



The University of
Nottingham

UNITED KINGDOM · CHINA · MALAYSIA

Student essentials **2016/17**

Get started with IT services
www.nottingham.ac.uk/studentessentials



Access your services

Use your University username to access:

email, Wi-Fi, free software, print, copy and scan services, Moodle and filestore.

Use your University Card to access:

libraries, computer rooms and print services.

Find out more:

nottingham.ac.uk/it-services

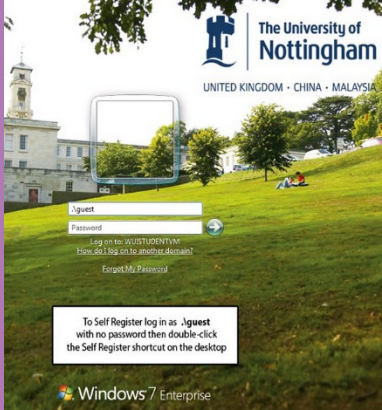


Registration

If you have not already completed online registration and activated your IT account you can do this on PCs in libraries.

Login as `.\guest`

Click the Self Register icon



Stay secure

Never let anyone else use your logon. Keep your IT account safe by creating a strong password and by setting security questions at:
password.nottingham.ac.uk

Never lend your University Card to anyone. Make it secure by resetting your library PIN at:
www.nottingham.ac.uk/library/using/account/

Your default library PIN is the last 4 digits of your card number.

Also set your print PIN at
printpin.nottingham.ac.uk





Getting connected

Connect to [eduroam](#) Wi-Fi and get free access to hotspots at institutions [around the world](#).

To connect:

username: **username@nottingham.ac.uk**

password: **your University password**



Access your email

Your University email address is your username@nottingham.ac.uk

Access your email at email.nottingham.ac.uk

Settings for smart phones can be found at www.nottingham.ac.uk/email

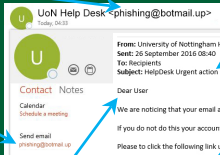
Make sure you check your University email account regularly for communications from the University



Look out for phishing emails

Advice on how to spot phishing emails can be found at www.nottingham.ac.uk/go/phishing

Does the sender's email look as though it belongs to where it suggests it's coming from. Does it look genuine?



Be aware of any email asking for urgent action.

From: University of Nottingham Help Desk [mailto:phishing@botmail.up]
Sent: 26 September 2016 08:40
To: Recipients
Subject: HelpDesk Urgent action required!!!!!!

Dear User

We are noticing that your email account is out of date and needs upgrading.

If you do not do this your account will be no longer be available.

Please to click the following link urgently to validate your email address [here](http://giveusyourdetails.com/wewillusethem/againstyou.aspx).

Thank you for your immediate action.

Regards

Uni of Nottm.

giveusyourdetails.com/wewillusethem/againstyou.aspx

<http://giveusyourdetails.com/wewillusethem/againstyou.aspx>
Ctrl-Click to follow link

Who is the email directed to? Phishing emails are rarely specific.

Look out for poor grammar and spelling. These can be a tell-tale sign of phishing.

Hover over the link without clicking on it. Does the link displayed look genuine.



Access free software

Get Office Professional 2016 free on up to five of your devices via your [University email](#) account.

Simply login and click on **Office 365**, then click on  and follow the instructions.

To get free Sophos anti-virus visit www.nottingham.ac.uk/it-services/sophos

Access your filestore

You have 4GB of personal filestore space on your **Z: drive (or Home drive)**, which you can access from any University-networked PC.

Your individual filestore can also be accessed from a personal device via files.nottingham.ac.uk





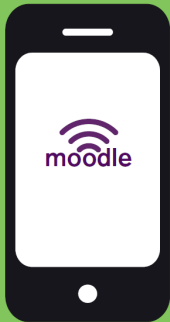
Saving your work

When working on University-networked PCs, please don't save files to the default (C:) drive. They will be deleted when the next person logs on.



To give Security a chance of reuniting you with your lost USB memory sticks or hard drives save contact details in a file. Name, course and University email will do.

Note: loss of files is not a valid excuse at hand in time – keep multiple copies in different places and save often.



Access your course materials

Moodle allows you to access your course materials: recorded lectures, lecture notes, reading lists, etc, anytime, anywhere. It also includes discussions and group work, and lets you submit your assignments online.

Log in to Moodle using your University username and password:

moodle.nottingham.ac.uk

Print, Copy and Scan

You can print from any University PC or personal device to any Multifunctional Device (MFD) across halls and campuses.

The credit for an academic year is:

Undergraduates — £4.80

Postgraduates — £9.60

Check your balance and buy credits:

printcredit.nottingham.ac.uk

You can also buy credits at any library counter



Activate your print account

To use the print, copy and scan service you must first activate your print account. To do this either:

1. Send a file to print from a University computer
2. Login to the web payment system at printcredit.nottingham.ac.uk
3. Use the alternative login on printer, when it asks for PIN, that is your University username

Once you have activated your account your credit allocation will be applied during the next 24 hours.



Send a print job



Print from any University PC

Print from your own device:



Via the web at mobileprint.nottingham.ac.uk where you can upload a document or add a web address to print.



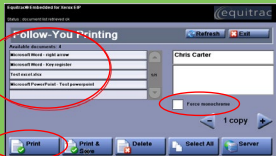
Via email - simply send an email from your University account with the documents attached that you would like to print to mobileprint@nottingham.ac.uk.



Via Google Cloud Print using your Google Account from Google Apps such as Google Docs, Chrome or your Chromebook.

Follow-you printing

Go to any MFD, tap your card on the reader and enter your print PIN when prompted on the screen (if you have set one).



On the display panel select your jobs. If you have used mobile print and want black and white select Force monochrome to be charged at the mono rate. When ready tap Print.

You can also delete unwanted jobs here or simply leave the ones you don't want and they will be deleted automatically.

Don't forget to logoff by tapping your card again on the reader or by pressing the logoff symbol above the numeric keypad, then touch Logout on the touch screen when prompted.

Print, copy and scan charges

Print/copy type	Price per print
A4 Mono 1-sided	4.8p
A4 Mono 2-sided	8.4p
A3 Mono 1-sided	7.2p
A3 Mono 2-sided	12.6p
A4 Colour 1-sided	16.8p
A4 Colour 2-sided	29.4p
A3 Colour 1-sided	25.2p
A3 Colour 2-sided	44.1p
Scan to Home Drive (Z: drive) and Scan to email	Free*

*Note you must have a minimum 5 pence credit for free scanning to work

Need a PC, laptop or tablet?

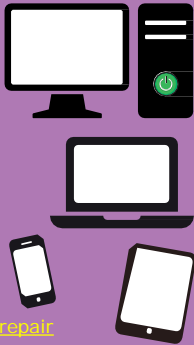
PCs are available in libraries and computer rooms, many 24/7.
Check **PC Finder** on your mobile or the display screens:

pcfinder.nottingham.ac.uk

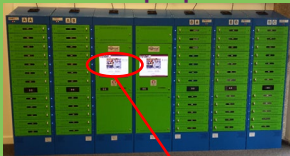
Our laptop loan and repair service fixes personal devices and offers advice on technical issues.

Visit **Pope Building A15b** or:

www.nottingham.ac.uk/it-services/loan-repair



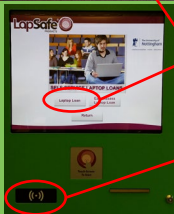
Self-service laptops in the library



3 – the door will flash - touch your card on the reader to open it and take the laptop



4 – you must re-connect the power when you return the laptop



1 - tap the Laptop Loan button

2 – touch your card on the reader and enter your library PIN via the touchscreen

Good practice

Abide by the [Code of Practice](#)

Do not do anything illegal on University systems. This includes downloading illegal material, breaching Copyright, hacking, and spam e-mail

Do not let anyone else use your logon

Never lend your University Card to anyone

Always log off when you leave the computer and don't forget your USB drives

Ensure that you keep your data safe and backed up and save often

Protect your personal belongings at all times

Check your email regularly



Here to help

Get answers to your IT queries on the spot at one of our [Smart Bars](#).





Here to help

There are five Smart Bars to choose from located at:

University Park:

Hallward Library, George Green Library,
Greenfield Medical Library

Jubilee Campus:

Djanogly Learning Resource Centre

Sutton Bonington Campus:

Opal Building A02B

nottingham.ac.uk/go/smartbar

Here to help

Look out for the **SITS Tutors** in their blue Student IT Support tops who are available during the day across libraries during term time. Use them to help you through all of the basics we've mentioned here.



Here to help

Information Services staff wear purple lanyards – just ask any of us and we'll help.



Here to help

The IT Service Desk can help you with all IT issues. You can phone any time 24 hours a day, 7 days per week, all year round.

t: +44 (0)115 95 16677

w: selfservice.nottingham.ac.uk

