

GroupWise WebAccess Quick Tips

GroupWise is the email platform we use at Michener. It has web based access that allows you to send, receive and check email anywhere in the world where an internet connection and web browser are available.

GroupWise WebAccess Address

<https://gwsec.michener.ca> (NOTE: you must type https as this is an encrypted site)

GroupWise WebAccess Logins


Username:

- **for new students as of May, 2004:** first name initial, last name, last 3 digits of your Michener student ID number
 - Example: Jane Student = jstudent123
- **for returning students:** first name initial, last name
 - Example: Jane Student = jstudent

Password (initially): Last 6 digits of your Michener student ID number

Changing Your GroupWise WebAccess Password

You should change your initial password in GroupWise for security reasons. Please follow the directions below:

- Log into GroupWise WebAccess
- In the top centre of the screen you will see an icon that looks like . Click on it and the following screen will open



- The first tab you will see is the Change Password area
- Type in your old password
- Move down to the next box and type in what you want your new password to be (passwords are case sensitive)
- Move down to the Confirm box and type in the new password again
- Click Save
- Done!!! From now on use the same username but use this new password when accessing GroupWise WebAccess

Email Support

For issues regarding GroupWise e-mail support:

Monday – Friday 8:00am – 5:00pm

Call the Help Desk at 416-596-3101ext 3369

Or, email: helpdesk@michener.ca

IMPORTANT!

When submitting an email or telephone support call, please ensure that you provide:

Your first and last name	Your username on GroupWise
The course(s) in which you are experiencing problems	Your student ID number
Details of the problem you are experiencing, including: <ul style="list-style-type: none">● Any error messages● Steps the support staff can take to re-create the problem	