This document makes reference to the ICT Self Help Portal located at https://www.nust.na/?q=ictservices. Its intended purpose is to serve as a guide to students on how to access ICT services on offer.

Student Credentials

A username and password is required to access most ICT services offered at NUST. Students will receive their credentials via SMS shortly after Registration. It is highly advised to change the password as soon as possible. You can change your password in person by visiting the Internet Café with your student card in the NUST Library, or by using the following options:

Telephone: +264 61 207 2608
Cell: WhatsApp only +264 81 247 5518
E-mail: ictsupport@nust.na

Student email

All students have a NUST email address for the duration of their studies. The email address is made up of your student number, followed by "@students.nust.na"
Example: 2001300500@students.nust.na

Accessing student email

Student email can be accessed using a web browser or an email application. To access your student email using a web browser, enter the following URL in your browser: https://outlook.office365.com

Your username is your student email address. Your password was sent via a SMS. Should you change your password as described above, the new password will be required to gain access.

To use an email application such as Microsoft Outlook, all you need to do is to enter your student email address as username followed by your password. The application will do the rest.

Microsoft Office 365

As a NUST student you enjoy access to Microsoft Office 365. The most common applications you will need are Microsoft Word, Excel, PowerPoint, Teams and OneDrive. To gain access to these applications, open your web browser and enter the following URL: https://www.office.com/

Sign in with your student email address followed by your password. You can now download and install these applications on your smartphone, tablet, laptop or computer.

Microsoft Teams

Used by lecturers to conduct online classes. Microsoft Teams can be accessed via https://www.office.com/ or by downloading the application from this website.

We recommend that you download and install the application on your smartphone, tablet, laptop or computer. Installing the application allows for more options compared to the online version.

To log on to Microsoft Teams, you will need your student email address followed by your password.

Microsoft OneDrive

Lecturers record classes on Microsoft Teams which can then be downloaded directly to Microsoft OneDrive. Log into OneDrive using your student email address followed by your password. The URL is: https://www.office.com/

Each student enjoys 50GB of storage space on Microsoft OneDrive. We recommend using OneDrive to store documents as it can be accessed from anywhere in the world as long as you are connected to the internet.

NUST Wi-Fi

NUST offers Wi-Fi connectivity to students on campus. Each student are allowed to connect one device to the NUST Wi-Fi network. Select "NUST-STUDENTS" from your available list of Wi-Fi connections. To connect to the NUST-STUDENTS Wi-Fi, enter your student email address as username followed by your password.

Student Kiosk

As a registered NUST student, you have already been acquainted with the Student Kiosk. Upon applying for studies at NUST, you have been provided with an admission letter which contains a reference number. This reference number is your student number. A pin was sent to the email address you provided when applying for studies.

Your student number and pin is required to access the Student Kiosk.

Printing

Students receive a printing allowance to utilise printers at NUST. You will be charged for printing once you have depleted your allowance.