

IT Services for Students and Information Security at Aalto University

IT Services for Students

- ▶ Aalto Inside, Into
- ▶ User account and password
- ▶ E-mail
- ▶ Oodi
- ▶ MyCourses
- ▶ Computer classrooms (Windows 7/Mac/Linux)
- ▶ Home directory Z : 40 GB
- ▶ Print service provided by Unigrafia
- ▶ Campus wifi
- ▶ Home use licenses for certain pieces of software
- ▶ Office 365
- ▶ Student Wiki, Blog Service
- ▶ IT Service Desk

Aalto Inside and Into

- Communication channels for the whole Aalto University
 - <https://inside.aalto.fi>, mainly for staff, but all ICT info
 - <https://into.aalto.fi>, all studying information
- All the information on this presentation and a lot more!
- The most of IT instructions you'll find in <https://it.aalto.fi>

User Account and password

- One Aalto password for all your needs (email, workstations, wifi, ...)
- Password policy
 - Minimum 10 characters
 - password maximum lifetime 6 months
 - password minimum lifetime 24 hours
 - Complexity: must have 3 of ABC, abc, 012, !"#%&'()*
 - Äöå should not be used and math marks do not work in all servers
 - You can use the same password only once!

Password Security

- Never tell anyone your password
 - IT Services personnel will never want or need your password
 - Your account is personal, not for sharing
- Try to remember
- If you have to write it down, hide it and keep it away from your username
- Phishing
 - If you get an email from anywhere asking for your password, do not reply
 - Instructions on reporting phishing attempts in Inside
- If you forget: password.aalto.fi (with banking credentials, mobile certificate or HST card) or come to IT Service Desk with your ID. Must be done in person.
- Change all your passwords regularly and also when you suspect it's no longer secret (must be changed every 6 months)
- More information about good passwords in Inside.

Account Security

- Do not use the same password in other services!
- Email inherently suspicious: do not trust the Sender field or attachments
- Check your URL when entering passwords
- Always log out from your workstation when stepping out
 - Or lock if you are returning soon
- Take care of the security of your own PC as well
- USB memory sticks
 - Easy to lose or break
 - Viruses

Account Security (cont'd)

- Respect other users' privacy
 - Other people's email, files, passwords, sessions
 - Personal data (e.g. email addresses, student numbers) not to be distributed
 - Confidential research/business data
- You are responsible for the activity on your account
- Commercial, political, sectarian activity forbidden per Usage Policy
 - Exception: student union activity
- We back-up most of the data, but you have the ultimate responsibility
- Second, private email address convenient
 - You will lose your university address upon leaving/graduation
 - Secondary email address easier to throw away
- Use common sense
- More policies and instructions:
http://www.aalto.fi/en/services/it/policies_and_guidelines/

Email

- Usually firstname.lastname@aalto.fi (sometimes middle initial)
- Microsoft Exchange – based email with 3 GB of space
 - <https://mail.aalto.fi> with any browser anywhere
 - You can use Microsoft Outlook, Mozilla Thunderbird, iPhone, Android, etc. (IMAP)
 - Instructions to configure at Aalto Inside
 - Official IT reminders (password expiring etc.) to Aalto address, forwarding possible for students
- Uses same password as other services
- Spam filtering, Junk e-mail folder
- Will be erased after you leave Aalto University
- Note: Learning Services and academic staff use only your aalto-email.

Oodi

- a tool for registration
- all courses and basic information concerning the courses
- registration for courses and exams is done through Oodi
- changing your contact details
- Your own studies
- Electronical student records
- [Oodi.aalto.fi](https://oodi.aalto.fi)

MyCourses

- a tool for studying
- virtual learning environment
- course home pages, your own timetable, materials, announcements, assignment submissions, course discussions, group work etc.
- [Mycourses.aalto.fi](https://mycourses.aalto.fi)

MyCourses - mycourses.aalto.fi



Log in with
Aalto login!!

Main features

Registration for the courses happens in WebOodi. The access rights to MyCourses workspaces are based on WebOodi information.
On your personal start page, you can read news and deadlines of all the courses

Instructions

- [Instructions for Teachers](#)
- [Default and Example Workspaces](#)
- [Quick Start and Troubleshooting for Teachers](#)

Your own homepage

Dashboard

Site home

Dashboard

Customise this page

COURSES

Term (Course start date) 2016 Autumn / syksy (1.9.-)

Teacher All

▼ CHEM-A1000 - Korkeakouluopiskelijan ABC, 05.09.2016-17.05.2017

You have assignments that need attention

Assignment: Ajankäytön harjoituksen palautustaatikko
Due date: Tuesday, 28 February 2017, 11:55 PM
Submissions not graded: 2

Assignment: Omat tavoitteet / Egna målsättningar
Due date: Sunday, 2 October 2016, 6:00 PM
Submissions not graded: 123

Assignment: 17.5. V periodin palauttelaisuuden rästitehtävä
Due date: Monday, 5 June 2017, 11:55 PM
Submissions not graded: 1

Assignment: Akateemisen ohjauksen rästitehtävä
Due date: Monday, 5 June 2017, 11:55 PM
Submissions not graded: 5

Assignment: IV periodin palauttelaisuus
Due date: Friday, 28 April 2017, 11:55 PM
Submissions not graded: 45

MESSAGES

No messages

UPCOMING EVENTS

The substitute task for the tutor trainings (Quiz closes)
JOIN-A0002 - Conducting Small Group Activities for International Students V,
01.04.2017-31.07.2018
Today, 23:59

International tutor extra session substitute tasks (Quiz closes)
JOIN-A0002 - Conducting Small Group Activities for International Students V,
01.04.2017-31.07.2018
Today, 23:59

L01 Lecture, A305 Ke1, Kemian tekniikka, Kemistintie 1
CHEM-A1000 - Korkeakouluopiskelijan ABC,
04.09.2017-16.05.2018, L01 (Oodi)

1) List of the courses you are member of

- when you register the course in Oodi, you will be automatically added as a member of that course. You can sort your courses according to spring/autumn terms.

2) Search tool

- search course sites by course code or part of the course code, course name, part of the course name

3) User menu

- link to your profile
- editing the profile
- logging out

4) Your calendar and upcoming events

Course sites

= workspaces that teachers can use to send out announcements, share materials, receive student submissions, grade and give feedback.

The screenshot shows a course site interface. On the left, a navigation menu includes 'Materials', 'Assignments', and 'For Aalto users'. A large '1' is placed next to 'Materials'. The main content area is titled 'CHEM-E0100 - Academic Learning Community, 04.09.2017-14.05.2018'. Below the title, there's a 'Course home page' section with a grid of activity cards. The cards are organized into columns for 'Orientation week', 'Period I', 'II period', 'III period', 'IV period', and 'V period'. Each card contains details about an activity, such as 'Laboratory Safety Exam' or 'Academic Advising personal meetings'. At the bottom of the grid, there are three buttons: 'For everyone', 'For students outside of Aalto CHEM', and 'Deadlines'. To the right of the grid, there are three sections: 'COMPLETION PROGRESS', 'LATEST ANNOUNCEMENTS', and 'UPCOMING EVENTS'. The 'UPCOMING EVENTS' section lists several lectures with dates and times. A large '2' is overlaid on the bottom right of the screenshot.

1. Course home page, Materials, Assignments, Results,

Different activities can be for example assignment, *quiz*, discussion forum or *feedback*

2. A calendar for the course events

- based on Oodi events (lectures etc.).

Computer classrooms

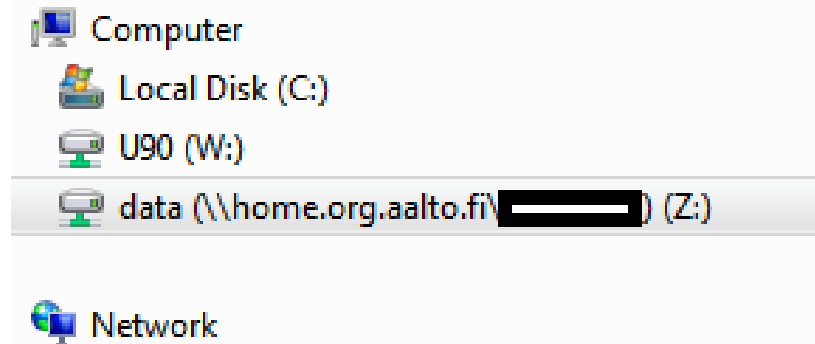
- Almost in all buildings in Otaniemi
 - Maarintalo, open 24/7 (excl. Midsummer and Christmas)
 - A lot of workstations (Win/Linux),
 - Student card required !
- Windows 7, Linux and Mac classrooms
- **Your account works also at Töölö**
- Different applications depending on the classroom, more info at Aalto Inside <https://inside.aalto.fi/display/ITServices/Basic+software>
- All workstations have basic software (Windows: MS Office, Firefox, etc.)
- Scanners in Maari lobby, Kandi building hub and Kandi building 3rd floor printing point
- Some departmental classrooms: CHEM: Chemistry building

Home directory

- Home directory automatically visible as Z: drive when you log on to a Windows workstation in a classroom
 - Also visible in Aalto Mac and Linux workstations
- Directory quota 40 GB
- Accessible also via SFTP on our Linux servers (kosh.org.aalto.fi and lyta.aalto.fi)

Saving your own files

- <https://inside.aalto.fi/display/ITPK/Tallennus+ja+varmistus> more information in Inside or ask IT Service Desk
- Aalto homedirectory 40 GB for your own files in network drive :Z



- Remember!your files from network drive will be erased when you graduate.
- Use also a memory stick or USB- hard disk to backup all your important files. Computer can crash, network does not always work, etc. All very important files should be saved to 3 places.

Print service provided by Unigrafia

- ▶ Classroom BW printers
- ▶ Currently no print quota, but it may be turned on
- ▶ Instructions:
<https://inside.aalto.fi/display/PublishingServices/SecurePrint+and+PrintingPoints>
- ▶ Professional print jobs etc. provided by Unigrafia, costs money, prices available at Unigrafia's site
- ▶ Out of toner / printer jammed?
 - Ask help from janitors
 - Send email to servicedesk@aalto.fi
 - Visit the service desk at the campus

Campus Wifi

- 3 networks: **Aalto Open, Aalto and Eduroam**
- **Aalto Open:** Unsecured network!
 - No authentication, just connect and browse, but traffic is not encrypted!
 - NAT in use beginning January 2014
- **Aalto network**
 - Safe and encrypted
- **Eduroam:** pan-european network of wifi networks, secure
 - You can use any eduroam network in Europe, in Finland eg. Helsinki University
 - Traffic encrypted
 - Needs configuration and Thawte root certificate, check Aalto Inside for instructions
 - <https://inside.aalto.fi/display/ITServices/Eduroam>
- Most services allowed, SMTP blocked
- Terms of Use for wireless network
- Printing not possible
- Lots of Access Points at the campus, notify IT if there is lack of coverage

Home use licenses

- ▶ Download.aalto.fi
 - Antivirus software, SSH Tectia Client, Matlab, Comsol, SPSS, etc...
 - May only be used while studying at Aalto!
 - Accessible from home as well

- ▶ Microsoft products for Aalto students
 - Check Aalto Inside for information
 - Free Office 365 with Student Advantage search ' **Free of Charge** ' (Inside.aalto.fi)
 - OnTheHub may have discounted Microsoft software, (Microsoft's service)
 - Some problems have noticed, if OTH doesn't work, send an email: servicedesk@aalto.fi

O365

- ▶ “Good old office” (Word, Excel, PowerPoint, etc.) with secure cloud services (One Drive)
- ▶ Also for your own device at home!
- ▶ Works with your aalto account
- ▶ File sharing and teamwork
- ▶ <https://it.aalto.fi/instructions/microsoft-office-365-services>

Wiki, Blog Service

Wiki.aalto.fi

- Create your own workspaces for collaboration, sharing information, etc.
- Control who gets to edit, read, administrate

Blogs.aalto.fi

- students Start writing your own blog
- Follow other blogs and comment

IT Service Desk

- **First point of contact for all issues**
- Possible problems elevated to proper address by IT Service Desk
- +358 50 513 2000 and email servicedesk@aalto.fi
 - Phone service available Mon – Thu 8:00 – 17 and Fri 8:00 - 15:45
- Main IT Service Des (Kandi):
 - Otaniemi Kandi-building, 1st floor room U133a Mo-Fr: 8.00-15.45 (closed Fri 13-15)
- TUAS service Desk
 - TUAS, Maarintie 8, room 1163
- **Aalto Inside and Into – check for news, exceptions, maintenance breaks, etc.**
- <https://it.aalto.fi/contact>