**Email Template for Onboarding New Faculty**

**Version:** November 30, 2020

***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/>

The following link <https://learn.nic.bc.ca> provides access to the College’s course learning platform (Blackboard Learn) where your courses will appear once they have been processed by the Student Records Office and uploaded into Blackboard Learn.

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 Learning Platform** = [Blackboard Learn](https://learn.nic.bc.ca) **(login with NIC username – nxxxxxxx - and NIC password)**
* **Web Conferencing Platform** = [BlueJeans](https://bcnet.bluejeans.com/) **(send email request to** helpdesk@nic.bc.ca **for an account – once created will use NIC email address plus new password you create)**
* **Video Streaming & Storage Platform** = [Kaltura](https://video.nic.bc.ca/) (login with NIC email address and NIC password)
* **Blogging and Website Platform** = [WordPress](https://opened.ca/get-started/) **(sign up for an account with NIC email address and own password)**

Any questions about teaching and learning can be directed to the helpdesk@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!