

Single Sign-On

What is Single Sign-on?

Single Sign-on means you will no longer need to login separately to access Mūrau and Office 365. It means one username and one password will access both services and you will only need to login once.

Any time you click an Office 365 link or app in Mūrau, such as One Note or Teams, you will be able to access it without having to login again.

What is Office 365

Te Wānanga o Raukawa (TWR) gives all students access to Microsoft Office 365. Office 365 allows you to access web versions of the Microsoft suite of applications as well as the ability to download and install these apps to your laptop, phone and other devices. Some of the key apps that you can access are:

- Word
- OneNote
- Teams
- Powerpoint
- Excel

These apps are invaluable for your studies and some apps, like OneNote and Teams will be used, in conjunction with Mūrau, for your blended learning components of TWR studies. When connected to the internet, Office 365 applications will automatically save changes to documents. This means that there is no chance of you losing your work if something happens to your computer (power cut etc).

Office 365 also gives each student a 1TB cloud storage called OneDrive. This is a private space where you can save all your documents in the cloud. The cloud is internet-based which means you can access your files at any time from any place as long as you have internet access.

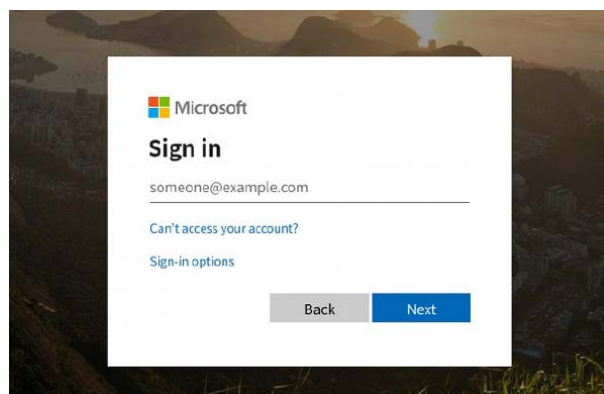
How will this work?

The steps for logging in are as follows:

Head to Mūrau at <https://mura.wananga.com> as you usually would. If you have the site saved or bookmarked, you can still use that.

Our system will then check if you are already logged in to Office 365 or not. If you are, you will be taken straight to your Mūrau dashboard without having to login.

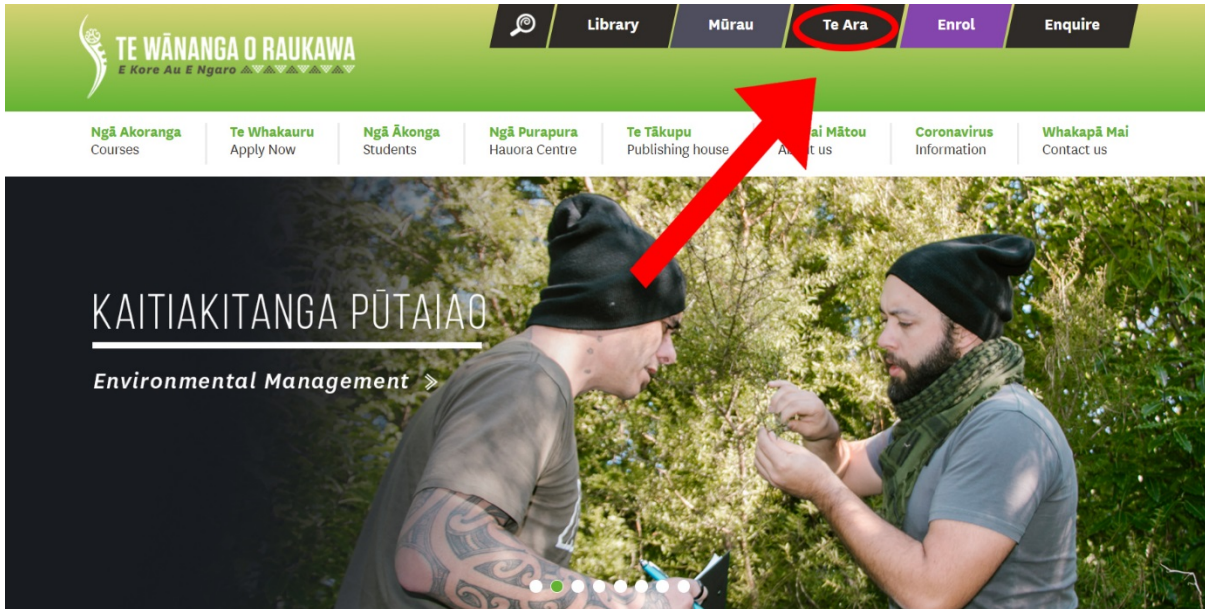
If you are not, our system will automatically redirect you to the Office.com site (see below)



Once here, you will be required to login using your Office 365 login details. If you do not already know these details, you can find them in the **Te Ara Portal**. The next section will step you through finding these details. If you already know them, skip ahead.

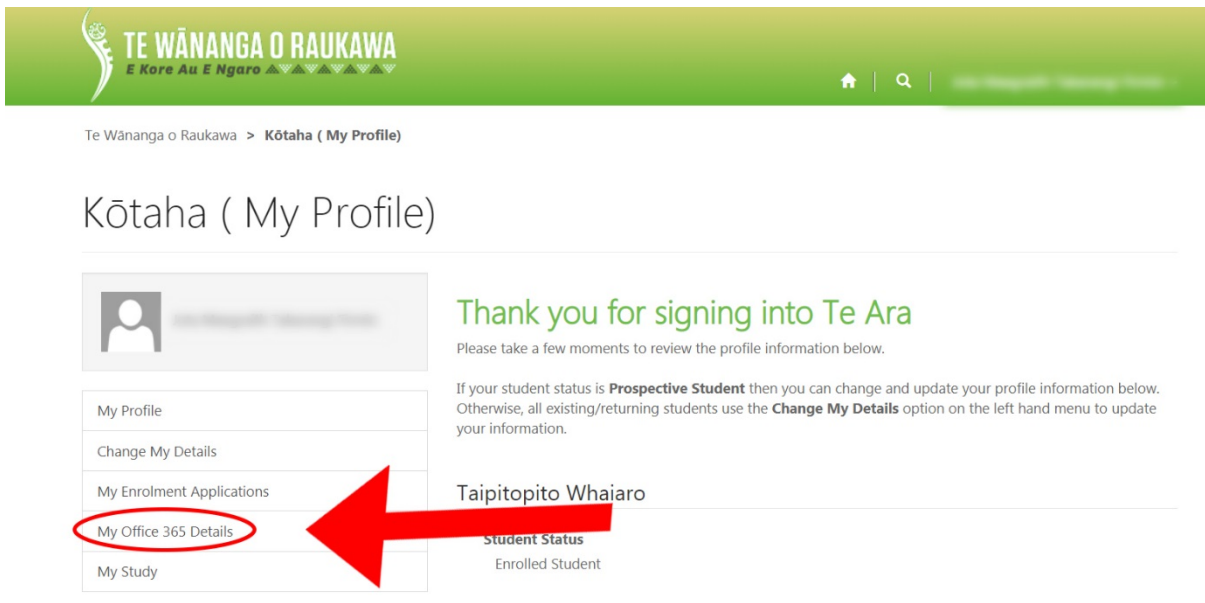
Finding your Office 365 login details

To find your Office 365 login details, go to wananga.com and click Te Ara (see below)



Login using the account you created when you enrolled.

Once logged in to Te Ara, click on **My Office 365 Details** (see below)



You will be presented with your Office 365 username and a temporary password. Use these details to login at office.com or when logging in to Mūrau.

Support

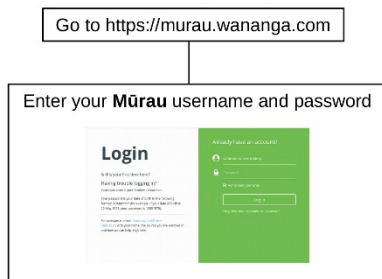
If you require assistance with your Office 365 account/login details or logging on to Te Ara, please contact tautoko@twor-otaki.ac.nz.

If you are having issues in Mūrau, please get in touch with our Mūrau Support team. Their email address is murausupport@twor-otaki.ac.nz.

Authentication Changes

The below image is a flowchart that illustrates the login changes described above.

Old Mūrau login process



New Mūrau login process

