**Email Template for Onboarding New Faculty**

**Version:** August 2024

***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](mailto:first%20name.last%20name@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://outlook.office.com

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 Technologies tab of the web site <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** = Kaltura Virtual Classroom (found within your Brightspace courses under Tools > Kaltura Media Gallery or create office hours rooms for access outside of Brightspace at <https://video.nic.bc.ca> > My Rooms
* **Video Streaming & Storage Platform** = [Kaltura](https://video.nic.bc.ca/) MediaSpace or through Brightspace entry via blue navigation bar > Tools > 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**. The portal provides access to Employee Resources, Email, Self-Service Menu (grade entry) as well as Resources for Supporting Students.

Welcome aboard!