This document explains what mySRUC is and how to access it

**What is mySRUC?**

MySRUC is an app/web site for students and lecturers at Scotland’s Rural College (SRUC).

MySRUC is your go-to app for your learning and education experience.

The MySRUC provides an easy-to-use and personalised system to help you to manage your learning at SRUC. The app provides you with everything you need in one place and notifications to keep you updated.

The MySRUC app synchronises with the MySRUC desktop site, providing access to the same apps and data. For a seamless experience - any changes you make to the mobile dashboard on your desktop will be synced to the mobile app to make personalisation super-easy.

Features include:

- Details of your assignments and courses.
- Notification of assignment deadlines and grades.
- Full access to timetables so you can see where you need to be and when, as well as notifications if anything changes.
- Email – access to a light version of your mail client so you can keep track of emails
- Access to student and IT support

**To access mySRUC on your phone or desktop please do the following**

Browse to [https://my.sruc.ac.uk](https://my.sruc.ac.uk) or download the mySRUC app from the app store or the Play Store

The first time you attempt to access mySRUC on a device you will be required to grant mySRUC access to your profile. This allows mySRUC to sign you into the various areas such as email and your calendar.

For staff you login is in the format Jbloggs@sruc.ac.uk

For students the login format is s00787007@sruc.ac.uk
Scotland Rural College is requesting your permissions

Uncheck the permissions you do not wish to grant.

Personal Information
- ✔ Your user identifier (required)
- ✔ User profile
- ✔ Your email address (required)
- ✔ Username and role permissions (required)

Application Access
- ✔ myday (required)
  Access to myday services
- ✔ User session (required)
  Access to manage and retrieve your user session information.
- ✔ Identity / Profile (required)
  Read and limited write access to your own personal identity information.
- ✔ Organisation info (required)
  Read information about my organisation.
- ✔ Domain Management (admins only)
  Management of domains according to user access rights.
- ✔ Identity Management (admins only)
  Access to Identity Management services according to individual rights.
- ✔ Analytics (required)
  Access to record your interactions with this application to help us make it better.
- ✔ OAuth2
  Access to third-party services using your myday identity.
- ✔ Offline Access (required)
  Access to your applications and resources, even when you are offline.

✔ Remember My Decision

Click “Yes, Allow”

Some of the tiles such as email and calendar will require further authorisation before you can access them.

In the example below, please click on the “My Mail” tile.
You will be confronted with the following screen. Please select “Accept”

**Permissions requested**

- Sign you in and read your profile
- Read your mail
- Read and write to your mail
- Send mail as you
- Read your mail
- Read and write access to your mail
- Send mail as you
- Read all users’ basic profiles
- Maintain access to data you have given it access to
- Read your mailbox settings
- Read your relevant people list

Accepting these permissions means that you allow this app to use your data as specified in their Terms of Service and Privacy Statement. The publisher has not provided links to their Terms for you to review. You can change these permissions at https://myapps.microsoft.com. Show details

You will need to do the same for “My Timetable and Calendar”

The other tiles should connect automatically.
**Tile guide**

The main banner tile will be used to advertise important events or announcements. The banner tile is the largest tile and is located at the top of the screen.

**SRUC Student News & Events.** This tile gives you access to various news stories that are relevant to your campus. It also will include news stories from SRUC’s Cultivate web site.

**My Mail:** This tile gives you access to a feature light version of your email account

**My Timetable & Calendar:** This tile gives you access to a combined view of your class timetable and your Outlook Calendar.

**My Library:** This tile gives you access to your Library status

**My Moodle Courses:** This tile gives you access to your registered courses on Moodle

**My Notes:** This tile links you to your Office 365 note taking tool, OneNote

**Student Handbook:** This tile provides access to the SRUC Student Handbook

**Education Manual:** This tile provides access to the Education Manual

**Moodle Dashboard:** This tile links directly to the Moodle Dashboard

**Student Support & Wellbeing:** This tile takes you to a student support portal where you can access student support material

**It Support:** Access to IT support information

Various other tiles will take you to external sources such as Twitter, Facebook and other websites