

Welcome to use IT services at the University of Jyväskylä!

The objective of IT Services ("IT-palvelut" in Finnish, abbreviation ITP) is to promote, support and coordinate the use of information technology in teaching, research and administration at the University. We offer the following services for the students and staff:

- Secure IT environment
- Access to essential information systems and network services
- Disk space for the users' files and homepages
- Email and the Internet
- Remote access (VPN)
- Basic programs and tools, software agreement management
- Training, guidance and specialist services
- Research support services and statistics advisory
- Technical support for e-learning environments

This guidebook provides instructions on the most important IT services that you will need as a new student or staff member. For more information on the services and more guides, see <https://www.jyu.fi/itp/en>. An info package of most important information for a new student is available at <https://www.jyu.fi/itp/en/guides/tutorials/for-new-student>. You can find links to the most important IT systems in the "Tools and applications" section of the Isa Student Portal (<https://www.jyu.fi/en/isa>).

Maintenance breaks and failure reports

IT Services performs weekly service and network maintenance on **Wednesdays from 3:00 p.m. to 5:00 p.m.** Any actions that may cause service interruptions are aimed to be performed during this time. If possible, any maintenance carried at other times will be announced separately at <https://www.jyu.fi/itp/en> in the "News & Maintenance Notices" section.

You can report **acute failures** in the information systems (helpdesk activity not included) on weekdays from 5 p.m. to 21 p.m. and in weekends from 8 a.m. to 4 p.m. to tel. 050 552 7222 or email tarkkailu@jyu.fi. There may be some variation in the duty hours.

Note! You can subscribe to RSS feed of IT Services' news and maintenance notices!

Get familiar with the rules of use and information security!

The rules of use have been set up to ensure the safety and smooth functionality of the computer systems during studies and work. The rules of use bind you even if you didn't study them! Read more on pages 11–14 and the IT Services website at <https://www.jyu.fi/itp/en/guides/manuals/data-security>

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SERVICE DESKS

IT Services has two service desks, one in Mattilanniemi and one in Seminaarinmäki. The service desks help and advise you with the IT services and problems concerning your user account. The email address of the service desks is **palvelupiste@jyu.fi**

Mattilanniemi Service Desk (MaD 134)

Located in Building MaD, the 1st floor,
open **Mon–Fri from 9:00 a.m. to 2:30 p.m.**

Street address: Ahlmaninkatu 2

Mailing address: P.O. Box 35, 40014 University of Jyväskylä

Tel. (014) 260 3600, 040 805 4050

Fax (014) 260 3598

User licenses, user accounts, passwords and software sales

Tel. 040 805 4044, internal number 3500

Software agency, licenses and software sales

Tel. 050 557 8916, internal number 3599

From the Mattilanniemi Service Desk you can get:

- A user license for the University's computer services
- Software (e.g. anti-virus programs)
- A print quota (at a charge)
- Hard copies of the transcript of records

Software for sale (only MaD 134)

Students of the University of Jyväskylä can purchase the following software at student-friendly prices from IT Services:

- SPSS licenses
- SAS licenses
- Atlas.ti licenses
- MATLAB licenses
- Mathematica (a comprehensive software suitable for symbolic and numerical calculations and for producing mathematical graphics)
- Comsol

More detailed license terms and conditions as well as prices are listed on the IT Services website at

https://www.jyu.fi/itp/en/services/it_services/software/

Seminaarinmäki Service Desk (X 125)

Located in Building X, on the 1st floor,
open **Mon–Fri from 9:00 a.m. to 3:00 p.m.**

Tel. (014) 260 3030, internal number 3030

Research support (T258 and T259)

<https://www.jyu.fi/itp/en/services/development/research/support>

Research support helps you with questions concerning statistical programs (SPSS), especially when choosing a method and interpreting results. You can also get assistance for browser-based questionnaires.

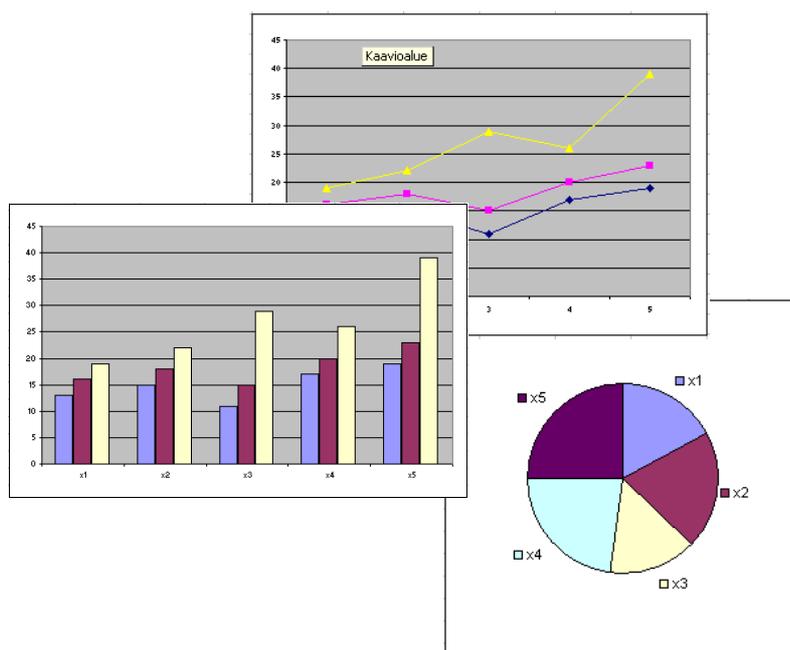
Research support is located in Building T, the 2nd floor, and is open **Mon–Fri from 12 noon to 2:00 p.m. The service is closed in July.**

Email address: tilastoneuvonta@jyu.fi

Tel.

Jukka-Pekka Kesonen 3614, 040 805 4046

Pekka Rahkonen 3615, 040 805 4052



USER LICENSE – The key to using IT services

General information about the user license

The University provides IT Services for teaching, studying, research and administration purposes. Using IT Services for business, profit or other commercial purposes is forbidden. Political campaigning not related to the University's activities is also forbidden. Recreational use of computers should not interfere with the above-mentioned primary use of the network.

For detailed rules and information on how to apply them in practice, visit the IT Services website at

<https://www.jyu.fi/itp/en/guides/manuals/data-security>

Students

You need a user license in order to use the University's computer services. New students get their usernames from their tutors and must sign a user license agreement. By signing the agreement, they agree to comply with the rules of use of the University's information systems and network. Return the signed agreement form to a service desk of IT Services. A student user license is valid during the studies and the student is informed of the removal of the license beforehand.

Staff and trainees

Submit a user license application already when writing a contract for a new employee or trainee. The user license application form is available at **<https://www.jyu.fi/itp/en/forms/user-licence>**

If the person has had a user account at the University of Jyväskylä, the expired account is reopened and user account information updated. If the person has no previous account, a new account will be created.

The user license application needs to be submitted also when a person moves from one faculty to another or his/her status changes from a student to an employee. A staff license is valid during the employment with the University.

It is advisable to reserve 4–5 days for the processing of the application.

User account

When you are granted a user account, you will get a personal username and a password. With them you can login, for example, to the following computer systems and services of the University:

- **The University computer network**, in which you can save your files to your own home directory (the U disk)
- Your own **electronic mail box**
- **The Korppi study data system**, in which you can sign up for courses and examinations
- **LINUX computers**
- **E-learning environments** (e.g. Optima and Moodle)

The username and password are personal and may not be handed over to anyone. Keep them separately. IT Services never asks your user name or password via email or any other way!

You can check your account expiration date at **<http://salasana.jyu.fi>**. Select "Password change service" and see the "Account Expiration Date" field.

If you have problems with user account, please contact the service desk of IT Services in MaD 134 or X 125.

Changing the password

Change the password immediately after receiving your user license. Remember to change your password often enough (around 3–4 times a year).

You can change your password at **http://salasana.jyu.fi** using the Password change service. A new password will be updated within five minutes for the IT network, email, Korppi, Optima, and Linux computers.

First, log in with your username and current password:

Salasanan vaihto ja tunnuksen tietojen päivityspalvelu
Password change and account information update service

Login:

Password:

To change your password, click "Change Password" in the following window. To update account info in Linux computers, click "Change Account Info".

User	
Name	Matti Meikäläinen
Preferred given name	
Permissions	
Account info	
Login	mameikal
Office	
Work Phone	
Home Phone	
Shell	bash
Password Last Changed	Mon Jul 21 10:56:43 2014
Account Expiration Date	Sat Oct 17 00:00:00 2015
Home Directory	\\nashome1.ad.jyu.fi\homes2\mameikal
Email	
Email Forwarding Address	1
WWW	
WWW directory	NOT ACTIVATED

What is a good password?

- Consists of 8–20 characters.
- You can also use a pass-phrase or sentence.
- Contains letters A–Z, a–z (no letters å, ä, ö, ü, Ü, etc.).
- A good password contains characters from the following categories: CAPITAL LETTERS, small letters, numbers and special characters. Numbers and special characters should be in the middle of password.
- Suitable special characters are:
- _ , . ; : () { } < > + ? = ! # \$ % & / * ' space
- A password must not contain your name, any of your friends' names, your username or any parts of the previous.
- Choose a complicated password that is impossible to guess but still easy to remember.
- Do not use the same username and password in any other Internet services outside the University.
- Do not use dictionary words in any language, front or backwards.
- If you need help, email **useradmin@jyu.fi**
- **Change your password regularly**, around 3–4 times a year.

In case you forget your password, you can ask for a new one at a service desk of IT Services. Take along your student card to prove your identity. A new password can be sent to you by mail or fax, **but not on the phone or email!**

Tips for creating a password

Choose a familiar sentence from which you formulate the password. Replace some of the letters with numbers, e.g. letter "a" with number four.

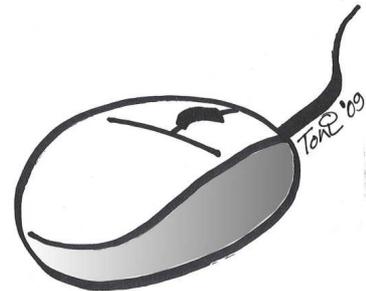
THE ABC OF INFORMATION SECURITY

You are responsible for your user ID

- **Your username and password are personal.** Never give your password to another person – you are personally responsible for the use of your account. Even if you didn't have any classified material in your account, someone might invade the IT systems with your name and inflict damage.
- When receiving your user account for the IT systems you agree to comply with the rules of use. The best ways to ensure information security are to know the rules and prevent misuse. Abuse or misuse may lead to the cancellation of your account.
- **Do not use the username and password of the University in any other Internet services!**

Using the University's computers

- IT Services manages information security in the computers of the University. **Note!** Do not turn off the computers because updates are installed during night-time.
- Students and staff are not allowed to install any software on the University's computers. If you need new software, contact the local computer support. The contact information is on page 19.
- When you start working with a computer, you need to log in to your account first. Your user name and password are the same that you use when logging in to the University email.
- Always remember to log off from a computer (Start -> Log off), otherwise someone else can access the files you have saved.
- If you find a computer where the previous user has forgotten to log off, please log off and then log in with your own username.
- Save all important files to **your personal home directory U**. The U: drive is backed up every night.



- Save your documents (Save or Ctrl+S) regularly while editing them. This way you will not lose your work in case of technical faults.
- Remember backups. Save your document in several different media such as the U: drive, a memory stick or a CD.
- Take your memory stick and papers with you when you finish.
- Remember to lock the doors if you have received a key to the computer labs. Do not allow outsiders to enter the facilities.

Keep your home computer healthy and running well!

- **You are the administrator of your home computer.**
- Do not log in as root or administrator for everyday work. Instead, create another account with limited rights to prevent malware from infecting your system.
- Enable malware protection. Use at least Microsoft's products (Windows 7 Microsoft Security Essentials, Windows 8 Defender). However, a separate anti-virus software will provide a better protection.
- Remember to update your software (the operating system, web browsers, word processor, etc). Use automatic software updating if it is available.
- Install or enable firewall on your computer. This protects you from data invasions. In the operating systems Windows 8, Windows 7 and Windows Vista it is sufficient to use the firewall of the operating system. Also make sure that you are using an antivirus software (see above)!
- Install only software you need on your computer. Unnecessary software will increase the risk of malware infection. Download programmes only from reliable sources.
- Always check with an antivirus software that your data storage media (memory sticks, CDs or DVDs) and received email attachments are free of viruses.
- Secure your wireless network, otherwise someone else can use your network connection and snoop your communications.

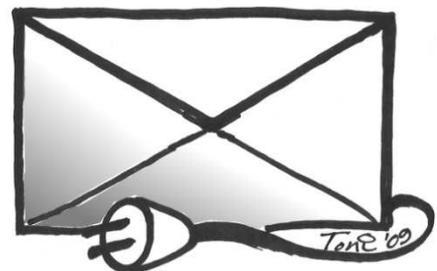
Be wise on the Internet

- **The Internet has a long memory!** Everything you publish or write on the Internet or via email may be found after many years – whether you want it or not.
- Consider carefully before entering your bank or personal information in online services. It is easy to pretend to be someone else in social media and other online services.
- Consider carefully before entering your study email address in online services. Do not use the University password outside the University's online services.
- When logging into your account in an Internet cafe or any other public place, be aware that virus protection may be non-existent, the browser may be set to save passwords and spyware may be installed on those computers.
- Clear the cache and navigation history after your session.
- Do not save your password when the browser prompts you to do so!
- Check if you are using a protected public wireless network. It is easy to monitor traffic in an unprotected network. In an unprotected network, use only services that hide the traffic (addresses that start with https).

More information about information security is available at <https://www.jyu.fi/itp/en/guides/topic/Data+security>

Use email safely

- Do not open suspicious messages. Remove all messages that have strange titles or unexpected attachments, even if you know the sender. They may contain viruses and other malware.
- Be cautious with attachments and external links in messages. Check the attachments using an antivirus program.
- Avoid sending unnecessary attachment files. In most cases you can type the message in plain text in the actual message field.



- Beware of phishing. The University never asks users' passwords via email or any other way.

On a journey

- Be careful when using your user account in Internet cafes and other public places: antivirus security may be inadequate, a browser may save your password, or there may be spyware installed in computers.
- If you have used the University's user account on a journey in an Internet cafe, library, hotel or on any other public computer, please change your password after the trip.
- Do not save your password when the browser prompts you to do so!
- Clear the cache and navigation history after your session.

Read more about information security at

<https://www.jyu.fi/itp/en/guides/topic/Data+security>

WORKING IN COMPUTER LABS

For the list of public computer labs on the campuses, see page 31 in this guide or <https://www.jyu.fi/itp/en/guides/faq/where-are-the-computer-labs>. You can freely use the computers in the classrooms, except during lectures or demos.

Logging in to the University's computer network

The University of Jyväskylä has an AD network (ad.jyu.fi) called JYUNET.

When you start working with a computer, log in to your account first. Your user name and password are the same that you use when logging in to the University email and all other services.

You can log into the AD network by pressing the Ctrl+Alt+Delete keys on the keyboard at the same time. This opens the login screen.

Type in your username and password and press the Enter key or click the arrow on the right.

If the login to JYUNET fails, change your password at <http://salasana.jyu.fi>

When logged in, you can use the following disk drives:

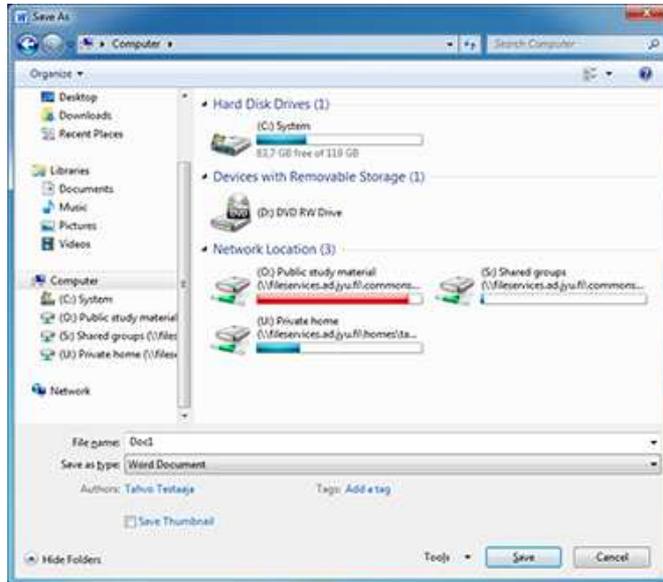
- **Your personal home directory U:** Save all important files here. They will be backed up daily.
- **Your personal web directory W:** Everything you save on the W drive will be visible for all at the address <http://users.jyu.fi/~username> (where "username" is your own username).
- The drive **S:** (shared) is the shared drive of your faculty or department. It is used for storing files for shared use. The availabil-



ity and content of the S: drive depends on the unit, main subject, etc.

Please find answers to the most common questions regarding the JYUNET computer network at

<https://www.jyu.fi/itp/en/guides/topic/Workstation>



When saving your files, you can choose the drive from the left side menu under "Computer"

Logging off



Always log out when you finish working. Exit all programs, click **Start** and select **Log off**.

Note!

Do not shut down the computer, because updates are installed during night-time.

Language settings: English

You can change the user interface language of Microsoft Office 2010 programs (Word, Excel, etc.) as follows:



Select Start (Käynnistä) -> All Programs (Kaikki ohjelmat) -> Microsoft Office -> Microsoft Office 2010 Tools (Microsoft Office - työkalut) -> Microsoft Office 2010 Language Preferences (Microsoft Office 2010 Kieliasetukset). Then select English for display language.

Once you restart the Office application, the language will be changed to English.

Software

You can find a list (in Finnish) of software installed on the computers of different computer labs at

<http://www.ad.jyu.fi/jyunet/asennetutSoftat.html>

You can scan images and text with a film scanner and a flatbed scanner in the entrance hall of MaA building, 1st floor, and in the Jyväskylä University Main Library, 1st floor.

Note! Students are not allowed to install any software in the University's computers.

Printing, copying and scanning

<https://www.jyu.fi/palvelut/yopaino/en/>

Printing and copying services (the "Print it" concept) are managed by University Printing Services. Printing is done with 4-colour Xerox multifunction devices which have integrated printers, copiers and scanners.

Printing and copying require an active user account. Computer classrooms have copying machines and printers dedicated for students. All the devices operate in a shared system.

For Xerox devices, the University has a pull printing (Follow-You) system which effectively prevents accidental prints. When printing, select the "jysecure" printer on the computer. After the print command, you can log into any Xerox device and release the print job within 24 hours. Log in to a Xerox device using your University username and password OR with a copykey that is given to students during September. Users are able to register their copykeys with their username and password. Please note that the online printers of computer labs still use direct printing. For more instructions on the "Print it" services, see

<https://www.jyu.fi/palvelut/yopaino/en/instructions>

There are three scanning options: the user's email (max 1 MB), a USB memory stick or the U directory (the scanjobs folder) for large files.

After registration, basic students are given a free printing quota (in September). Students can buy additional quota for more prints and copies online at **<https://payments.jyu.fi/>**

Printing quota is also sold in the following sales points: University Printing Services (Cygnaeuksenkatu 3), the IT service desk MaD 134, the University Library (library service desks and the Soppi University Shop) and the campus libraries of Ylistö and MaA.

Printing quota is sold for a minimum of 3 euro at a time (=42 black and white A4 pages)

- Black and white: A4 7 cents/page, A3 14 cents/page (inc. VAT 24%)
- Color: A4 30 cents/page, A3 60 cents/page (inc. VAT 24%)

Support address: **printmaster@jyu.fi**

Error reports and feedback

If you have computer problems, please contact the local computer support using the support request form at

<https://www.jyu.fi/itp/en/forms/tukipyynnot> or via email. In urgent situations, you can also contact IT support by telephone.

- Agora **pcsupport-ag@jyu.fi**, tel. 2789, 050 373 2136
- Mattilanniemi (MaA, MaD) **pcsupport-ma@jyu.fi**, tel. 5272, 040 805 4330
- Ylistönrinne (Ambiotica, Physics, Chemistry) **pcsupport-yli@jyu.fi**, tel. 6045, 050 469 0509
- Ylistönmäki (Y33, OHJ10), **pcsupport-ma@jyu.fi**, 3680, 040 777 0064
- Seminaarinmäki (incl. Sport and Health Sciences, the Language Centre and the University Library) **pcsupport-sem@jyu.fi**, tel. 4434, 0400 872 648
- Norssi **pcsupport-norssi@jyu.fi**, tel. 4435, 0400 872 649

An error report needs to include:

- Your name
- Your contact information (phone, email)
- Your University username
- Room/computer lab number
- The name of the computer
- The time of the error
- A detailed description of the error



How to discover the name of the computer for error reporting?

Unfortunately, the computer name (DNS name) is not written on the casing of every computer. You can find the name as follows:

- Open the "Start" menu and select "Computer". The name of your computer is shown at the bottom left corner of the window.

EMAIL IN THE ISA MAIL SERVICE

Your user account includes a personal electronic mail box in the ISA mail service. You can access your email after you have confirmed your email address. The format of the email address is **first-name.x.lastname@student.jyu.fi**:

1. Log in to your user account at **https://salasana.jyu.fi** by clicking "Email address confirmation".
2. Confirm the email address the system has created for you by clicking "Vahvista/Confirm" and then type your password.
3. After the confirmation, you can see your email address below the text "Nyt käytössäsi / Public email address:"

After confirming your email address, you can access your email in the ISA mail service. See instructions at **http://googlesupport.jyu.fi**
You can access your email directly from **http://isamail.jyu.fi**

When logging in for the first time, you need to agree to the terms of the service. Select "I accept. Continue to my account." and you will be directed to your email.



JYU Login

Username:

Password:

The screenshot shows the ISA mail service interface. At the top, there are navigation links for Mail, Calendar, Documents, Sites, and Groups. The user's email address, erexempl@student.jyu.fi, is displayed in the top right corner. The main area shows a search bar and a list of emails. The left sidebar contains navigation options like Compose mail, Inbox (3), Starred, Important, Sent Mail, Drafts, Ensisijainen, Muut, Seuranta, and 4 more. The bottom section shows a chat window with a search bar and a list of contacts, including Eric Example.

From	Subject	Date
ESP.com	Ex-Giants WR Smith joining East rival Eagles	3 hours ago
Gmail-tiimi	Hanki Gmail matkapuhelimeesi - Access Gmail on your mobile ph	Aug 10
Gmail-tiimi	Gmailin muokkaaminen väreillä ja teemoilla - Voit piristää postilla	Aug 10
Gmail-tiimi	Gmailin aloitusopas - 4 asiaa, jotka on syytä tietää Gmail on hiem:	Aug 10

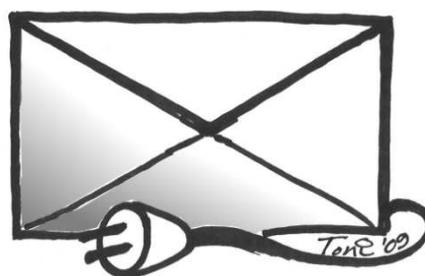
- You can read your email from any computer connected to the Internet: at different workstations, in the Library and at home. Your username and password are the same as in other IT systems. Note that the password is case-sensitive: check for CAPITAL and small letters!
- **Note!** If you use the ISA mail in public facilities like a library or an Internet cafe, always remember to sign out from the mail service and close the browser when leaving.
- An access to the ISA mail includes also an access to other Google services (e.g. Google Drive) you can use for group work. For detailed instructions on the use of Google Drive, see **<https://support.google.com/drive/>**
- For detailed user instructions of the Isa mail, see **<http://googlesupport.jyu.fi>**
- Note! If you are a University employee, you will have a different email system (Exchange, <https://email.jyu.fi/OWA>) and the format of your email address will be `firstname.x.lastname@jyu.fi`

MAILING LISTS

With mailing lists it is easy to inform and connect people that are interested in the same subject matter. As a member of a mailing list you will receive all messages sent to the mailing list.

IT Services maintains a mailing list server that has various mailing lists about different subjects. You can see the lists and subscribe to join them at **<http://lists.jyu.fi/mailman/listinfo>**. Please send your questions and comments regarding mailing lists to **listmaster@jyu.fi**

Read more at
<http://list.org/docs.html>



REMOTE ACCESS TO THE UNIVERSITY'S NETWORK

You can also use the services of the University intranet via remote access. Usually remote access is used when travelling, studying or working outside the campus area.

Note! The student networks in the JYY and KOAS apartments provide direct access to the network of the University without the need for remote access.

Options for remote access

You can use the e-resources of the University Library with a web browser via the NELLI portal. Please find more instructions at **<https://kirjasto.jyu.fi/collections/electronic/remote-access>**

Most other services can be accessed via a VPN connection. Please find related instructions at **<https://www.jyu.fi/itp/en/guides>** → **Networks and remote connections** → **VPN**

The easiest way to access the home directory (the U: drive) and the web directory (the W: drive) is to use WinSCP. Please find related instructions at **<https://www.jyu.fi/itp/en/guides>** → **Networks and remote connections** → **Remote services**

Student networks

The apartments of the Kortepohja student village and Keski-Suomen opiskelija-asuntosäätiö (KOAS) are equipped with network connectivity. The agreement on the use of the network is signed in connection of the tenancy agreement. In the student networks, you don't need VPN to access the University services! Please find related instructions and contact information at

- **www.koas.fi/en/residents-services/koas-services/internet-connection/**
- **www.kortepohja.fi/internet-connection/**
- **www.kortex.jyu.fi/en/index.shtml**

You may want to write down or print the instructions and contacts in case of connectivity problems.

WIRELESS NETWORK (WLAN/Wi-Fi)

There is a wireless network on the campus in limited areas.

Use your University username and password to log in to the wireless network. Some devices may require specific settings to use the wireless network, but on most devices the wireless network should work without any configuration.



There are two wireless networks available to students:

- jyu-student
- eduroam

Please always connect to jyu-student as the first option.

WLAN coverage on the campus:

https://www.jyu.fi/itp/palvelut/tietotekniikka/verkko/wlan-langaton-verkko/kuuluvuus/index_html

eduroam is a world-wide roaming access service that enables access to the wireless network at different academic institutions that use eduroam. Logging in to the network is done by using the user ID of the organisation that uses eduroam. This means that wherever eduroam is available, you can log in to the wireless network for free by using your JYU username and password, for example, on the campus of the University of Helsinki.

For more detailed instructions on initiating the connection, see

www.jyu.fi/itp/en/guides

→ Networks and remote connections

→ WLAN

KORPPI – STUDY DATA SYSTEM

<https://korppi.jyu.fi>

Korppi offers information and tools for students, teachers and other staff. In Korppi you can, for example:

- view course descriptions
- sign up for courses and demos
- sign up for examinations
- view an up-to-date transcript of your records and the evaluations of individual courses
- use the calendar to make your own timetable
- book appointments with teachers
- make a personal study plan (Studies -> Organizing your studies)

Use the University username and password when logging in. You can change the language into English by clicking the link "In English" on the left (see the image below).

For more information, see the Korppi guide at <https://www.jyu.fi/itp/en/korppi-guide>

The screenshot shows the Korppi web application interface. At the top, there is a blue header with the Korppi logo on the left, a search bar in the center, and four navigation icons on the right: Help (i), Settings (wrench and screwdriver), Feedback (@), and Exit (person walking). Below the header, the main content area is divided into a left sidebar and a main panel. The left sidebar contains a calendar for June 2013, a 'Studies' menu with various options like 'Courses and study modules', 'Exams', 'Degrees', etc., and a language selector 'Suomeksi'. The main panel displays the 'Summary of your studies' section, which includes 'Courses and study modules' (with a link for search and registration) and 'Exams' (also with a link for search and registration). Both sections indicate 'No active courses or study modules' and 'No upcoming examinations' respectively.

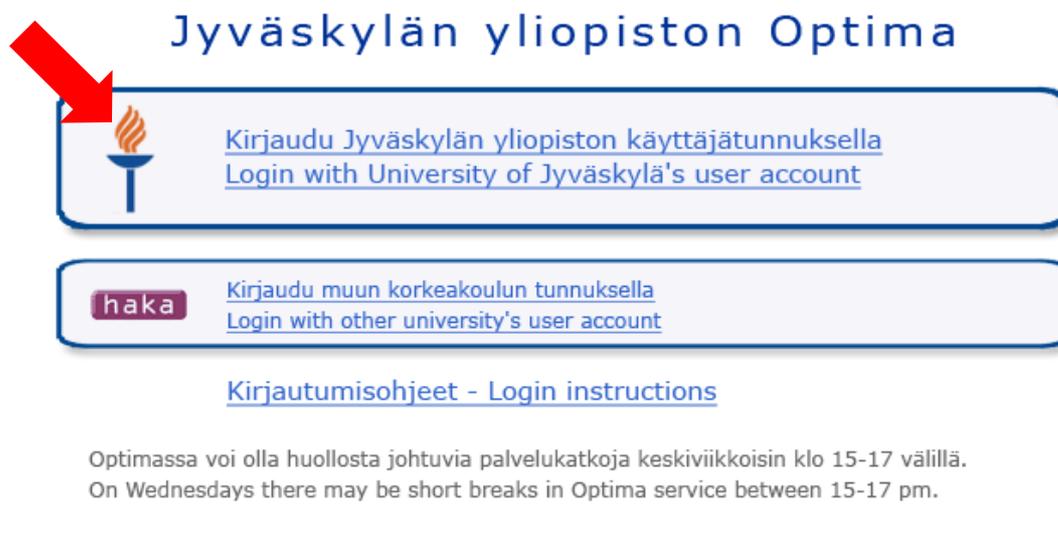
E-LEARNING ENVIRONMENTS

Optima

<https://optima.jyu.fi>

Optima is a web-based learning environment. You can use Optima wherever there is an Internet connection. When you register for a course that has an Optima workspace, your teacher gives you an access to the workspace. Optima can be used for distributing course materials, online discussions, group work, etc.

Choose the option "Login with University of Jyväskylä's user account" from the login page. Log in using the username and password provided by IT Services. You can change the language into English by clicking the link "FIN" in the top frame.



Please find Optima instructions at
<https://www.jyu.fi/itp/en/optima-guide>

As for questions concerning a course and its contents, please contact the teacher of the course.

If you have problems logging in, please read first the instructions on the Optima login page (**<https://optima.jyu.fi>**). If you can't find help there, please contact the Optima support at optima-support@jyu.fi and describe your problem accurately (e.g. copy-paste the exact error message).

Moodle

<https://moodle.jyu.fi>

Moodle is a web-based learning environment. You can use Moodle wherever there is an Internet connection.

Your teacher gives you instructions on how to access the Moodle course area. Click "Login with JY account" on the top right corner of the login page and enter the username and password provided by IT Services. Please find more detailed login instructions at

<https://www.jyu.fi/itp/en/guides/how-to/how-to-login-to-moodle>

If you have problems with Moodle login, email the Moodle helpdesk at moodle-support@jyu.fi and give a detailed description of the problem (e.g. copy-paste the exact error message).

Koppa

Koppa is a portal for delivering course materials. The materials can be open to everybody or to the members of a certain course. Log in to the materials with your Korppi user ID and password. Please find Koppa at **<https://koppa.jyu.fi/en>**

Moniviestin

Moniviestin is the University's own web publishing platform for video and audio materials that are used in teaching and for informative purposes. Please find Moniviestin at **<http://moniviestin.jyu.fi>**

eExam

<http://etentti.jyu.fi>

eExam is an electronic exam that a student can take independently in the eExam room, located on the third floor of the Jyväskylä University Main Library. Students are free to choose the time of their eExams within the framework of the Library opening hours. Departments provide information on courses that have an eExam option.

Read more from the eExam guide at

<https://www.jyu.fi/itp/en/eexam-guide>

YOUR OWN WEB PAGES

You can have a personal home page on the University's web server (users.jyu.fi). Note the University's rules of use: any commercial, political or ill-mannered activity is forbidden. Remember to follow copyright rules on your home pages.

The address of your homepage will be **http://users.jyu.fi/~username** (where "username" is your own username).

Users.jyu.fi is not automatically accessible. The user must activate it first at **http://salasana.jyu.fi** (Password change service). Log in to the service with your username and password. To activate the space for your homepage, click the "Activate WWW" button.

User	
Name	Matti Meikaläinen
Preferred given name	
Permissions	
Account info	
Login	mameikal
Office	
Work Phone	
Home Phone	
Shell	bash
Password Last Changed	Mon Jul 21 10:56:43 2014
Account Expiration Date	Sat Oct 17 00:00:00 2015
Home Directory	\\nashome1.ad.jyu.fi\homes2\mameikal
Email	
Email Forwarding Address	1
WWW	
WWW directory	NOT ACTIVATED

Change Password	Change Account Info	Activate WWW	Activate UNIX
-----------------	---------------------	--------------	---------------

After the activation, the same button is displayed with the text "Deactivate WWW". By clicking on it you can remove your web pages from use.

The users.jyu.fi directories are visible on the AD network as the W: disk drive. The W: drive is only meant for saving web material and the files are visible for all in the Internet. You may also create a hidden directory in your WWW directory. The contents of this directory will not be visible in the Internet. For more information, see

<https://www.jyu.fi/itp/en/guides/> → WWW → Home pages

You can update your homepage from outside the University's network using a Linux computer via WinSCP. See page 30 or instructions at

<https://www.jyu.fi/itp/en/guides/tutorials/your-own-homepage>

The personal disk quota in the users.jyu.fi service is 500 MB. You can apply for a larger quota for research or teaching purposes.

Connecting from home to the University's network

When you contact users.jyu.fi from outside the University's network, the service is visible as a directory named "html". There are three ways to connect to the service from your home computer:

1) WinSCP

The easiest way to access the home directory (the U: drive) and the web directory (the W: drive) is to use WinSCP. Please find related instructions at

<https://www.jyu.fi/itp/en/guides/> → **Networks and remote connections → **Remote services****

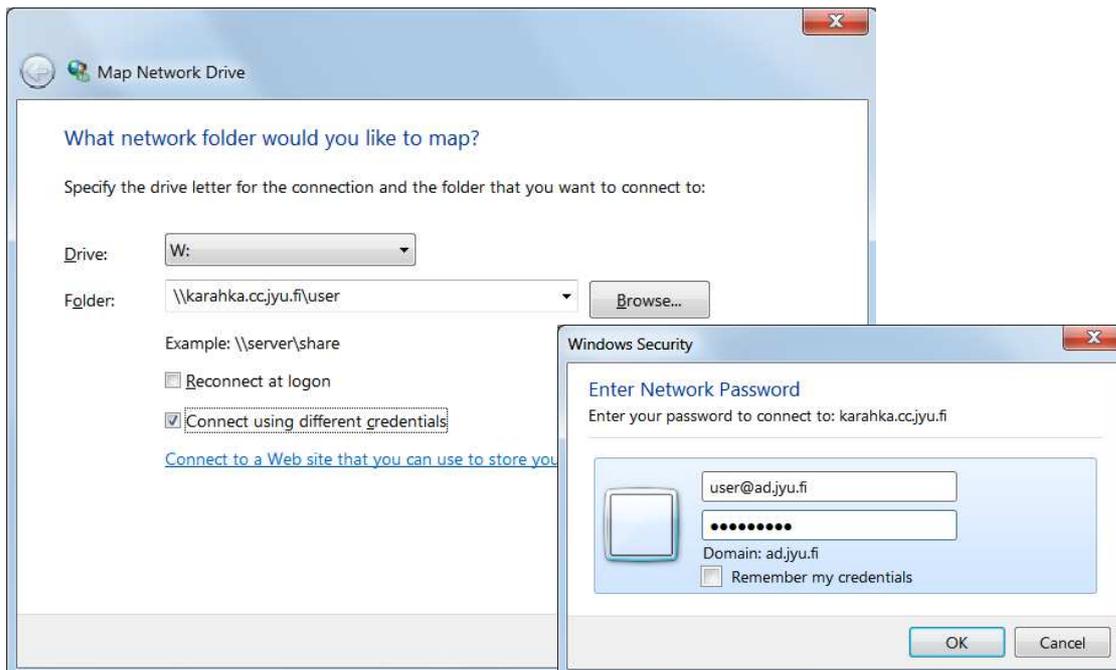
2) Windows Explorer

First you need a VPN connection and you have to change some settings in the Windows register. More information at

<https://www.jyu.fi/itp/en/guides/topic/Networks+and+remote+connections>

To establish connection through Windows Explorer, select Tools -> Map network drive.

In the "Drive" field, type the letter you want to designate for the network drive (e.g. "W" for the drive W:). Select a letter that is not already in use on your computer. In the "Folder" field, type \\karakka.cc.jyu.fi\user. Check the box "Connect using different credentials" and click "Finish". Then type **username@ad.jyu.fi** (where "username" is your university username) and your password as usual, and click OK.



3) cmd window.

Another way of connecting is to use the cmd window. Use the following command:

```
net use w: \\karahka.cc.jyu.fi\username *  
/u:username@ad.jyu.fi
```

Replace "username" with your University username.

For more instructions, see <https://www.jyu.fi/itp/en/guides/>
→ **WWW** → **Home pages**



CONNECTION TO LINUX COMPUTERS

Activate Linux at <http://salasana.jyu.fi>



The names of available Linux computers are halava.cc.jyu.fi and jalava.cc.jyu.fi. They are identical, so you can use either one.

When you wish to update your web pages, you can contact your home directory from home using WinSCP. For more information and instructions, see

<https://www.jyu.fi/itp/en/guides/>
→ **Networks and remote connections**

Computer labs at the University

