



## How to Access Email, Office 365, Student Portal and D2L

As a registered student at Villa Maria College you now have login credentials that will allow you access to all campus computers, the student portal, Villa email, and D2L. These credentials will be sent to you from the IT department.

Your **USERNAME** is your last name followed by the first letter of your first name and middle initial (if provided). For example, *John T. Doe's* username would be **doejt**

Your **PASSWORD** is determined by the using **the last seven (7) digits of your student ID**, followed by **Vmc**.  
For example:

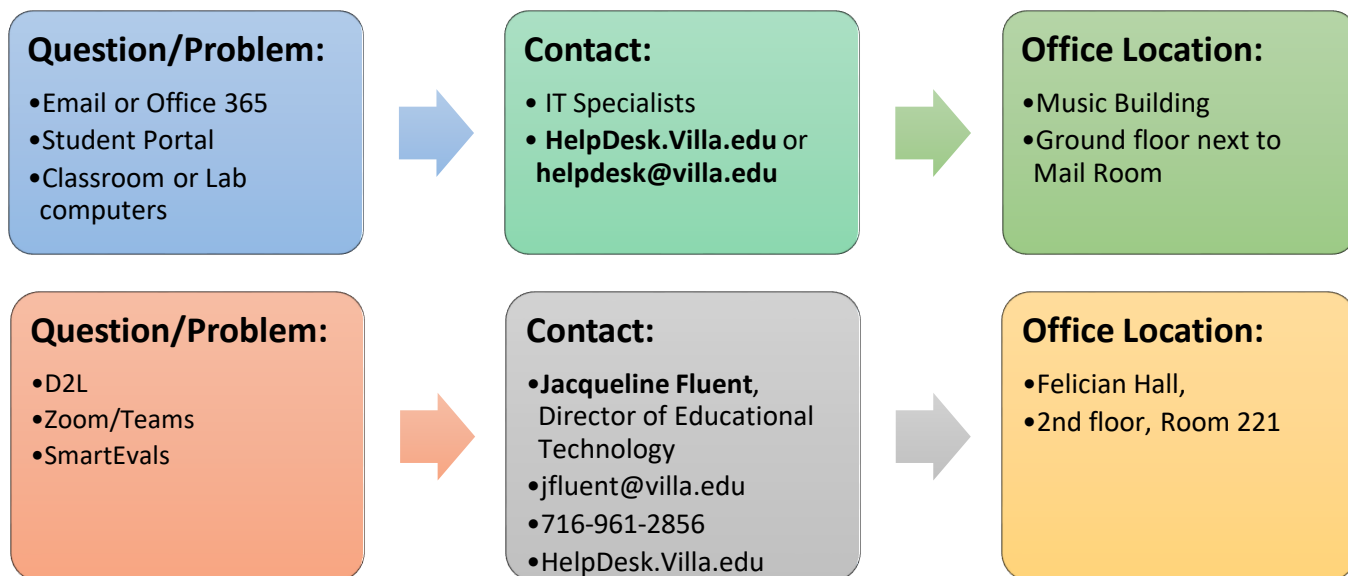
Student ID: A000**0012345** + Vmc

Password = **0012345Vmc**

Your student ID number can be found on your class schedule and the back of your Villa Maria College ID card

## Got Questions?

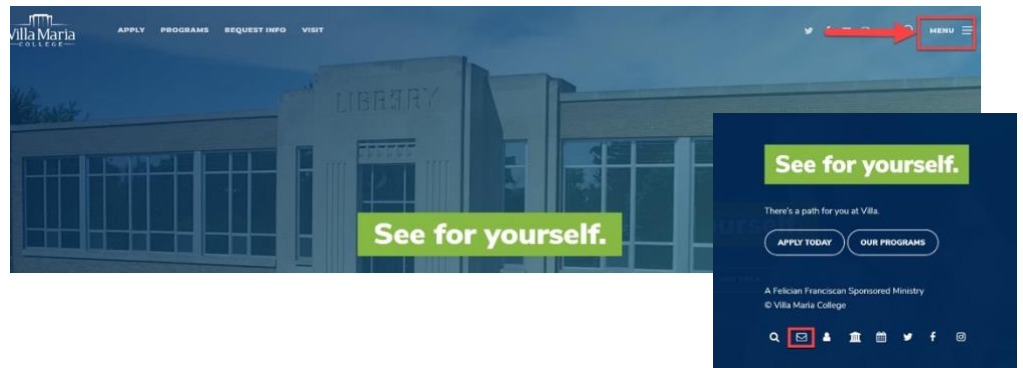
Feel free to visit our offices or submit a HelpDesk ticket at [HelpDesk.villa.edu](http://HelpDesk.villa.edu) or email at [helpdesk@villa.edu](mailto:helpdesk@villa.edu)



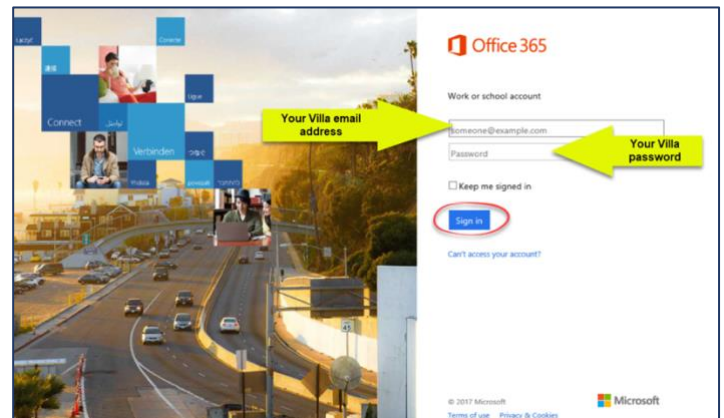
The following pages will show you how to access the various college technologies.

## Accessing Villa Email:

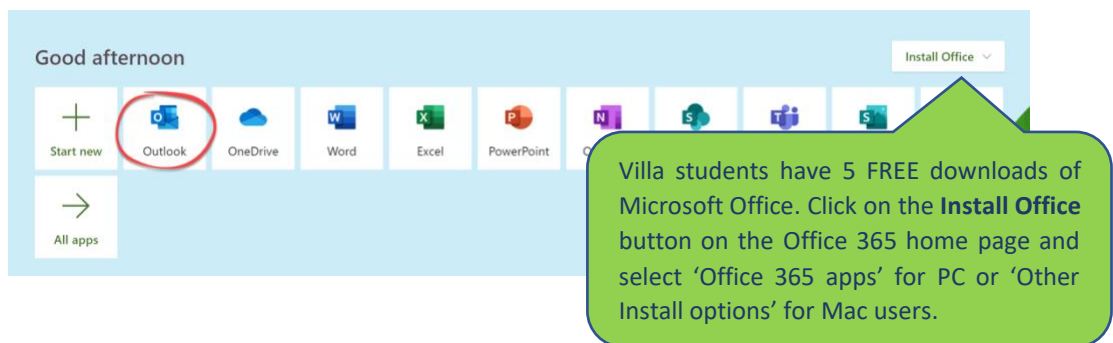
- Go to [www.villa.edu](http://www.villa.edu)
- Click on **MENU** and select the **envelope icon**



The login screen for Office 365 will appear. Enter your Villa email address and password to sign in



Microsoft Office 365 will open. Click on **Outlook** to open your email



Use your camera app to scan the QR code get the Outlook mobile app



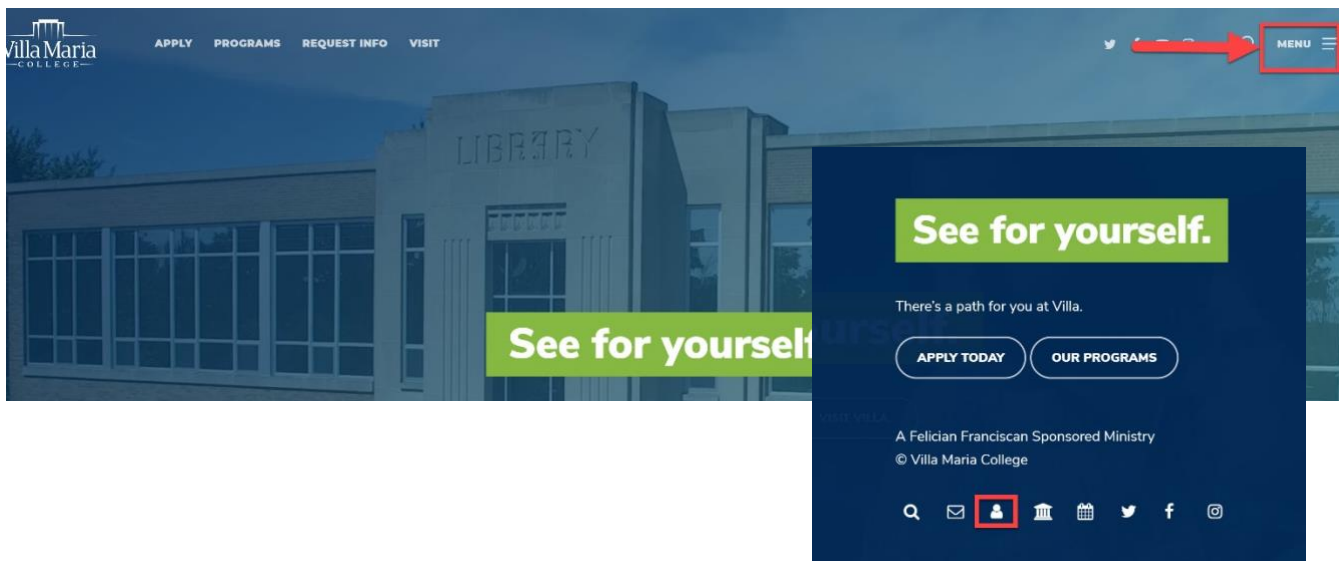
Having trouble using the QR code? Use your mobile device to go to <https://aka.ms/outlookmobiledownload> to get the Outlook mobile app.

## Accessing the Student Portal

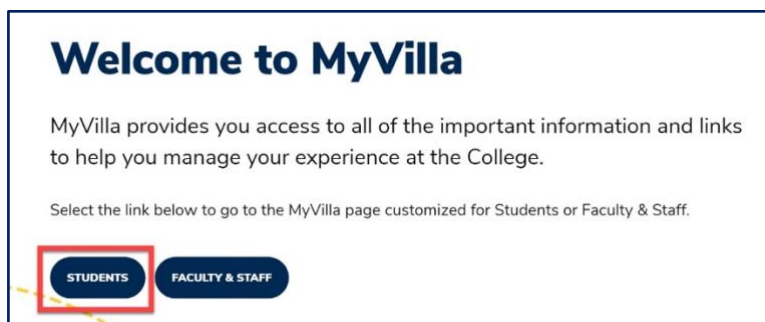
Accessing information, such as course offerings, registration, your class schedule, financial aid, unofficial transcripts, and other class info, can be found on the Student Portal.

Go to [www.villa.edu](http://www.villa.edu)

Click on MENU and select the My Villa icon



Once on the My Villa web page click on **STUDENTS**



Under the Quick Links menu click on Portal/CAMS



Log on to the student portal to access your schedule, student bill, financial aid and unofficial transcripts

**Student Portal Login**

Note: Required fields are marked with an asterisk (\*)

\*Username:

\*Password:

Term:

**Login**

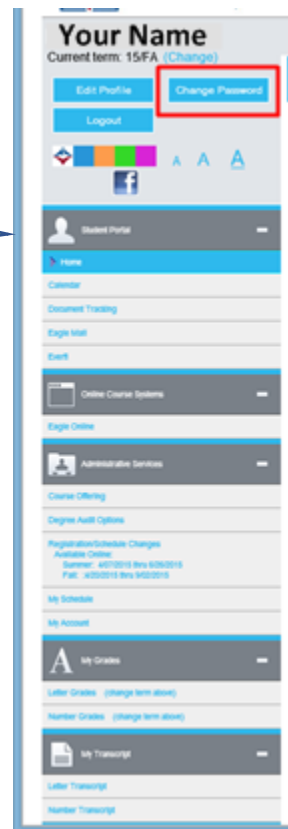
[Forgot Password?](#)  
Contact your portal admin if you forgot your Username

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Type your USERNAME & PASSWORD

Use the dropdown arrow to choose the correct term (semester)

Choose from the different menu options to locate information you are looking for



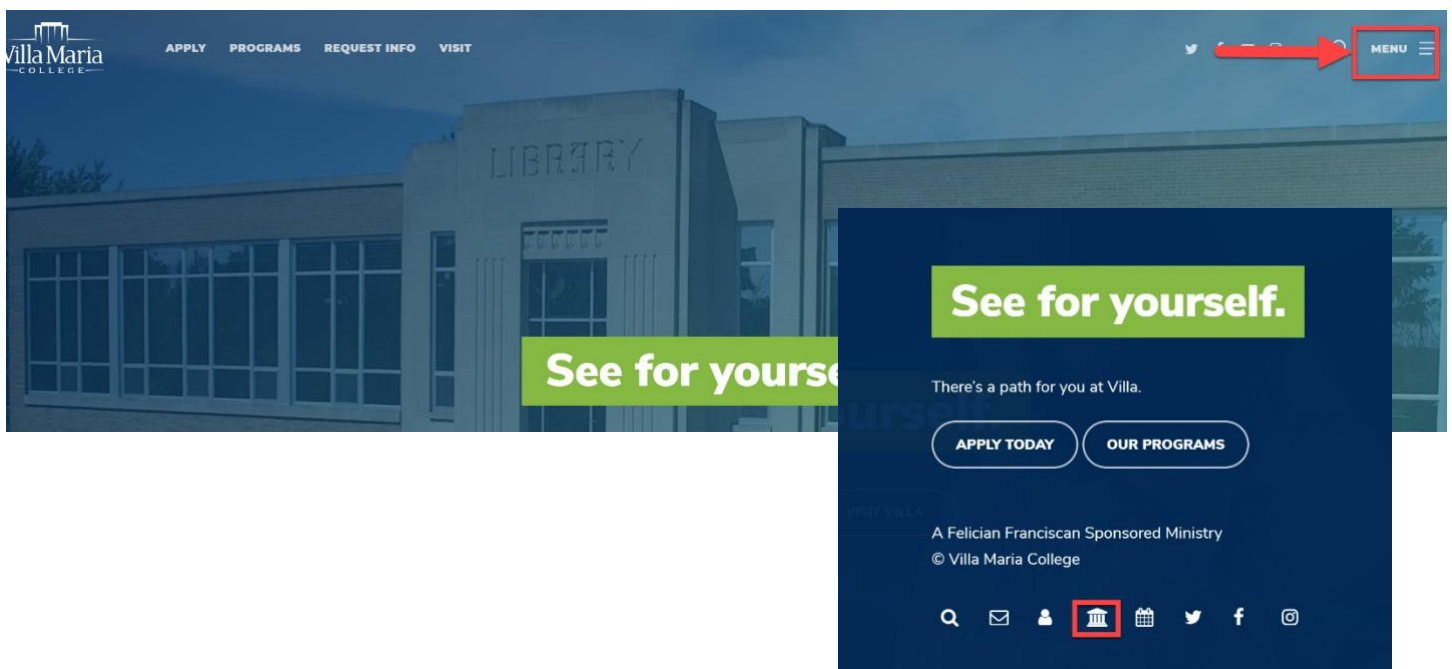
## ACCESSING D2L

D2L is the Learning Management System used at Villa Maria College to support instruction and learning. Below are directions for locating, logging onto and navigating the D2L system.

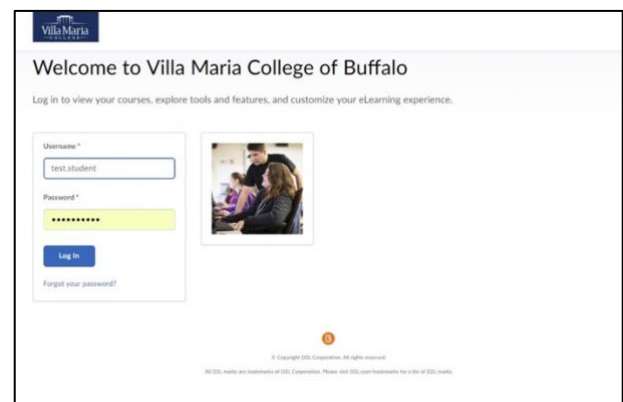
If you have any questions or problem with D2L, please contact Jacqueline Fluent, Director of Educational Technology:

- ▶ Email: [jfluent@villa.edu](mailto:jfluent@villa.edu)
- ▶ Phone: (716) 961-2856
- ▶ Office: Felician Hall, Room 221

- Go to [www.villa.edu](http://www.villa.edu)
- Click **Menu** and select the **D2L icon**



Enter your Username & Password given to you from the IT Department on the login page



## Navigating the D2L Home Page

Once you have logged in you will land on the My Home page of D2L. Below are descriptions of key navigation features.

**Home** 🏠 will bring you back to the My Home page of D2L. Click on it anytime no matter what page you are on in the system.

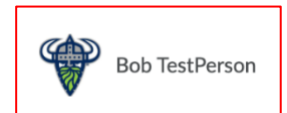
**Click on the waffle icon** to access all courses you have been enrolled in or given access to. Click on the name of the class name you wish to access.



**The Notification area** will inform you of any updates to discussion topics, content, announcements, or grades. Notifications will be indicated by an **orange dot** next to the icon in which an update was made. Click on the icon to see the specific alert.



**Your Profile & Account Settings** – Click on your name to access your account settings. From this area you can add a profile picture or other information, set notifications settings, or make other account changes. Just click to view the drop-down menu.



FAQ Digital Textbooks ▾ Campus Offices FirstHand Course Evaluations Class Progress ePortfolio Locker

The Nav Bar provides links to various tools:

- **FAQ**- answers to frequently asked D2L questions
- **Digital Bookshelf**- link your eCampus account and digital textbooks and resources
- **Campus Offices**- general information about various college offices
- **FirstHand**- career-building platform from Career Services
- **Course Evaluations**- link to course evaluation system
- **Class Progress**- shortcut showing how you are doing in your classes
- **ePortfolio**- electronic portfolio tool for you to use
- **Locker**- Upload, store and share documents

Beneath the Nav Bar the rest of the Homepage is divided in to three sections:

- ▶ **Campus Events**- highlight of weekly college and student life sponsored events taking place around campus.
- ▶ **College Announcements**- lists announcements, information and events from various College offices and academic departments
- ▶ **Course resources and tech support widgets** located along the right side of the page.

**Refer to these areas to stay up-to-date with College and Course information**