University of Nottingham
UK | CHINA | MALAYSIA

Student IT Induction

2023/24

Digital and Technology Services
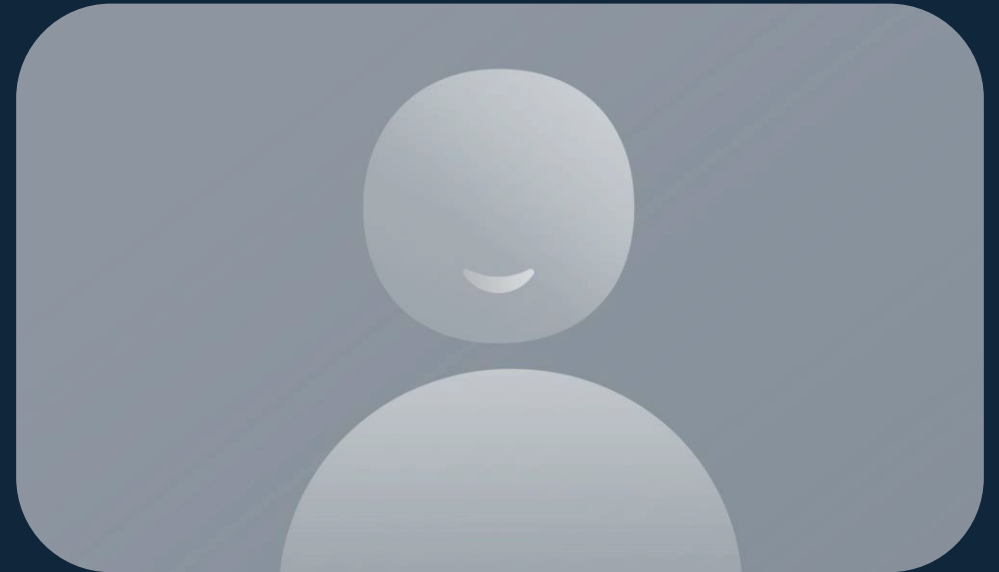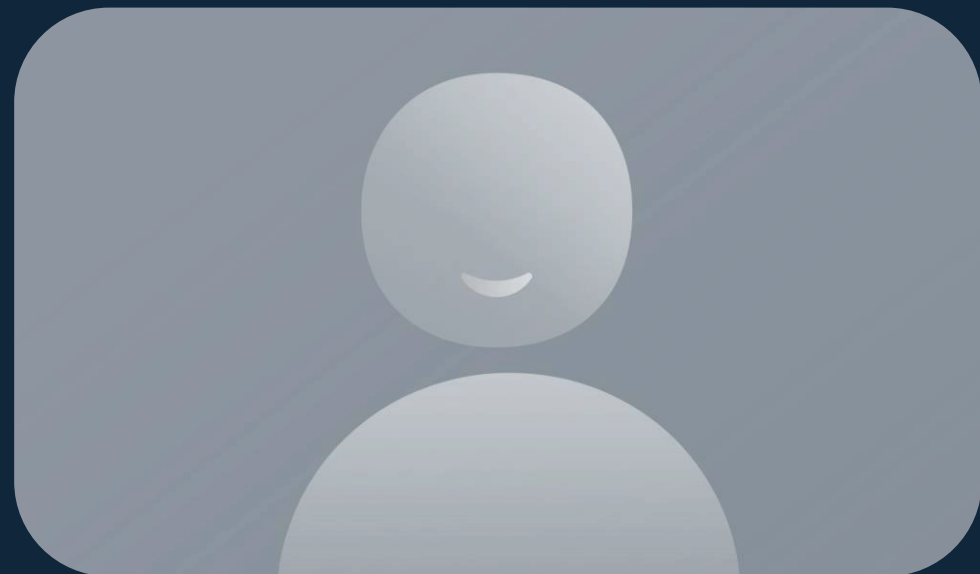
nottingham.ac.uk/dts/it-induction

Getting Started

University Regulations

You are now a custodian of the university, and you must abide by our codes of practice:

- Abide by the Acceptable Use Policy and Information Security Policy

- University regulations: nottingham.ac.uk/studentservices/servicedetails/regulations

- Never lend your university card to anyone

Username and email

- IT Account – ensure you have set up your account, you will receive an email three weeks before course start date inviting you to activate account.

- Ensure you set security questions and changed the default password, guidance can be found here: password.nottingham.ac.uk

- Your username will be similar to – eeyabc1

- Your email address will be:
    - username@nottingham.ac.uk (undergraduate/postgraduate taught)
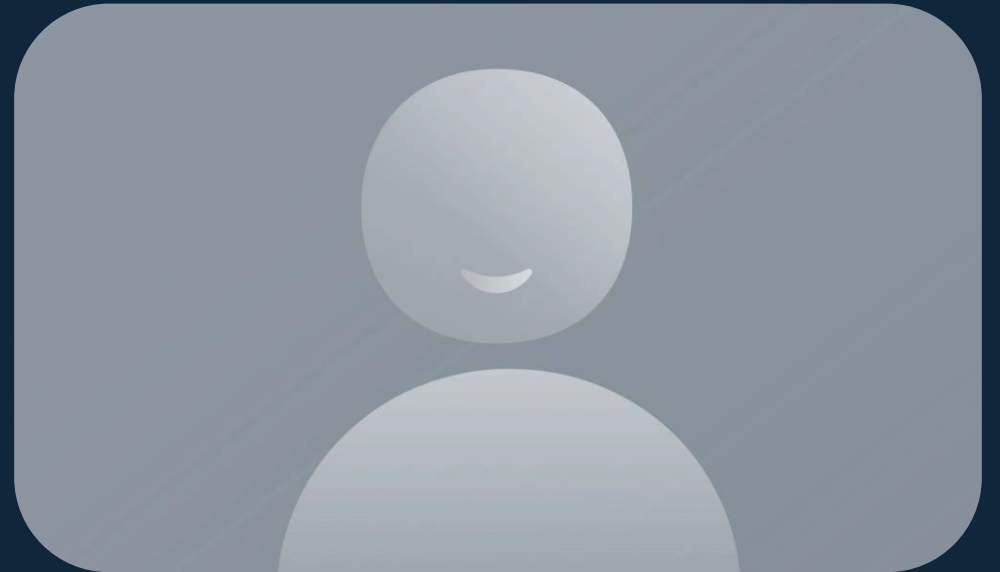   - first.lastname@nottingham.ac.uk (postgraduate research and staff)
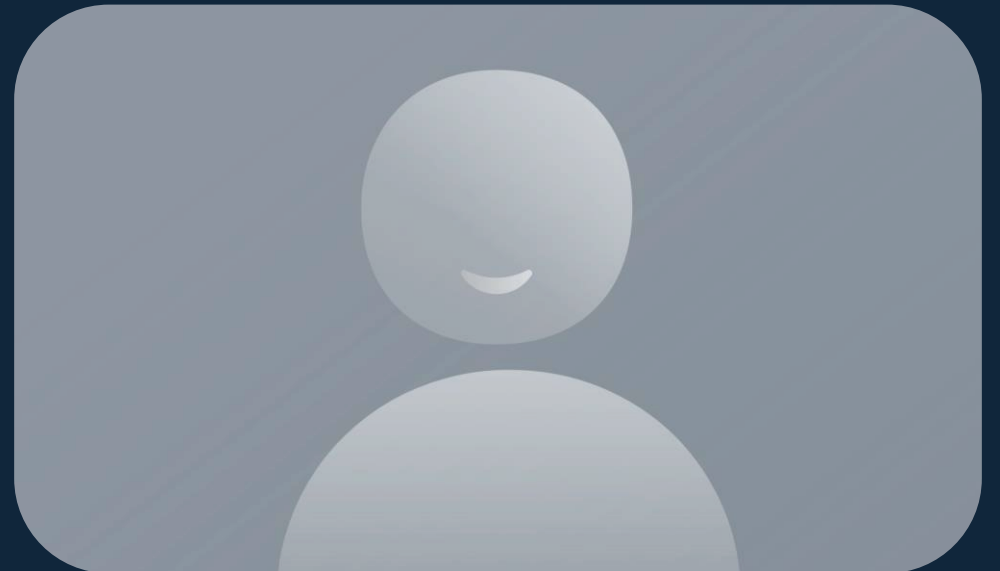
Wi-Fi on campus

- Go to **Wi-Fi settings** and select **eduroam**

- When prompted enter your university email address: e.g., username@nottingham.ac.uk

- Enter your university **password**

Visit the Internet and web services page for device specific information.

Registration

- Ensure you have completed your online registration via the NottinghamHub

British/Irish Students

- Get logged in to Wi-Fi using your university email and password

Non-British/Irish Students

- Make an appointment to attend in-person Registration via the booking form

EU Students

- May be required to attend in person registration depending on whether your EUSS settlement scheme permission. Please see the in-person registration page for details
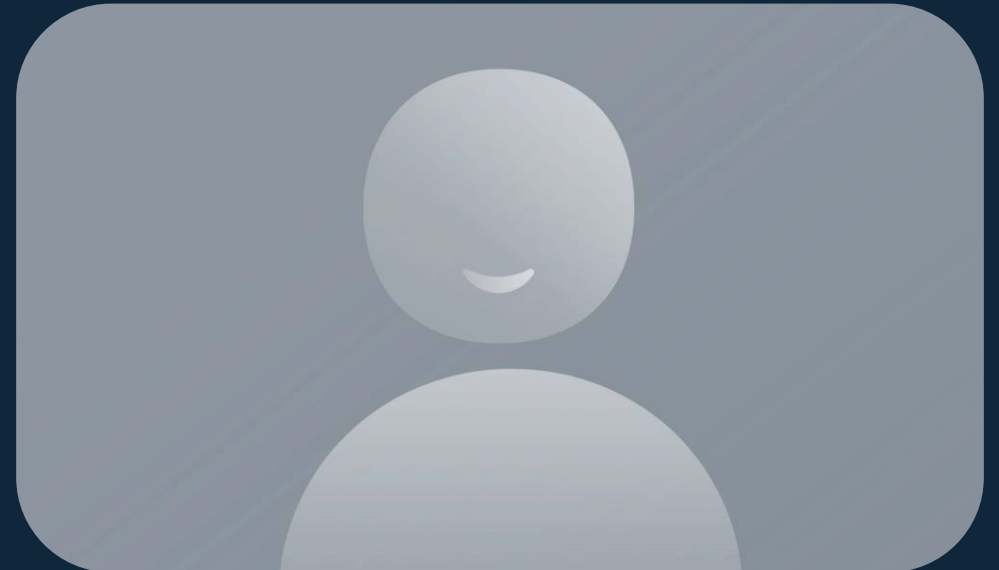
Registration

Registration deadline – Tuesday 17 October for all standard start taught students

Note: Your record may be closed if you fail to register by the deadline.

Registration complete

You will only receive a "Registration complete" email once you have successfully completed the steps required.

If you do not receive this and believe you should have, there is an enquiry form for any registration queries which are not login related.

Please use the IT Service Desk or Smart Bars for login issues (details for these are provided at the end of this presentation).
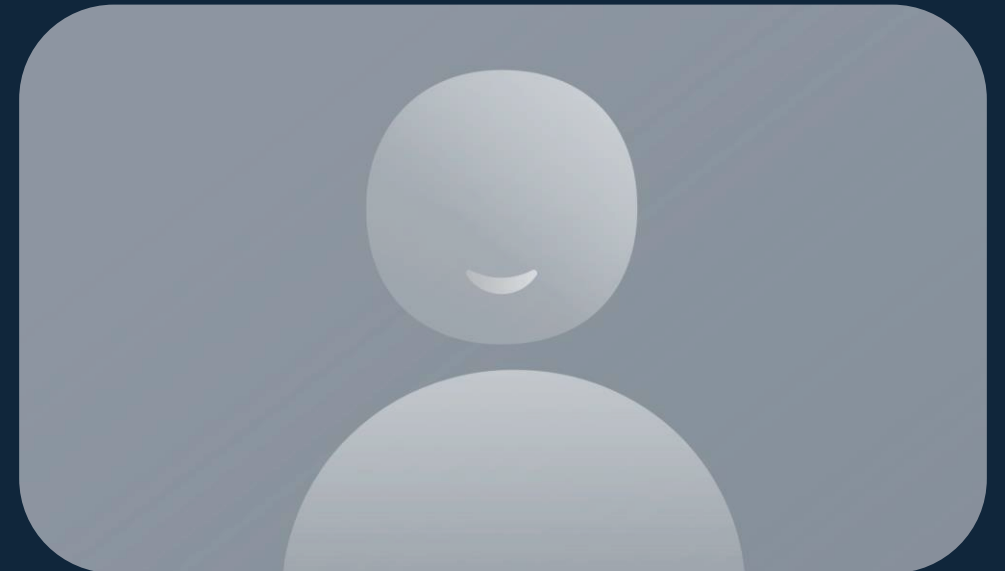
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Hi Olive

We are happy to confirm that you are now fully registered for 2022 academic year.

Here are the key details about your programme of study:

|	
Full name:	Olive Balci
Student ID:	20220163
Date of Birth:	1-Jun-03

Registration locations

For UK students the following locations will give you a Wi-Fi login that works for Registration:

Location	Availability*
University Park	All locations **including** University Halls of Residence
Jubilee	All locations **including** University Halls of Residence
QMC	Medical **School B Floor** only
Sutton Bonington	All locations **except** Halls of Residence
Royal Derby Hospital	Medical School only
City Hospital	Clinical Sciences building only
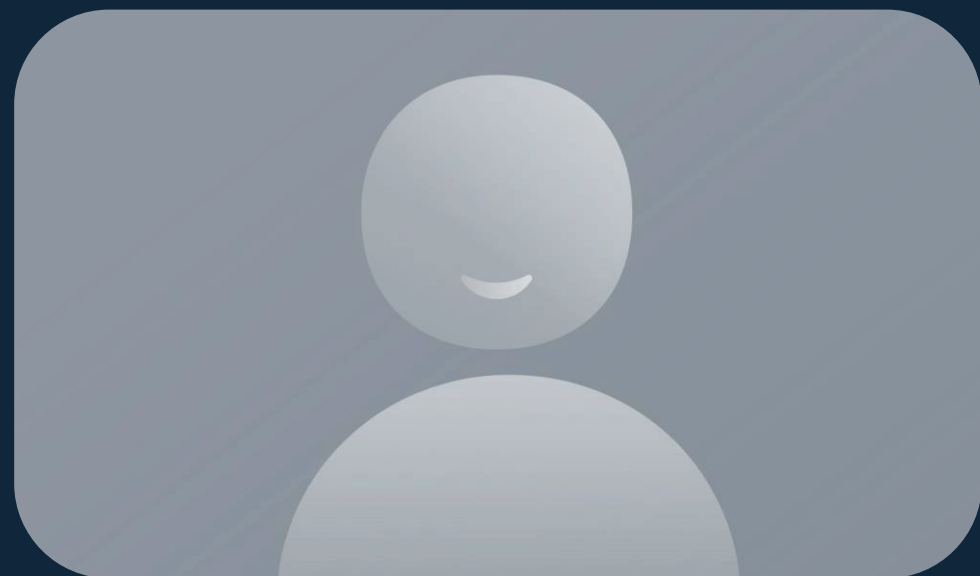
Multi-Factor Authentication

- Multi-factor authentication (MFA) is required to authenticate for an increasing number of remote access services such as Microsoft 365.

- We recommend that you have your MFA authentication device with you at all times while taking part in on/off campus activities and teaching.

- You will be prompted to authenticate every 90 days for each new device you use and more frequently for some services.
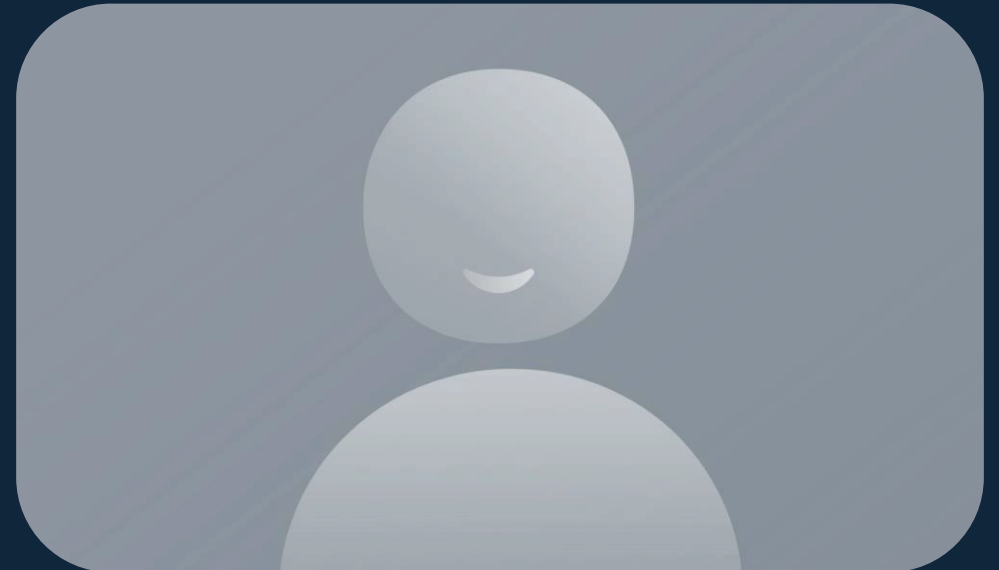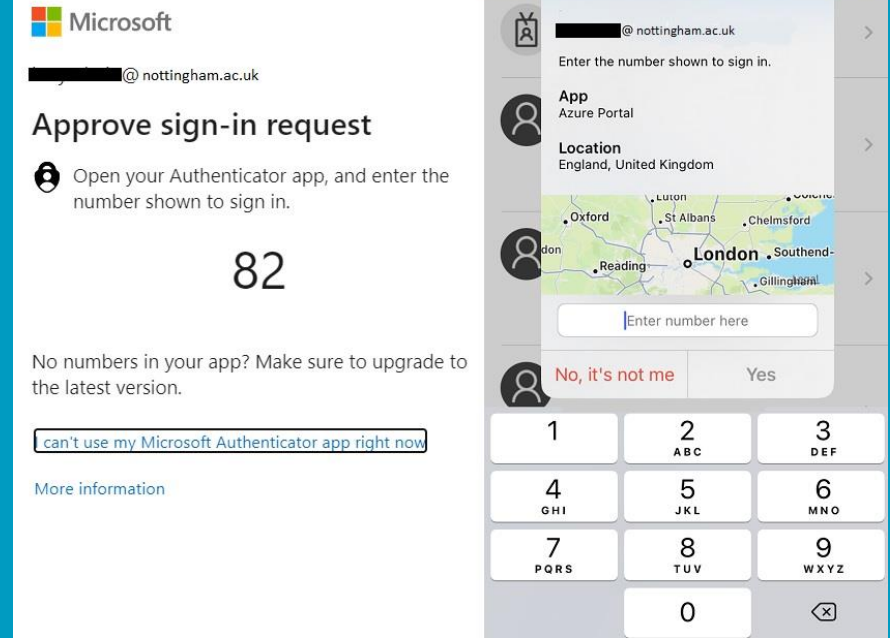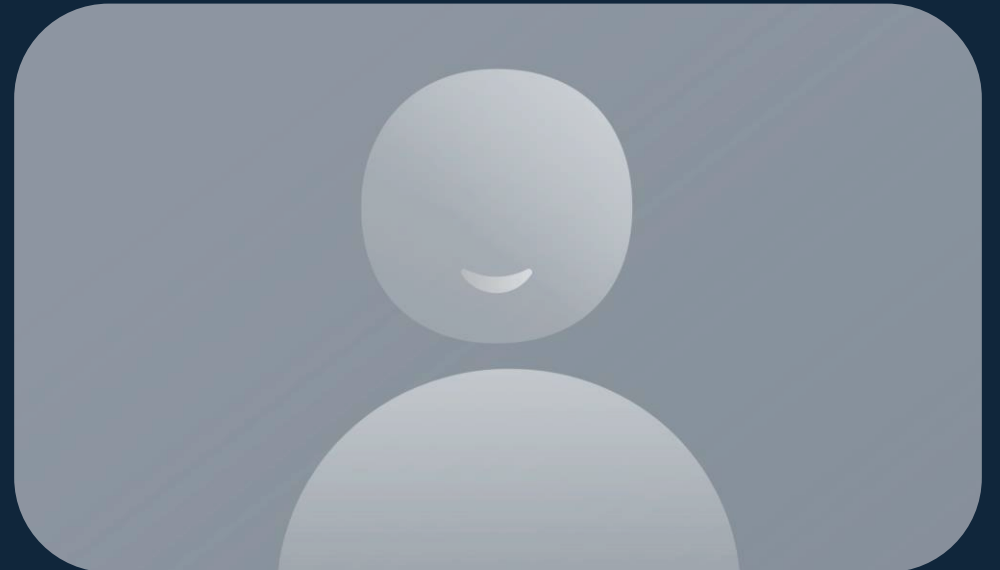
Multi-Factor Authentication

In order to set up the Multi-Factor Authentication (MFA) service, you will need:

- A computer, such as desktop/laptop PC or MacBook, which will be used to set up your MFA account

- A mobile device (SIM-enabled phone or tablet/iPad), which will be used to approve access requests via MFA

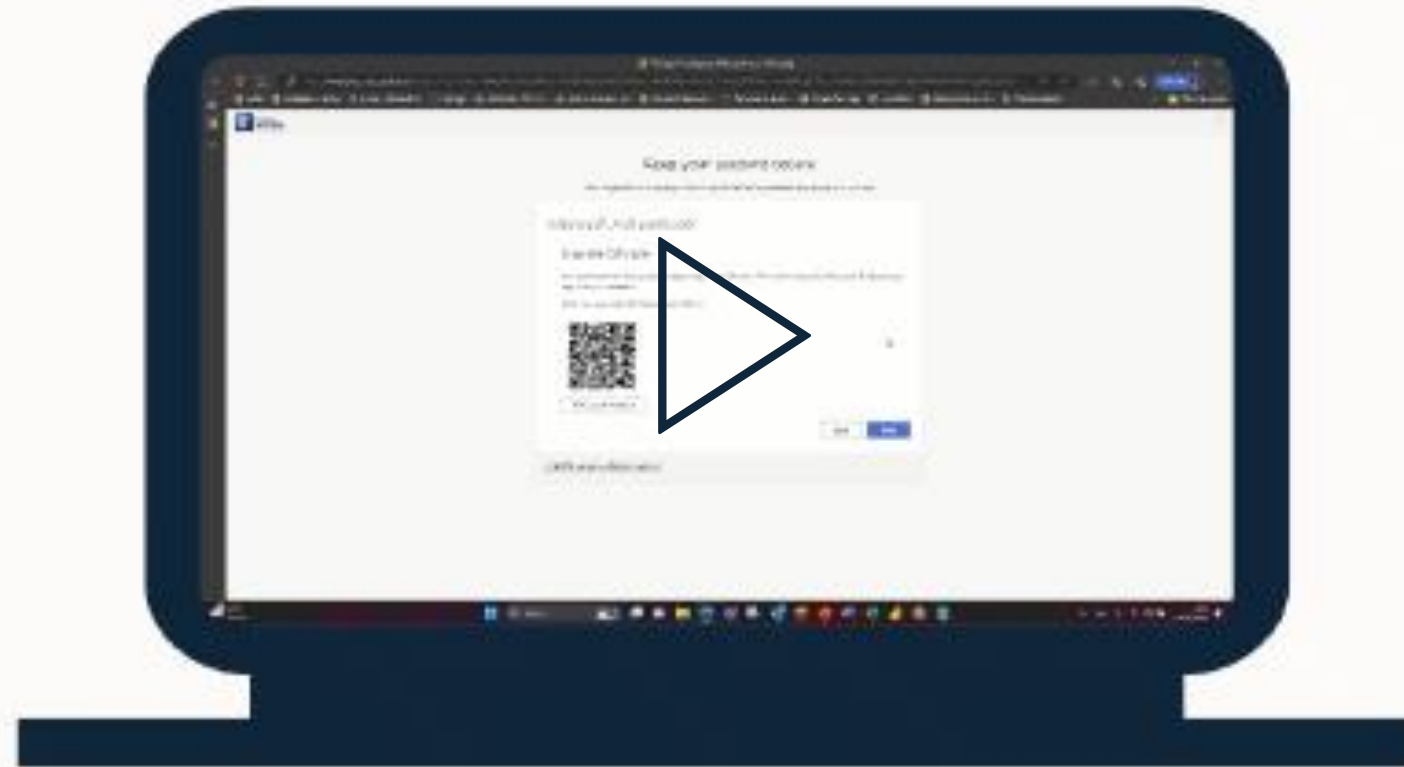- Your university login details

You will then need to:

- [use the guide to Set up MFA](#)

- Install the recommended Microsoft Authenticator app on your mobile device

- MFA instruction video: https://mediaspace.nottingham.ac.uk/media/t/1_ge7reei5

Cyber safety

- Stay safe – be alert to phishing attempts and phone & email fraud, don't click links or download attachments if you're unsure.

- See actionfraud.police.uk for latest news, alerts and cybercrime protection advice.

- Set strong passwords and use two-factor authentication.

- Secure your devices and data – *we have lovely open campuses* – look after your belongings.

- Be social, but protect your information and online privacy.
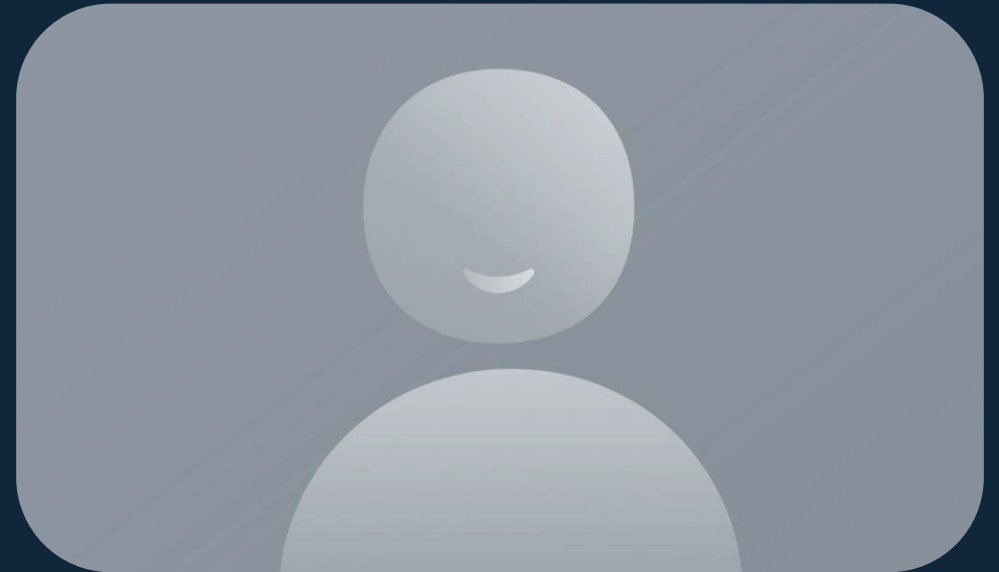
- Visit our IT Security pages for more information.
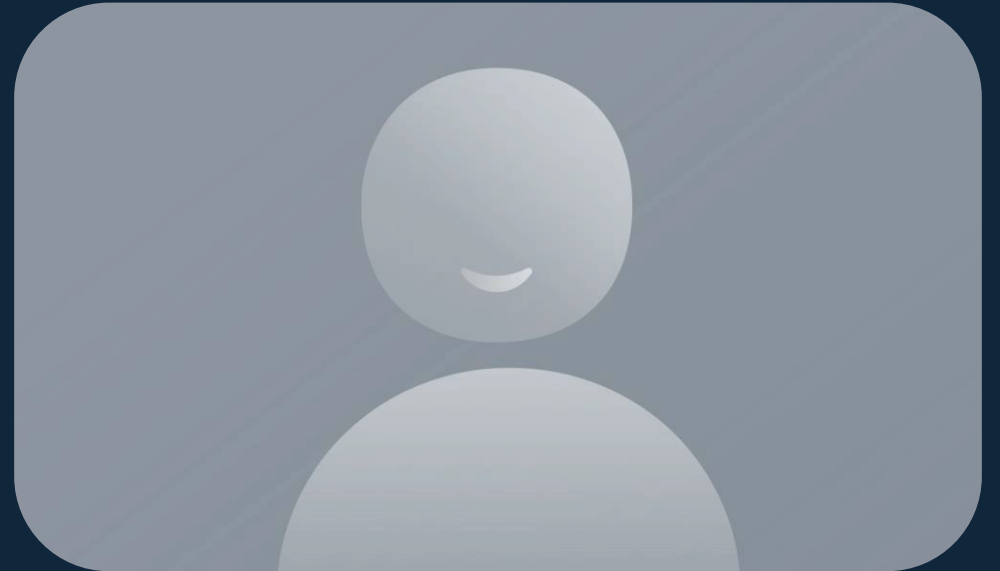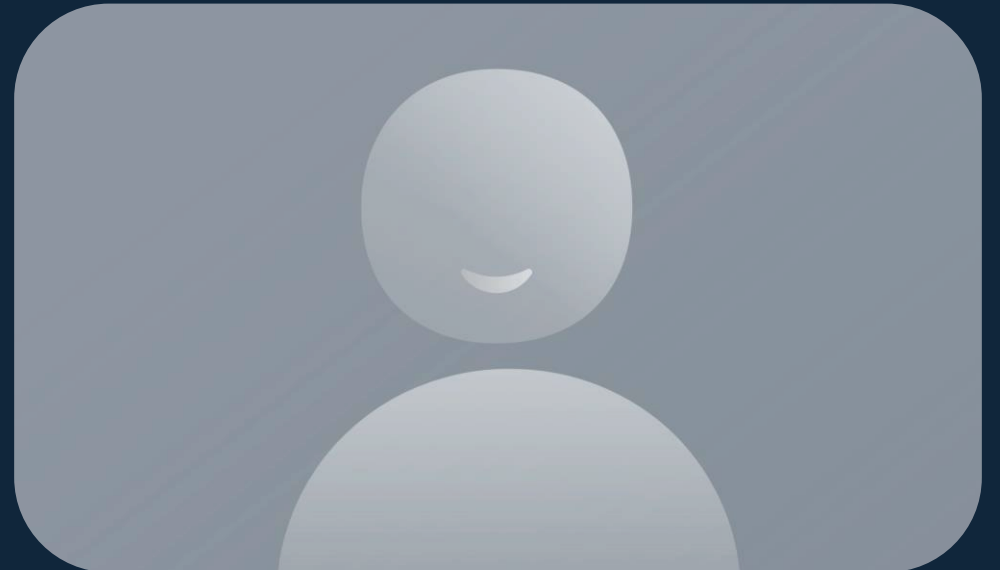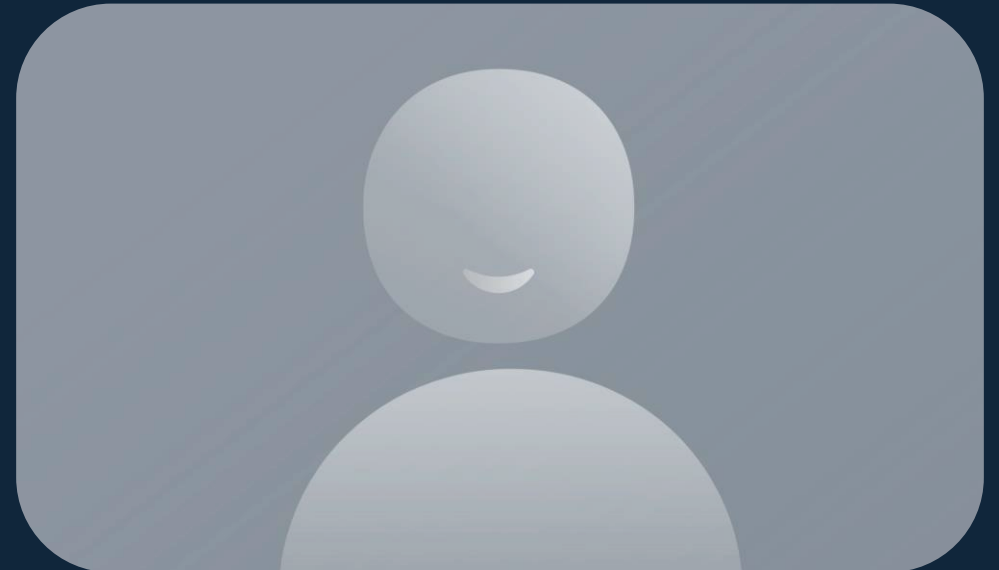
Digital Skills and Tools

Microsoft 365

- When starting a new piece of work, start here: portal.office.com.

- Download the latest Microsoft 365 apps for free on up to five devices for use during your studies.

- See our Office 365 guides on SharePoint for lots of top tips.

- Use OneDrive to store all your work.

- Use Teams for collaborative work with other students.

Email

- We strongly recommend you get the Outlook app to use email and your calendar.

- If there is a need to contact you for important communication it will be via email.

- Make sure you check your university email account regularly – we recommend daily during term-time.

- Make use of the calendar to help manage your time.

- We recommend you don't forward university email to other accounts.

PCs on campus

- There are a multitude of computer rooms on campus that you can access at any time.

- These are located mainly inside libraries.

- Some computer rooms or libraries may have different software installed based on the requirements of the local faculty.

- Visit the facilities and locations webpage for more information.
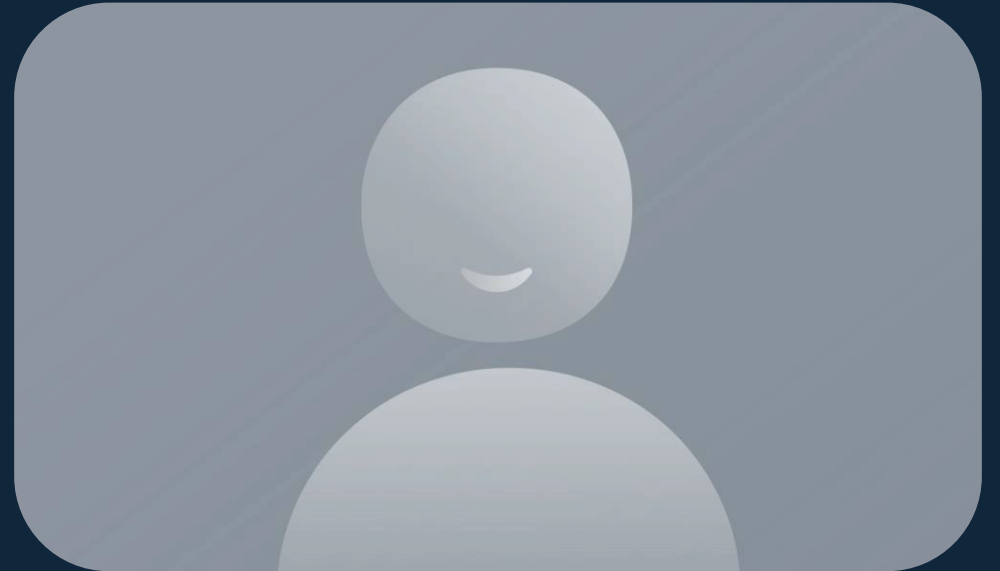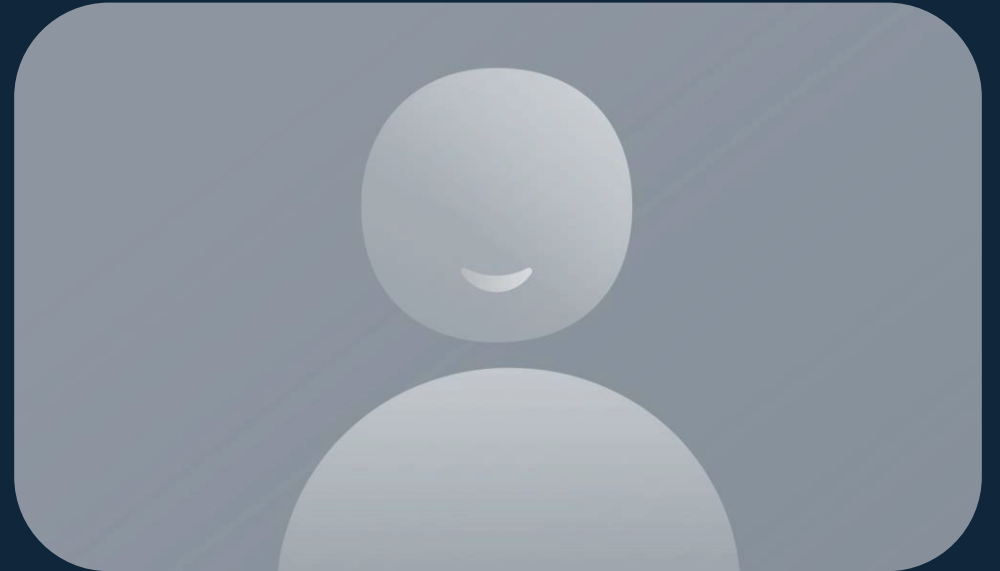
Windows Virtual Desktop

- You can use the Windows Virtual Desktop (WVD) to access standard UoN Applications that are not available on your personal devices.

- Install the Microsoft Remote Desktop client (recommended) or use a web browser.

- Desktops available depend on your course – check the Virtual Desktop webpage for more details.

- **Note**, you should always save work onto your Microsoft OneDrive as the desktop profile is not permanent.
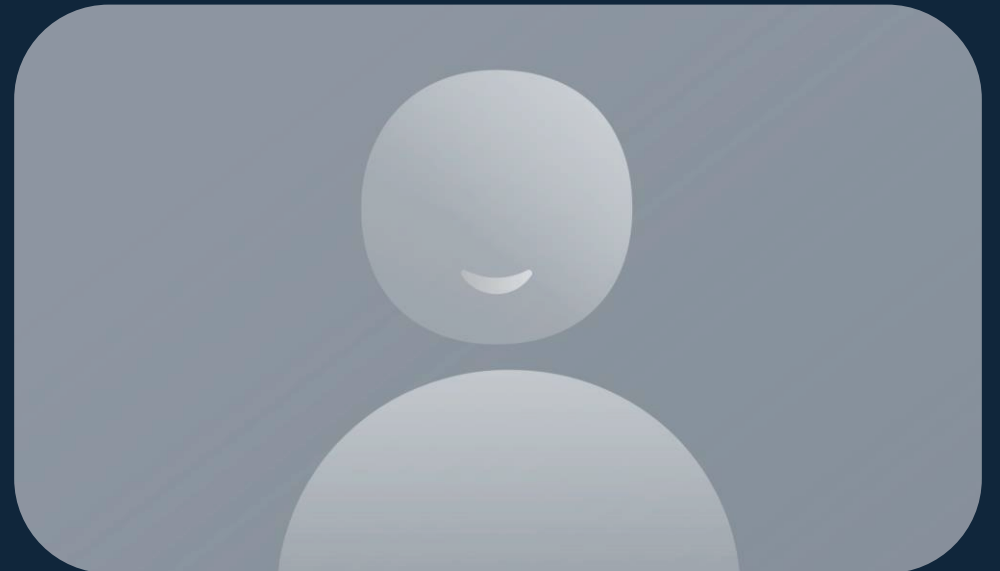
Software Store

- All of the software you need is installed on our computers, and you may be entitled to install a copy for free on your personal device.

- Visit the Software Store to find out more.

Print, copy and scan

To activate your print account, use any of these options:

- Send a print job from a university PC or the Windows Virtual Desktop

- Swipe your university card at a print device and login with your university username and password

- Login to mobileprint.nottingham.ac.uk with your university username and password and upload a document

Once activated, a default starting balance of 50p credit is added. You can then top-up online at MyPrint:

myprint.nottingham.ac.uk
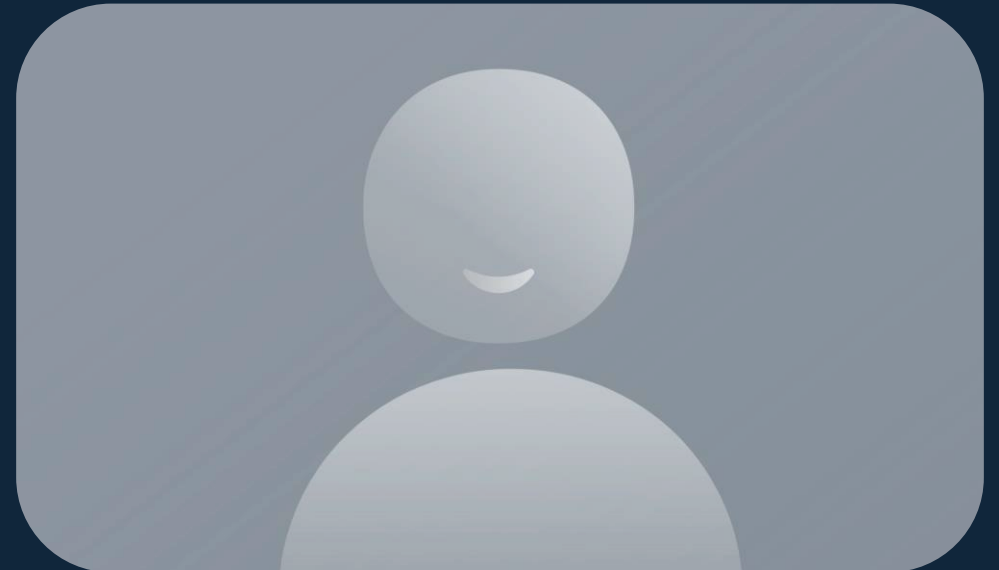
Print, copy and scan

- To print, select the 'Mono on NottsPrint' or 'Colour on NottsPrint' on a university PC or the Windows Virtual Desktop.

- If you wish to print from your personal computer,
    - you can upload the document to: mobileprint.nottingham.ac.uk   OR
    - email it to mobileprint@nottingham.ac.uk from your university account.

- You can also scan documents to your OneDrive or university email.

- We also have some Wide Format Printers on-campus.

For more details, visit the print, copy scan pages: nottingham.ac.uk/dts/print
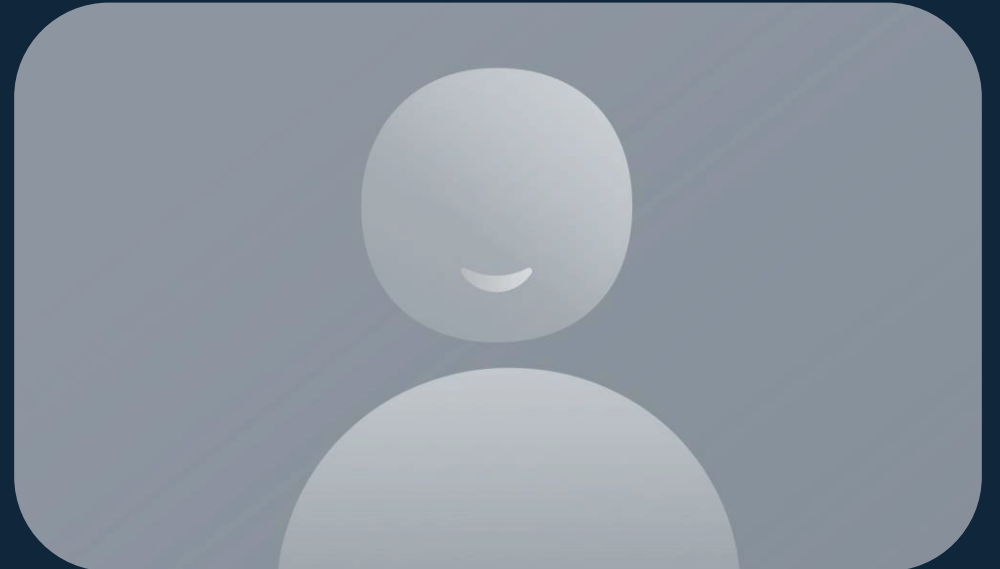
MyNottingham app

The MyNottingham app has a host of features when installed including:

- Personalised timetable

- Outlook email/calendar/contacts

- Access to library content

- Pocket guides (Careers, Sport, Wellbeing, Exams)

- Book appointments with Student Services

Search your app store for MyNottingham.
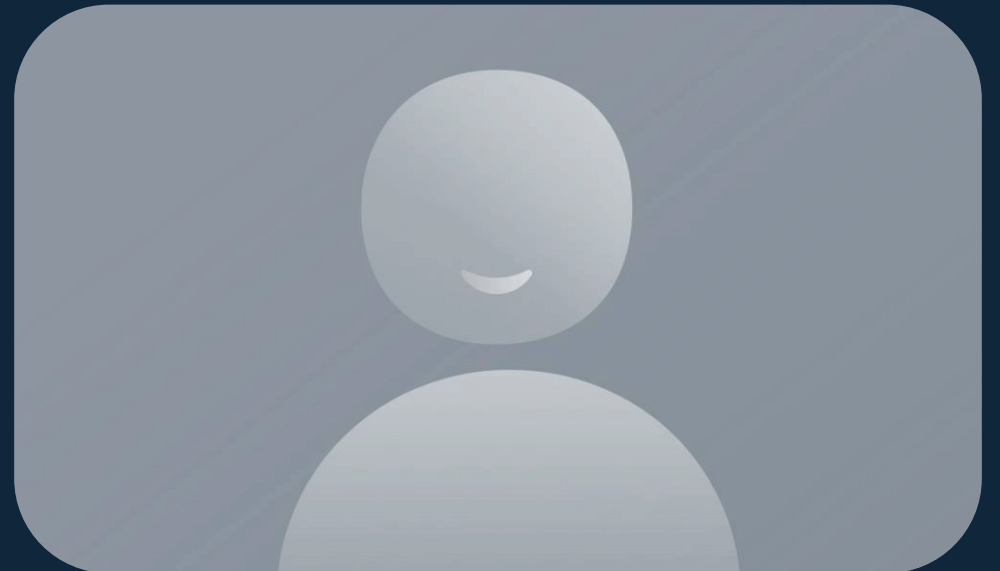
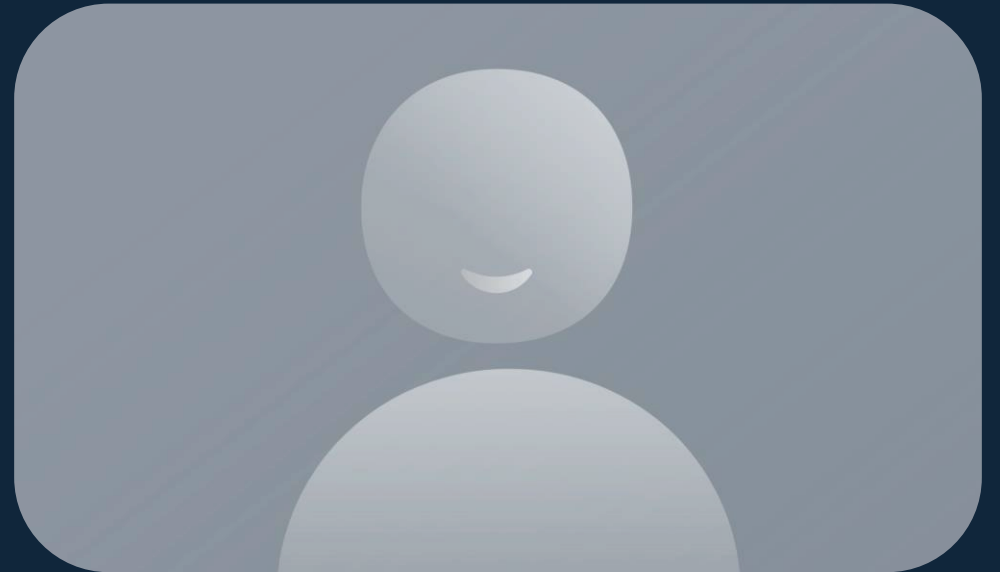# Getting Help

# IT Service Desk

The IT Service Desk can help you with all IT issues.

- Get help online using the Self Service Portal: https://selfservice.nottingham.ac.uk

- Call on +44 (0)115 95 16677
  - Monday – Friday, 8am – 5pm (excluding UK public holidays and university closure days)
  - An out-of-hours telephone service is provided at all other times.

- Check IT service status on our status page: https://status.nottingham.ac.uk
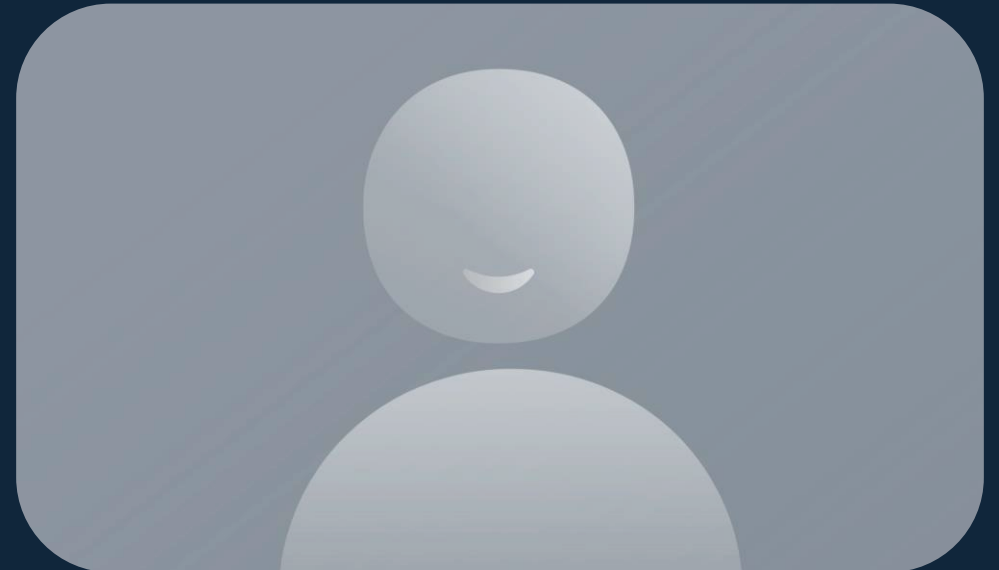
The Smart Bar

For your everyday IT advice and guidance, our friendly IT tutors are here to help.

- First four weeks will be operating pop-ups outside Student Service Centers across the university.

- On campus: Get in-person help from our Smart Bars in Hallward Library, George Green Library, Exchange Building and The Barn.

- Online from 18 September: 'My IT Smart Bar' is open to all students at the University of Nottingham.
   - To join, find us in Microsoft Teams
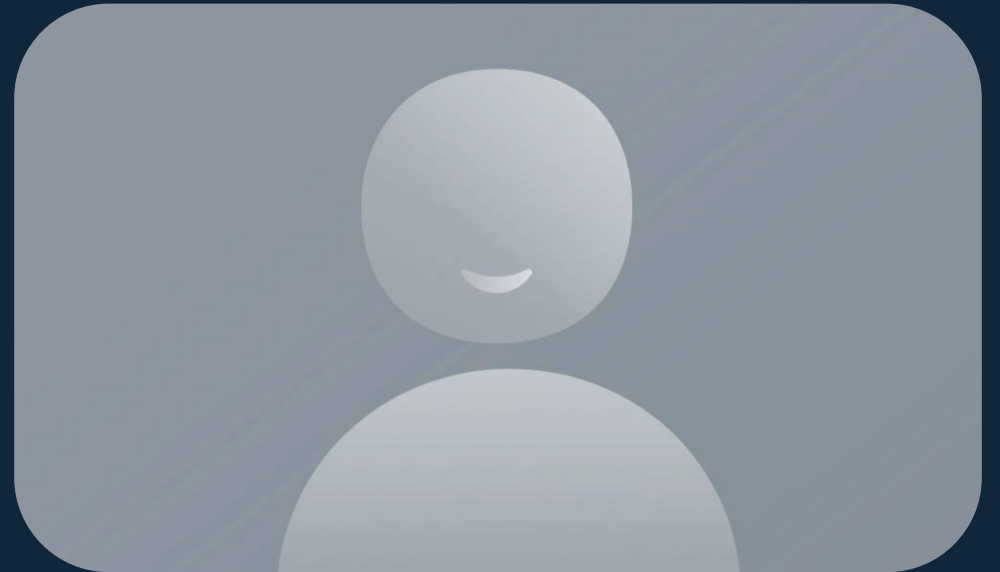
Laptop Loan & Repair

- Our dedicated team, based at the Portland Building, offer a laptop loan service for students.

- We also repair students' personal laptops (we don't charge for labour – only the parts you need).

- Book an appointment: You will need to book an appointment to use the Laptop Loan and Repair service.

Request an appointment ⟩

For more details, visit the Loan and Repair page: nottingham.ac.uk/dts/help/laptop-loan-and-repair

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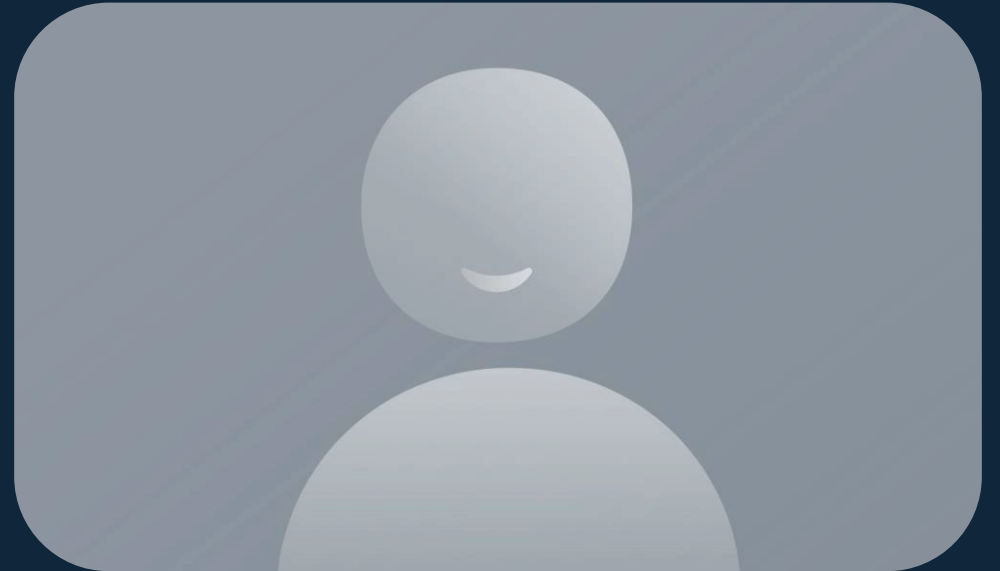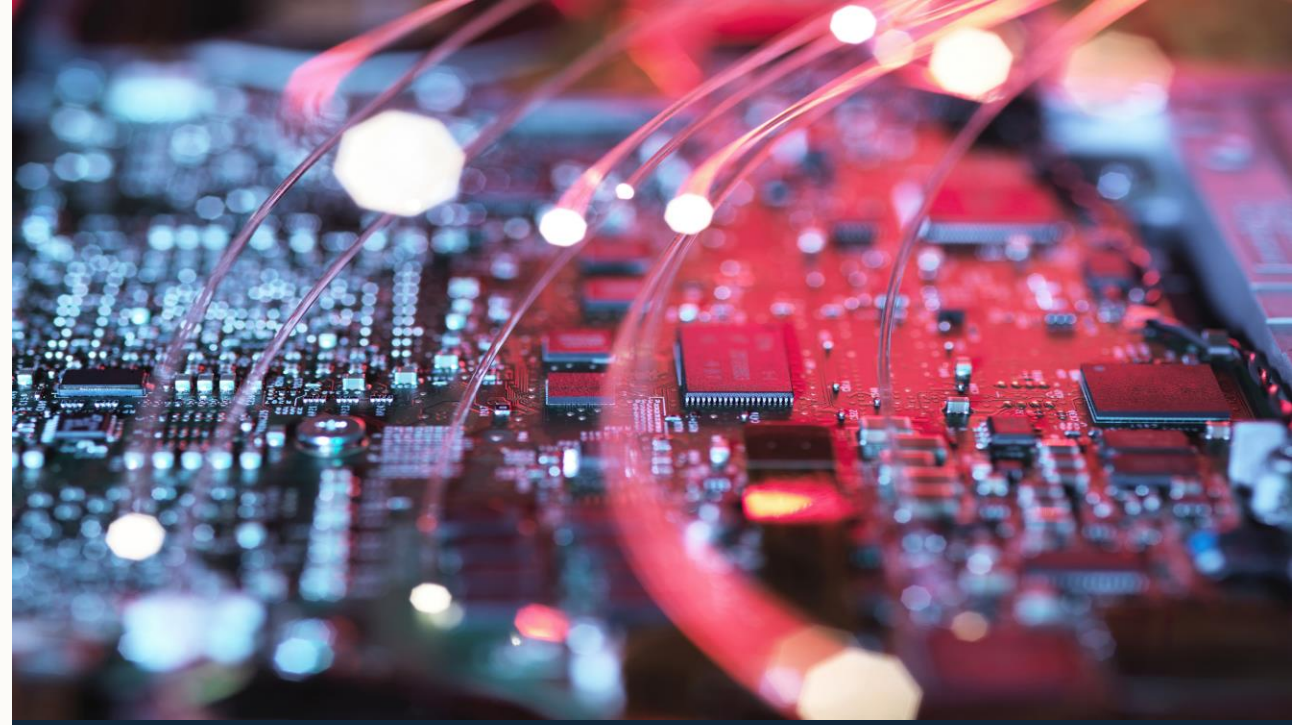
Thank you

Further induction information is available on the IT Induction hub webpages:

nottingham.ac.uk/dts/it-induction