

### **General**

Students' TUNI accounts are created and maintained based on their personal data that is stored in the student records. Your TUNI email and password will allow you to access, for example, the following services:

- computer labs
- email
- printing and copying
- wireless network for personal laptops
- Sist.
- TUNI Moodle
- intranet

You must change your password every 210 days! Change your password at id.tuni.fi.

### **Information security**

Start using strong multifactor authentication as soon as you have activated your TUNI account.
See also the quick guide to information security.

# **IT Helpdesk**

All questions about passwords, user permissions, error messages etc.

Chat/Chatbot it-helpdesk@tuni.fi +358 294 520 500 Mon - Fri 8.00 - 17.00

(outside term on weekdays 8.00 - 15.00)

For more information, please see the <u>IT services handbook</u>.

# IT services in the academic year 2023-2024

#### Email

#### outlook.com/tuni.fi

You can access webmail on all mobile devices. Log on with your TUNI email address.

Email addresses are in the format: firstname.lastname@tuni.fi firstname.x.lastname@tuni.fi

### **Printing**

Multifunction devices serve as printers, copiers and scanners on our campuses. You can also print out documents from your personal phone, tablet or laptop. Read more about **printing and copying**.

### File storage

**OneDrive for Business** is a personal cloud repository that allows you to access your files anytime and anyplace.

### **Software on your laptop**

You can <u>install software on your</u> <u>personal computer</u> or use them via <u>TUNI Virtual Desktop service</u>.

### **Wireless networks**

Log on to the secure wireless Eduroam network with your TUNI email address (firstname.lastname@tuni.fi).

Download the <u>Eduroam installer</u> on the Internet. Read more about <u>wireless</u> <u>networks</u>.

### **TUNI Moodle**

#### tuni.fi/moodle

TUNI Moodle is used as a virtual learning environment on many of our courses. Teachers are responsible for managing their courses on Moodle and will help students with any questions.

### **TUNI Groups**

#### **TUNI Groups**

**Groups** service allows you to set up a shared workspace. The service facilitates collaboration and communication between students and staff.

### **TUNI EXAM**

#### tuni.fi/exam-en

TUNI EXAM is an electronic examination service that allows you to book an electronic exam under supervised conditions at a time that is convenient to you. Facilities for taking electronic exams are located on all our campuses in Tampere as well as in Pori and Seinäjoki. More instructions on the TUNI Exam page.

#### Intranet

#### intra.tuni.fi/en

The intranet is the primary channel of internal communication. The intranet is your gateway to the latest news and events, study guidance, staff members' contact information as well as the information about electronic services.

Your intranet start page is customised to display also information about your studies, e.g. course information

and messages and notifications sent via Sisu.

### **Distant learning**

Zoom, Teams, EduVPN, Office 365... Read more about <u>distant learning tools</u>. Via <u>TUNI Virtual Desktop</u> you can use the same software on your own computer which are used in a computer class.

### Sisu

<u>Sisu</u> is a study information system for all stages of your studies.

On Sisu you draft your personal study plan (PSP), sign up for courses, and monitor the progress of your studies. In Sisu you can also conduct online transactions such as apply for course credit transferring, apply for evaluation of study modules or apply for the degree certificate.

### Student's Guide

In the <u>Student's Guide</u>, you'll find instructions for studying and information about the curriculum and the teaching schedule.

## **Privacy policy**

Our **privacy policy** describes how we process your personal data.

