



UNIVERSITAS
ISLAM
INDONESIA

2024

STUDENT'S GUIDE TO INFORMATION TECHNOLOGY SERVICES



BOARD OF
INFORMATION SYSTEM

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UNIVERSITAS ISLAM INDONESIA

Information technology resources have been an integral part of higher education management. 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 managers to continually develop governance and service quality in higher education institutions.



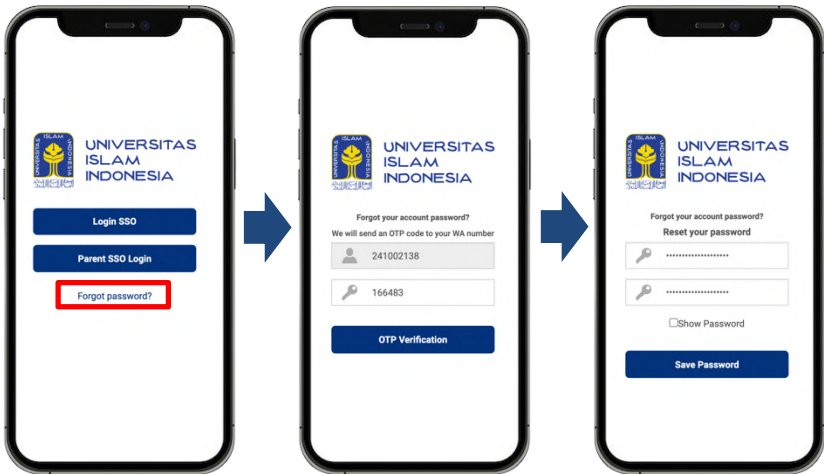
Fathul Wahid
(Rector of UIN)

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

INFORMATION FOR NEW STUDENTS

1 UII account serves as the main account to access all IT services at UII. **Uii account username is your student ID number (NIM)**, for example: 21523001.

2 You can **change your password through gateway.uii.ac.id** (click 'Forgot password?' and enter the OTP sent via WhatsApp).



Password must be at least 8 characters, with a combination of 1 uppercase letter, numeric character, and symbol.
Example: @iSupport1414.

3 UII student's email address: **studentidnumber@students.uii.ac.id**

If you prefer a personal email alias, please apply for a change by sending an email to: itsupport@uui.ac.id

Further information about how to set up an alias, please visit:

uui.id/aliasemail



WI-FI ON CAMPUS

Wi-Fi network in the UII environment is available through the **UIIConnect** and **eduroam** facilities. These services are supported by enterprise-scale IT infrastructure, implemented through the UIIConnect concept. To date, over 1,000 access points have been installed across UII buildings, with a **total bandwidth of provision up to 10 Gbps, allowing each user access speeds of up to 300 Mbps.**

Enrolled students, lecturers, and educational staff can access UIIConnect using their respective UII accounts. For visitors, internet access is available through the UIIGuest facilities.



Internet Access Guide:

uui.id/panduanwifi



eduroam on Campus UII



eduroam (education roaming) is an international roaming service for users in universities and research institutions. The eduroam connections allow lecturers, students, and educational staff to secure internet access while visiting other institutions joining eduroam.

The authentication process is carried out by the user's home institution, using the same username and password configuration as when accessing the local network. When users visit another institution, there is no charge for accessing the eduroam wireless network.

As visitor of UII campus, please connect to the eduroam wireless network and use the username and password from your home institution.

Always include your institution's name, e.g., "12345@yourinstitution.ac.id" at the end of the username to connect to our network. If you are unsure of the credentials to use for connecting to eduroam, please contact IT Support at your respective institution.

The guide can be accessed via:

uui.id/eduroam



SELF-SERVICE PRINTING



UIIPrint

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



The UIIPrint service is available across all Universitas Islam Indonesia campuses, connected with UII accounts. Access to the machines can be done by entering your UII account username and password. To enhance user convenience, all Student Cards and Staff Cards have also been upgraded so they can be used as a login tool for the UIIPrint machines by simply tapping the card on the UIIPrint machine. **Currently, there are 36 machines available, located in:**

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

Eighteen machines are available for black-and-white printing on A4 paper, while the other eighteen are color printers that support both A4 and A3 paper. In the future, as adoption increases, the number of machines will be gradually expanded.

By sending a document to UIIPrint once, users can print it from any machine on campus. To maintain the service, students are required to cover the operational costs of printing (ink and paper).

More UIIPrint Information:

uii.id/uiiprint





UIIGateway is an integrated information system within the Universitas Islam Indonesia. UIIGateway includes information systems from various domains at UII, such as academics, finance, human resources, and more. The name “UII Gateway” was chosen by combining two names, Universitas Islam-

Indonesia and Gateway. The name “UII” represents the identity of the university. The term “gateway” means “entrance” or “portal” in Indonesian. Therefore, the name UIIGateway specifically describes the entrance gate for UII members to obtain information system services within UII environment.



For students, this gateway service includes various academic and other services, such as: UIIPersonal, UIITagihan, UIIAkademik, UIIPerkuliahan, UIIRAS, and 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.



Activate your UII Gmail to use the official email facilities at the Universitas Islam Indonesia.



Create, save, and share various documents, videos, and photos online using Google Drive.



Manage various documents to support your coursework with Google Docs, Google Sheets, and Google Slides.



Utilize the online learning facilities to support your coursework with Google Classroom.

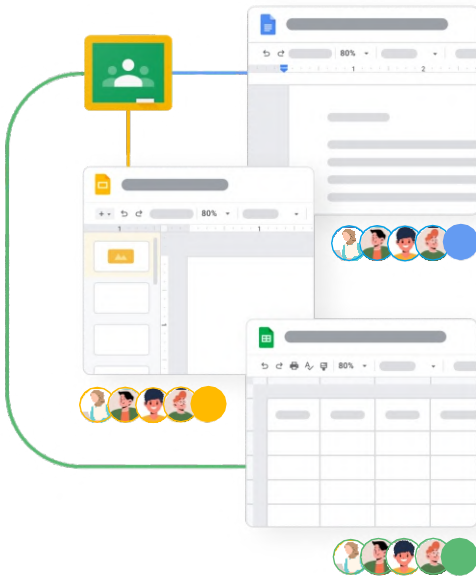


Organize schedules and set reminders for coursework and other activities with Google Calendar.



Use Google Meet for video conferences, class meetings, and other academic activities.

GOOGLE CLASSROOM



Education at UII is not Confined to Classroom

Google Classroom is the e-learning portal for UII students, supporting online learning. Students can attend classes online, access course materials, submit assignments, and have a discussions with lecturers or other students within the same class.

Google Classroom Access



Click the following link:

<https://classroom.google.com>



Log in using your UII account

In general, your Classroom account will be automatically linked to the classes you are enrolled in for each ongoing 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 cloud-based video conferencing service that allows you to meet with others virtually, whether by video call, voice call, or both.

At UII, Zoom is used to support online coursework and meetings.

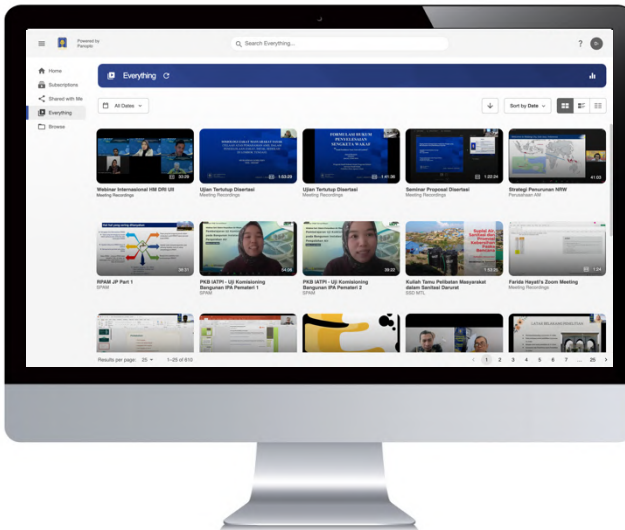
Zoom User Guide:

uii.id/zoom





Record and upload Zoom meetings to cloud storage with Panopto



Panopto is software used for recording lectures, screen casting, video streaming, and video content management, commonly used in e-learning processes.

At UII, Panopto is typically used to record Zoom meetings.

Panopto User Guide:

uui.id/panopto-uui



LIBRARY SERVICES

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

simpus.uii.ac.id



SIMPUS

UII Library Information System

This service portal is an integration of several library services that have existed at UII over the years. The purpose is to make it easier for visitors to search for library collections managed by UII. This service portal also offers new features for visitors, such as reading the content of library collections owned by UII, either online or by downloading them. The availability of digital content in a library collection is restricted by the publication settings of the particular content as implemented by 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 about UII library services, please visit:

Directorate of Library
Moh. Hatta Building, Main Campus of
Universitas Islam Indonesia
JI Kaliurang Km. 14,5 Sleman Yogyakarta 55584

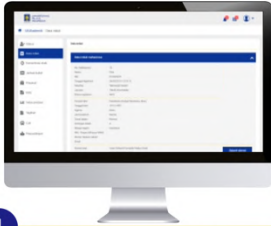
 +62 274 898444

 perpustakaan@uii.ac.id

STUDY INFORMATION

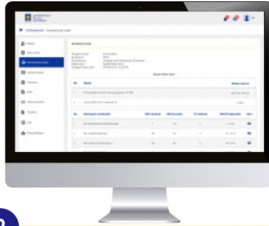


Monitor your academic information on UIGateway through the UIAkademik app



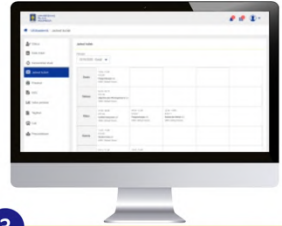
1

Menu Status & Master



2

Learning Major Menu



3

Lecture Schedule Menu



4

Attendance Menu



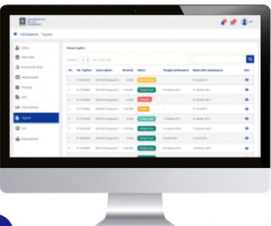
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KHS Menu



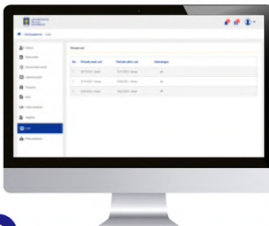
6

Performance Index Menu



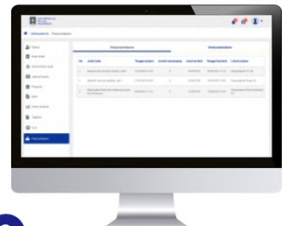
7

Billing Menu



8

Leave Menu



9

Library Menu

General information about academic services at Universitas Islam Indonesia can be found on the website:


academic.uii.ac.id

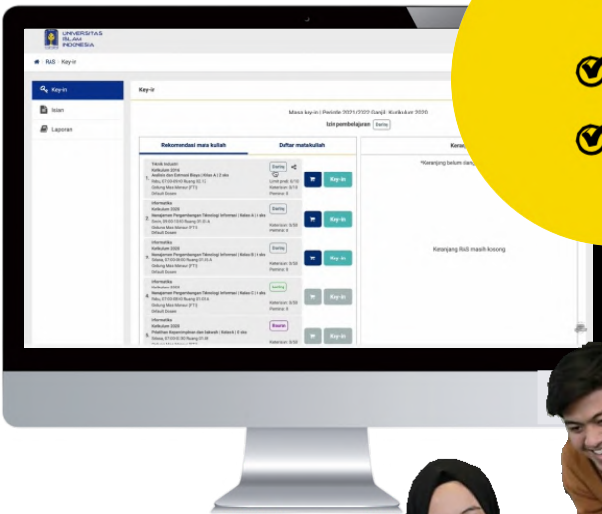


UII SEMESTER ACADEMIC PLAN

Plan your academic activities with the UIIRAS app



- Log in to gateway.uii.ac.id using your UII account
- Open the  **UIIRAS**
- Follow the information and guidelines provided by the academic department in your Faculty for the course enrollment process before starting the key-in academic process in UIIRAS



- ✓ **Key-in Menu**
Contains a list of courses that can be selected to begin the RAS key-in process.
- ✓ **Input Menu**
Courses that you have successfully keyed in.
- ✓ **Report Menu**
Displays the results of your key-in process and your transaction history.

The UIIRAS user guide can be accessed via:

bsi.uii.ac.id



BRING YOUR OWN DEVICE

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



Device Recommendations

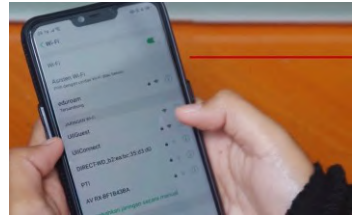
The recommended specifications for personal devices to optimally use the services are as follows:

Operating System	OS Version	RAM	Storage	CPU	WiFi
MacOS	11 Big Sur	8 GB	128 GB	3.00 GHz	802.11 b/g/n/ac/ax
Windows	Windows 10	8 GB	128 GB	3.00 GHz	802.11 b/g/n/ac/ax
Linux	Min. ver. 2018	8 GB	128 GB	3.00 GHz	802.11 b/g/n/ac/ax
iOS	iOS 15	4 GB	64 GB	2.39 GHz	802.11 b/g/n/ac/ax
Android	10 Q	4 GB	64 GB	2.39 GHz	802.11 b/g/n/ac/ax

LEARNING RESOURCES

Take full advantage of all the learning resources at UII.

UII provides several resources to support the learning process, such as libraries, laboratories, and internet access that covers the entire campus area with consistent speed standards at every point.



USER AUTHENTICATION

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

The policy principles are defined as follows:

Password verification is the primary method applied to all accounts at Universitas Islam Indonesia,

Passwords cannot be transferred to anyone, not even to the administrators,

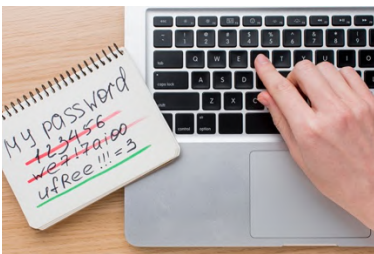
Information technology administrators will never ask stakeholders for their passwords,

Administrators are responsible for continuously improving service quality with better security measures,

It is recommended to change passwords regularly,

Each user is responsible for the security of their own password.

Password and Security Standards



To maintain the security of your UII account, **it is recommended that you change your UII password regularly.** The password requirements are a minimum of 8 characters, including a combination of at least one uppercase letter, one number, and one symbol. For example: @iTsupport1414.

ACCOUNT SECURITY SOFTWARE



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

eduVPN can provide access to a private network that allows end users to access internal resources within the institutional network. It also offers secure and private access from public networks by providing a secure gateway to a trusted network.

With eduVPN UII, your connection will be recognized as an internal UII connection, providing a safer and smoother experience when accessing facilities at Universitas Islam Indonesia.

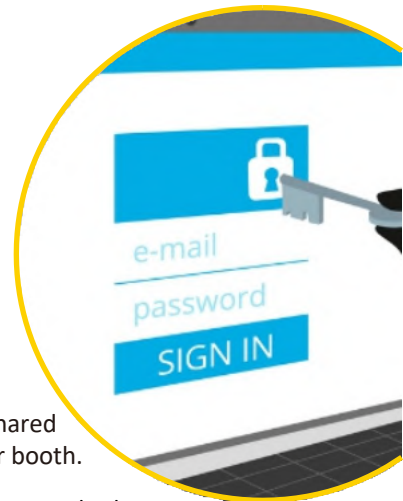
More information about eduVPN at UII can be accessed via:

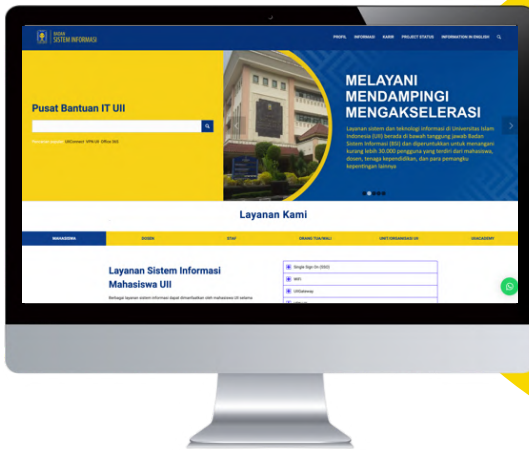
uii.id/vpn



Secure Your Account!

- ✓ Make sure your UII account is safe by not sharing it with others.
- ✓ Change your passwords regularly.
- ✓ Always log out from applications if you are using a shared device, such as in a computer lab or public computer booth.
- ✓ Do not use of the same password for all UII applications and other personal applications, such as e-banking and social media accounts.















As one of the departments under the Rector of Universitas Islam Indonesia, who is responsible for information technology management, the Board of Information System must establish the services, protocols, and guidelines for its application.

The services provided by the Board of Information System include: UIIConnect, UIIGuest, and eduroam (wireless internet services), UIIGateway (integrated service for

UII business processes), and other services for various stakeholders at Universitas Islam Indonesia.

Our Services

 <p>Account Activation & Reset Information to activate UII account and reset password</p>	 <p>WiFi & Eduroam Connecting to Wi-Fi and Eduroam Network at UII Campus</p>	 <p>Software Get software licenses available for faculty, staff, and students</p>	 <p>Google Apps in UII Use of Google apps for online learning and office activities at UII</p>	 <p>VPN UII Securely connect with Virtual Private Network (VPN) services</p>
 <p>UII Print Service Self-service for printing, scanning, and photocopying documents</p>	 <p>Download Center Access the link to download and share document files</p>	 <p>Training Information about training activities organized by BSI</p>	 <p>Website List of official websites at UII</p>	 <p>Tutorial Access various tutorials on using IT services at UII Campus</p>

SECURITY AWARENES

Security awareness is the knowledge and attitude that individuals or members of the academic community have regarding the protection of physical assets and information.

Understanding the security awareness is crucial due to the increasing reliance on IT activities, which has led to a rise in 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 individuals.



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

Implementation of Information Security on PC/Laptop

- Make sure the OS is always updated with the latest patches.
- Use antivirus software with the most recent signatures.
- Activate the lock feature on the computer when leaving it unattended.
- Avoid installing arbitrary applications.
- Avoid using random USB flash drives or external hard drives.
- Perform regular backups of important data to cloud storage.
- When using public Wi-Fi or the Internet, use eduVPN.

OFFICE 365 LICENSE



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

For UII academic community members who have received an Office 365 license, additional benefits include **OneDrive** services.



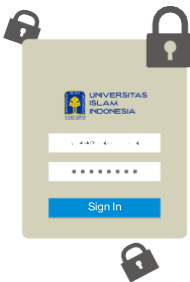
Install Office 365.

The installer file can be downloaded via:

office.uii.ac.id



Make Sure you log in using your UII account.



Once installed, run any Office application, such as Microsoft Word.

Then sign in using your UII account.

Any Problems?

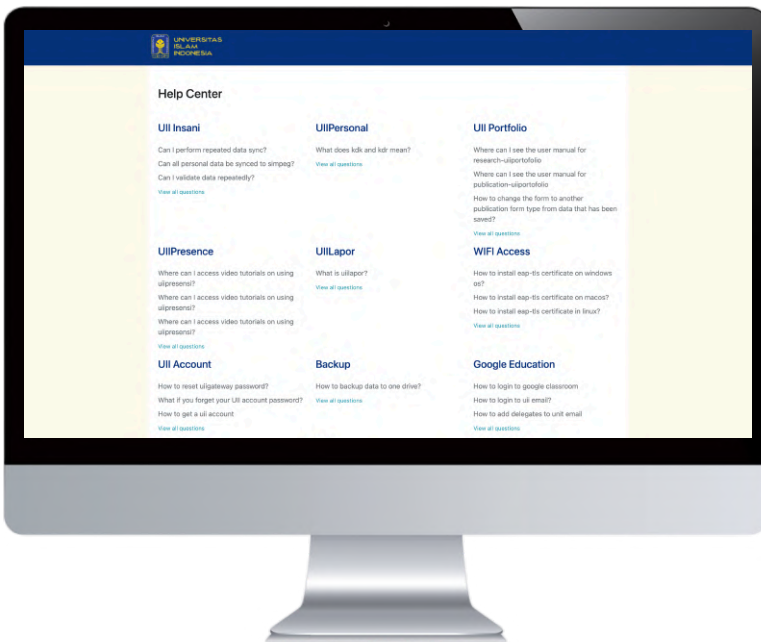
Check out the guide at:

uui.id/lisensioffice



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

Are you looking for solutions to problems with Universitas Islam Indonesia's IT services??



Visit:

faq.uui.ac.id





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

GBPH Prabuningrat Building (4th Floor)
Main Campus of Universitas Islam Indonesia
Jl. Kaliurang Km. 14.5 Sleman, Yogyakarta 55584



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