Getting Started: Minerva Login and Password Setting

Step 1

Go to Minerva www.mcgill.ca/minerva

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*.

Step 3

Select **Personal Menu**
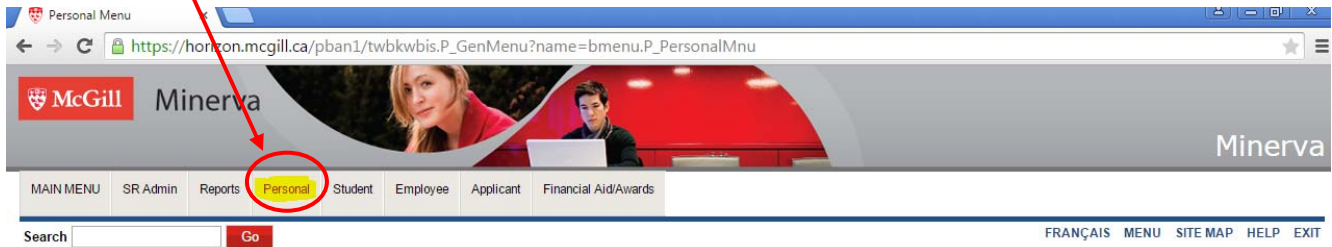

Step 4

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.

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

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)

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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):	
McGill Username (Student):	
Short Username (Employee):	
Short Username (Student):	
Enter New Password:	
Re-enter New Password:	

[Submit New Password]   [Reset]

Step 6

Update: **Addresses and Phone Numbers**

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

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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

Enter **McGill Password**

Step 2

Select your course under the current semester

Search for Course Outline under "Content Browser"

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**.

Step 2

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

To download your course materials, click on the arrow beside the module, and then click download.
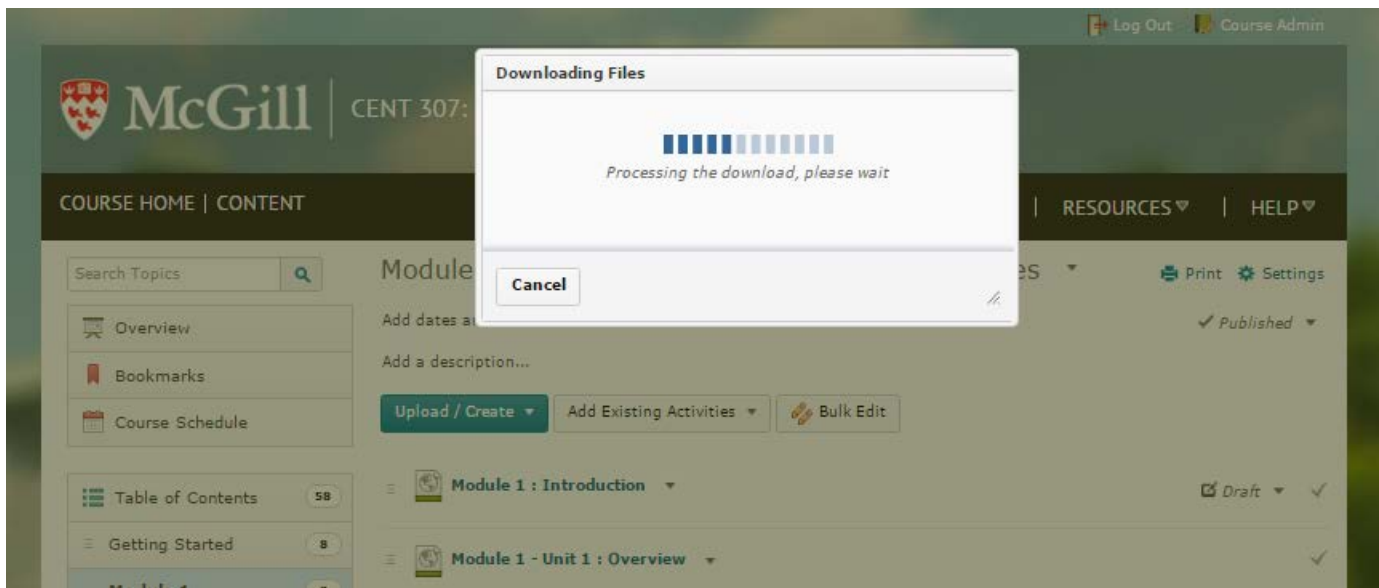
Step 4
You can also download your course materials from each module separately by clicking on the module, and then downloading at the bottom.
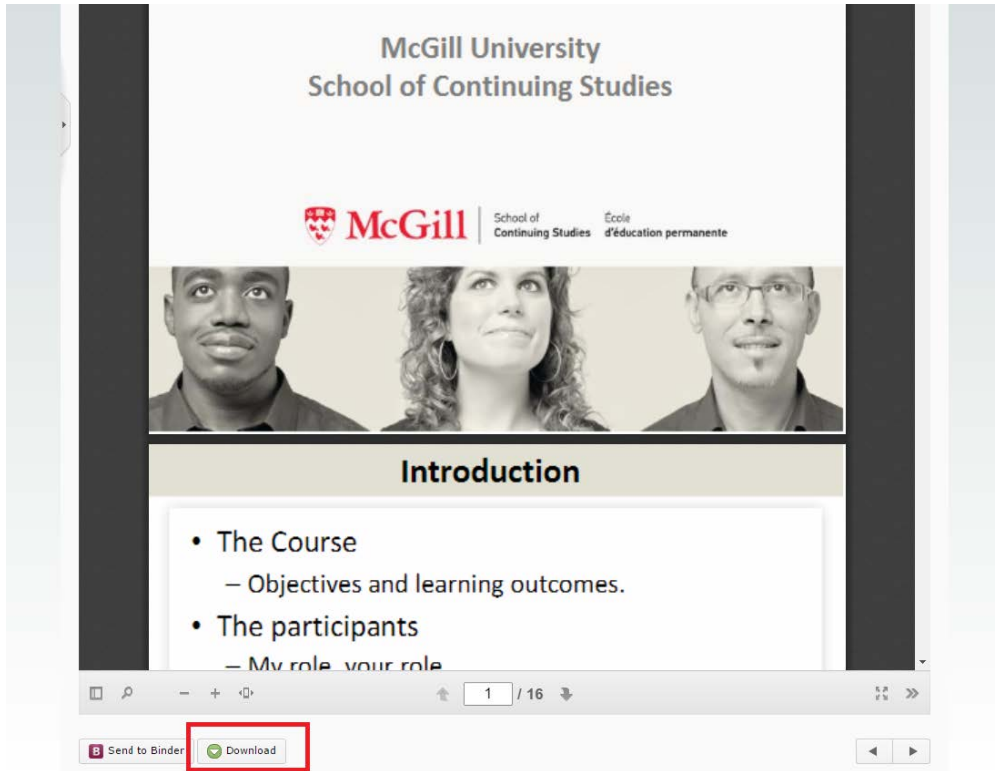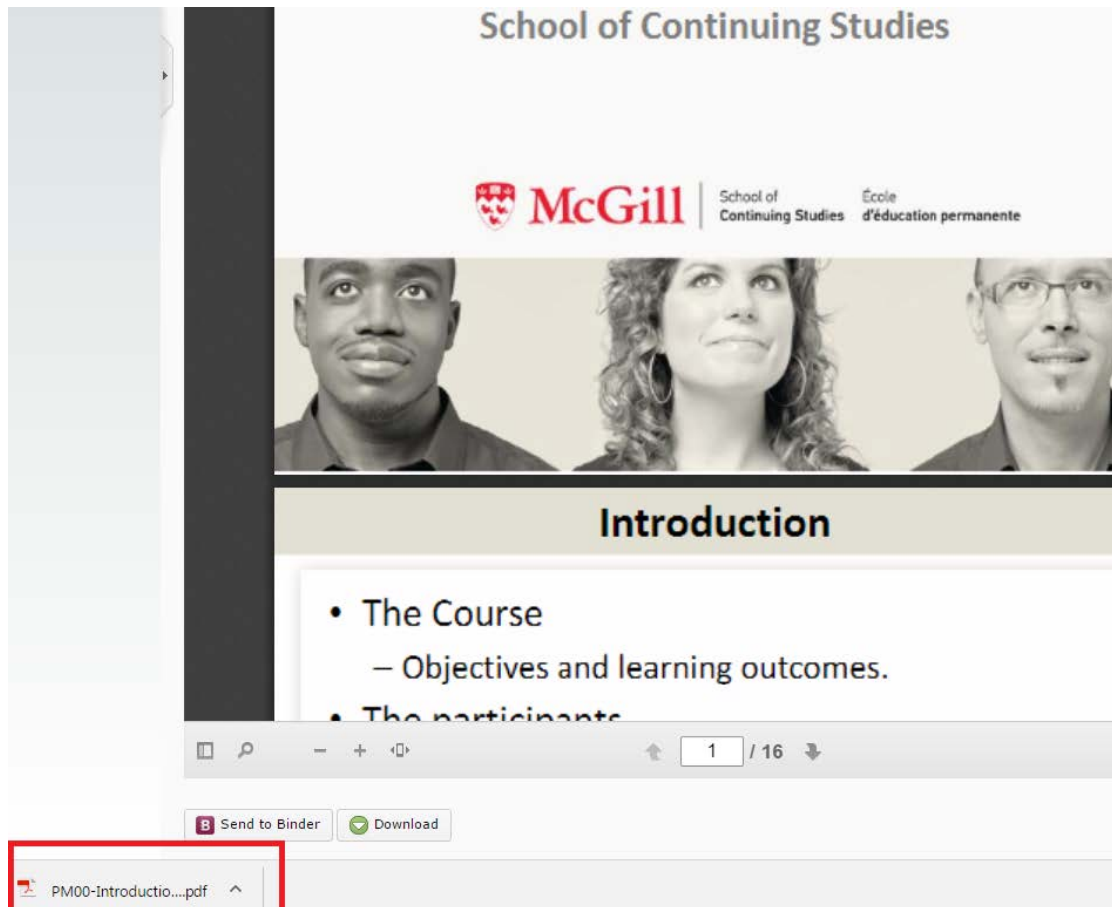

Step 5
After you click download, it will download to the location you have designated on your computer for internet downloads.

Step 6

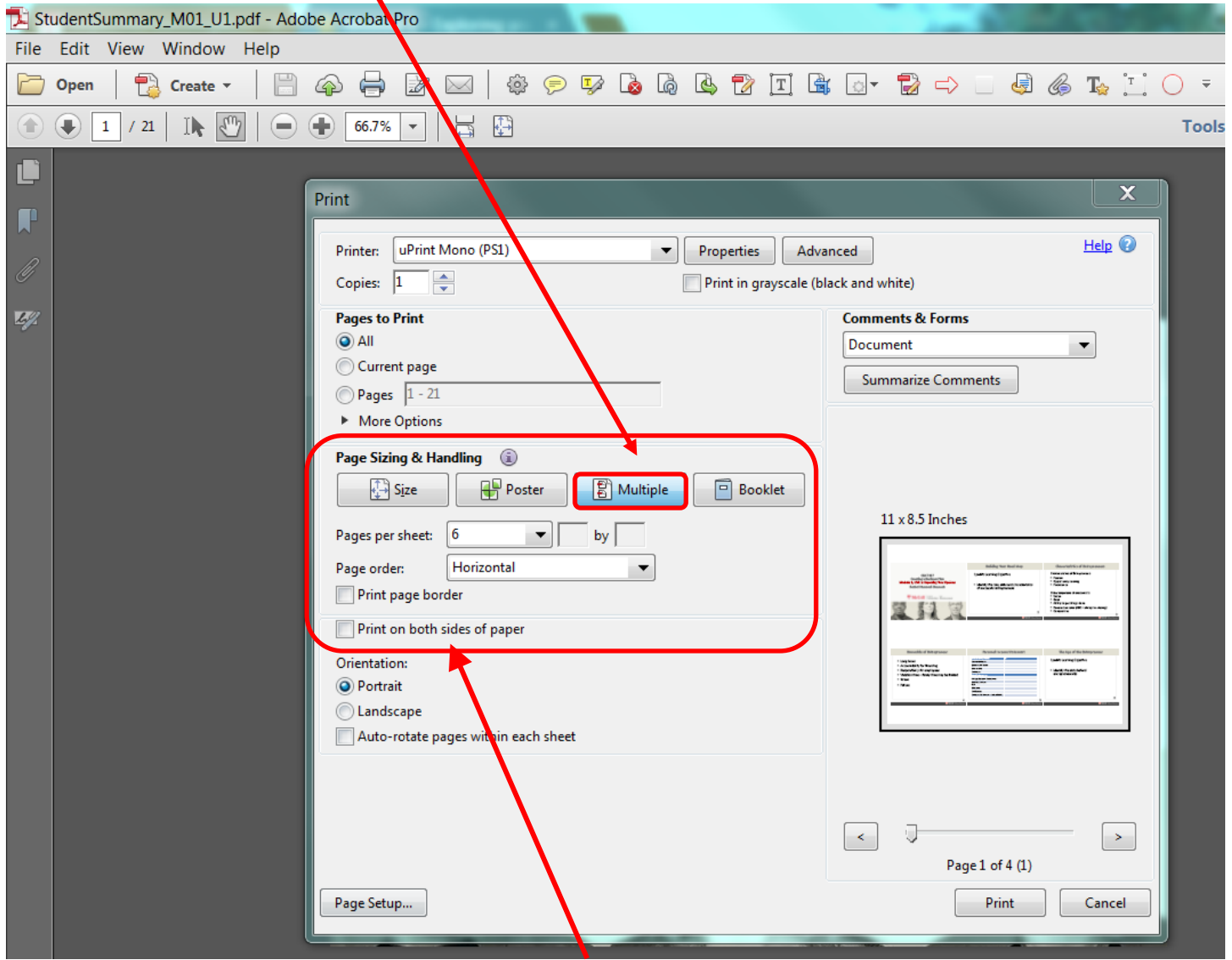Click on the recent download.

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