



UNIVERSITAS
ISLAM
INDONESIA

2022

STUDENT'S GUIDE TO INFORMATION TECHNOLOGY SERVICES



BADAN
SISTEM INFORMASI

GBPH Prabuningrat Building (4th Floor)
Integrated Campus Universitas Islam Indonesia
Jl. Kaliurang km. 14,5 Sleman, Yogyakarta 55584 INDONESIA

TABLE OF CONTENTS

TABLE OF CONTENTS	2
UNIVERSITAS ISLAM INDONESIA	3
INFORMATION FOR NEW STUDENTS	4
WIFI ON CAMPUS	5
SELF-SERVICE PRINTING	6
UIIGATEWAY	7
GOOGLE SUITE FOR EDUCATION	8
GOOGLE CLASSROOM	9
ZOOM	10
LIBRARY SERVICES	11
STUDY INFORMATION	12
UII SEMESTER ACADEMIC PLAN	13
BRING YOUR OWN DEVICE (BYOD)	14
DEVICE RECOMMENDATION	14
LEARNING RESOURCES	15
USER AUTHENTICATION	16
PASSWORD AND SECURITY STANDARDS	16
ACCOUNT SECURITY SOFTWARE	17
SECURE YOUR ACCOUNT	17
IT SUPPORT	18
SECURITY AWARENESS	19
OFFICE 365 LICENSE	20
FAQ	21



UNIVERSITAS ISLAM INDONESIA

Information technology resources have been an integral part of the management of higher education. This fact is attributed to the widely massive technological penetration in the everyday life of the society, which consequently has a big impact on the development of various business processes in many fields. This fact certainly requires higher education administrators to constantly develop governance and service quality in higher education institutions.

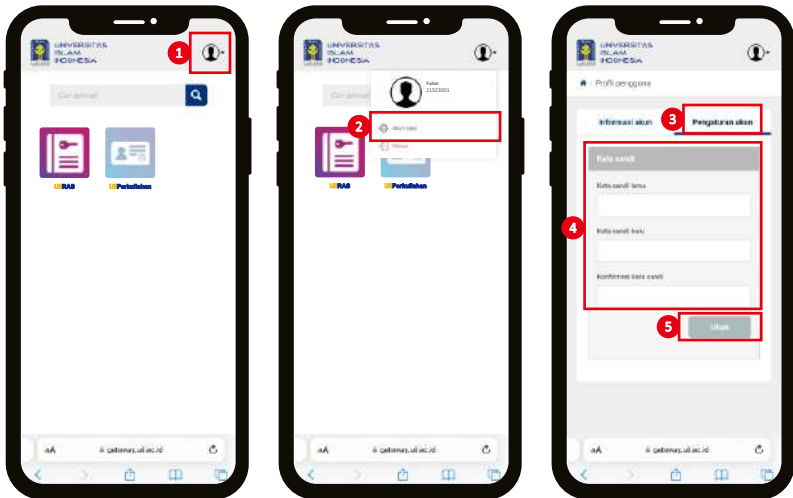


Prof. Fathul Wahid, S.T., M.Sc., Ph.D.
Rektor UII

Universitas Islam Indonesia, as one of the major universities in Indonesia, is committed to constantly providing the best services for stakeholders, including information technology services as the determining factor for the education management and business processes and its supporting services. Universitas Islam Indonesia has been providing a wide array of services for nearly 30,000 stakeholders, consisting of students, lecturers, education staff, parents, communities, government, and other partners, in various fields of services.

INFORMATION FOR NEW STUDENTS

- 1 UUI account serves as the main account to access all information technology services at UUI. **UUI account username is based on Student Identification Number**, example: 21523001
- 2 You can **change your password** through **gateway.uui.ac.id** (login using a UUI account).



Password must be at least 8 characters long, containing at least of combinations of 1 uppercase letter and numeric character or symbol. Example: @iTsupport1414

- 3 UUI Student's e-mail address is **studentidnumber@students.uui.ac.id**
If you wish to change your e-mail address with a personal name, please apply for a change of e-mail alias by sending an e-mail to: **itsupport@uui.ac.id**

Further information about the setting of alias is provided in the following link:

uui.id/aliasemail



WIFI ON CAMPUS

WiFi Network in the UII environment is made available through the **UIIConnect and eduroam** facilities. This facility is provided by the development of enterprise-scale IT infrastructure realized with the UIIConnect concept which, thus far, has installed more than 800 centers access in all UII buildings, with a **total bandwidth provision of up to 7 Gbps, and access for each user up to 100 Mbps.**

Enrolled students, faculty and staff in the UII environment can freely access UIIConnect using their respective UII Accounts. UII visitors can also access internet services through UIIGuest facilities.



Setting Up Internet Connection:

uii.id/panduanwifi



eduroam on campus UII



eduroam (education roaming) is an international roaming service for users in universities and research institutions. The eduroam connection allows lecturers and students to get secure internet access while visiting other institutions joining eduroam. The authentication process is carried out by

the user's home institution via the user configuration and password just like accessing the users' local network. Upon visiting other institution, users can access the eduroam wireless network free of charge.

As visitor of UII campus, you can use the username and password from your home institution, and connect to the wireless network on the UII campus with the eduroam SSID. Always include the following: `@instutisianda.ac.id` behind the username to connect to UII network. If you are unsure of the credentials you used to connect to eduroam, please contact ITSupport at your respective institution.

The guide can be accessed via:

uii.id/eduroam



SELF-SERVICE PRINTING



UIIPrint

UIIPrint is the latest service assisted by information technology that allows students, lecturers, and academic staff to have a self-service printing, scanning, and photocopying of documents.



This UIIPrint service is available on all campuses of Universitas Islam Indonesia, which is connected to a UII account. For now, you can access the machine by entering the UII account username and password. In the near future, to increase convenience, all Student Cards and Employee Cards will be rejuvenated and can be used as a login tool to the UIIPrint machine by attaching the card to the UIIPrint machine. **Currently there are 32 units of machines in service and are made available in these spots:**

- 1 All faculties
- 2 Mohammad Hatta Building (Central Library)
- 3 Prabuningrat Building (Rectorate)

A total of 17 machines can serve printing in black and white with A4 paper, while the others are color printing machines with A4 and A3 paper. In the future, there will be more number of machines to keep up with the increasingly massive adoption of this service.

By sending a document to UIIPrint for once, users can print their document from all the available machines. To maintain the continuity of the service, students are asked to pay for printing operational costs (ink and paper).

More Information on UIIPrint:

uii.id/uiiprint





UIIGateway is an integrated information system within Universitas Islam Indonesia. UIIGateway contains information systems from various domains at UII such as academics, finance, human resources, and others. As a term, “UIIGateway” is derived from a combination of two words, namely

Universitas Islam Indonesia (UII) and Gateway. UII is the identity of the university, while gateway refers to the gate in Indonesian. Hence, UIIGateway specifically describes the entrance gate for UII residents to obtain information system services in the UII environment.



For students, this gateway service consists of a variety of academic services and other services, including: UIIRAS, UIIAkademik, UIIPerkuliahan, UIITagihan, dan UIILayanan.

Access via:

gateway.uii.ac.id



GOOGLE SUITE FOR EDUCATION

Google services are made available for UII students to support the learning process, including Google Mail, Google Drive, Google Classroom, Google Calendar, Google Docs, Google Sheets, Google Forms and other Google services. This Google services can be accessed using UII account.



Enable UII Gmail UII to use the official email facility at Universitas Islam Indonesia.



Create, save and share documents, videos and photos online with the Google Drive app.



Manage documents to support learning processes with Google Docs, Google Sheets and Google Slides.



Utilize online learning facilities to support learning activities with Google Classroom.

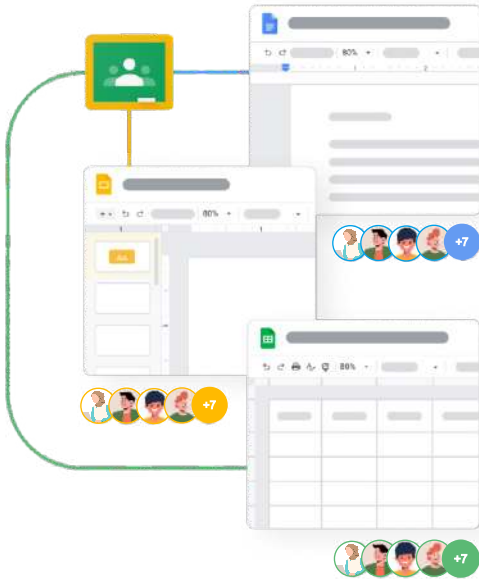


Set schedules and reminders for lectures and other activities with Google Calendar.



Utilize Google Meets facilities for video conferencing, class meetings, and other learning activities.





Education at UII is not Confined to Classrooms

Google Classroom is an e-learning portal for UII students, to support online learning, where students can attend online lectures, obtain learning materials, submit assignments and have a discussion with lecturers or other classmates.

Access Google Classroom



Type the following link

<https://classroom.google.com>



Login using your UII account

In general, your Classroom account will be automatically linked to the classes you take each semester.





Enjoy premium zoom license just by login using your UII Account



Premium Zoom Facility

- ✓ Unlimited video conference duration
- ✓ The quota of participants is up to 300 people
- ✓ Free Personal Meeting ID customization

Zoom is a video conferencing service based on cloud computing. This app allows you to meet other people virtually, be it by video, voice calls, or both.

At UII, Zoom is primarily used to support the learning process or online meetings.

Setting Up Zoom:

uui.id/zoom



LIBRARY SERVICES

You can view and search for book collection list in the UII library by accessing:

simpus.uii.ac.id



SIMPUS

UII Library Information System

This service portal provides an integration of the recent several library services in UII. It aims to make it easier for visitors to find library collections managed by UII. This service portal also offers new facilities for visitors, namely the online reading and download of library collection of UII. However, the availability of the digital content is restricted by the publication settings of the particular content as implemented in UII.

Utilize the journals available by subscription of Universitas Islam Indonesia!

Information on the list of journals subscribed by UII can be accessed through:

library.uii.ac.id



For detailed information on UII library services, please visit:

Directorate of Libraries
Moh. Hatta Building, Integrated Campus of
Universitas Islam Indonesia
Jalan Kaliurang KM. 14,5 Sleman Yogyakarta 55584

 +62 274 898444

 perpustakaan@uii.ac.id



STUDY INFORMATION



Monitor your academic information on UII Gateway through the UIIAkademik app



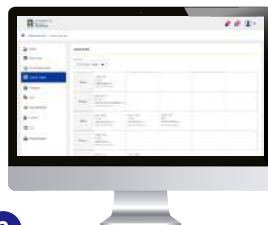
1

Menu Status & Master



2

Learning Major Menu



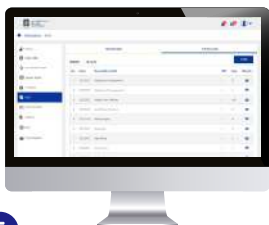
3

Lecture Schedule Menu



4

Attendance Menu



5

KHS Menu



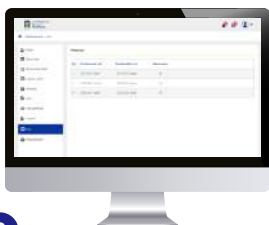
6

Performance Index Menu



7

Billing Menu



8

Leave Menu



9

Library Menu


For general information about academic services at Universitas Islam Indonesia, go to the website:

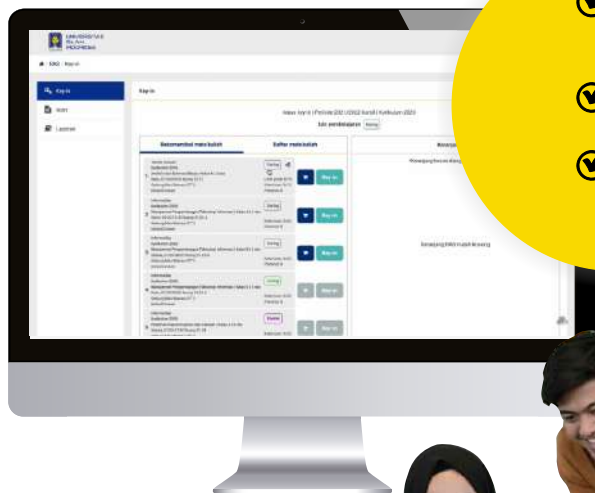
academics.uii.ac.id



Plan your academic activities with the UIIRAS app



- Login to **gateway.uii.ac.id** using UII account
- Open the app  **UIIRAS**
- Follow the information and meet the requirements of the academic department of your Faculty to take courses before starting the academic key-in process at UIIRAS.



- ✓ **Key-in Menu**
Contains a list of selectable courses to start the RAS key-in process.
- ✓ **Filling Menu**
Contains courses that you successfully Key-in.
- ✓ **Report Menu**
Displays your Key-in results and transaction history.

The UIIRAS user guide can be accessed via:

bsi.uii.ac.id



BRING YOUR OWN DEVICE (BYOD)

BYOD is the use of personal devices for the purposes of the learning process at UII, for example laptops, computers or smartphones. To expedite the learning process at UII, the use of personal devices is recommended to meet the requirements of the device specifications as aforementioned in the previous sections of this guide.



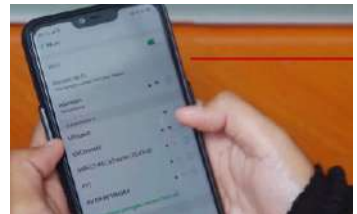
Device Recommendations

Operating System (OS)	macOS	Windows	Linux	IOS	Android
OS Version	10.9 Mavericks	Windows 8.1	All distributions, at least 2016 version	9.3	7.0 Nougat
Network	Wi-Fi 802.11ac 5GHz	Wi-Fi 802.11ac 5GHz	Wi-Fi 802.11ac 5GHz	Wi-Fi 802.11ac 5GHz	Wi-Fi 802.11ac 5GHz
CPU	Dual core 1,4 GHz	Dual core 1,4 GHz	Dual core 1,4 GHz	Dual core 1,4 GHz	Dual core 1,4 GHz
Memory	4GB	4GB	4GB	1GB	1GB
Size of storage media	100GB	100GB	100GB	16GB	16GB

LEARNING RESOURCES

Take full advantage of all learning resources at UII.

UII provides several resources to support the learning process, such as libraries, laboratories, internet access that covers the entire campus areas with the same speed standard at every point.



USER AUTHENTICATION

Authentication is a mechanism for checking the validity of system users at Universitas Islam Indonesia. One of the procedures for authentication is password checking.

The policy principles are defined as follows:

Password checking is the main method applied to all accounts at Universitas Islam Indonesia.

Passwords cannot be transferred to anyone, not even to the manager.

Pengelola teknologi informasi tidak akan menanyakan kata sandi pemangku kepentingan,

Pengelola bertugas untuk terus meningkatkan kualitas layanan dengan tingkat keamanan yang lebih baik,

Disarankan mengganti kata sandi secara berkala,

Setiap pengguna harus bertanggungjawab terhadap keamanan kata sandi masing-masing.

Password and Security Standards



For the purpose of maintaining the security of your UII account, **you are advised to periodically change your UII account password**. The new passwords must meet the minimum password length requirements of at least 6 characters, containing a combination of at least 1 uppercase letter and numeric or symbol characters.

ACCOUNT SECURITY SOFTWARE



UII is now the only higher education institution officially affiliated with eduVPN.

eduVPN is a program under the Commons Conservancy, a non-profit foundation focused on free and open source projects. It is also part of the GÉANT project (GN4-3) co-funded by the European Union.

eduVPN can provide access to private networks that allows end users to access internal resources within institutional networks, and to protect the security and privacy of public networks by providing a secure gateway to trusted networks.

With eduVPN UII, your connection will be known as UII's internal connection, so the connection is safer and smoother in accessing facilities at Universitas Islam Indonesia.

Full information regarding eduVPN at UII can be accessed via:

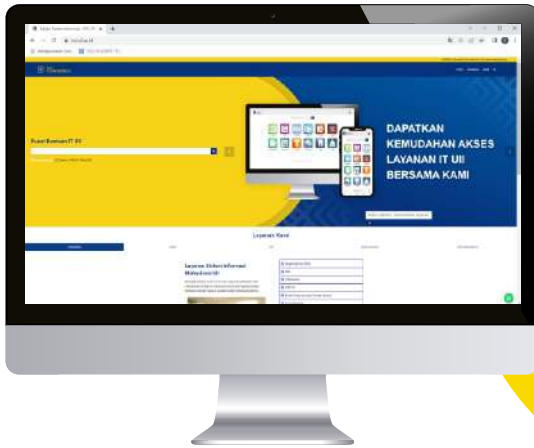
uui.id/vpn



Secure your account...!

- ✓ Make sure your UII account is safe by not sharing your UII account with others.
- ✓ Change your passwords regularly
- ✓ Make sure to always log out of the application if you use a general service device, such as a computer laboratory or a public computer booth.
- ✓ Do not use the same password for all UII applications and other personal applications, such as e-banking and social media accounts.





The Information System Agency serves as one of the units under the Rector of Universitas Islam Indonesia, who is in charge of managing information technology, needs of defining services, procedures, and policies in its implementation.

The Information System Agency provides the following services: UIIConnect, UIIGuest, and eduroam (wireless internet service), UIIGateway (integrated service

education business processes), UIIInsani (human resource services), and other services for various actors at Universitas Islam Indonesia.

Our Services



Account Activation & Reset
Information to activate UII account and reset password



WiFi & eduroam
Connect with WiFi access and eduroam network at UII Campus



Software
Get software licenses available for lecturer, staff and students



Google Apps on UII
Use of Google apps for online learning and office activities at UII



Use VPN UII
Securely connect with a virtual private network (VPN) service



UII Print Service
Self-service for printing, scanning and photocopying documents



Download Center
Access links to download various document files



Training
Information about training activities organized by BSI



Website
List of official websites at UII



Tutorials
Access various tutorials of using IT services at UII Campus

SECURITY AWARENES

Security awareness is the knowledge and attitudes of individuals or civil servants when using information and security.

It is important to understand security because many activities are highly depending on IT, which consequently heightens the trend of cyber threats. It also serves as a form of internal control or IT Audit.



Information Security Principle



Confidentiality

Ensure that data and information are only accessed by authorized persons.



Integrity

Protect the authenticity of data and information from unauthorized modification.



Availability

Protect the availability of data and information, so that data can be accessed when needed.

Application of Information Security on PC/Laptop

- Make sure the OS is always updated with the latest patches.
- The device uses the latest version of antivirus and signature.
- Enable the lock feature on the computer when leaving.
- Do not install any application.
- Do not use any USB FD/External HDD.
- Periodic backup of important data in cloud storage.
- Use EduVPN when connecting to WIFI/Internet Public.



Enjoy **Free** Office 365 License Services for Enrolled Students

UIN academics who have received an Office 365 license will also obtain other benefits, namely OneDrive service with a capacity of up to 1 TB (1.000 GB)



Install Office 365.

The File installer can be downloaded via:

office.uin.ac.id



Make sure to log in using a UIN account.



Once installed, run one of the office applications, such as Microsoft Word. Then **Sign In** using UIN account.

Any problems?

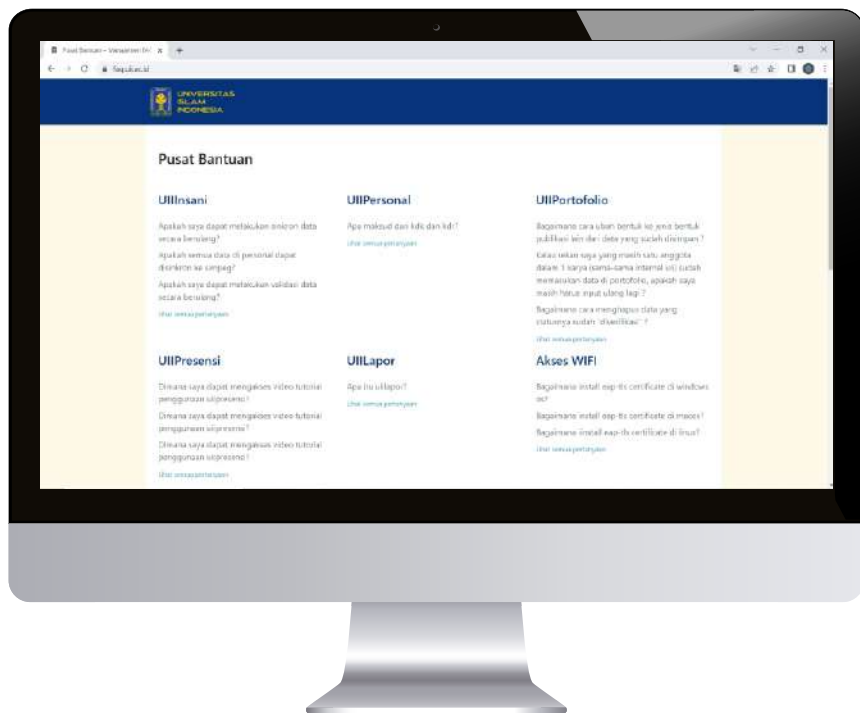
Check the guide via:

uin.id/lisensioffice



Youtube Channel of “Badan Sistem Informasi UIN” in the Playlist of “Panduan Sistem”

Want to know solutions to problems related to information technology services at Universitas Islam Indonesia?



Click

faq.uii.ac.id





To answer questions or deal with complaints related to Information Technology Services at UII, please contact IT Support of Information System Agency of UII.

GBPH Prabuningrat Building (4th Floor)
Integrated Campus Universitas Islam Indonesia
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