

## Activation guide

By following this guide, you can activate an external service into your use using a particular form in the IDM system. Because this guide deals with the activating of several separate services, it is easier to read by following the service-specific colour coding.

The external services which with these actions can be activated are listed here as well as the links to the corresponding information pages:

- ▶ **G Suite for Education (GAFE):** <http://www.oulu.fi/ict/gafe>
- ▶ **Office 365 (O365) for Employees:** <https://notio.oulu.fi/en/guides/Pages/O365-palvelu.aspx>
- ▶ **Office 365 (O365) for students:** <http://www.oulu.fi/ict/office365>

Only those forms are visible for you which according to your role in the university have been defined.

**When activating the service, you accept the use conditions of both the university and the service provider in question.** The licence to use the service is connected to your username of the University.

### 1. Log in the IDM portal and open the activation form

- First snap the link of the activation form of the service wanted by you:
  - ▶ **G Suite for Education:** <http://u.oulu.fi/gsuite>
  - ▶ **Office 365 for Employees:** <http://u.oulu.fi/o365emp>
  - ▶ **Office 365 for students:** <http://u.oulu.fi/o365>
- The login phase can be automatically passed in case you have already logged in the UNIV or STUDENT domain and the settings of the browser allow the single sign-on. In that case the activation form in IDM is already visible for you and you may jump to the section [2. Accepting the terms and conditions of the service](#).
- If the form did not open yet, log in the IDM portal using University's user account and password, and click **Next**:



## 2. Accepting the terms and conditions of the service

**2 a)** Become acquainted with the **University's terms of use** related to the service you chose. The opening of the link below requires login (use your user account and password). The service specific terms are:

- ▶ **G Suite for Education:**  
[https://www.oulu.fi/jakelu/kayttoehdot/Terms\\_of\\_Cloud\\_Service.pdf](https://www.oulu.fi/jakelu/kayttoehdot/Terms_of_Cloud_Service.pdf)
- ▶ **Office 365 for Employees:**  
[https://www.oulu.fi/jakelu/kayttoehdot/Terms\\_of\\_Cloud\\_Service.pdf](https://www.oulu.fi/jakelu/kayttoehdot/Terms_of_Cloud_Service.pdf)
- ▶ **Office 365 for students:** [https://www.oulu.fi/jakelu/kayttoehdot/terms\\_of\\_use\\_O365.pdf](https://www.oulu.fi/jakelu/kayttoehdot/terms_of_use_O365.pdf)

**2 b)** Become acquainted with the **use conditions appointed by the service provider:**

- ▶ **G Suite for Education**  
By activating the service, you accept these terms of Google:
  - G Suite for Education:  
[http://www.google.com/apps/intl/en/terms/education\\_terms\\_ie.html](http://www.google.com/apps/intl/en/terms/education_terms_ie.html)
  - G Suite Data Processing Amendment:  
[https://www.google.com/intx/fi/work/apps/terms/dpa\\_terms.html](https://www.google.com/intx/fi/work/apps/terms/dpa_terms.html)
  - Standard Contractual Clauses:  
[https://www.google.com/intx/fi/work/apps/terms/mcc\\_terms.html](https://www.google.com/intx/fi/work/apps/terms/mcc_terms.html)
- ▶ **Office 365 for Employees**  
By activating the service, you accept these terms of Microsoft:
  - Legal information of Microsoft Online Services:  
<http://www.microsoft.com/online/legal/v2/?docid=13&langid=en-en>
- ▶ **Office 365 for Students**  
By activating the service, you accept these terms of Microsoft:
  - Legal information of Microsoft Online Services:  
<http://www.microsoft.com/online/legal/v2/?docid=13&langid=en-en>

**2 c)** If you accept all the service specific terms, tick the box.

**2 d)** Complete the process by clicking **OK**.

**Make a Process Request**

Step 3 of 3: Confirm and complete process request.  
\* - indicates required.

**Process:** G Suite for Education (GAFE)  
**Recipient:** Saima K. Kaima  
**Process Request Category:** Accounts  
**Description:** G Suite for Education (GAFE)

Form Detail

**G Suite -Hyväksyntä / G Suite Approval**  
Valitse OK hyväksyäksesi ehdot / Check ok to approve terms of use.

Olen lukenut ja hyväksyn G Suite -käyttöehdot / I have read the terms of use and accept them.:  **2c**

Käyttöehdot / Terms of use **2a**

**2d** OK Cancel

(Section 2: G Suite activation as an example.)

**3. There is important information for you in the summary window depending on your service:****▶ G Suite for Education:**

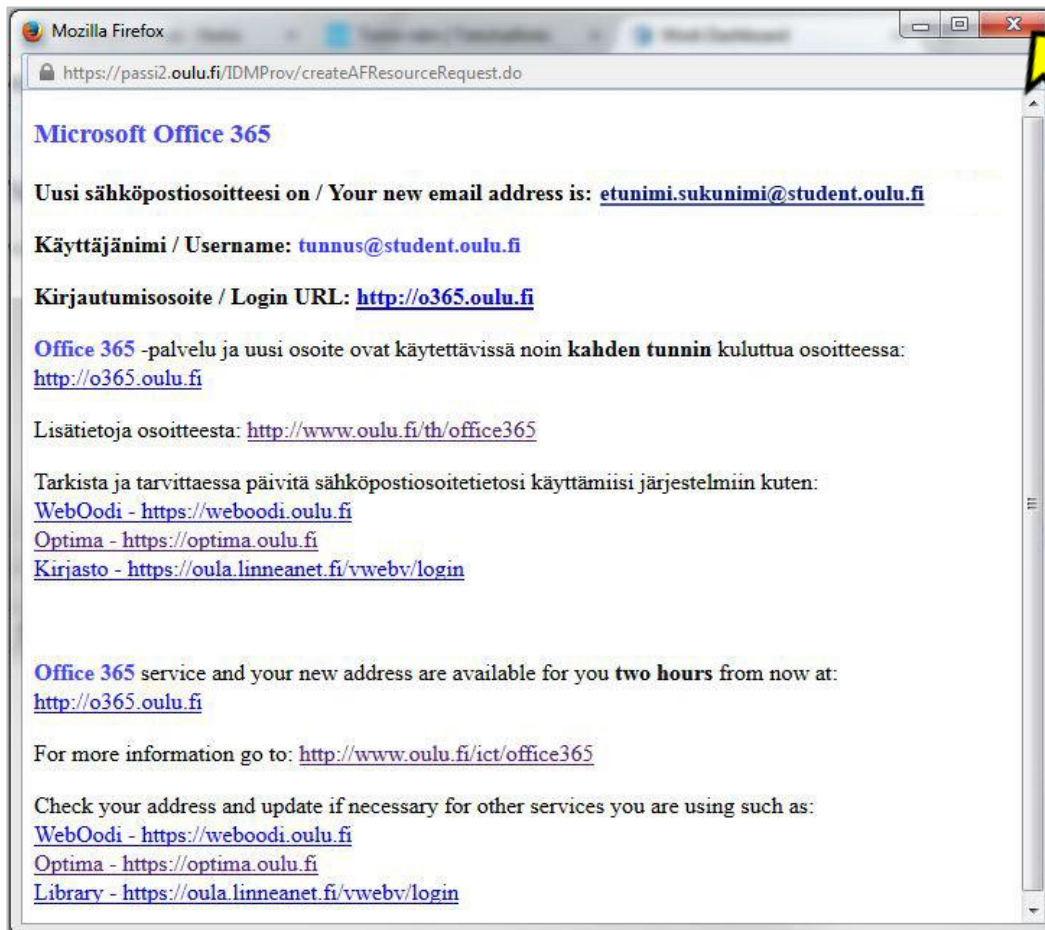
- The service is available for you within two hours. Palvelu on käytössäsi kahden tunnin kuluessa.
  - **The web address of the service:** <http://edu.oulu.fi>. Please write it down; you will need it to login into the G Suite.
- More information about the service: <http://www.oulu.fi/ict/gafe>

**▶ Office 365 for Employees:**

- The service is available for you within two hours.
- Your username for the O365 service is shown. It is in form **account@univ.yo.oulu.fi**. Please write it down; you will need it to login into the O365.
- **The web address of the service for the staff:** <http://office365.oulu.fi/>. Please write it down; you will need it to login into the O365.
- More information about the service in Notio: <https://notio.oulu.fi/en/guides/Pages/O365-palvelu.aspx>

**▶ Office 365 for students:**

- The service is available for you within two hours.
- **Your email address** is shown. It is in form **firstname.lastname@student.oulu.fi**. Please write it down and update your contact information in other systems.
- **Your username** for the O365 service is shown. It is in form **account@student.oulu.fi**. Please write it down; you will need it to login into the O365.
- **The web address of the service for students:** <http://o365.oulu.fi/>. Please write it down; you will need it to login into the O365.
- More information about the service: <http://www.oulu.fi/ict/office365>



After you have written the information which you need down, you can close the summary window by clicking the cross at the top corner

(Section 3: Student's O365 activation as an example.)

#### 4. Finish the activation process

After activating process, you will get a notice:

Submission was successful. Your request has been submitted.  
To track the status of requests, view the Request Status list on  
the Work Dashboard.

- However, remember that the service will be at the earliest after two (2) hours at your disposal.

Log out and close IDM portal by clicking **Logout**:

NOTE: The logout phase is not necessary in case of the single sign-on.



You can do the activation of the same service also again, if necessary. This does not cause any harm, and it can even be justified for example in the following situations:

- You are not able to log in to the service in two hours from the activation. Try activation with another WWW browser.
- You are not sure if you already have activated the service into your use.
- You do not remember the login name or the web address of the service.

#### Contact information

If any problems arise in activation process, please contact IT Administration Services:

- IT Helpdesk: [helpdesk@oulu.fi](mailto:helpdesk@oulu.fi), tel. 0294 483 080.
- Service Desk: [servicedesk@oulu.fi](mailto:servicedesk@oulu.fi), tel. 0294 483 124.

In problems which apply to the use of the service, please try to find the solution primarily on the service provider's support pages.