Search  Go

FRANÇAIS SITE MAP HELP EXIT

User Login

Please select one of the following login methods:

McGill ID Number  Forgot ID?

Minerva PIN  Forgot PIN?

OR

McGill Username

McGill Password  Forgot Password?

Login

This is a private information system for use by authorized personnel only. Unauthorized access may lead to legal prosecution. All Minerva users agree to comply with the [Policy on the Responsible Use of McGill IT Resources](#). Problems logging in? Click HELP in the top right corner. When finished using Minerva, please click EXIT and close your browser to protect your privacy.

RELEASE: 8.3

### Step 2

Enter **McGill ID Number**: This is a 9 digit number provided to you via email upon registration.

Enter **Minerva PIN**: This is preset to your date of birth in the format *YYMMDD*.

McGill ID Number  Forgot ID?

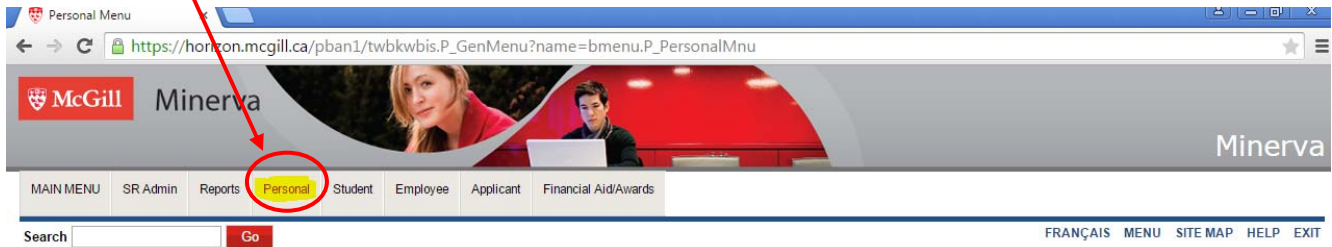
Minerva PIN  Forgot PIN?

Login



### Step 3

#### Select Personal Menu



#### Personal Menu

Minerva PIN

Minerva Security Question

**Password for McGill Username**  
View your **McGill Username** and **Short Username**; create or change your McGill Password needed for online services and IT systems such as Email, myMcGill, and myCourses.

**Password for Banner/Imaging/Data Warehouse**  
Staff Only: Create or change your password used to connect to INB (Internet Native Banner), ApplicationXtender (AX Document Manager or AX Web Access), and the Data Warehouse.

Addresses and Phones

**Mobile Devices**  
Add your mobile device contact information; (optionally) Opt in or out of the McGill Automated Notification service.

### Step 4

#### Select Minerva PIN

#### Personal Menu

**Minerva PIN**

Minerva Security Question

**Password for McGill Username**  
View your **McGill Username** and **Short Username**; create or change your McGill Password needed for online services and IT systems such as Email, myMcGill, and myCourses.

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Staff Only: Create or change your password used to connect to INB (Internet Native Banner), ApplicationXtender (AX Document Manager or AX Web Access), and the Data Warehouse.

Addresses and Phones

**Mobile Devices**  
Add your mobile device contact information; (optionally) Opt in or out of the McGill Automated Notification service.

Email Addresses



## Change Minerva PIN

NB: Your PIN is preset to your date of birth in the 6 digit format YYMMDD

## Change Minerva PIN



1. Enter your old Minerva PIN (the PIN you used to log into this session).
2. Enter your new PIN twice in the appropriate boxes.
3. Click **Change PIN**.

### Note these important PIN Rules:

- Must be **exactly 6 characters long**.
- Must contain **at least one number and one letter** (use **lower case letters only**).
- Must not contain the same character three or more times.
- No special or accented characters are permitted (e.g. &, \*, \$).

Enter Old PIN:

Enter New PIN:

Re-enter New PIN:

Change PIN

Reset

RELEASE: 8.3

## Step 5

Reset your **Password for McGill Username** (used to log in to *myMcGill* and email)

### Personal Menu

Minerva PIN

Minerva Security Question

**Password for McGill Username**

View your **McGill Username** and **Short Username**; create or change your McGill Password needed for online services and IT systems such as Email, myMcGill, and myCourses.

Password for Banner/Imaging/Data Warehouse

Staff Only: Create or change your password used to connect to INB (Internet Native Banner), ApplicationXtender (AX Document Manager or AX Web Access), and the Data Warehouse.



## Select a new password

### Password for McGill Username

**IMPORTANT!** Before starting this process you should:

1. Close any other browser windows that may be logged in to McGill systems.
2. Close any email apps that access your McGill email.
3. Enable **Airplane Mode** on all your smartphones, tablets, and laptops to disable WIFI and syncing of McGill email.

[View the McGill Password Reset Checklist.](#)

#### Reset your McGill Password

This password is used with your [McGill Username](#) (or Short Username) to access many IT services at McGill. If you have two McGill usernames (@mcgill.ca and @mail.mcgill.ca), this password is the same for both.

1. Enter your new McGill Password in both fields below, using
  - 8 to 18 characters
  - No spaces
  - No single or double quotes ( ' ' or " " )[Tips on creating strong passwords.](#)
2. Click **Submit New Password**.
3. Allow 5 minutes for the new password to take effect on all systems.

McGill Username (Employee):	<input type="text"/>
McGill Username (Student):	<input type="text"/>
Short Username (Employee):	<input type="text"/>
Short Username (Student):	<input type="text"/>
Enter New Password:	<input type="password"/>
Re-enter New Password:	<input type="password"/>
<input type="button" value="Submit New Password"/>	<input type="button" value="Reset"/>

## Step 6

### Update: Addresses and Phone Numbers

**Email Addresses** (Please add a non-McGill email address in the event you forget your password)

### Personal Menu

Minerva PIN

Minerva Security Question

Password for McGill Username

View your **McGill Username** and **Short Username**; create or change your McGill Password needed for online services and IT systems such as Email, myMcGill, and myCourses.

Password for Banner/Imaging/Data Warehouse

Staff Only: Create or change your password used to connect to INB (Internet Native Banner), ApplicationXtender (AX Document Manager or AX Web Access), and the Data Warehouse.

Addresses and Phones

Mobile Devices

Add your mobile device contact information; (optionally) Opt in or out of the McGill Automated Notification service.

Email Addresses



## Accessing Your Course Online

### Step 1

Go to **MyCourses**: <https://mycourses2.mcgill.ca/>

Select **McGill - Students, Instructors and Staff**

Enter **McGill Username**: [firstname.lastname@mail.mcgill.ca](mailto:firstname.lastname@mail.mcgill.ca)

Enter **McGill Password**

**McGill** | **MY COURSES**

**Login to myCourses**  
McGill's Learning Management System

**McGill**  
Students, Instructors and Staff

**Guest**  
External Users

For assistance, please contact the [ICS Service Desk](#).

**McGill**

**McGill University Authentication Service**

Username

Password

**Log in**

Forgot your password?

This service is powered by [Shibboleth](#). Use of this service is governed by the [Policy on the Responsible Use of McGill Information Technology Resources](#).

[Need help?](#)



## Step 2

Select your course under the current semester

The screenshot shows the 'My Courses' page in the McGill MyCourses system. The page has a red header with the McGill logo and 'MY COURSES' text. Navigation links include 'Course Outlines', 'Library', 'Polling @ McGill', 'Writing Centre', and 'Support'. The main content area is divided into two columns. The left column, titled 'My Courses', shows a 'Semester' dropdown menu currently set to 'Winter 2017'. Below this, there are three course entries for 'Winter 2017': 'Career & Professional Develop', 'Winter 2017 - CBUS-104-781/782', and 'Winter 2017 - CBUS-105-771/772'. Each course entry has a 'Note' box indicating when course access starts. The right column contains two sections: 'Family Care' with a 'NEW' announcement about campus life and family care resources, and 'Polling @ McGill' with a list of resources for using the polling system.

**My Courses**

Semester  
Winter 2017 ✖

Winter 2017 ▾

Career & Professional Develop ▾

Winter 2017 - CBUS-104-781/782 ✎

**Note:** Course access starts Feb 9, 2017 12:00 AM

Winter 2017 - CBUS-105-771/772 ✎

**Note:** Course access starts Feb 8, 2017 12:00 AM

Winter 2017 - CBUS-106-781/782 ✎

**Note:** Course access starts Apr 4, 2017 12:00 AM

**Family Care** ▾

**NEW** Faculty, staff and students balancing the demands of campus life with caring for a family will find a wealth of helpful information on childcare, schooling, elder care and more on the McGill's new Family Care website.  
(Update 2017-01-04)

**Polling @ McGill** ▾

**Resources**

- Go to [mcgill.ca/polling](http://mcgill.ca/polling) and click **Register your account** (do this only one time).
- View how to **download** the ResponseWare app to use the polling system on your mobile device (smartphone or tablet).
- **View instructions** on how to respond to various polling questions.

(Update 2016-09-06)



## Step 3

**Search** for Course Outline under "Content Browser"

McGill | MY COURSES | Content | Discussions | Assignments | Grades

### Winter 2017 - CENG-221-751 - Project Management

**Calendar** | ▾

Friday, January 13, 2017 >

Upcoming events ▾

<b>JAN 16</b>	<b>All Day</b> Student fact sheet
<b>JAN 16</b>	<b>All Day</b> Please read ahead of class
<b>JAN 16</b>	<b>All Day</b> Please review
<b>JAN 19</b>	<b>All Day</b> Pls read ahead

**Content Browser** | ▾

🔖 Bookmarks 📁 Recently Visited

- 📁 Course Information >
- 📁 Topics 01 to 15 >
- 📁 CoursePack Annexes >
- 📁 Articles for résumés >
- 📁 Answer files >
- 📁 Sample Group Project Mgt Plans and Presentations >
- 📁 MSProject Data Files >





## How to Find Course Material on MyCourses

### Step 1

Login to MyCourses, and select your class. You will be brought to the course's home page. Click on **Content**.

McGill | MY COURSES | Content | Discussions | Assignments | Grades

Winter 2017 - CENG-221-751 - Project Management

Calendar | Friday, January 13, 2017

Upcoming events

- JAN 16 All Day Student fact sheet
- JAN 16 All Day Please read ahead of class
- JAN 16 All Day Please review
- JAN 19 All Day Pls read ahead

Content Browser

- Bookmarks
- Recently Visited
- Course Information
- Topics 01 to 15
- CoursePack Annexes
- Articles for résumés
- Answer files
- Sample Group Project Mgt Plans and Presentations
- MSProject Data Files

### Step 2

Under content, you will find a table of contents on the left of the screen and all the modules in your course.

McGill | MY COURSES | Content | Discussions | Assignments | Grades

Search Topics

Course Information

Download | Send to Binder

22.22 % 2 of 9 topics complete

- CENG+221+Course+Outline\_and+Grading+Scheme\_Intens Winter 2017
- PM00-Introduction\_1617
- TeamProposals
- How to get more

Table of Contents

- Overview
- Bookmarks
- Course Schedule (6)
- Table of Contents (287)
- Course Information (7)
- Topics 01 to 15 (201)
- CoursePack Annexes (5)
- Articles for résumés (23)





Step 3

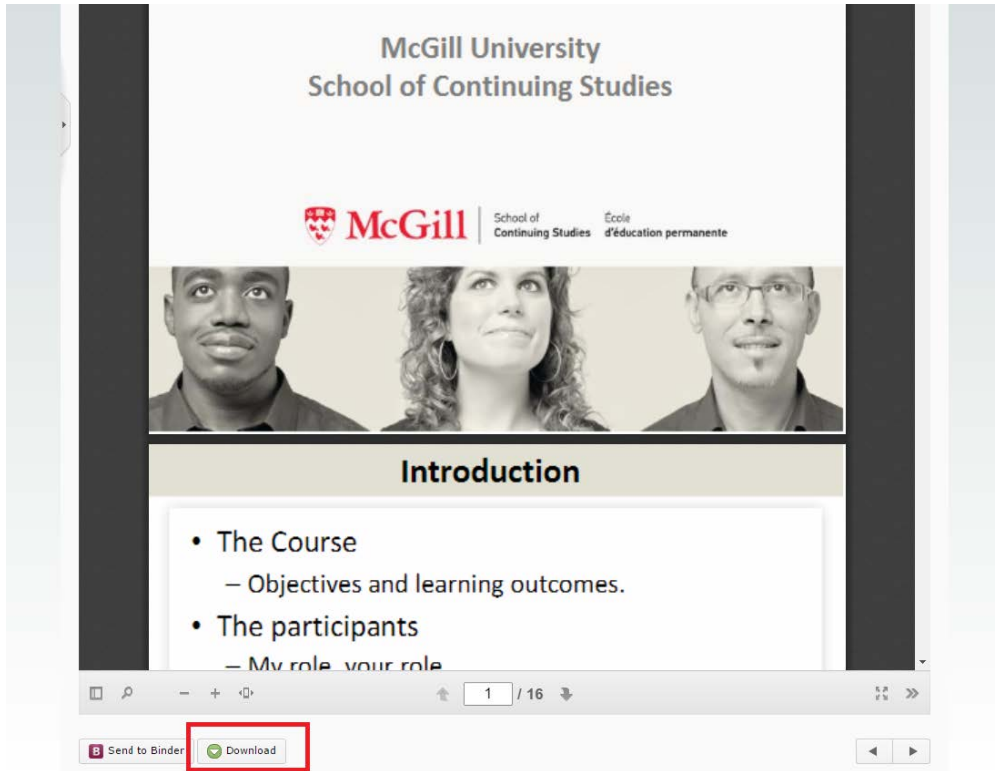
To download your course materials, click on the arrow beside the module, and then click download.

The screenshot displays the 'MyCourses' interface for a specific course. On the left, a navigation sidebar includes 'Overview', 'Bookmarks', 'Course Schedule', 'Table of Contents', 'Course Information', 'Topics 01 to 15', 'CoursePack Annexes', 'Articles for résumés', 'Answer files', 'Sample Group Project Mgt Plans and Presentations', 'MSProject Data Files', and 'Project Management Templates (LBartlett)'. The main content area is titled 'Course Information' and features a 'Download' button and a 'Send to Binder' button. A progress bar shows '22.22 % 2 of 9 topics complete'. A list of course materials is shown, including 'CENG+221+Course+Outline\_and+Grading+Scheme\_Intens Winter 2017', 'PM00-Introduction\_1617', 'TeamProposals', 'How to get more', 'PMI - Special Interest Group List', 'PMWebsites', 'Instructor Bio Lloyd', '8 StudentFactSheet', and 'Reading Resume (Blank form)'. A dropdown menu is open for the first item, with 'Download' highlighted by a red box.



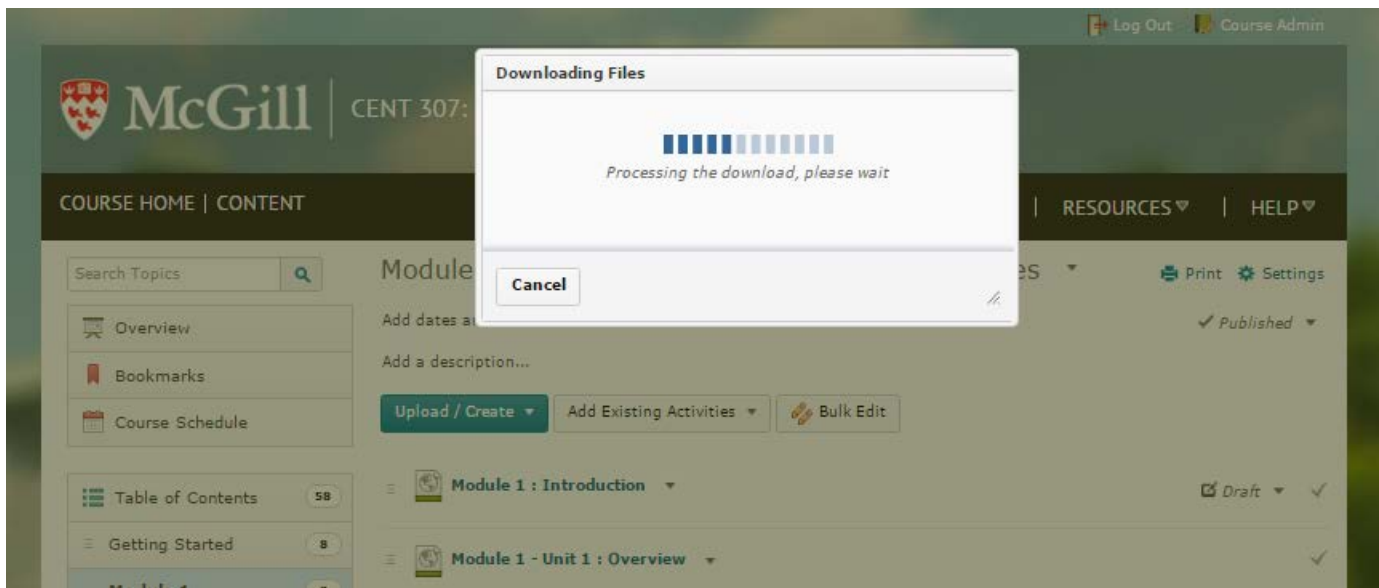
Step 4

You can also download your course materials from each module separately by clicking on the module, and then downloading at the bottom.



Step 5

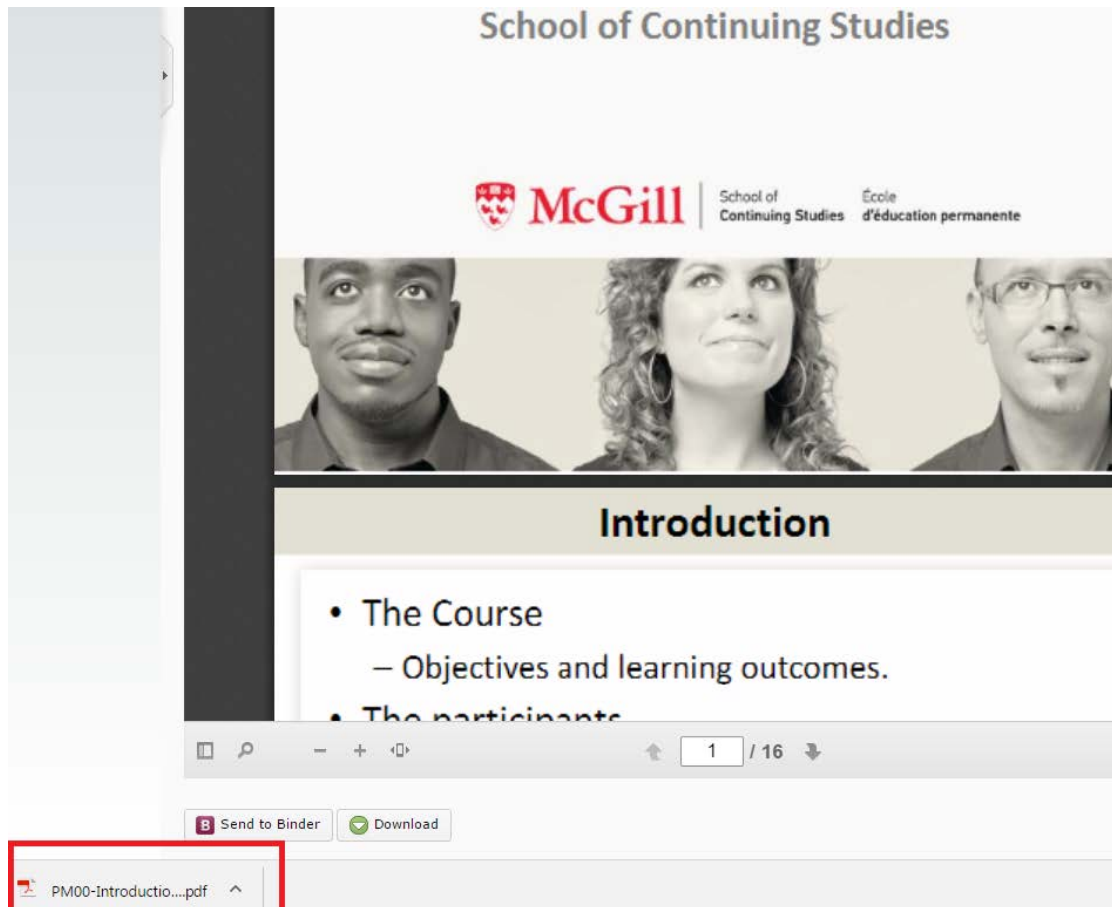
After you click download, it will download to the location you have designated on your computer for internet downloads.





Step 6

Click on the recent download.



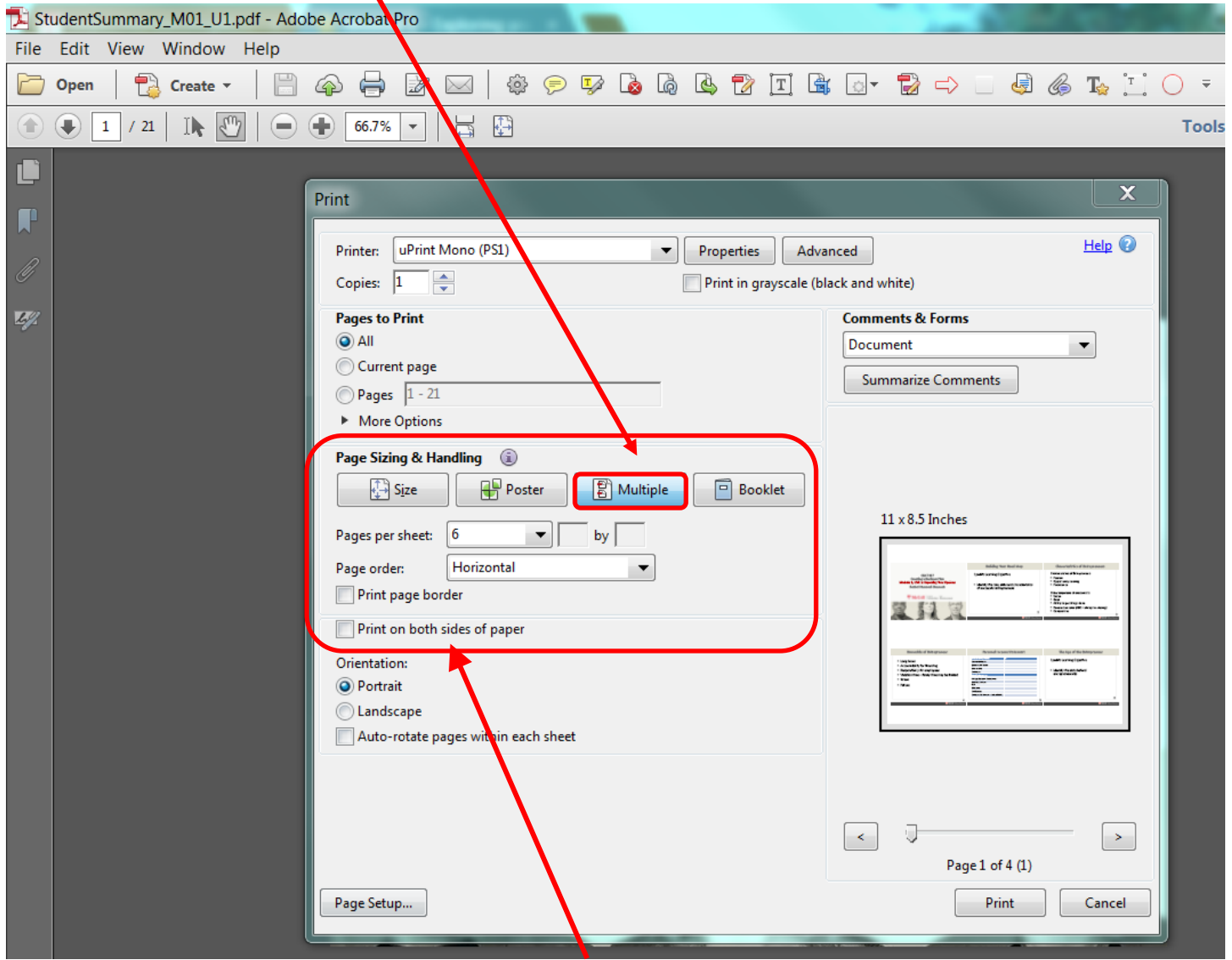
Step 7

After you Open the file, if it is a PDF document, follow Step 8 for printing the slides.



Step 8: How Print Your Slides out with 4-6 on a page

To save paper, try printing your slides out with 6 on a page, double-sided. This option should be available when you go to print by selecting Multiple.



Click "print on both sides of paper" for double sided documents