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# **1. Overview of requirements**

To study with eCampus NZ (part of Te Pūkengā's Open Polytechnic business division), you need access to a desktop or laptop computer with internet (broadband).

You will need a computer to:

* Send and receive emails and download documents
* Access and contribute to discussion forums and page comments
* Watch, listen to (and for some courses, record) videos and sound files
* Carry out online research
* Submit your work to us in one of the following formats: .docx, .pptx, .rtf, .pdf, .zip.

For some courses you will also need to provide spreadsheets (.xlsx) or a collated OneNote file (.one). You may also need specialist software (for example MS Access, Adobe Photoshop) and a printer. See individual course descriptions for details.

If you are spending considerable time on the computer, please be aware of the importance of a safe and healthy working environment[. Click here to access Worksafe’s guidelines about safe computer use.](https://www.worksafe.govt.nz/topic-and-industry/work-related-health/musculoskeletal-disorders/ergonomics/)

# **2. Devices**

You will need access to a desktop or laptop computer or a modern PC. For optimum experience, we recommend you have access to a Windows desktop/laptop/modern PC.

Some course content can only be provided on a Windows machine. If you are a Mac user, check with your course facilitator or the Sales and Enrolments team to ensure there are no constraints for Mac users on your chosen courses.

You can access the portal on most modern devices. However**, you should not attempt to study using only a mobile phone or Android/Apple tablet.** The portal is designed to be accessed from desktop/laptop computers or modern PCs (such as Windows tablets e.g. Microsoft Surface), and you will not be able to access all of the resources or upload files, such as assessments. You may be able to access the portal and course materials on non-Windows modern PCs, but you will not benefit from the optimum experience.

Specific resources or software may be required for some courses. You may not be able to access these on mobile phones or tablets.

eCampus NZ (part of Te Pūkengā's Open Polytechnic business division) requires computers with a minimum of Windows 7 or MacOSx 10.9, and we recommend Windows 8.1 or above and MacOS 10.10 or above.

We recommend a CPU processor of 1GHz or more and a screen with a resolution of 1024x768 pixels.

Please be aware that some of the learning resources within our computing and business administration courses have been specifically designed for a Windows environment. If you are a Mac user, please advise your course facilitator. They will show you how to access alternative resources to ensure that you are not disadvantaged.

# **3.Browsers**

The preferred browsers for the eCampus platform are Chrome and Safari. However, eCampus NZ will run on most modern browsers. We do recommend that you upgrade to the latest version available for your operating system.

[Check for latest versions here](https://updatemybrowser.org/).

Not sure which browser you are using? Go to [Support Details](https://supportdetails.com/) to get a summary of your current browser and other aspects of your computer system.

eCampus NZ (part of Te Pūkengā's Open Polytechnic business division) uses pop-up windows for several functions including assessment uploads. You will need to 'enable all pop-ups' within your web browser settings or add portal.tanzecampus.com as an exception in your list of pop-up enabled websites.

Most browsers give you a warning that a pop-up has been blocked and allow you to choose to enable pop-ups straight away. Look for an alert at the top or bottom of your browser window when you click a link. If you don’t see a message in your browser, [this wikiHow resource](https://www.wikihow.com/Allow-Pop%E2%80%93ups) will teach you how to allow pop-up tabs and notifications.

Because browsers are updated frequently, please view your browser’s help pages for the most up-to-date information on how to enable pop-ups.

# **4.Software and online services**

Campus NZ uses Microsoft software. Your enrolment with our partner institutes to study on eCampus NZ allows you to access Microsoft’s Office 365 service which enables you to use a set of online software services (Outlook, OneDrive for Business and web apps for MS Word, Excel, PowerPoint etc). You can access Office 365 from the eCampus NZ portal.