

Welcome to Saint Paul University

Saint Paul University and University of Ottawa share their resources to offer you useful online tools. SPU has Intranet (student portal) while UO has uoZone and BlackBoard Learn. Each is responsible for creating your account, your username being your student number and a unique password issued by SPU or UO. **It is your responsibility** to make sure you have this information to successfully log on to the various sites.

SPU's Intranet

This is SPU's student portal where you will find your course schedule, marks, general information, **password for UOZONE and Blackboard Learn** as well as access to other portals, forms, virtual campus, etc.

If you do not have your **password** please call the Computer and Distance Education Services (CDES) at 613-236-1393 or call toll free: 1-800-637-6859 ext. 2234 or send an online request form: http://ustpaul.ca/en/help-request-form_769_123.htm.

Once you have your password you can access the Intranet from the ustpaul.ca website and click on the "Intranet" link at the top of the page.

Blackboard Learn (BBL / Virtual Campus)

Blackboard Learn, also called Virtual Campus, is where you will find a list of the courses you have registered for and where you will be able to view course content. All communications, notices of course content uploads in BBL are sent thru your uottawa.ca email address.

If you have not yet received your **password** for uoZone/Blackboard Learn, you will need to call uottawa's Computing and Communications Services at 613-562-5800 or toll free at 1-877-868-8292 ext. 6555 to obtain or retrieve your password. **You may also send an online request:** <http://it.uottawa.ca/service-desk-request> (this is the quickest way)

When calling them, or sending your online request ask for your "uoZone/Blackboard Learn" password.

Here is a link to a tutorial on how to access BlackBoard Learn (virtual campus):
http://ustpaul.ca/en/distance-education--students_421_208.htm

UO's uoZone / Email

uoZone is mainly for UO students but **you will need to access it to create/manage your uottawa.ca email**. All SPU students have a UO email address. This email is used by the University to send you important information. In uoZone, click on the Email Management link and follow the instructions.

SPU's WiFi

While on campus, you will be able to access SPU's wifi (eduroam) using your uottawa.ca email address and the password for that account.

Adobe Connect

Once logged into BBL and you have selected your course, you will see a link on the left hand side of the menu named Adobe Connect Live and Recorded Sessions.

This is the platform you will use to join the class live online (a tutorial is attached to explain how to log on), or you may simply choose to go to the Recorded Sessions Folder and view the recordings. Recordings will be available to view within a 24 hour window following the scheduled class.

Should you need assistance, please do not hesitate to contact me or CDES (Computer and Distance Education Services) at extension 2234.