



University of
Nottingham

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Student IT Induction

2024/25

Digital and Technology Services

nottingham.ac.uk/dts/it-induction



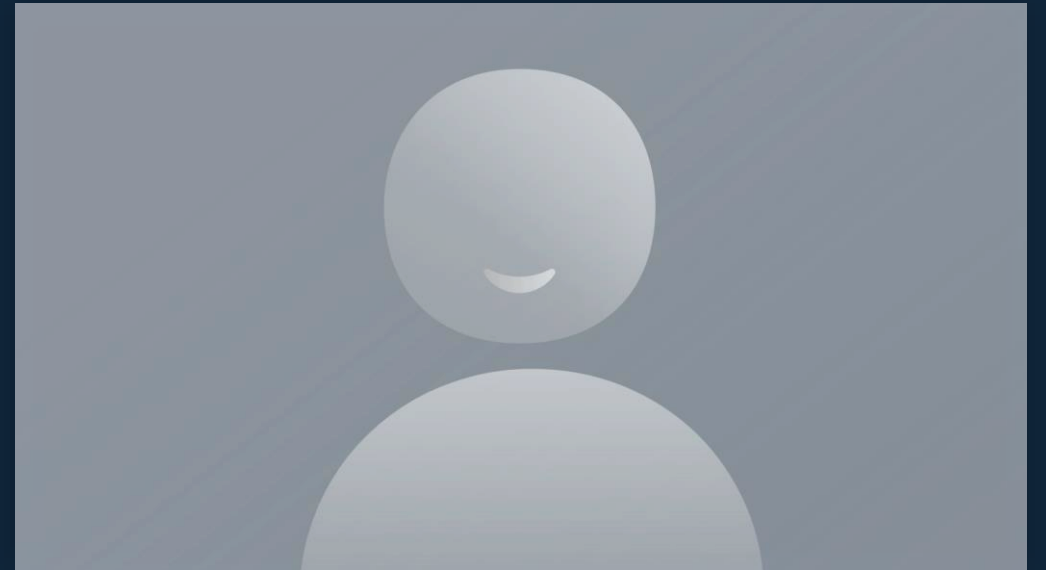


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Getting started

Your account and registration

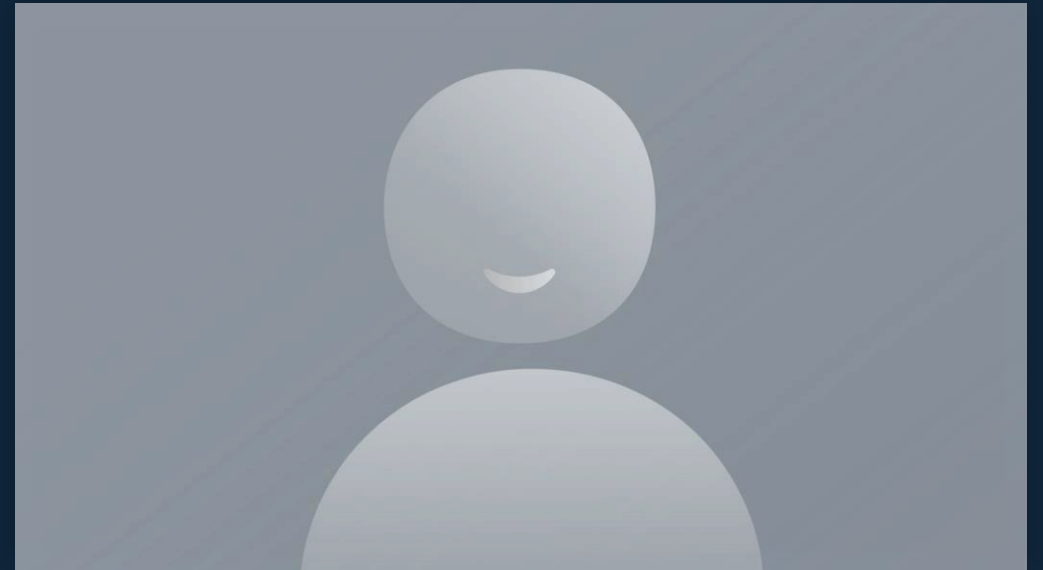




University Regulations

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

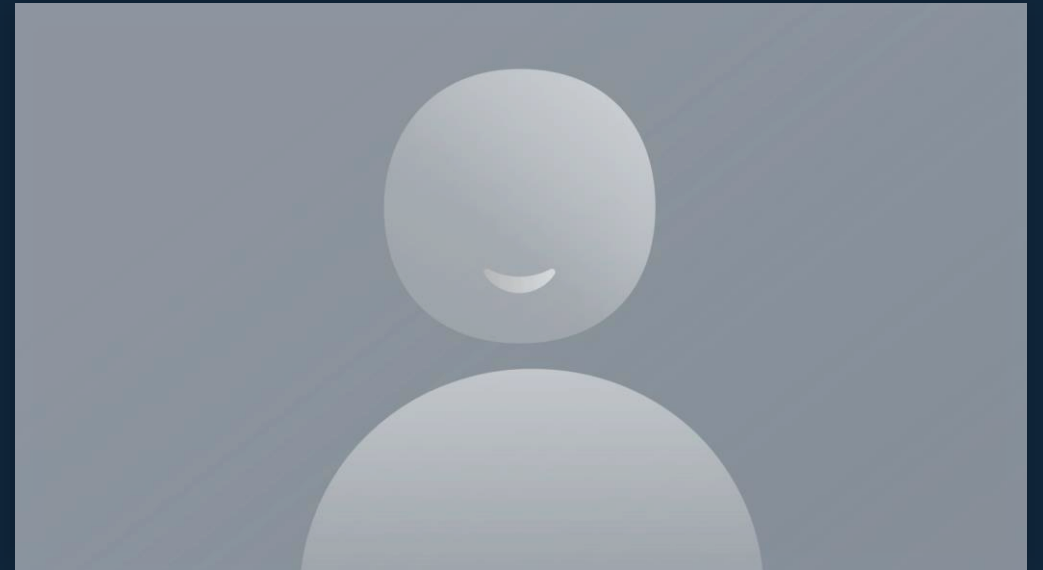
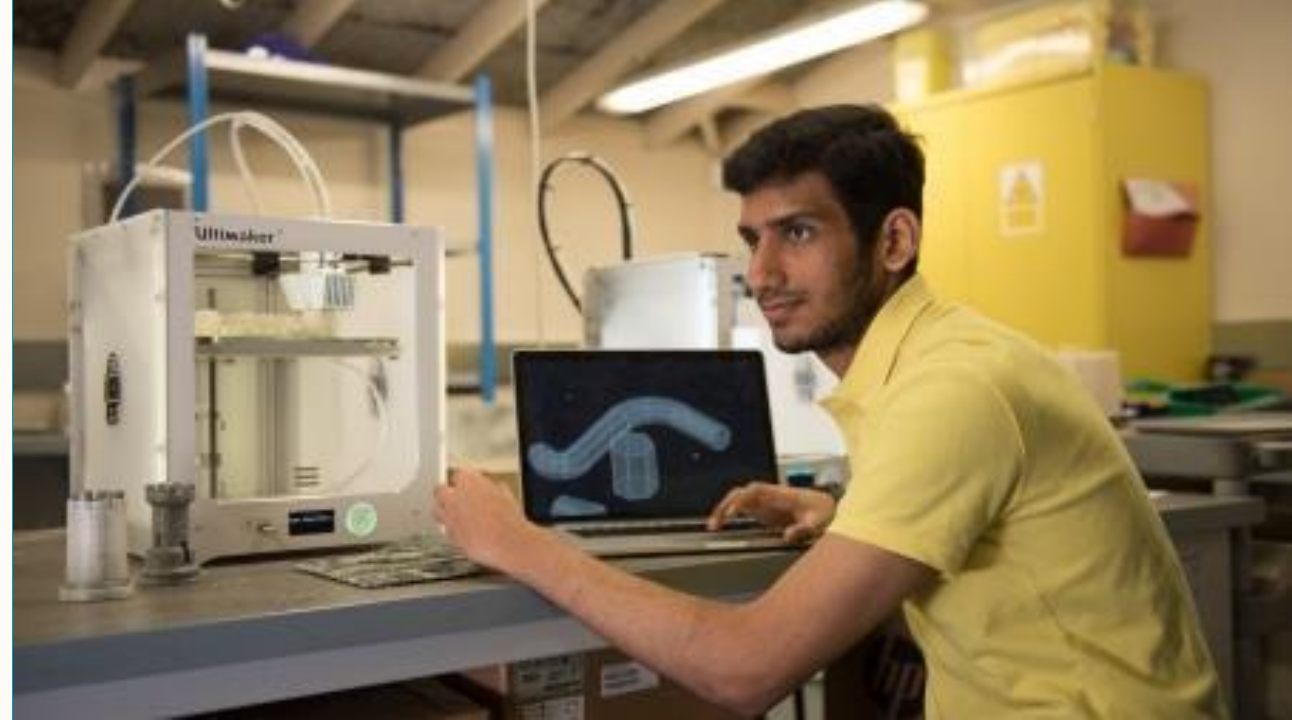
- [Acceptable Use Policy](#) and [Information Security Policy](#)
- University regulations: nottingham.ac.uk/student-services/service-details/regulations
- Never lend your university card to anyone





Username and email

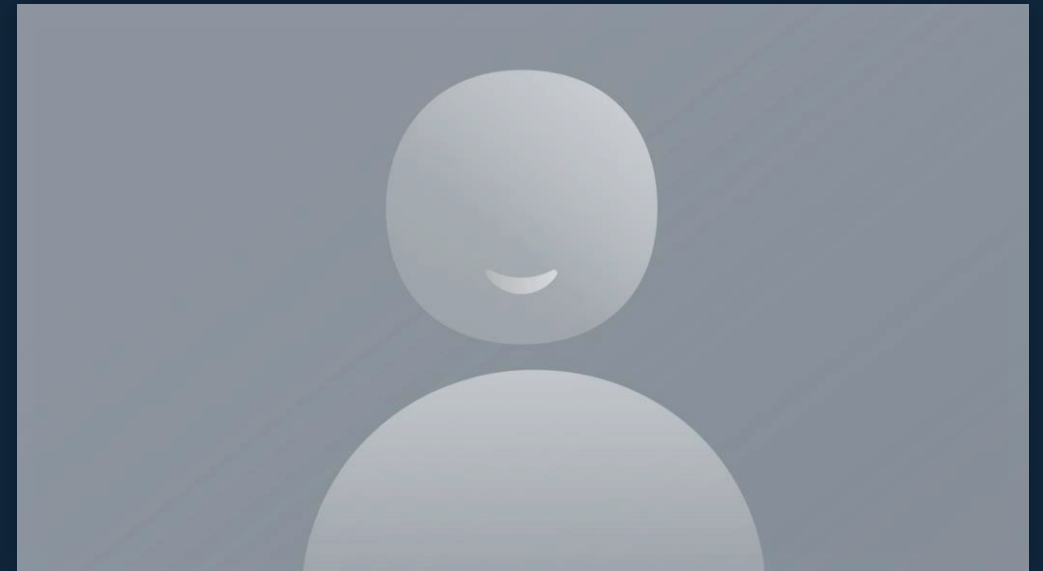
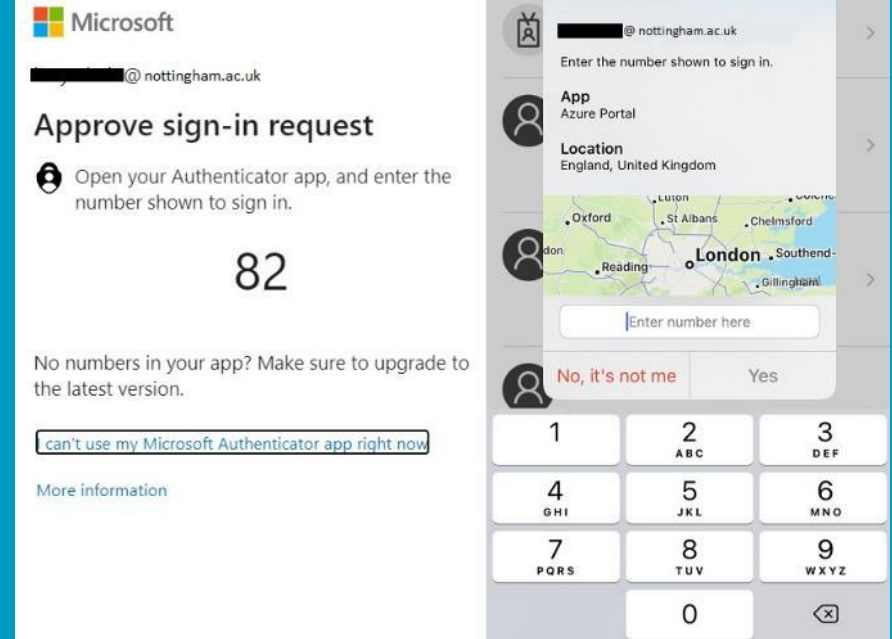
- **IT Account** – ensure you have set up your account, you will receive an email three weeks before your course start date inviting you to activate your account via: itaccounts.nottingham.ac.uk
- Ensure you set security questions and change the default password, Guidance can be found here: password.nottingham.ac.uk
- 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)





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.





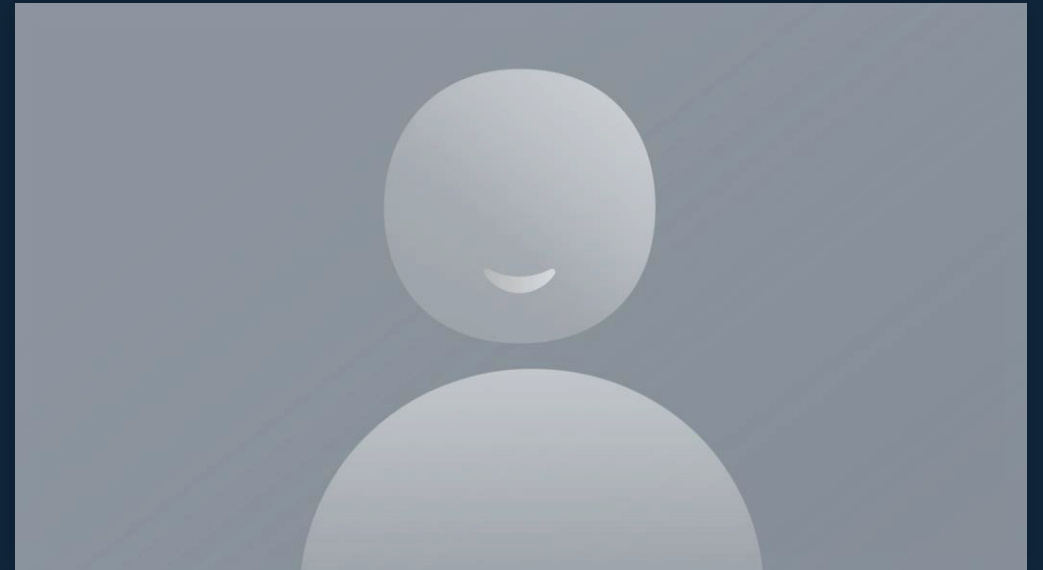
Multi-Factor Authentication

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

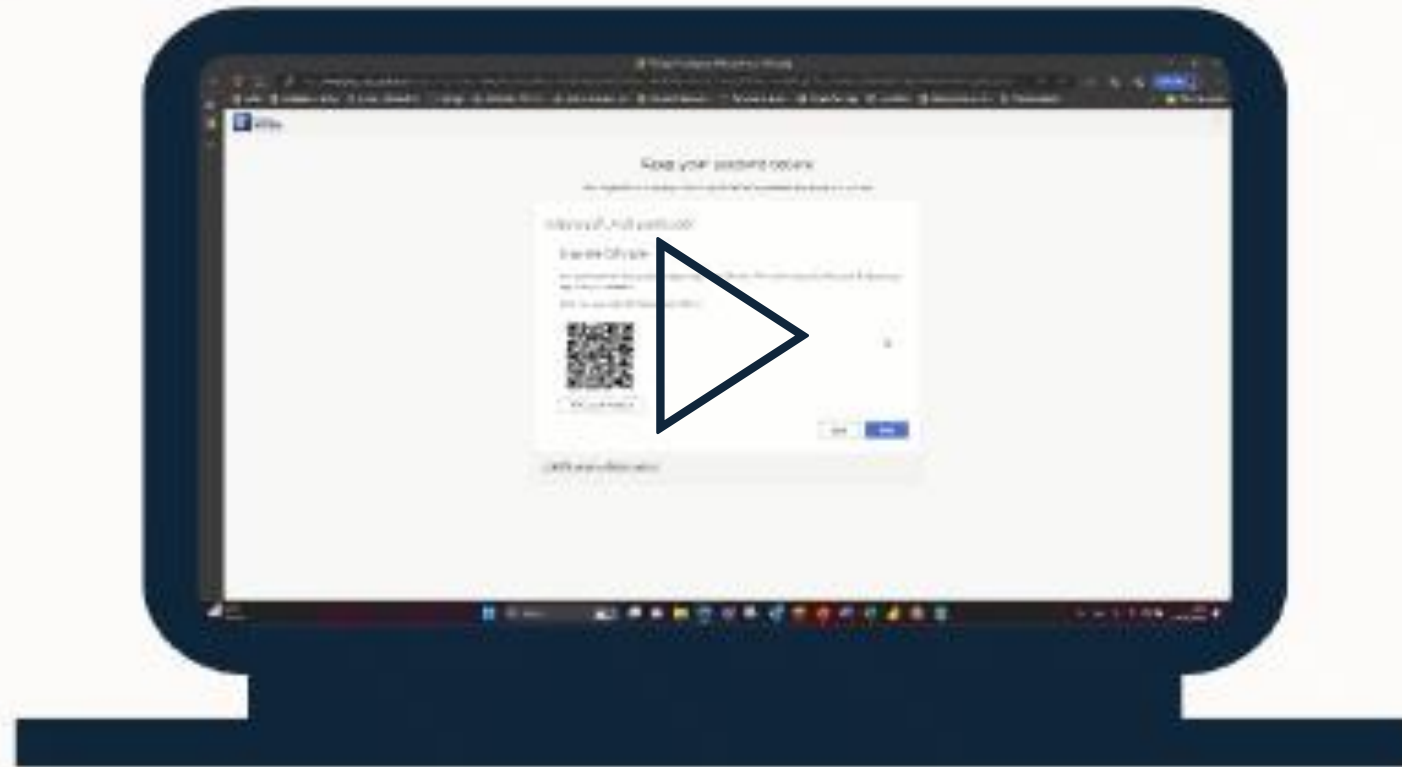
You will then need to:

- [use the guide to Set up MFA](#)
- Install the recommended Microsoft Authenticator app on your mobile device





Setting up Multi-Factor Authentication



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



Registration

All students must complete online registration via the NottinghamHub: hub.nottingham.ac.uk

British/Irish Students

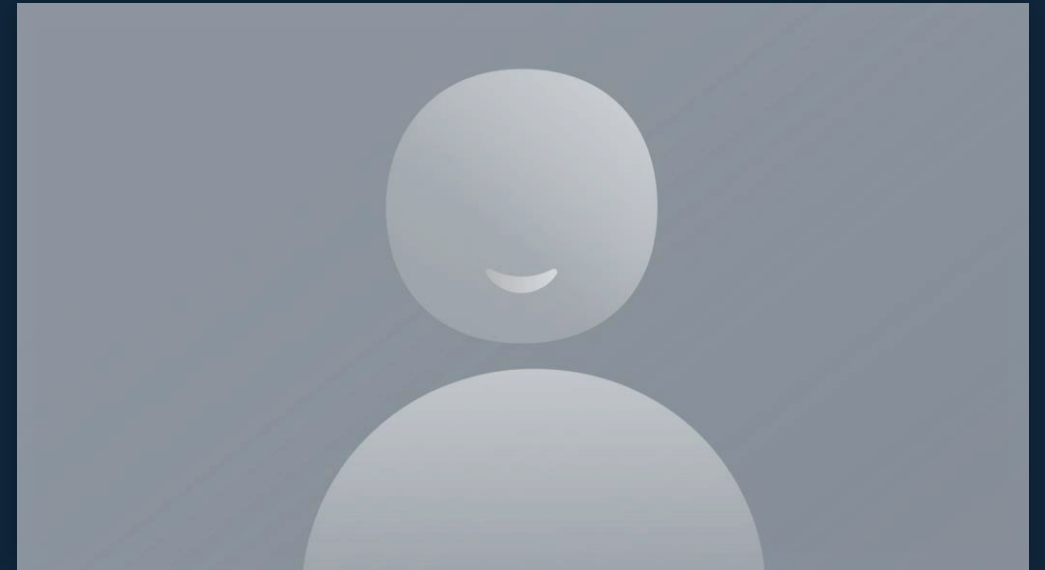
- Get logged in to eduroam Wi-Fi using your university email and password

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 your EUSS settlement scheme permission. Please see the [in-person registration](#) page for details





Registration

Registration deadlines – UG and PGT is Monday 14th October and for PGR Monday 21st October

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).

From: noreply@Nottingham.ac.uk <noreply@Nottingham.ac.uk>

Sent: Monday, Sep 26, 2022 12:21 PM

To: liyob@nottingham.ac.uk <liyob@nottingham.ac.uk>

Subject: Registration complete



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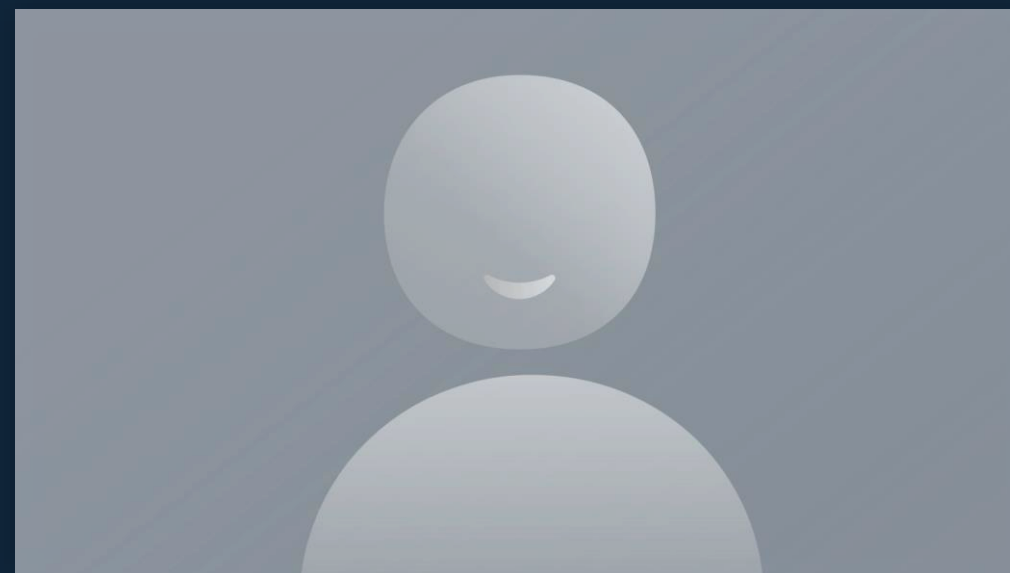
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Hi Olive

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

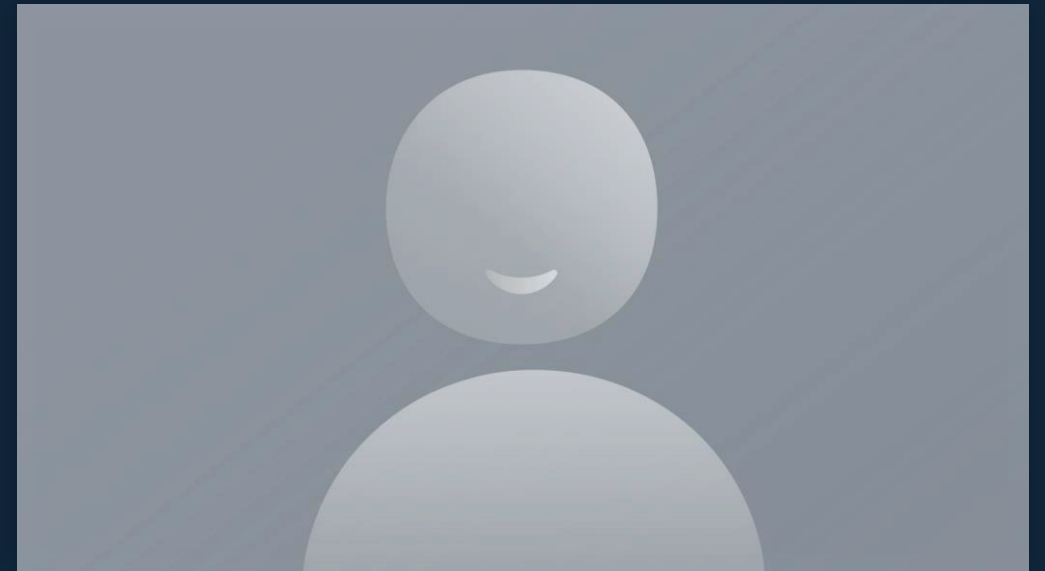




Registration locations

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

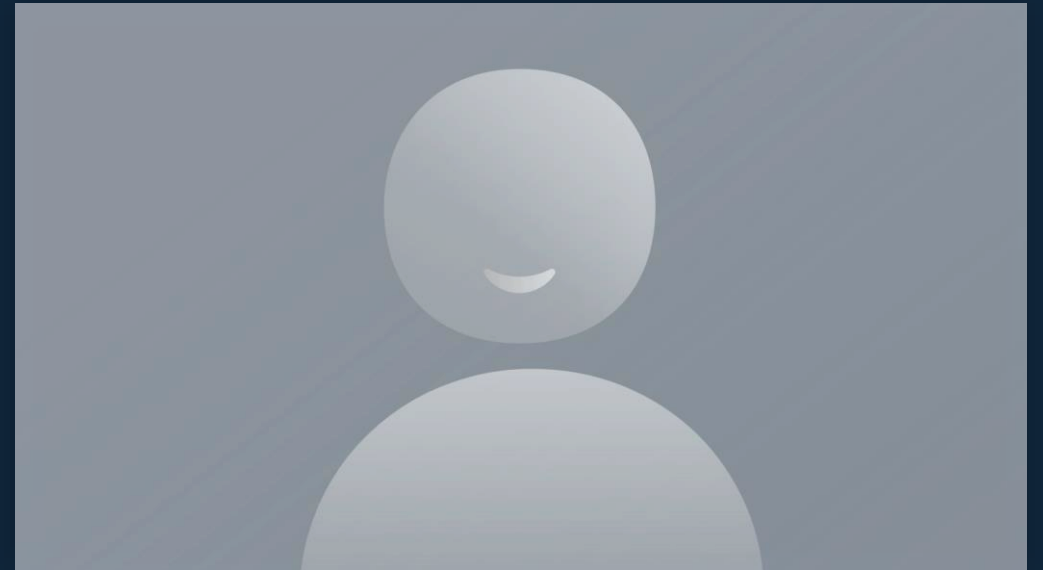




Wi-Fi on campus

- 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**

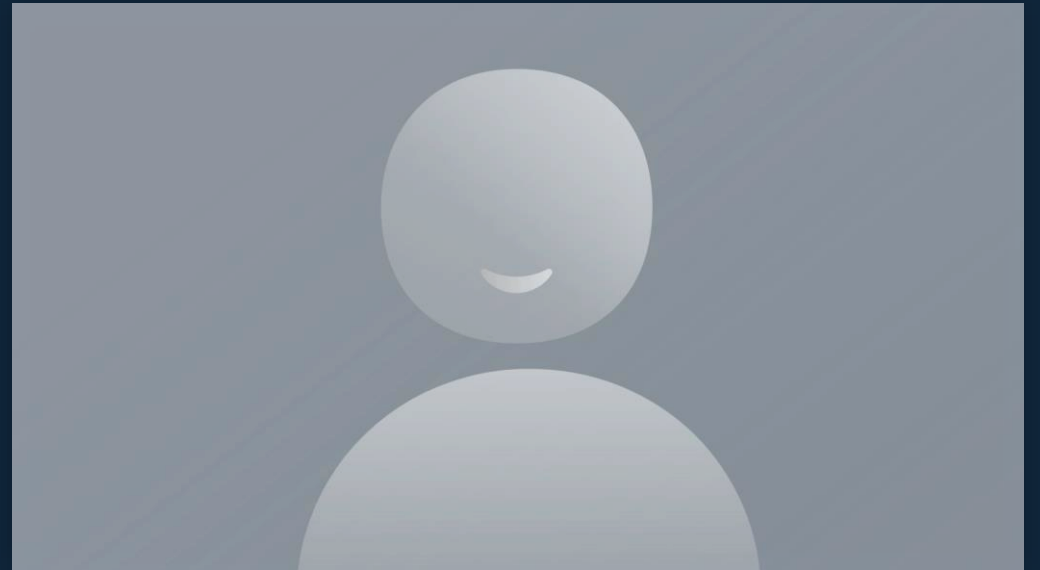
Visit the [Internet and web services](#) page for device-specific information.





Email

- We strongly recommend you get the Outlook app to use email and your calendar.
- All official university communication will be sent via email.
- Check your university email account daily during term-time, and weekly during holiday periods.
- Make use of the calendar to help manage your time.
- Set an email signature with your name, course and year group (*and preferred pronouns if you like*).
- Make sure you send your email to the right person! Most members of staff have (staff) after their name.





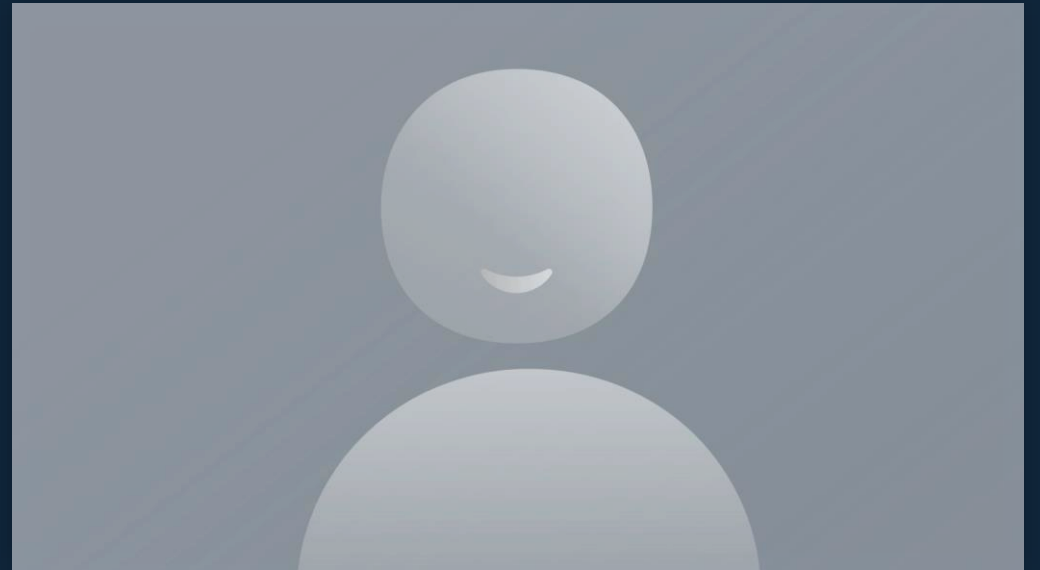
MyNottingham app

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

- Personalised timetable
- Access your Meal Pass
- Hopper Bus Timetables
- Maps of the University
- Key Dates



Search your app store for [MyNottingham](#).



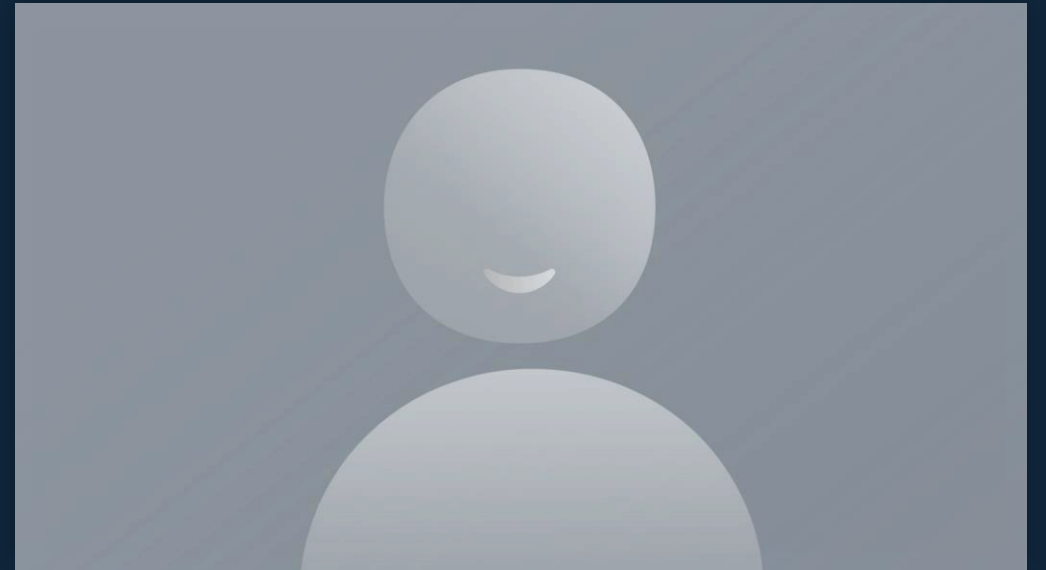


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Your IT services

Online and on-campus tools



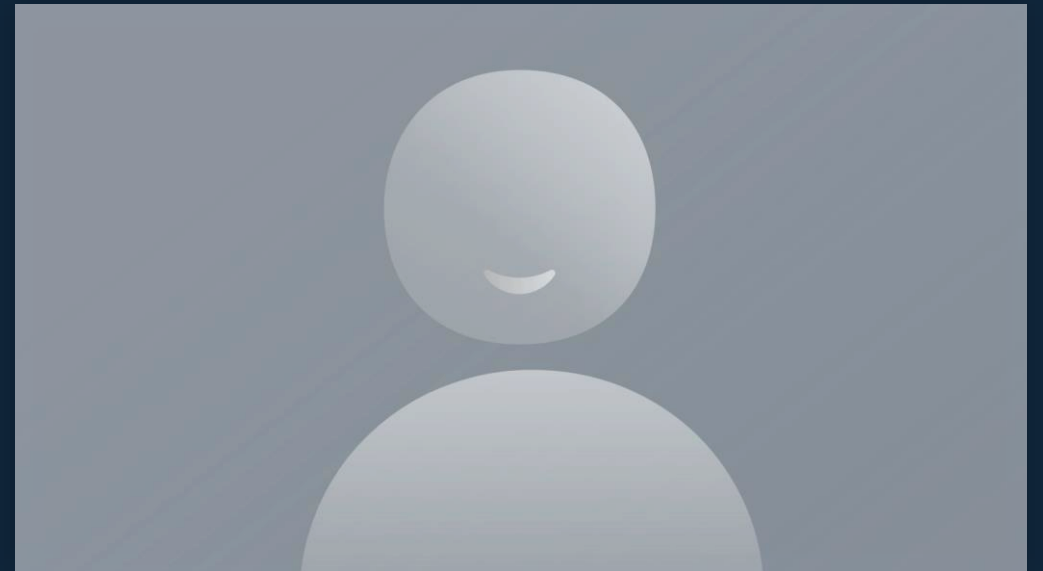


Cyber safety

- **What is phishing?** It is where attackers attempt to steal data, such as personal information, passwords and bank details etc..

They do so by tricking people with fake emails, adverts and phone calls to reveal your data.

- **Don't take the bait:**
 - don't click links or download attachments if you're unsure
 - don't give personal details over the phone, text message or What's App if you're unsure.
- Check [actionfraud.police.uk](https://www.actionfraud.police.uk) for latest news, alerts and cybercrime protection advice.





Stay secure and alert – real example

From: Adam West <tlxaw21@exmail.nottingham.ac.uk>
Sent: 17 September 2021 13:12
To: Adam West <tlxaw21@exmail.nottingham.ac.uk>
Subject: Re: University of Nottingham

Were you expecting something from this sender?
 Does the address match?

SECURITY ALERT. !!!

Attention Server user,
 With the strengthening of our security system and improving your mailing experience, We have detected your mail settings are out of date. To enhance computer system security and comply with the audit requirements, ITS requires all Sever Users to update their account, kindly click ITS to update your account to the latest Outlook Web App. click the below link by filling out the requirements correctly to update your account.

Remember phishing emails are rarely specific

Hover over links without clicking

This one is disguised as a bitly link, so you have no idea where it will go

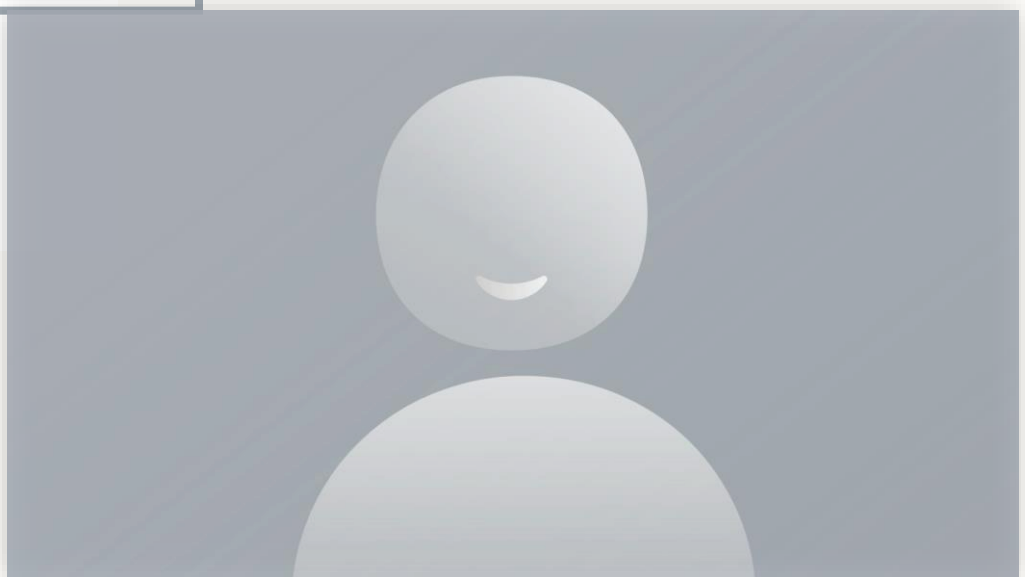
Click here to secure your account to avoid deactivation: [PORTAL.NOTTINGHAM.AC.UK](https://bit.ly/2xzulph)

<https://bit.ly/2xzulph>
 Ctrl+Click to follow link

Thanks,
 The University of Nottingham
 Technical support team
 CODE: 927663

Spelling errors – alart not alert and portaj not portal

Be a
 aski
 If you think you've done something by mistake
change your password immediately as a precaution
 Step back and think

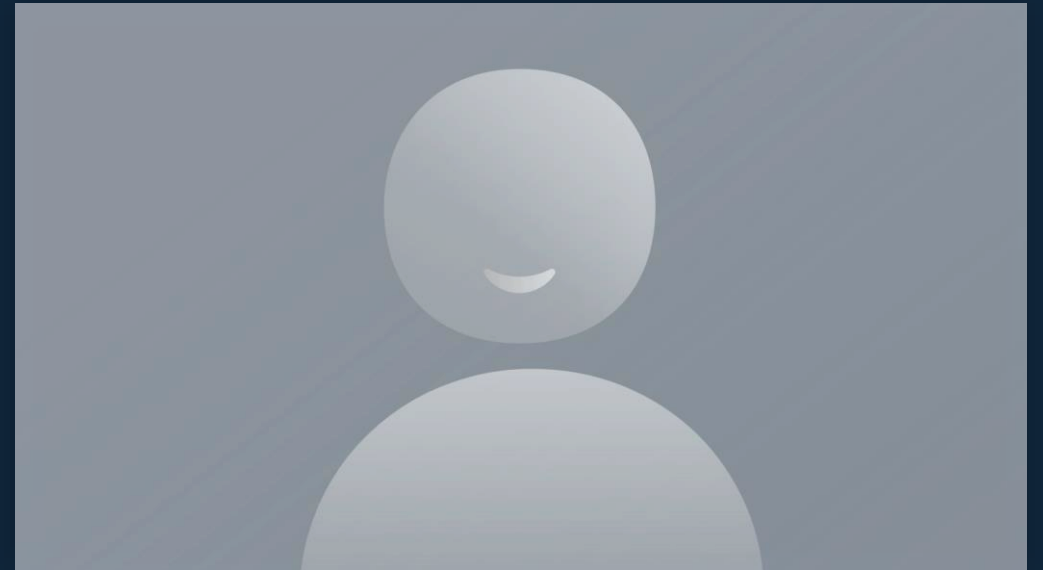




Cyber safety

Stay safe – top tips

- Set strong passwords and use two-factor authentication where possible.
- Never share your passwords.
- Secure your devices and data – *we have lovely open campuses* – look after your belongings.
- Keep your devices up-to-date with the latest security updates and anti-virus protection.
- Be social, but protect your information and online privacy – don't overshare.
- Visit our [IT Security](#) pages for more information.





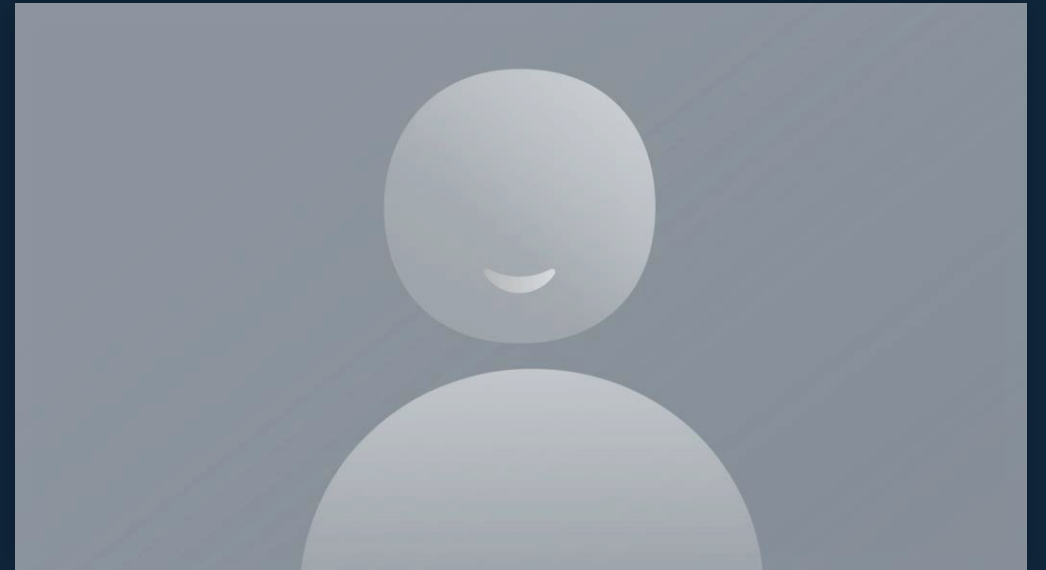
Moodle

Moodle is the University's Virtual Learning Environment (VLE).

Each module you study has its own Moodle page with learning materials and activities, such as:

- accessing reading lists
- watching recorded lectures
- submitting coursework.

You will keep access to all your Moodle pages throughout your time at university.





Using Moodle

Access Moodle on a web browser at:

<https://moodle.nottingham.ac.uk>

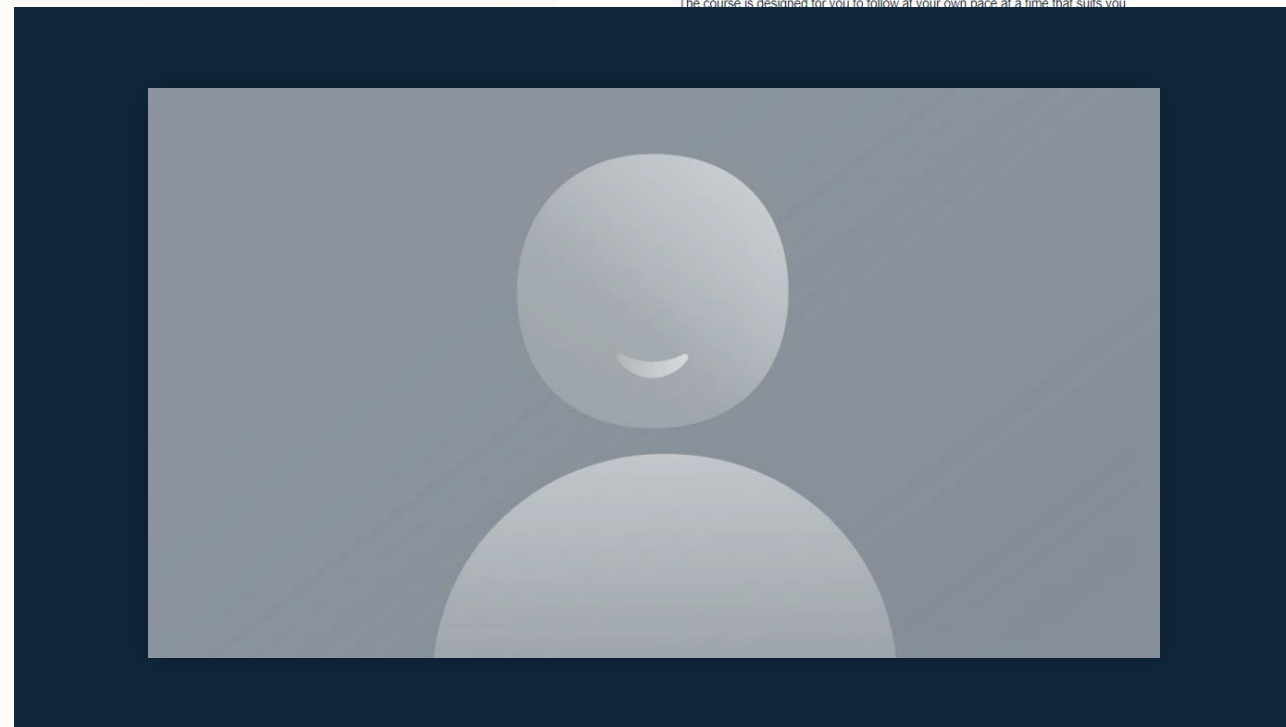
Log in with your University username and password.

- Please ensure you have fully completed the IT account set up and registration process as mentioned earlier – otherwise you will not be able to log into Moodle.

Your modules will appear within the **My Modules** page the next working day after they have been added to your student record.

You can find guidance with using Moodle at:
nottingham.ac.uk/library/studying/moodle

The screenshot shows the Moodle login page for the University of Nottingham. The browser address bar displays 'moodle.nottingham.ac.uk/my/courses.php'. The navigation menu includes 'Home', 'Dashboard', 'My Modules' (highlighted with a green box), and 'More'. The login form contains fields for 'Username - e.g. abygd2' and 'Password', a 'Log in' button, and a 'Lost password?' link. A 'Cookies notice' button is located at the bottom of the form. To the right, the 'My Modules' page is visible, featuring a 'Turnitin Assignments' banner and a 'Module overview' section with filters for 'In progress', 'Search', 'Sort by last accessed', and 'Summary'. Two modules are listed: 'Introduction to Learning Technology Test (PRFX1002 AUT1) (UNUK 23-24)' with '0% complete' and 'On Course for Your Masters (NOOC) (UNUK UNMC UNNC) (23-24) Nottingham Open Online Courses & All-University'.





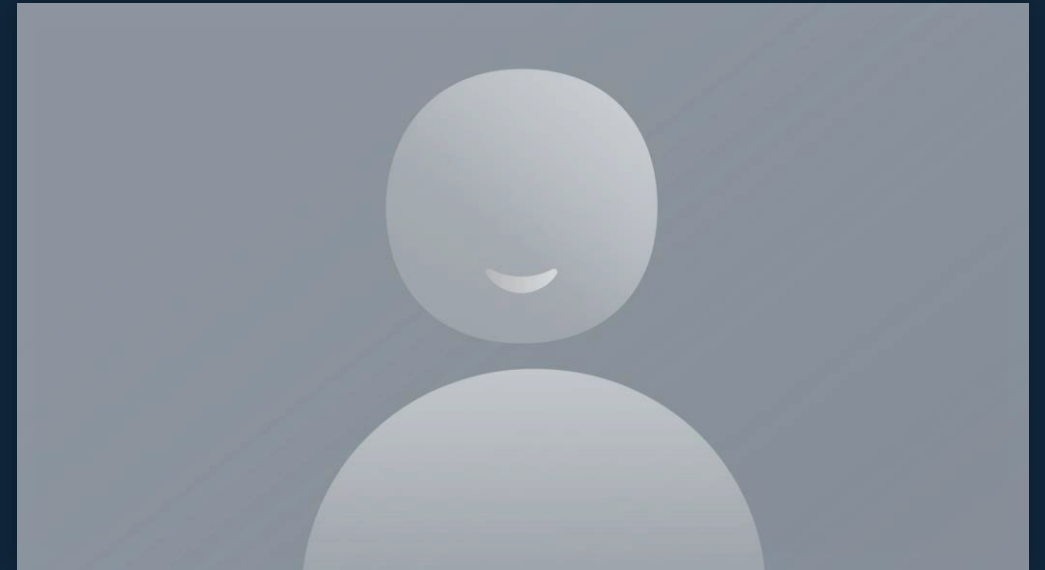
Accessing software

Microsoft 365

- Download the latest Microsoft 365 apps for free on up to five devices for use during your studies.
- When starting a new piece of work, start here: portal.office.com.
- Use OneDrive to store all your work and use Teams for collaborative work with other students.
- See our [Office 365 guides](#) for lots of top tips.

Course software

- Any other software you may 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.





Access to computing

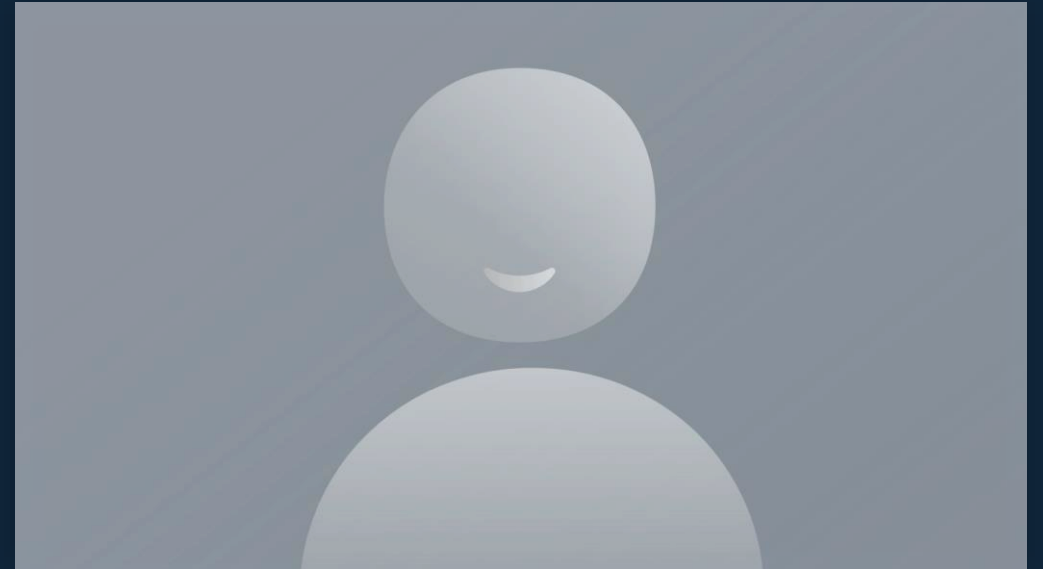
On campus

- There are many [computer rooms](#) you can access – these are located mainly inside libraries.
- Some computers may have different software installed based on the requirements of the local schools / departments.

Virtual

- You can also use the Windows Virtual Desktop (WVD) to access university applications that are not available on your personal device.
- Desktops available depend on your course – check the [Virtual Desktop](#) webpage for more details.

Note, always save work onto your Microsoft OneDrive as the desktop profile is not permanent.





Print, copy and scan

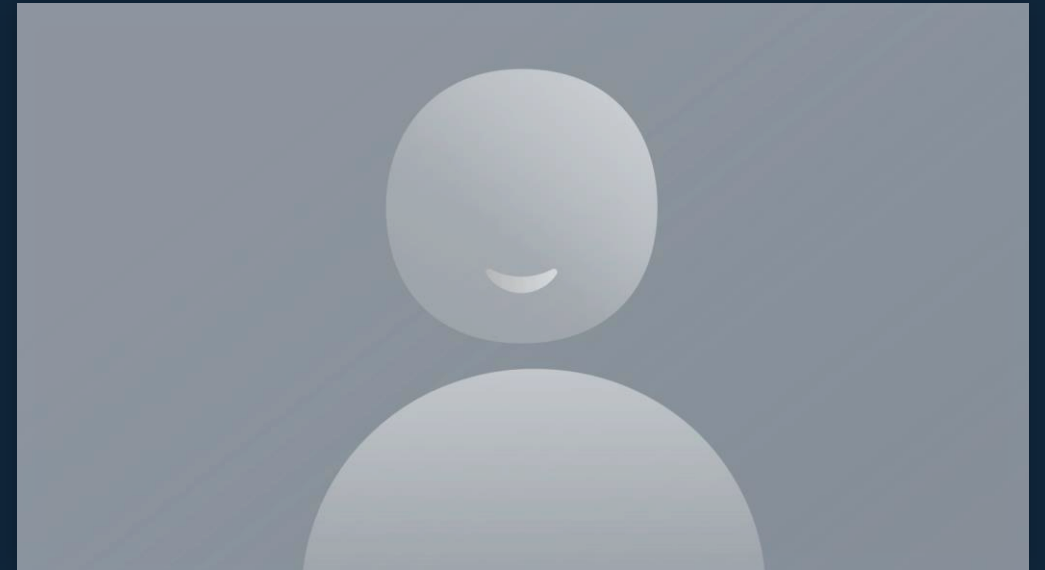
Print, copy or scan at many locations on campus.

- Activate your print account by sending a document to print from a university computer or
- swipe your university card at a print device and login with your university username and password.

Once activated, a default starting balance of 50p credit is added. Top-up online at: myprint.nottingham.ac.uk.

- You can print from your personal computer – email documents to: mobileprint@nottingham.ac.uk from your university account.
- You can also scan documents to your OneDrive or university email.

For more details, visit: nottingham.ac.uk/dts/print





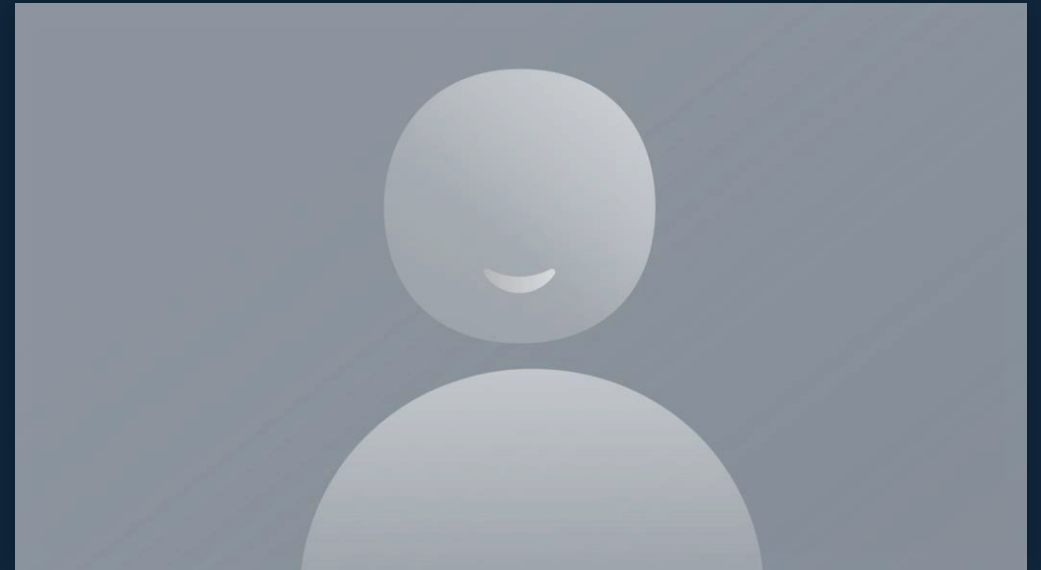
Wide Format Printing

The new [Wide Format Print Service](#) is a professional printing service for all students at a subsidised cost to ensure it delivers excellent value. Prints are delivered twice a week to University Park and Jubilee Campus.

Size	Draft (100gsm)	Final (170gsm)
A0	£3.50	£5.00
A1	£1.80	£2.50
A2	£1.00	£1.25

To use the service, please visit: nottingham.ac.uk/wideformatprint and register for an account using your **student email address**.

For more details, visit: nottingham.ac.uk/dts/wfp



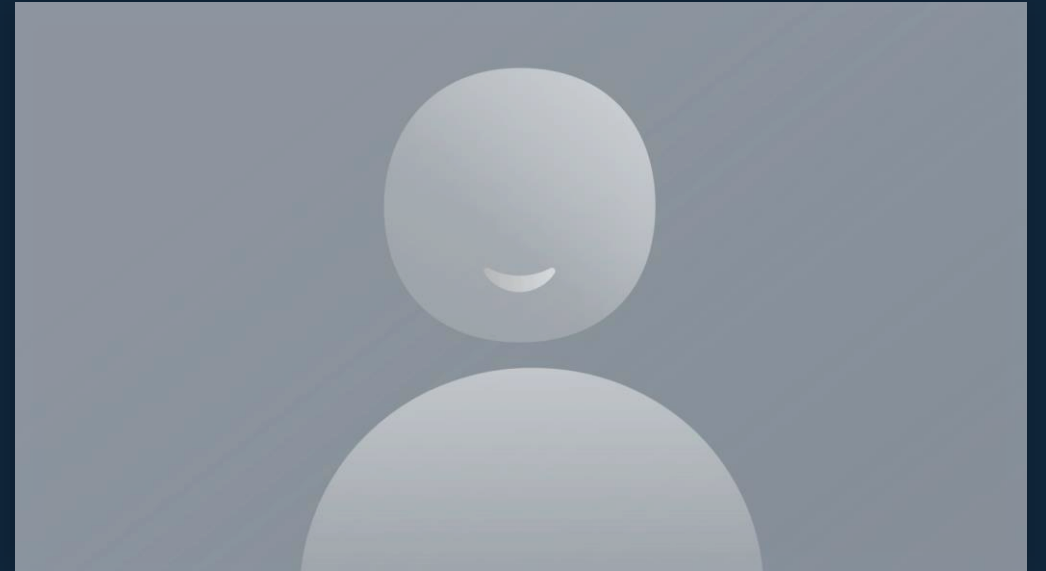


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Getting Help

Online and on-campus IT support

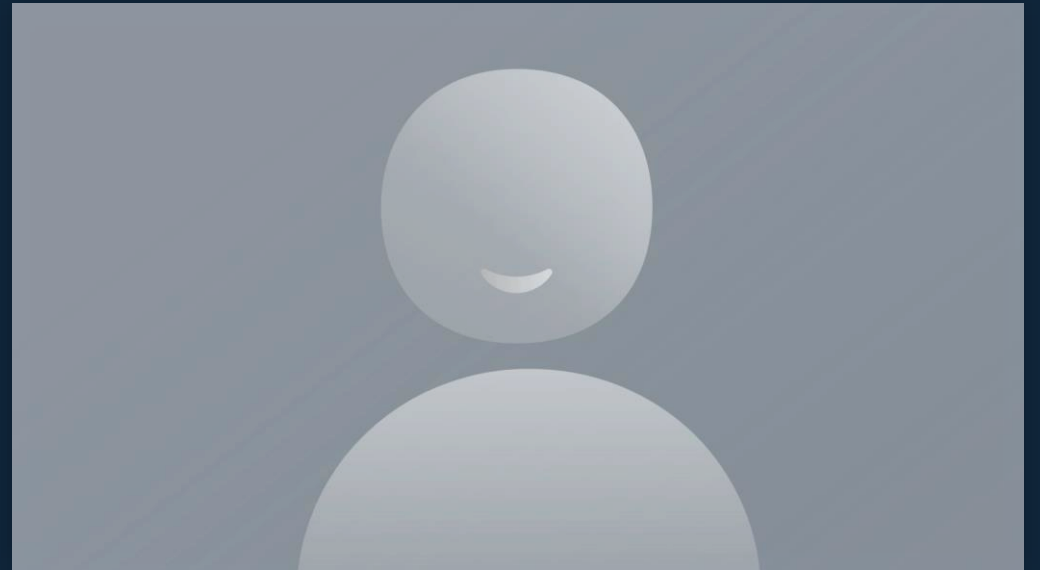




IT Service Desk

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 on the same number.
- Check IT service status on our status page:
<https://status.nottingham.ac.uk>

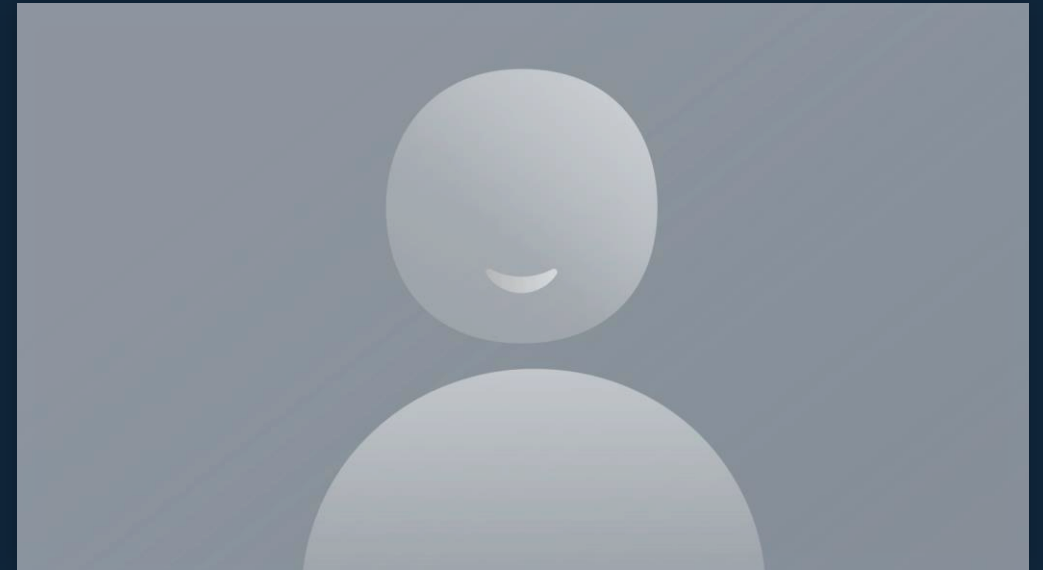




The Smart Bar

For your everyday IT advice and guidance, our friendly IT assistants 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 19 September: 'My IT Smart Bar' is open to all students at the University of Nottingham.
 - To join, [find us in Microsoft Teams](#)

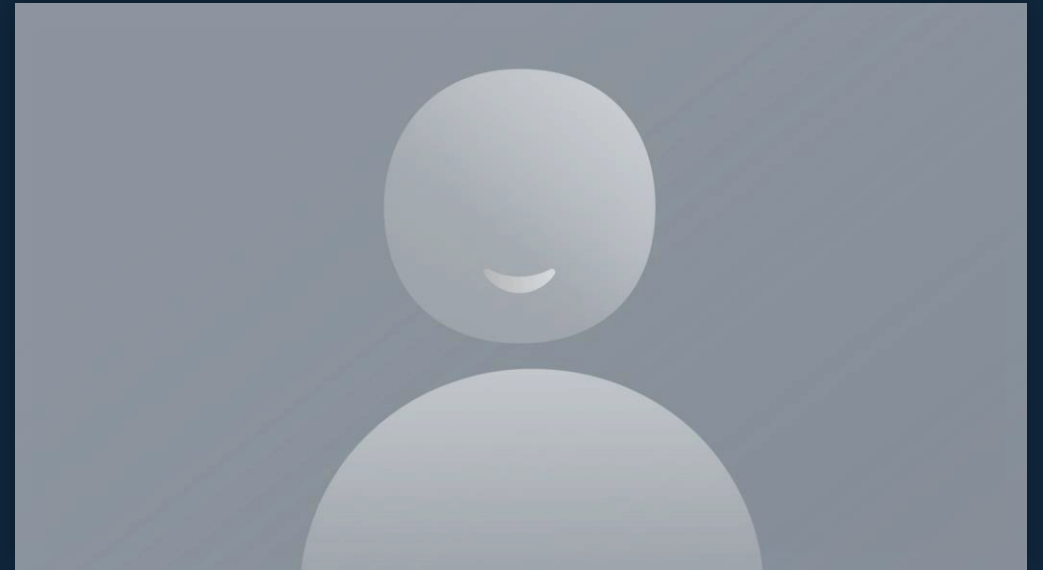
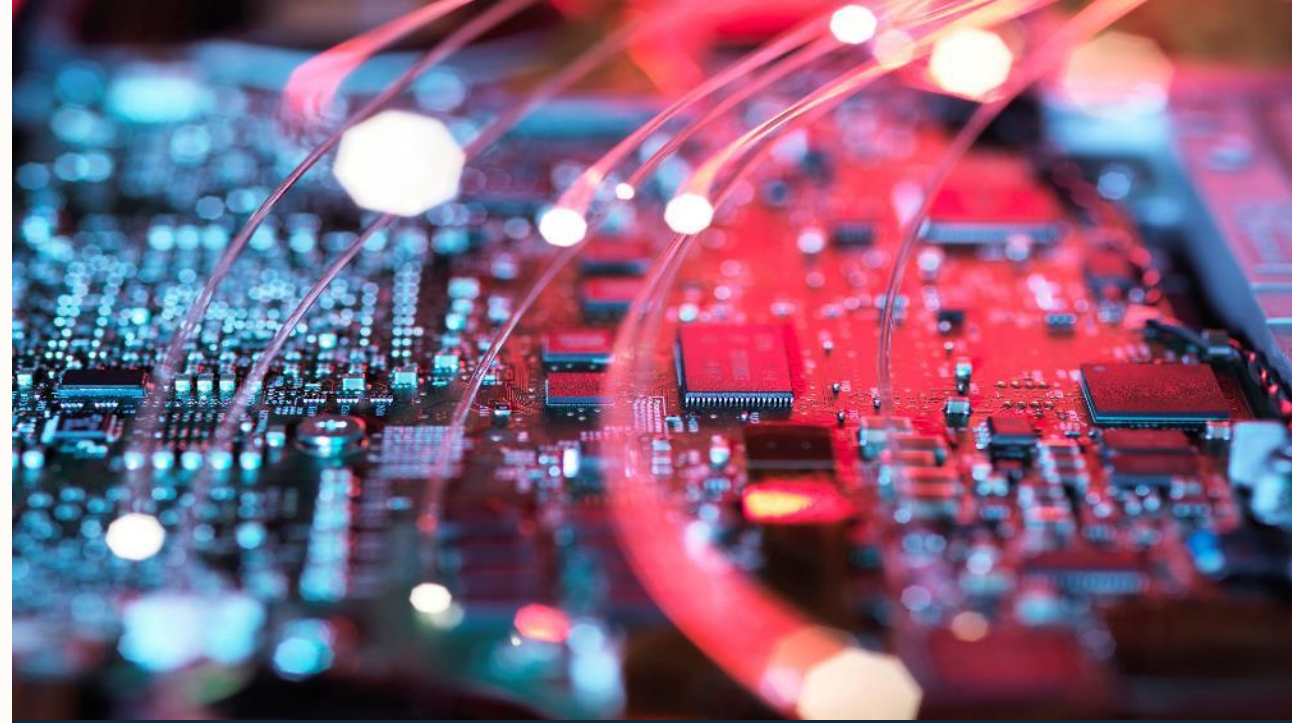




Laptop Loan & Repair

- Our dedicated team, based at the Portland Building, offer a laptop loan service for students.
- We also repair students' personal laptops (the service is free; we only charge for the parts / repair type you need).
- Book an appointment: You will need to [book an appointment](#) to use the Laptop Loan and Repair service.

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





Have Your Say on Your IT Services

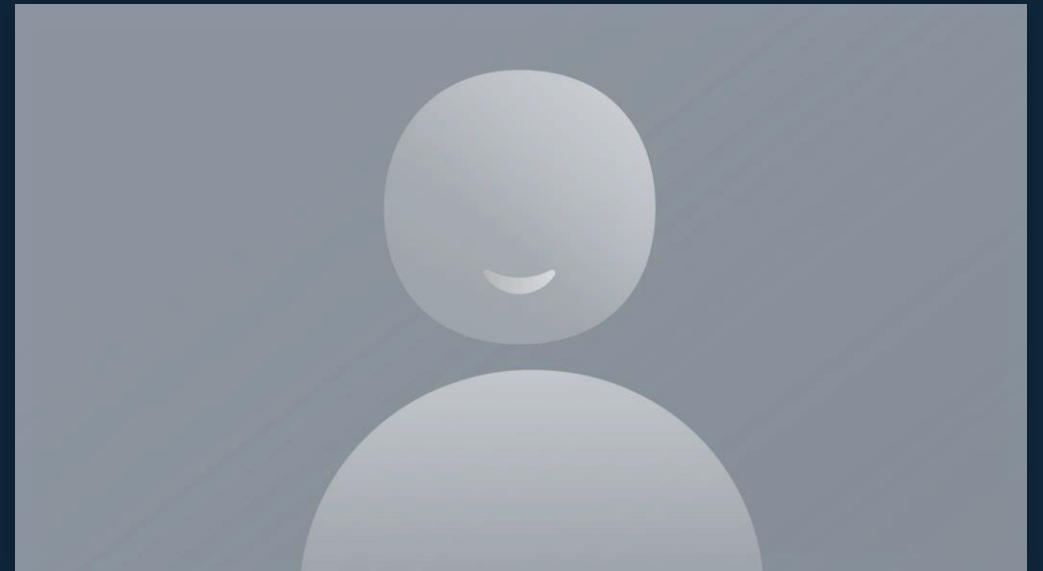
IT Freshers survey – coming soon

From 7 October, our survey will open – we value your feedback.

Complete the survey for your chance to win a goodie bag.

Visit our website to find out more:

nottingham.ac.uk/dts-IT-survey





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Thank you

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

nottingham.ac.uk/dts/it-induction

