

WELCOME TO



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

SETTLING IN & STUDENT SERVICES



TODAY'S SESSION

- First steps
- Administrative Supports
- Academic Supports
- Health & Wellbeing
- IT Services
- Health & Safety



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FIRST STEPS...

To get you ready for your semester

1. REGISTER

1. Register online at my.tcd.ie
2. Get your student card from the Academic Registry (in the Watts Building)



2. GET CONNECTED

1. Connect your devices
2. Get your TCD email (when you register)
3. Download the MyDay app



3. FIND YOUR WAY AROUND

1. Find your course/school offices
2. The College Health Centre
3. The Global Room
4. House 6 (for the SU)



4. MEET YOUR COORDINATOR

1. Email your coordinator
2. Meet them to introduce yourself and have them sign off on your module enrolment form



5. ENROL IN YOUR MODULES

1. Return your complete form to the Academic Registry
2. Verify your chosen modules on my.tcd.ie



6. GET INVOLVED!

1. Activate your Sports Centre membership
2. Join some clubs & societies
3. Brush up on your Trinity jargon!



STUDENT SERVICES & SUPPORTS

ADMINISTRATIVE SUPPORTS

To help you navigate College administration

1. Your personal tutor
2. The Academic Registry

ACADEMIC SUPPORTS

To help you succeed in your course

1. Student Learning Development
2. The Library
3. The Disability Service

HEALTH & WELLBEING SUPPORTS

To help keep you healthy, happy & fit

1. College Health Centre
2. The Sports Centre
3. Student Counselling Services
4. S2S Peer Supporters
5. The Chaplaincy

STUDENT LIFE

Getting involved in College life

1. The Students' Union
2. S2S Mentors
3. Clubs
4. Societies



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ADMINISTRATIVE SUPPORTS

To help you navigate College administration

WHAT DOES YOUR TRINITY TUTOR DO?

THE TUTORIAL SYSTEM IN TRINITY

- Your tutor is not a Teaching Assistant or seminar leader
- Your tutor is an academic staff member who looks after you, not your grades
- They can provide **personal and academic advice**
- They will **advocate on your behalf to College** in certain circumstances that affect your academic progress and support you in applications for accommodations should you encounter difficulties with your studies
- However, they can only do this if they KNOW that you are struggling in some way, so it is important to let them know if you are going through a hard time or if something unexpected has happened
- Your relationship with your tutor is entirely **confidential**, and they can provide a listening ear, as well as advice on options

ACADEMIC REGISTRY



- Registration, ID cards, timetables, exam results and other important administrative functions are handled by the Academic Registry.
- They will issue you with
 - Proof of Registration
 - Proof of Address
- Return your Garda Vetting forms to them



academic.registry@tcd.ie

or through
my.tcd.ie



+353 1 896 4500



www.tcd.ie/academicregistry



First Floor, Watts Building



[TCDAcademicRegistry](https://www.facebook.com/TCDAcademicRegistry)



[@TCDAcadRegistry](https://twitter.com/TCDAcadRegistry)



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ACADEMIC SUPPORTS

To help you succeed

WHAT KIND OF ACADEMIC SUPPORT DOES TRINITY OFFER YOU?

- Help writing essays
- Help using the Library resources
- Help for students with disabilities
- Help with study skills



STUDY SKILLS

Student Learning Development

- Free workshops
- Online resources
- Academic Skills Blackboard module

student-learning.tcd.ie

IMPROVING YOUR ENGLISH

Centre for English Language Learning and Teaching

- English for Academic Purposes course

tcd.ie/slscs/english/eap.php

DISABILITY ASSISTANCE

Disability Service

- Academic support
- Assistive technology
- Exam accommodations

tcd.ie/disability

USING THE LIBRARY

Trinity College Library

- Legal Deposit
- Online training & support
- Library workshops

tcd.ie/library/supports



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HEALTH & WELLBEING

To keep you healthy, happy & fit



WHAT KIND OF HEALTH & WELLBEING SUPPORT DOES TRINITY OFFER YOU?

- Help getting fit
- Mental health services
- Medical service
- Spiritual guidance
- Peer support

STUDENT COUNSELLING SERVICE

- Online Counselling
- Group workshops
- One-to-one counselling

tcd.ie/student_counselling

SPORTS CENTRE

- Full gym
- Swimming pool & climbing wall
- Fitness classes

tcd.ie/sport

COLLEGE HEALTH

- Free for students
- Doctors, nurses & emergency clinics
- Physiotherapist (small charge)
- Appointments within 3 weeks

tcd.ie/collegehealth

CHAPLAINCY

- 4 Chaplains - Roman Catholic, Methodist & Church of Ireland
- Prayer groups, services
- Free lunch on Tuesdays

tcd.ie/chaplaincy

S2S PEER SUPPORT

- Trained peer supporters
- Non-judgmental listening
- Drop ins and arranged meetings

student2student.tcd.ie/peer-support/



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STUDENT LIFE

Getting involved in College Life



STUDENT LIFE

- Student organisations
- Leadership opportunities
- Social life

STUDENTS' UNION

- Represent you to College
- Provide support to students
- International Officer - Ross Cooke
- Organise social events

tcdsu.org

S2S MENTORS

- Fellow students
- Will introduce you to other students
- Keep in touch through the year
- Invite you to events

[student2student.tcd.ie/
mentoring/](http://student2student.tcd.ie/mentoring/)

GLOBAL ROOM

- Student space
- Global Room Ambassadors
- Film nights, coffee mornings, music & art showcases...

tcd.ie/study/non-eu/global-room/

CLUBS

- Over 50 student sports clubs
- Aikido to Windsurfing
- Different levels of competition

tcd.ie/Sport/student-sport/

SOCIETIES

- Over 120 student societies
- Afro-Caribbean to Zoological
- Frequent events

trinitysocieties.ie/



ORIENTATION



Not sure where to start when you come to Trinity?

Your first Mentor meet-up is part of your orientation timetable

Lots of people feel that way - that's why we have the S2S Mentoring programme

Make sure you attend so you can meet your mentors and get to know your group members

FAQ?



Answer any **questions** you have

Introduce you to classmates

Mentors are fellow students who will give you **tours**



Then they'll stay in touch by **email**

Invite you to **events and socials**

And share all the **tips and tricks** they've learned since arriving here themselves



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<http://student2student@tcd.ie>
student2student@tcd.ie
01 896 2438



Helping you on your own path to success!



S2S

MENTORING

S2S

PEER SUPPORT

S2S



Student2Student

Peer Support

how it works



Fancy a chat

with someone who's not going to judge, tell you what to do or tell everyone what you've said?



Phone, email or go online

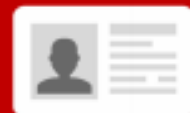
to request a meet-up with a Peer Supporter



And you can go for a coffee or a walk and talk to them



Your Peer Supporter will get in touch to arrange a meet-up



You can even look at our profiles and let us know who you'd like to talk to, or what you're looking for in a Peer Supporter



It doesn't matter if you just need one hour, or if you'd like to make regular arrangements



You can call in to our drop-in instead or as well



We're highly trained (get it?) and here for you



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http://student2student@tcd.ie

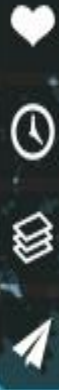
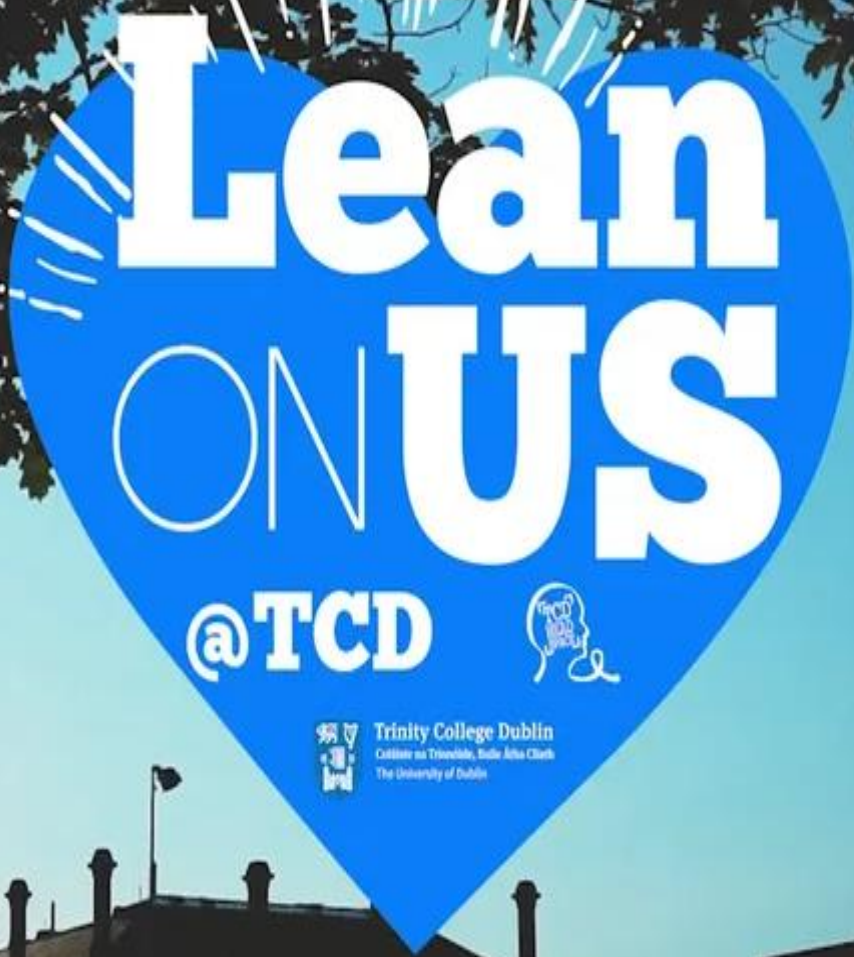
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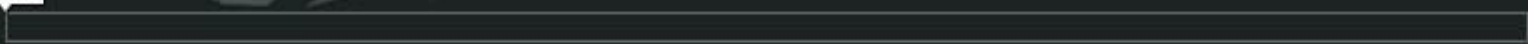


Helping you on your own path to success!





03:40





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IT SERVICES

Get connected

IT Services website www.tcd.ie/itservices



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Faculties and Schools Courses Research A

Search IT Services

IT Services

- Getting Started
- Our Services
- Keeping IT Secure
- Improvements & Projects
- About Us
- Contact Us

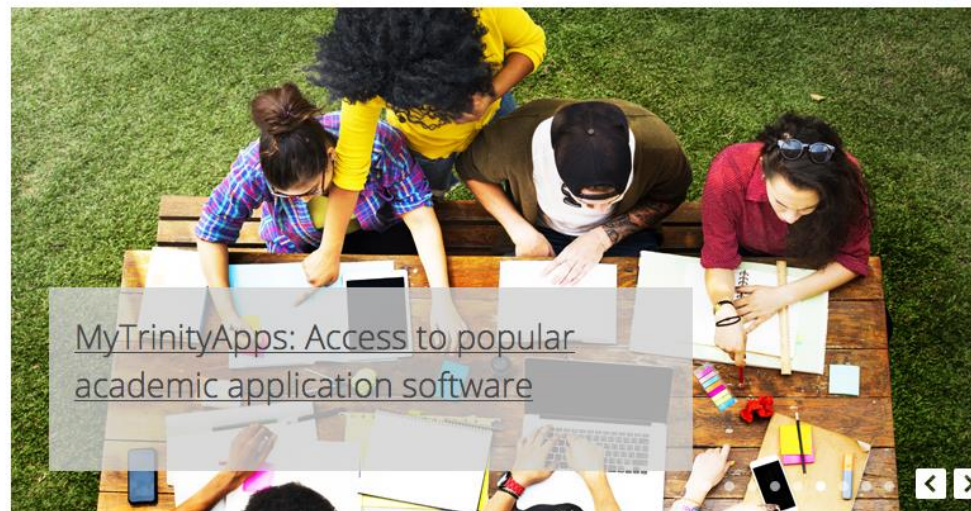
Gaeilge

Latest news & alerts

See our [latest news](#), view our [service alerts](#) or [follow us on Twitter](#)

Getting IT help

- » [Get Information on our services](#)
- » [Search our knowledge base](#)
- » [What to do if you've been phished](#)
- » [Contact the IT Service Desk](#)



MyTrinityApps: Access to popular academic application software

Important Links

- [IT Security - How to report phishing emails](#)
- [IT Security - Check an email from us is legitimate](#)
- [Staff - Connect your device in offices and labs](#)
- [Students - Connect your device \(TCDconnect\)](#)
- [Students - Getting help with TCDconnect](#)
- [Staff - Computer account FAQ](#)
- [Staff - How to reset an expired password](#)

Service alerts

- [Planned upgrade of PCs in ITServices Computer Rooms August 15th-25th](#)
- [Issue with accessing Blackboard Learn VLE \(mymodule.tcd.ie\) using Internet Explorer Wednesday 16th August 12.45pm](#)
- [Issue with the handling of ESD tickets Tuesday 15th August](#)

Trinity Email Quicklinks

Office 365 for staff

MyZone for students

Username & Password

You receive a unique Trinity IT account username and password at the Student Information Portal (my.tcd.ie)

Access to your Trinity email, Wi-Fi, Library services, course documents in the virtual learning environment (Blackboard Learn – mymodule.tcd.ie)

Manage your password with the Password Recovery Service (mypassword.tcd.ie)

Trinity Code of Conduct (www.tcd.ie/about/policies)

IT Security what you need to know



Computers and phones are so integral to our lives, it can be easy to forget what we put at risk when we use technology.

Learn more about IT Security and what you can do to protect yourself and your devices at www.tcd.ie/itservices/security

Email service for students myzone.tcd.ie

3

Access at myzone.tcd.ie, your email address is username@tcd.ie

Official college emails are sent to this address

Mail, Calendar & Drive

Unlimited space to store email & files

When you graduate, you get to keep this email address for life

IT Security Phishing & Spam



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Note use of the college logo to
make the message look more
genuine

Dear user,

Note use of
threatening
language
'violation' &
'closed'

We noticed a **violation** of our services on your E-mail account and for this reason, your E-mail account will be **closed** if you fail to resolve the issue within the next 48 hours.

This will only take a moment .. Click the "RESOLVE" link below and enter the requested details to complete the process.

RESOLVE

The 'resolve' link sends the user to a
site outside of college in an attempt to
obtain your username & password

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Microsoft Office 365 ProPlus for students

Available to all students & can be accessed at office.tcd.ie

Use online or download for free on up to five devices, running Windows, Mac, Android or iPhone

Suite of apps including Word, OneDrive, Excel, PowerPoint, Outlook, Lync and more

OneDrive: 1TB of storage with a maximum file size of 2GB

Connecting your computer, phone or tablet to WiFi TCDconnect

WiFi is available in most areas of college

Connection instructions available at IT Services website or in TCDconnect guide (distributed during orientations)

One-to-one help is available by booking an appointment at IT Services website (tcd.ie/itservices)

Accessing the software you need for your courses

Lots of campus computer rooms, some with 24-hour access (you will need your ID card)

Software installed includes MS Office & other course-specific software

Visit IT Services website & search for 'student software' for more information and details on purchasing software for your computer

Printing, Copying & Scanning

Service provided by Datapac, managed by
IT Services & the Library

Check your Trinity email at myzone.tcd.ie for more
info about your print account & PIN

Full details available at www.tcdprint.ie

Useful websites & services

IT Services website: www.tcd.ie/itservices

IT Training Portal: www.tcd.ie/itservices/training

Trinity myday: www.myday.tcd.ie

Student Information Portal: www.my.tcd.ie

Blackboard Learn VLE: www.mymodule.tcd.ie

Password Recovery and Management:
www.mypassword.tcd.ie

Getting help with IT

Email itservicedesk@tcd.ie

Phone 01 896 2000

Visit us at the IT Service Desk on ground floor in
Áras an Phiarsaigh

Log or check an enquiry at www.ask.tcd.ie

Our website also has lots of helpful information,
including step-by-step instructions and FAQs.



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HEALTH & SAFETY

Staying safe on campus



EMERGENCIES

National Emergency Numbers



112 or **999**

College Emergency Number

01 896 1999

www.tcd.ie/estatesandfacilities/health-and-safety/

FIRE DOS



Raise the alarm at break glass unit



Inform staff member or Security (018961999)



Leave building quickly



Go to Assembly Point



Don't obstruct exits



Don't fight fire unless trained to do so



Don't wedge fire doors open

FIRE DON'TS



FIRE ACTION

ON DISCOVERING A FIRE

1. Sound the alarm.
2. Dial [redacted] to call the Fire Brigade.
3. If possible, tackle the fire using the appliances provided. (Do not endanger yourself or others in doing so).

ON HEARING THE FIRE ALARM

4. Leave the building by the nearest available exit. [redacted]
5. Close all doors behind you.
6. Report to person in charge of your assembly point at:- [redacted]



7. Do not take risks.
Do not stop to collect personal belongings.
Do not use lifts.
Do not re-enter the building for any reason unless authorised to do so.

PERSONAL SECURITY



Be careful with your belongings - phones, laptops etc



Park your bike in a secure, visible area - and use a good lock!



Be alert - on campus and off



Use public transport and taxis at night

- Dublin Bus - 23.15
- LUAS - 00.30
- DART - 23.30



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SUSTAINABILITY

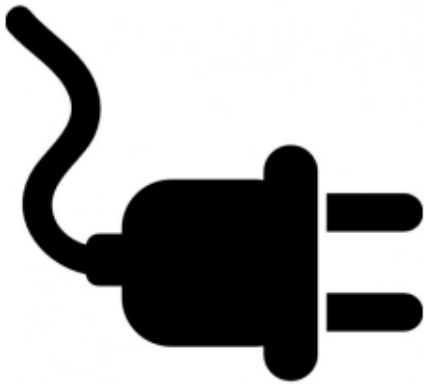
Creating a sustainable campus



- Trinity is a **Green Flag** campus and is committed to sustainability.
- We recycle 49% of our waste, and there are recycling bins all over campus
- In three years **energy efficiency** has been increased by 23% and **water conservation** has been increased by 40%

ENERGY CONSERVATION

- Unplug appliances (kettles, toasters etc) when not in use
- Or plug into a power strip and turn off when not in use (TV, consoles, wifi etc)



UNPLUG

- Turn off lights when not in the room
- Open the blinds!
- Buy compact fluorescent bulbs (save €20/year)



SMART LIGHTS

- Switch off monitors & computers
- Switch off electronics when not in use
- At a minimum, put to sleep



SWITCH OFF

WHAT TO RECYCLE?

- ✔ Office paper
- ✔ Other paper and cardboard
- ✔ Drink cans, clean foil trays
- ✔ Food cans
- ✔ Plastic bottles & containers
- ✔ Glass bottles & jars
- ✔ Food recycling
- ✔ Rubbish

CLEAN
AND
DRY!



WHERE TO RECYCLE?

RE-USE IS BETTER!

- ✔ Use a water bottle and coffee mug (Trinity vendors give discount of 40 cents on reusable mugs!)
- ✔ Refill water bottles at water fountains around Trinity
- ✔ Use reusable plastic containers for packed lunches
- ✔ No need for paper towels (save up to €250 per year); use J cloths/ old t-shirt cloths. Wash and reuse!



GET INVOLVED

- Join the Green Campus Committee (Meetings first Thursday each month at 1pm in Civil Eng. Library, Museum building. All welcome!)
- Join the Environmental Society (EnviroSoc)
- Get involved in Trinity Green Week
- Contact S.U. Environmental Officer Simon Benson
- Check out the Sustainability Guide for more info!

INFORMATION ON ALL STUDENT SERVICES

&

STUDENT LIFE IS AVAILABLE AT:

[TCD.IE/STUDENTS](https://tcd.ie/students)



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