Equipment Loans

1 - Sign into myMcGill and go to the IT Tools tab
2 - Click Classroom Audiovisual Instructions.
3 - Select your building and room.
4 - View photos of the equipment in your classroom and access step-by-step instructions and videos.

McGill faculty, staff, and students can borrow audio, video, computer, and projection equipment. Equipment rental is free when used for teaching and coursework.

Please reserve at least 2 business days in advance.

For more information: kb.mcgill.ca/it/av-loans

Audiovisual (AV) Services

Classroom AV Information
Instructors are encouraged to become familiar with the audiovisual equipment available in their classrooms before classes start:
1 - Sign into myMcGill and go to the IT Tools tab
2 - Click Classroom Audiovisual Instructions.
3 - Select your building and room.
4 - View photos of the equipment in your classroom and access step-by-step instructions and videos.

For assistance while teaching: Press the Audiovisual Systems Help button on your classroom telephone.

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Please reserve at least 2 business days in advance.

For more information: kb.mcgill.ca/it/av-loans

McGill IT Services for Faculty and Staff
www.mcgill.ca/it

IT Checklist for Administrative assistants
This document is a resource for Administrative assistants who prepare IT-related services for new hires.

Go to kb.mcgill.ca/it/onboarding-checklist

Search the IT Knowledge Base:
Detailed descriptions of all centrally-supported IT services, How-To instructions, FAQs, and more.
kbmcgill.ca/it

Didn't find what you’re looking for?
Contact the IT Service Desk:
Walk-in Downtown: 688 Sherbrooke W, room 285
Walk-in Macdonald: Macdonald Stewart, room MS2-025

kb.mcgill.ca/it/servicedesk

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Welcome to McGill IT Services
Providing the University with essential information technology services
www.mcgill.ca/it

Microsoft Office 365

McGill faculty and staff have access to Office 365: Full versions of Office 2016 applications, including Excel, PowerPoint, OneNote, OneDrive - and more!

To access these, sign in with your McGill username and password at portal.office.com
For more information: mcgill.ca/it/o365

Minerva

Minerva is accessible to all members of the McGill community. Update your personal information, access employee records, and more. Access Minerva from the myMcGill portal or from the Quick Links menu at the top of any McGill website.
For more information: kb.mcgill.ca/it/minerva-faculty-staff

Getting started with IT Services

Faculty: mcgill.ca/it/get-started-it/faculty
Staff: mcgill.ca/it/get-started-it/staff

Questions about IT Services?
The McGill IT Knowledge Base contains How-to and troubleshooting articles as well as a listing of all of our services.
Go to kb.mcgill.ca and search by keyword or article number.
Contact: ITSupport@mcgill.ca

Log into McGill systems

Your McGill username and password are used to log in to most McGill systems and sites (myMcGill portal, myCourses, etc.).
McGill Username: firstname.lastname@mcgill.ca
Don't know your Username or Password?
1. Log in to Minerva with ID # and Minerva PIN.
2. Go to the Personal tab.

Need to reset your password?
mcgill.ca/it/information-security/pw-reset
For more information: kb.mcgill.ca/it/view-username

IT Security

Learn about cybersecurity threats targeting McGill and how you can protect yourself.
For more information: mcgill.ca/it/security-awareness

Other software and related services

McGill faculty and staff have access to a variety of licensed and free applications, including:
• Turning Point (Polling @ McGill): McGill’s web-based student response system
For more information: kb.mcgill.ca/it/software

Telephone

Your department's Telephone Coordinator will arrange telephone services on your behalf.
For more information: kb.mcgill.ca/it/telephony

Email

Faculty and staff are assigned a McGill email address: firstname.lastname@mcgill.ca.
You may access your email several ways:
• Sign in to the Office 365 portal at portal.office.com and click the Mail icon.
• Select the Mail tab in the myMcGill portal.
• Through an email application on your computer or smart device.
For more information: kb.mcgill.ca/it/email-faculty-staff

myCourses

McGill’s learning management system myCourses enables faculty and some staff to publish course content and resources. Connect to myCourses 3 ways:
• Go to mcgill.ca/mycourses
• From any mcgill.ca page, click Quick Links myCourses at the top of the page, or
• Go to https://mycourses2.mcgill.ca
For more information: kb.mcgill.ca/it/mycourses-instructors

myMcGill portal

The myMcGill portal is the central access point for online services.
• Check email, access employee records, and connect to common IT sites
• Customize your settings using Favorites
Access myMcGill from the Quick Links menu at the top of any mcgill.ca page.

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