
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:

www.oulu.fi/ict/rules



Information security sides:

www.oulu.fi/ict/informationsecurity



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 at Linnanmaa campus on the corner of Kauppakatu and Väylä on the second floor, usually open at 9 – 15
- You can check the exceptions of the office hours and other possible changes from in web

IT Helpdesk:

www.oulu.fi/ict/helpdesk



Service contacts:

www.oulu.fi/ict/contact



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

IT SERVICES

Quick guide for a new student / Autumn 2019 (version 270619)

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



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:

www.oulu.fi/ict/activation



Account:

www.oulu.fi/ict/account



Password and changing of it:

www.oulu.fi/ict/password



OFFICE 365 EDUCATION (O365)

After activated your user account, all the **Office 365 Education** services (O365) are in your use. O365 contains student's email service, Office applications, OneDrive and free Office 365 ProPlus applications for your own devices.

Information:

www.oulu.fi/ict/office365



Login address:

o365.oulu.fi



Office 365 ProPlus:

www.oulu.fi/ict/proplus



Login name for O365: account@student.oulu.fi

E-mail address: account@student.oulu.fi and firstname.lastname@student.oulu.fi

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:

www.oulu.fi/ict/gafe



Login address:

edu.oulu.fi



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

PRINT SERVICE

The user account entitles you to use the **print services** on the workstations of the university. It is also possible to print from any device from anywhere by sending a file from your O365 email to address mprints@oulu.fi.

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.

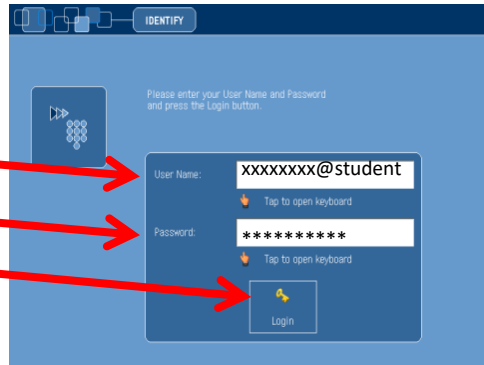


2. Type your University's user account in form **account@student**

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



Mobile printing:

www.oulu.fi/ict/printguide#mobile



Printing quota:

www.oulu.fi/ict/quota



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. From Laptop Vendors you can borrow a laptop for some hours. In addition to the self-studying computers, also workstations in computer classrooms are at your disposal when the classroom is not reserved for teaching.

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



Laptop Vendors:

www.oulu.fi/vendor



Computer classrooms:

www.oulu.fi/ict/classrooms



Wi-fi:

www.oulu.fi/ict/wlan



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

Login name for eduroam:
account@student.oulu.fi

SHORTCUTS

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

Systems and links:

www.oulu.fi/ict/



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



Distribution:

<https://www.oulu.fi/jakelu>



Log in the software distribution using your user account of the university

Webstores:

www.oulu.fi/ict/store



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