

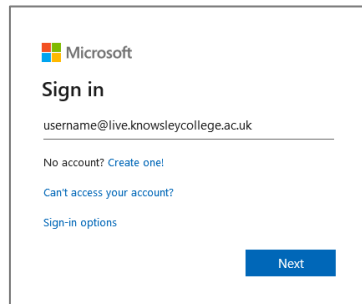
Logging in to MyDay – Knowsley Students

MyDay is your online portal to access all of the college resources and systems available to students. You can access your email, the VLE, monitor your progress on ProPortal, view your print credit and much more. You can access MyDay by following the link below or you can find the link on the college website. MyDay can also be accessed on your phone or tablet.

If you have any problems accessing your account please email helpdesk@knowsleycollege.ac.uk

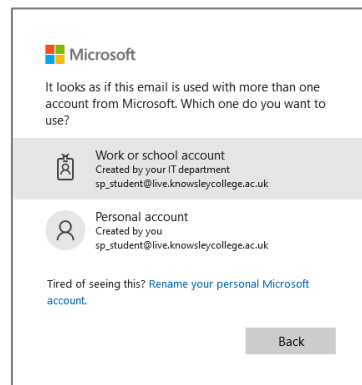
To access MyDay

- Go to <https://knowsley.mydaycloud.com>
- You will be redirected to a Sign-in page



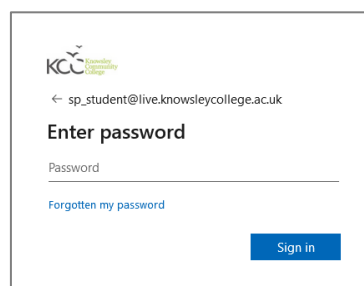
A screenshot of the Microsoft sign-in page. At the top left is the Microsoft logo. Below it, the text 'Sign in' is displayed. A text input field contains the email address 'username@live.knowsleycollege.ac.uk'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

- Enter you college username in the format username@live.knowsleycollege.ac.uk, your username can be found on your student badge, click Next
- On the following page click Work or School Account



A screenshot of the Microsoft account selection page. At the top left is the Microsoft logo. Below it, the text reads: 'It looks as if this email is used with more than one account from Microsoft. Which one do you want to use?'. There are two options listed: 'Work or school account' (Created by your IT department, sp_student@live.knowsleycollege.ac.uk) and 'Personal account' (Created by you, sp_student@live.knowsleycollege.ac.uk). Below these options is a link: 'Tired of seeing this? Rename your personal Microsoft account.'. At the bottom right is a grey button labeled 'Back'.

- Enter your password and click sign in. You will use the same password as you use to access the computers in college.
 - If you can't remember your password you can email helpdesk@knowsleycollege.ac.uk and they can reset it for you. Please be aware you will need to answer some security questions for us to change your password unless you are emailing from the email account we have associated with your student record.



A screenshot of the Knowsley College 'Enter password' page. At the top left is the Knowsley College logo (KCC). Below it, the email address '← sp_student@live.knowsleycollege.ac.uk' is displayed. The main heading is 'Enter password'. Below it is a text input field labeled 'Password'. Below the input field is a link: 'Forgotten my password'. At the bottom right is a blue button labeled 'Sign in'.

You should then be signed in to MyDay

The screenshot shows a web browser window with the URL <https://knowsley.mydaycloud.com/dashboard/students>. The page features a green header with the 'myday' logo and a search bar. A dark sidebar on the left contains navigation options under 'Dashboards', 'Navigation', and 'Administration'. The main content area is dominated by a large banner for 'CORONAVIRUS (COVID-19) ADVICE TO STUDENTS'. Below the banner is a grid of widgets including: 'Unauthorised' (mail access), 'Office 365', 'OneDrive', 'Tasks', 'ProPortal', 'Important: Police Patrols', 'Attendance' (100%), 'Punctuality' (100%), 'Calendar', 'Attendance 2', 'Balance' (£109.47), 'JED Career Software', 'Student VLE', 'Dynamic Learning', 'Library Catalogue', 'Career Coach', 'Yammer', 'Library Information', 'Term Dates', 'Student Support', 'Safeguarding', 'Changes to our Admissions Process', 'Oh dear' (failed to load tweets), and 'Student Performance & Conduct Code'. The footer contains copyright information for Knowsley Community College.