

Subject line: Move to the new uoZone - old uoZone will be shut down the week of July 15, 2013

Hello (student name),

The University of Ottawa is excited to launch a new student portal with an overhauled uoZone that is designed to enhance the student experience. [You can log in here.](#)

The old uoZone will be **permanently shut down during the week of July 15**. From that week on, students will only be able to log into the new uoZone.

This newly redesigned uoZone incorporates brand new features, such as an integrated course schedule, uOttawa card balance (flex and meal), easy syncing with your @uOttawa.ca Gmail inbox, and more.

You can also use it to sign into all the applications available on the old uoZone (Rabaska, Blackboard, InfoWeb, etc.) via the new *Applications* page.

The University wants to know what you think of the portal and how we can improve it. Your feedback will help improve our services to you, so please answer the new uoZone survey after you log in.

Not sure how to get around in the new uoZone? Refer to the following guide:

Where and how do I log in?

The login for the new uoZone is located on the right-hand side of the University's student page (www.uottawa.ca/students).

Your username and password are the same as they were in the old uoZone. If you have trouble logging in, please contact the Computing and Communications Service help desk (6555) or submit a request via their website (<http://www.ccs.uottawa.ca/cybersos/>).

The new uoZone homepage

Once you have logged into the new uoZone, you will notice the portal's biggest change: your daily *Course Schedule* now comes up automatically on the homepage.

The *Key applications* channel contains the tools you use most often during your studies, such as Blackboard Learn, Rabaska and more. Once you have logged into uoZone, you will automatically be logged into these applications, which should cut down on the number of usernames and passwords you need to remember.

For a full list of applications, such as *CO-OP navigator* and *My financial portfolio*, select *Applications* from the main menu.

The homepage also displays the balance left on your uOttawa card (flex and meal), an address book with important contact information, and your Faculty's uoCal widget to inform you about upcoming events.

Academic and courses page

This page contains your complete course schedule and allows you to view courses you have registered for in past sessions, the current session and upcoming sessions.

There is also a link to important academic dates so that you do not miss any deadlines, and a collection of academic forms and documents you may need over the course of your studies.

The library channel allows you to search the library's collections, reserve a study room, or borrow an iPad.

Finances and jobs

This page has links to all the important financial information and tools you need as a student, such as your statement of account, instructions for online payment of University fees, bank-to-bank transfer information for international students, tax forms and how to request a refund.

The page also contains important financial dates to help you keep track of all financial deadlines.

Finally, the page contains useful links to access financial aid and awards services that can help you finance your studies, as well as important financial aid and awards deadlines.

News and events

This page keeps you up-to-date about everything happening on campus. It includes articles about your fellow students, your faculty RSS news feed, and uoCal's daily events.

Applications

This page contains all the applications you may need as a uOttawa student, such as your Grade Report, CO-OP Navigator and many more. All the applications that existed in the previous version of uoZone are now located on this page.

You can create a favourites list to make it easier to go to the applications you use most often by selecting the "add to favourites" link underneath the application.

Your profile

In the top right-hand corner of uoZone, you will see your name. If you hover your mouse over your name, or touch the screen on a mobile device, you can toggle between languages, and review and change your personal information. This feature

allows you to reset your password and confirm your personal and emergency contact information.

Search

At all times, you can use the search tool located in the top right-hand corner of each page to find what you are looking for.

Feedback

To submit your feedback on what you like or dislike about the new portal, please fill out the uoZone survey on the portal's homepage. Your feedback is extremely useful; we will use it to guide future improvements to uoZone and to correct any issues.

Social media messages

The old uoZone is now closed. You can log into the new uoZone here:
www.uottawa.ca/students

Do you have questions about the new uoZone? Please see the email sent on July 3, call the CCS helpdesk (6555) or submit an assistance request on the [CCS website](#).