**Email Template for Onboarding New Faculty**

**Version:** Feb 3, 2022

***Instructions:*** *Replace the yellow highlighted items below with the instructor’s details you receive
from IT. Feel free to edit as you need to.*

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Dear Faculty Member,

A North Island College user account has been created for you. See the attached document: **NIC Technology Access Logins Summary** to see which logins are required for the specific technology platforms you will encounter. Please note that your password is the same for any NIC system regardless of the login details.

**Email Address:** first name.last name@nic.bc.ca

**Employee ID:** xxxxxxx

**Username:** nxxxxxxx

**Password:** up to employee

Use your **Email Address** to log onto your College email account at <https://webmail.nic.bc.ca/owa/>

You have been added as teaching faculty to the following courses: [insert section names].

The Centre for Teaching and Learning Innovation (CTLI) has developed resources to support your teaching found on the [Teach Anywhere](https://teachanywhere.opened.ca/learning-technologies/) webpage. The URL is: <https://teachanywhere.opened.ca/>. This website also provides further information about how to access the platforms and use the associated tools and features.

Here is a summary of the core teaching and learning platforms we have at North Island College.

* **Course Digital Learning Environment** = Brightspace by D2L (https://mycourses.nic.bc.ca)
* **Web Conferencing Platform** = [BlueJeans](https://bcnet.bluejeans.com/)(use unique password you create after temporary password is shared – to get an account - https://servicedesk.nic.bc.ca/ > Service Catalog > Teaching, Learning and Classroom Support > Learning Technology Platforms – fill out form)
* **Video Streaming & Storage Platform** = [Kaltura](https://video.nic.bc.ca/) (login with NIC email address and NIC password) or Brightspace entry via blue navigation bar > Kaltura My Media

Any questions about teaching and learning can be directed to <https://servicedesk.nic.bc.ca/>

Effective [insert contract start date] you will have access to the College’s employee portal page [**myNIC**](https://mynic.nic.bc.ca/employee_resources/faculty_resources/acd/Pages/default.aspx). The portal provides access to Employee Resources, Email, Self-Service Menu (grade entry) as well as Resources for Supporting Students.

Welcome aboard!