

Website: <http://intolearningcentre.co.uk>E-mail: manchester.lrc@intoglobal.com

Telephone: 0161 631 12 22

Follow
[@into_mcr/lrc](https://twitter.com/into_mcr/lrc)

Key Information: Learning Centre

The Learning Centre (library) has books, journals (magazines) and DVDs to help your studies as well as material to read for pleasure.

The Learning Centre also has computers where you can research your assignments and provides a range of specialised databases & electronic books to help your research. You need an OpenAthens password to use these online items – full details from the Learning Centre staff.

The Learning Centre also has printers/copiers and scanners.



Opening Hours

(term time from October 2018)

Monday:	8.45am - 6.30pm (18:30)
Tuesday:	8.45am - 6.30pm (18:30)
Wednesday:	8.45am - 6.30pm (18:30)
Thursday:	8.45am - 6.30pm (18:30)
Friday:	8.45am - 5pm (17:00)

September 2018

First steps in the Learning Centre (library) - once

1)



Log onto an INTO Manchester computer to check your IT account is working.

Username: into then your student number

Password: Into2018

Full instructions in the Learning Centre

3)



Check you know where to save your work! This is on OneDrive you can find your work wherever you are.

You also have a H drive for work just at INTO Manchester

Full instructions in the Learning Centre

you have your INTO Manchester student card

2)



Check your student email is working. Go to

www.portal.office.com

Username: into then your student number then **@man.my-into.com**

Password: same as your network password

Full instructions in the Learning Centre

4)



Register your INTO Manchester student card with a printer so you can print, scan and copy your work easily.

Full instructions in the Learning Centre

Borrowing Material



- You may “borrow” (take home) a total of 12 items. This includes 8 books as well as 4 DVDs
- Books are issued to you for **3 weeks**; DVDs are issued to you for **1 week**. The date they have to come back into the Learning Centre will be stamped on the book or DVD.
- **Remember: we charge “fines” if you owe more than £1 in total** (money goes to IntoGiving, an educational charity)

Rules

The Learning Centre has some simple rules to make things fair for all:

- **You MUST have your student ID card to borrow any items from the Learning Centre - no card, no books!**
- **Remember, other people are studying - talk quietly if you are doing group work; in the Silent Study Area, NO TALKING at all**
- **Computers and printing close down 5 minutes before the end of each day**
- **DO NOT take/make calls on your mobile phone**
- **NO eating/ drinking by the Learning Centre computers – it makes the keyboards dirty & stops them working**