

New-LUT-Student-account (Version 27.07.2018)

The most up-to-date version can be found at: <https://uni.lut.fi/id-instructions>
The Origo Service Desk, located in the library, will help with user account issues: <https://uni.lut.fi/en/origo>

The Right to a Username and Related Responsibilities

- To get full username services, students must be enrolled as students.
- **Please note that user rights ends in a week after studies end or you forget to enroll. This includes email and email forwarding.**
- The user must ensure that their password is kept safe and must take precautions to prevent malicious or other similar malware from gaining access to LUT's computer systems. More information that is detailed and **Student's guide to information security** can be found at the following address: <https://uni.lut.fi/it-rulesto>
- Mandatory Moodle course, Information security training: <https://moodle.lut.fi/course/view.php?id=6089>
- Email address information is taken from the student database. If your name is written incorrectly, inform the student affairs office (opinto@lut.fi) to change your name information. You can also select one of your given names and surnames to use in your email address. Name information will be automatically updated to your email address and the old email address will stay valid. This will also change your login information to computers, intranet and email service.

First Time Logging in

- New user names must first be activated by accepting the terms of use either electronically if you have a Finnish internet bank account using <https://id.lut.fi/> or by signature at the Origo Service Desk, where you will need to provide identification. The user will then receive their login information and password.
- **Passwords received at Origo must be changed at: <https://id.lut.fi/>**
- **You must change your password every 190 days at least.**
- Shut down all other devices and programs, which use LUT credentials while you are changing your password. After changing password relogin or reboot the device and change the new password to all your devices, which use your LUT credentials: phone, tablet and applications like email and Eduroam.
- **Don't use the same password in more than one place!** Don't use your username or any part of your name in password. You can change password only once in 24 hours. You can't use 5 previous passwords again.
- We highly recommend to install OTP-app in your smartphone or tablet. With OTP-app, you can reset your password if you forget your password. Install OPT-app at <https://id.lut.fi/sspr/private/setup-otp> . You need current password to install it. (Change language at bottom of the page.)
- More information about OTP see https://en.wikipedia.org/wiki/One-time_password
- Keep your contact information up to date in your student information or at Weboodi, in case we need to contact you.

Username and Password

- You have two different login names and the same password for both.
- **Givenname.Surname@student.lut.fi** (your email address for login to computers and other services)
- **username@lut.fi** (for login to Eduroam wireless network (WiFi) only)
- You can check your email address at <https://id.lut.fi/sspr/private/account> login with your username.
- Passwords must be stored with care and never shown to anyone. **No university administrator will ever ask for your password and it should never be given.**

- Forgotten passwords can be changed at <https://id.lut.fi/> with Finnish bank account or by visiting the Origo Service Desk.
- We recommend installing Mobile App Authentication (OTP app) in your mobile device for password reset. See more https://id.lut.fi/guidelines_en.html#mobileauth

How to login to LUT student services

- For computers, intranet and webmail use your email address. Other services use your username. Exception: Eduroam (WiFi) wireless network use username@lut.fi.
- Login list for student services is in intranet.lut.fi > [Support services](#) > [Tietohallinto](#) > [Käyttöluvut ja työvälineet](#) > [Kirjautuminen opiskelijan palveluihin](#)

Email and Other Communications

- **Webmail for students:** <https://outlook.com/lut.fi>
- Mobile devices: Use your default mail program and select Exchange and use your email address and password. Note: Microsoft Outlook for Android and iOS is also available at <http://www.microsoft.com/en-us/outlook-com/mobile/>
- Email instructions: <https://uni.lut.fi/id-instructions>-> LUT Email service

Beware of phishing, i.e. messages asking you to share your user ID and password or enter them on a website. System administrators never ask for your password. Always check the actual target address before clicking a link. Be extra careful with regard to links received in messages. Login to University services are always <https://xxx.lut.fi> address.

Change your password immediately if you did reply phishing mail.

Home Directories

- User home directories are on a separate disc server and they can be found on Windows workstations under the directory name Z:. When using LUT computers everything saved into the student's desktop, favorites and home directory are saved in the Z: drive under the username directory.

Wireless Connections (Wi-Fi)

- The university has a wireless internet connection called Eduroam (EDUCational ROAMing), which is a worldwide academic network. Students and staff that belong to organizations using Eduroam can access other networks using the same system with their own username and password without any special arrangements. The IT services wish that students used this network primarily for wireless internet connections.
- Automatic installation of Eduroam: <https://cat.eduroam.org/> Select: Lappeenranta University of Technology
- <https://intranet.lut.fi/> ->University services -> IS&T -> Network connections
- To login into eduroam network you have to enter your LUT credentials in **username@lut.fi** format. (example x1234@lut.fi)
- Most student housing use the Lnet-network <http://www.lnet.fi/en/>

Services for Students

- Student services: <https://uni.lut.fi/> https://uni.lut.fi/en/web/lut.fi-eng/?languageId=en_US
- Student's guide to information security: <https://uni.lut.fi/en/web/lut.fi-eng/it-rules>
- Rules: <https://uni.lut.fi/en/web/lut.fi-eng/it-rules>
- More information <https://uni.lut.fi/id-instructions>
- Printing service <https://intranet.lut.fi/> ->University services -> IS&T -> Print and copy

Support Services

- **Students** support services are given by the Origo Service Desk (<https://uni.lut.fi/en/origo>). MS Office software information can also be asked from the Origo Service Desk. The IT services don't provide support for MS Office.
- **Problems** in the PC classrooms should be reported in the following form: https://forms.lut.fi/helpdesk/helpdesk_lomake.aspx?kieli=englanti

Rules of IT Service Use

The Rules of IT Service Use bind and obligate all members of the university community, users of IT services and systems, and all units of the University.

These rules apply to all of the University's IT services and hardware, and the use thereof, also including services made available or authorised by the University. Examples of such services are CSC's services HAKA, Funet, etc.

Usage authorisation

Usage authorisation is granted by issuing a user ID or making the service available

Authorised users are allowed to use the University's IT services. Compliance with the Rules of IT Service Use is a prerequisite for authorisation.

- The scope of usage authorisation depends on the user's status and tasks (roles) at the University.
- One person may have several roles.

Usage authorisation is granted for a fixed term

The authorisation expires when

- the person is no longer a member of the university community;
- the granted fixed term user ID expires;
- the person's role changes, and the new role does not make him/her eligible to use the IT services.

Usage authorisation can be restricted whenever the University considers it necessary.

The user must remove all personal e-mails and files from the system before the expiry of his/her usage authorisation. The University will delete all files and mailbox contents when the pre-determined notice period has passed since the expiry of the user ID or usage authorisation.

University staff members, as well as students who have worked in research teams or participated in other such activities, must transfer all work-related messages and files to the person specified with the supervisor.

All users must uninstall any software based on employee or student licenses from their home computers when their employment or study right ends.

User ID

- Users are identified (authenticated) with the user ID (user account).
- Every user must have an individual ID for all IT services that require authentication.

Group IDs can be granted upon request for special purposes

The use of group IDs can compromise the confidentiality of information. Example: using an administrator-level group ID in order to use special software in a computer lab.

- The user who applies for a group ID is responsible for the distribution of the ID
- Group IDs may only be used for the purpose specified in the application and granted permit.
- Every group ID user is responsible for his/her actions conducted using the ID.

Every user is personally responsible for his/her user ID

User accounts must be protected using strong passwords and complying with other instructions. If there is reason to believe that a password or other account details have been compromised, the password must be changed or the use of the compromised element must be prevented immediately.

How to choose a good password. Link: <https://tunnistus.lut.fi/passwd.html>

- Never give your username and password to another person.
- Each user is responsible for all actions conducted using his/her ID.
- Users are financially and legally liable for any damage or loss caused using their ID as a result of either a willful act or negligence.
- The use of another person's ID is forbidden, even upon the user's own request.

Users' rights and responsibilities

The IT services are intended for work- and study-related use

The University's IT services are intended to serve as tools in tasks related to studies, research, teaching or administration.

Small-scale private use is allowed

Small-scale private use refers to such actions as private e-mail conversations and online service use. However, private use must never

- disturb other use of the system ;
- breach the rules and instructions of IT service use.

Commercial or propagandistic use is not allowed

- Commercial use is only allowed in cases assigned by the University.
- Use for pre-election campaigns or other political activities is only allowed in conjunction with the University's elections and activities of the Student Union, student organisations or trade unions.
- All propagandistic use is forbidden.
- Unnecessary consumption of resources is forbidden.

Laws must be observed

- Material that is illegal or contrary to good practice must not be published or distributed.

Everyone is entitled to privacy

The right to privacy, however, does not cover all work-related material that is in an employee's possession.

- All materials that are in students' possession are deemed to be private.
- Staff members must clearly separate their private materials from work-related ones.
 - + e.g. create a directory entitled "Private";
 - + this rule also applies to students working for the University.

Information security is everyone's responsibility

Any detected or suspected breaches or vulnerabilities in information security must be immediately reported to the HelpDesk.

- Personal passwords must never be disclosed to anyone.
- Everyone is obligated to maintain the secrecy of any confidential information that may come to one's knowledge.
- Abuse, copying and distributing other users' private information is forbidden.

As a precaution, the University is entitled to restrict or revoke the right to use its IT services.

Setting up unauthorised services is forbidden

Only devices approved by the University may be connected to the IT network. Only services authorised by the University may be produced using the University's IT networks.

Bypassing information security mechanisms is forbidden

Usage rights must never be used for any illegal or forbidden activities, such as searching for vulnerabilities in information security, unauthorised decryption of data, copying or modifying network communications, or unauthorised access to IT systems.

Parts and features of IT systems that are not clearly made available for public use – such as system administration tools or functions prevented in system settings – must not be used.

Phishing for information and deceiving users is forbidden

Cheating and unauthorised acquisition of information is forbidden.

Other clauses

Entry into force

These Rules of IT Service Use will become effective on 18 December 2013 and replace the earlier version of corresponding rules. After the date specified above, all new IT services must be produced according to these rules.

Change management

These rules will be reviewed when needed to ensure that they comply with all valid services and laws. Any significant changes to these rules are addressed according to the co-operation procedure. The CIO makes decisions concerning change needs.

Information about changes is provided through the university intranet, never personally. Everyone is obligated to learn about the changes.

Exceptions to the Rules of Use

Permission for exceptions to the Rules of Use can be granted for compelling reasons upon a written application. Permits are granted by the CIO. The permits may include additional terms and conditions, restrictions and responsibilities

Monitoring

Compliance with the Rules of Use is overseen by the IT department, owners of services and IT services, as well as supervisors within their job descriptions. Breaches of the rules lead to sanctions according to the Consequences of IT Service Abuse.