


How To Access College Systems From Home


Go to myLoreto at <https://my.loreto.ac.uk/> and log on with your college username and password – we recommend you use the Chrome browser. This is particularly important on a Mac where Safari is **not** supported (Firefox is OK).

- It is important that college has your correct mobile number – you can check the number that college has and update by selecting [Update Mobile Number ↩](#) from myLoreto
- If you have forgotten your password you can reset it directly by visiting <https://reset.loreto.ac.uk/> or by visiting <https://www.loreto.ac.uk/> and selecting Intranet then Reset Password


Read your emails by selecting the Email link from myLoreto or going directly to <http://student.loreto.ac.uk> and signing into Office 365 with your college email address and college password


- Your teachers will be emailing you about what work to do and how to do it

To access departmental resources from myLoreto on the student shared area of the college network follow the Resources link () and select the required department.

- Videos are available from eStream – select 
- Some departments have their own Weebly sites or other sites

You can also use Foldr to access available files on the college network and to write to your college home drive


- From myLoreto select Foldr () and log on with your college username and password
- You can now view, edit and download files where you have access

Your teacher may ask you to submit work on-line via the myLoreto Markbook in which case select My Class Markbook or Markbook () and scroll down to the assignment which will have an [Upload ↕](#) button or a [Replace ↕](#) button if you have already submitted an earlier draft.

- Select the Upload button or Replace button to upload to submit to your teacher
- Your teacher may then upload a response which you can download
- You can see any of your previous Revisions and teacher responses by selecting [Revisions ⓘ](#)

There are lots of fantastic resources available from the Library that are available by selecting the Library link from myLoreto some of which are available as downloadable ebooks.

Don't forget you are eligible to download Microsoft Office free of charge

- From myLoreto select Office 365 () and log in with your college email address and password
- Select Install Office