

Accessing CareyOnline

QUICK START GUIDE



1. CareyOnline is best accessed using the browser Microsoft Edge. If you do not have it, [download and install MS Edge](#) on your device.

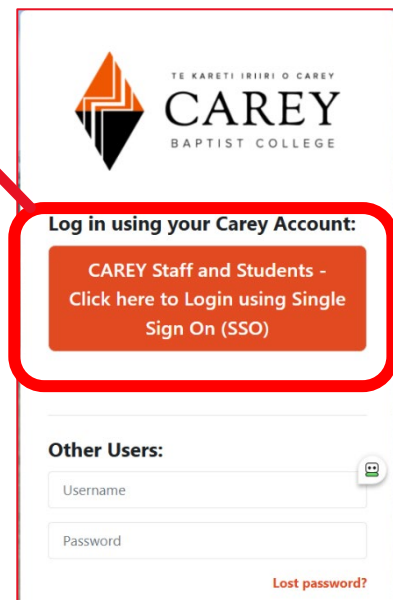
2. Go to [CareyOnline](#). There is also a quick link from the [Carey home page](#).

3. Click the Log In link on the top right hand corner of the screen



4. Login by clicking the orange Single Sign On button

(NB: Do NOT type your login details under the "Other Users: section!!)



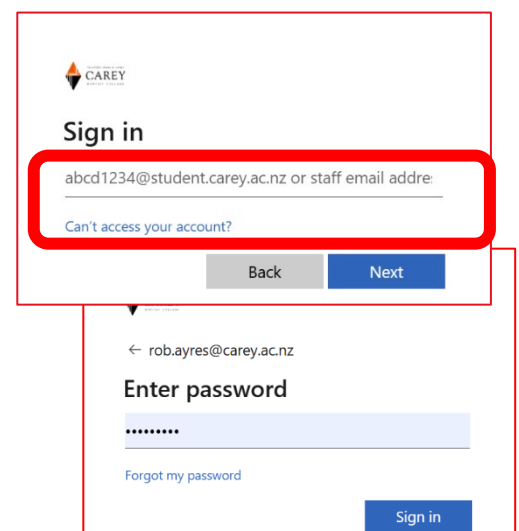
5. Enter your Carey Microsoft365 **username**
eg: abcd1234@stydent.carey.ac.nz

Click NEXT

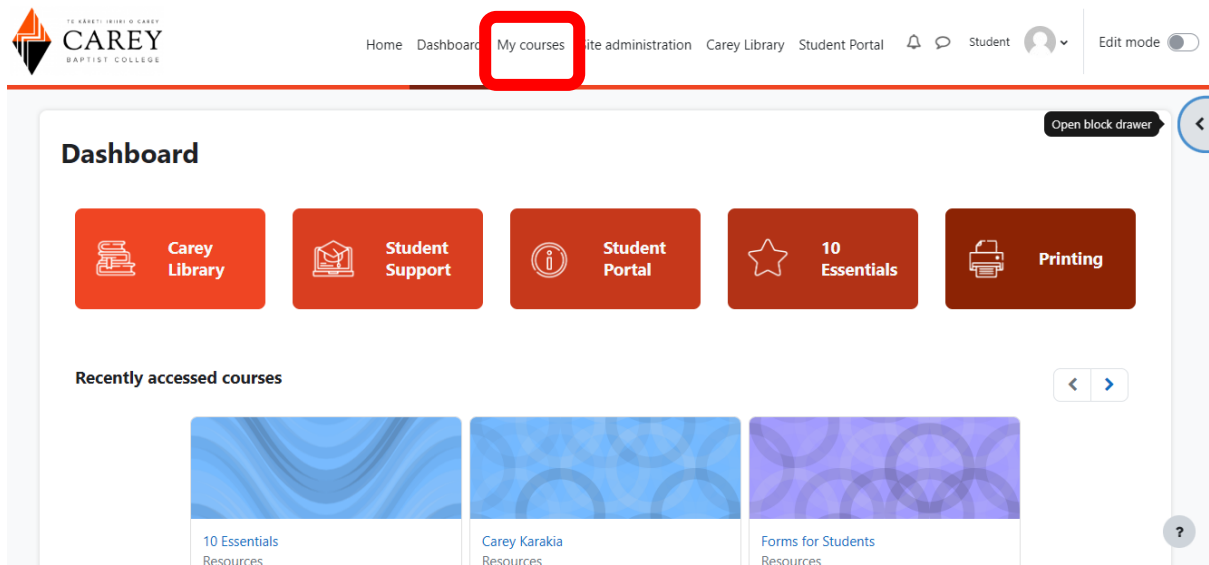
6. Enter your **password**.

NB: Your username and password will have been sent to you in your enrolment confirmation email. If you are unsure of your login details, please contact Neroli Hollis on neroli.hollis@carey.ac.nz.

Click SIGN IN



7. Your default view will be your **Dashboard**, where you will see helpful links including *Carey Library*, *Student Support*, *Student Port*, *10 Essentials*, and *Printing*.



8. The courses in which you are enrolled appear when you click **My Courses** on the menu at the top of the screen.

Once you have accessed your courses once, they should also appear under **the Recently Accessed Courses** links on the Dashboard.

