**INFORMATION SECURITY**

By activating or receiving your user account of the university, you have bound yourself to observe the rules of IT service use.

On the information security sides you can study, among others, the student’s information security guides in addition to the use rules.

Rules of IT Service use:  Information security sides:

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**HELPDESK**

You can turn to the IT Helpdesk in all the matters which are related to the IT services of the university.

Contact
- Email: helpdesk@oulu.fi
- Phone: 029 448 3080
- Chat: the icon is seen on the WWW pages of IT Services when CHAT service is available

... or visit us
- IT Helpdesk is located on the corner of Kauppakatu and Väylä on the second floor (later in library on the first floor), usually open at 9 – 15
- You can check the exceptions of the office hours and other possible changes from in web

Helpdesks: Exceptions: Contact:  

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In the acute problem situations of external services primarily contact a service provider or search for information on their WWW pages.

The external services are, among others, print service, O365 and G Suite.

In all the matters which are related to the print service you are helped by the service engineer of Canon who is working in the premises of the university, email: canon@oulu.fi.

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**IT SERVICES**

Quick guide for a new student / Autumn 2018 (version 070818)

You will find more guidelines as well as news of IT Administration Services on the web site: www.oulu.fi/ict

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**USER ACCOUNT**

The user account is your key to use the systems, the workstations and the print service of the university. As a new student, you already have activated your user account, in other words set a password for it, haven’t you?

Activation:  Account:  Password and changing of it:

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**OFFICE 365 EDUCATION (O365)**

After activated your user account, you may activate the Office 365 Education services (O365), which contain student’s email service, Office applications, OneDrive and free Office 365 ProPlus applications for your own devices.

Activation:  Login address:  Office 365 ProPlus:

Login name after activation is the same as your user account

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**G SUITE FOR EDUCATION**

When you have an active user account, you may activate the G Suite for Education service into your use if it in your studies is needed.

Activation:  Login address:
www.oulu.fi/ict/gafe  edu.oulu.fi

Login name after the activation is the same as your user account

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The user account entitles you to use the **print services** on the workstations of the university. If you are a O365 user, you can print through your e-mail from anywhere.

Your login name for printing devices and for the webstore is: **account@student**

Scandinavian letters nor special characters are not allowed in the password.

- You have to log in the device every time when releasing prints, scanning or copying.
- Register a rfid identifier (card or sticker) into your use; it is easier to log in just showing your rfid on card reader

**How to register the rfid in the print service:**

1. Swipe your card or sticker which contains a rfid identifier in front of the reader of Canon device and then follow instructions shown in panel.
   - The card reader is marked with a light blue sticker.

2. Type your University’s user account in form **account@student**

3. Type your password.

4. Touch **Login**.

Always log out by touching **Logout**.

   - Your card has now been linked with your user account.
   - In the future, you can be easily logged in the printing device by showing a reader the registered card or sticker.
   - You can always log in by typing your login name and password using the touch screen of the device. Use this way for example when the card is not with you.
   - If you redo the registration with an other rfid identifier, the previous registration will not remain in force.

**Printing guidelines:**
[www.oulu.fi/ict/printguide](http://www.oulu.fi/ict/printguide)

**Mobile printing:**
[www.oulu.fi/ict/printguide#mobile](http://www.oulu.fi/ict/printguide#mobile)

**Printing quota:**
[www.oulu.fi/ict/quota](http://www.oulu.fi/ict/quota)

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**FACILITIES, DEVICES, WI-FI**

There are plenty of **workstations** maintained by IT Services for self-studying use on both campuses. They are in your use according to the office hours of the premises. In addition to the self-studying computers, also workstations in computer classrooms are at your disposal when the classroom is not reserved for teaching use. From laptop Vendor on Linnanmaa campus you can borrow a laptop for some hours.

You can utilise the wi-fi connections of the university using your own devices. Secured eduroam and public panOULU are in your use.

**Self-study workstations:**
[www.oulu.fi/ict/workstations](http://www.oulu.fi/ict/workstations)

**Laptop Vendor:**
[www.oulu.fi/vendor](http://www.oulu.fi/vendor)

**Computer classrooms:**
[www.oulu.fi/ict/classrooms](http://www.oulu.fi/ict/classrooms)

**Wi-fi:**
[www.oulu.fi/ict/wlan](http://www.oulu.fi/ict/wlan)

Log in the workstations using your account and choose the domain "Student"

**SHORTCUTS**

The links of the most significant instructions and information systems have been collected to one page.

**Systems and links:**
[www.oulu.fi/ict/links](http://www.oulu.fi/ict/links)

**SOFTWARE FOR PRIVAT USE**

The licences of some software got by the university allow the installation also to the home use. Some of software are chargeable for students, others are free. They can be loaded from software distribution maintained by IT Services or from the certain webstore. Always read the guidelines by the software in question.

**Software for privat use:**
[www.oulu.fi/ict/software](http://www.oulu.fi/ict/software)

**Distribution:**
[https://www.oulu.fi/jakelu](http://www.oulu.fi/jakelu)

**Webstores:**
[www.oulu.fi/ict/store](http://www.oulu.fi/ict/store)

Log in software distribution using your user account of the university

Log in webstores with your user account, when buying quota use it in form account@student