



# Accessing *MyLO* off campus

## Step-by-step guide for students

For Blackboard Vista 4.x

**MyLO** allows you to access course materials, communicate with your lecturer and other students by logging in via the internet.

Using an appropriate computer and software, you can access **MyLO** anywhere you have access to the internet – at home, work, an internet café or a UNIaccess point ([www.utas.edu.au/uniaccess](http://www.utas.edu.au/uniaccess)).

This guide provides details of the computer requirements for accessing **MyLO**.

## Requirements

There are certain hardware and software requirements when accessing your course through **MyLO**.

### Computer (PC or Macintosh)

Your computer needs to be robust enough to run one of the latest web browsers, able to connect to the web and to download files in a reasonable amount of time.

See <http://uconnect.utas.edu.au> for the minimum hardware requirements needed to access **MyLO**.

### Access to the internet

You will need to be able to access the internet, either through a network or using a modem and phone line on your home computer.

### Java plug-in

You will need the Sun Microsystems J2SE Runtime Environment plug-in installed on your computer to access **MyLO**. Note: this may already be installed on your computer.



1. To check for the correct Java version – run the web browser check (see next section). This process will check that you have the correct version and then direct you to the Java download site if necessary.
2. If you need to install the Java plug-in, it is recommended that you uninstall any existing java versions before installing this java update. To check for older versions and to uninstall (on Windows) go to Start > Control Panel > Add/Remove Programs. It is critical that you only have one Java Version installed!
3. If you are using a modem connection from home (i.e. not broadband) then the Java download may take quite some time. Alternatively, you can borrow a CD with the Java installer from the Library Service Desk.
4. To install the Java plug-in (once obtained), run the installer program and follow the on-screen instructions in the installer software.

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5. If you are installing on a computer within a network (at home or at work) you may not have the correct permissions to install the software. If your computer notifies you of this please contact your local network / IT administrator for assistance.

### Web browser check

When you log in to **MyLO** for the first time, **MyLO** will perform a browser check to ensure that you are using a recommended web browser and settings. Follow the instructions from the browser check results to ensure you have the correct settings.

**Note:** The Blackboard website has more information about web browser settings and plug-ins. See: <http://www.webct.com/tuneup>

### Need more information?

For more information see:

- <http://uconnect.utas.edu.au>
- <http://www.webct.com/tuneup>

### References:

Designer and Instructor Reference: Application Pack 2 for Blackboard Learning System – Vista Enterprise License (Release 4) 2006 Blackboard Inc.

Vista 4.2 Online Help (Blackboard Inc.)

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