



THE MICO UNIVERSITY COLLEGE

GRADUATE SCHOOL OF EDUCATION

Activating the Aeorion Student Management System (SMS), the Mico Email Account and the e-Campus Learning Management System (LMS)

Upon receipt of The Mico University College Identification Number, students will need to activate three main platforms – the Mico Aeorion Student Management System, the Mico Student Email and the Mico e-Campus Learning Management System. The following are the instructions for doing so.

1. Activating Mico's Aeorion Student Management System

The Mico Aeorion is the platform that students use to undertake key administrative activities (e.g. registering, checking grades, viewing progress reports etc.). The following are the steps for activating your Mico Aeorion Account:

1. From a browser, type aeorion.themico.edu.jm
2. Select Account Activation
3. Complete the form
4. Click 'Activate' which is at the end of the form. You will be taken to your personal Mico Aeorion profile

To access the platform in the future, do the following.

1. From a browser, type aeorion.themico.edu.jm
2. Enter your student ID#
3. Enter the Password that was created during the Aeorion activation process
4. Click 'Log In'

2. Activating the Mico Email Account

The Mico assigns an email address to all students. It is a Gmail account. This assigned email address (that is displayed on your Aeorion account) will need to be activated. Activation ensures that students are able to receive official messages and enrol into courses on the e-Campus.

The following are the steps for activating the Mico Email account.

1. Copy the Mico assigned email address from Aeorion
2. From your personal email account, send a message to helpdesk@themico.edu.jm and request email activation. The message should include your **full name, ID#** and **the Mico assigned email address** copied from Aeorion. The subject of the email should be 'EMAIL ACTIVATION'
3. Check for a response from a member of the ICT team and note the temporary password
4. From a browser, go to <https://themico.edu.jm>
5. Locate the 'MyMico' heading
6. Select 'Mico email' under the 'Online Systems' option
7. Enter the Mico email and temporary password
8. Follow the on-screen instructions for changing the password. After the password has been changed, the activated email account will be displayed.

NOTE: If you forget your password in the future, send an email to helpdesk@themico.edu.jm and request that the password be reset. Be sure to include your full name, ID# and Mico email address.

3. Activating the e-Campus Learning Management System

The e-Campus is the University College's teaching/learning platform. To activate access:

1. Open a web browser and enter ecampus.themico.edu.jm/
2. Click Google to log in using the Mico email address and password
3. Enter the Mico email address and password. Note that only the Mico email address can be used to gain access to the e-Campus. If an error message is received, ensure that the Mico email address is added to a personal Gmail profile and try again. The page will refresh to the Dashboard.

Note that this is the platform that you will use to self-enrol into the courses. Instructions for self-enrolment are available in the Registration Guidelines.

Notes:

- a. For Aeorion related queries contact support@themico.edu.jm
- b. For email related queries contact helpdesk@themico.edu.jm
- c. For e-Campus related queries contact micoonline@themico.edu.jm
- d. For additional assistance contact gradschool@themico.edu.jm