UNIVERSITAS
ISLAM
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STUDENT GUIDE TO INFORMATION TECHNOLOGY SERVICES

2025

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Universitas Islam Indonesia

Information technology resources are an integral part of higher education management.

Furthermore, the massive penetration of technology in society has had a significant impact on the development of business processes across many fields.

This requires higher education administrators to continuously improve governance and the quality of services within their institutions.

Fathul Wahid

"The Rector of UII"

As one of Indonesia's major universities, Universitas Islam Indonesia is committed to continuously providing the best services for its stakeholders. One key service is information technology, which enables the successful operation of educational processes and their supporting services.

Universitas Islam Indonesia manages a wide range of services for approximately 30,000 stakeholders, comprising students, lecturers, administrative staff, parents, the community, government, and other partners.

SSO Single Sign-On

Your primary account to access all information technology services at UII is your UII Account. Your username is your Student ID Number (NIM), e.g., 21523001.
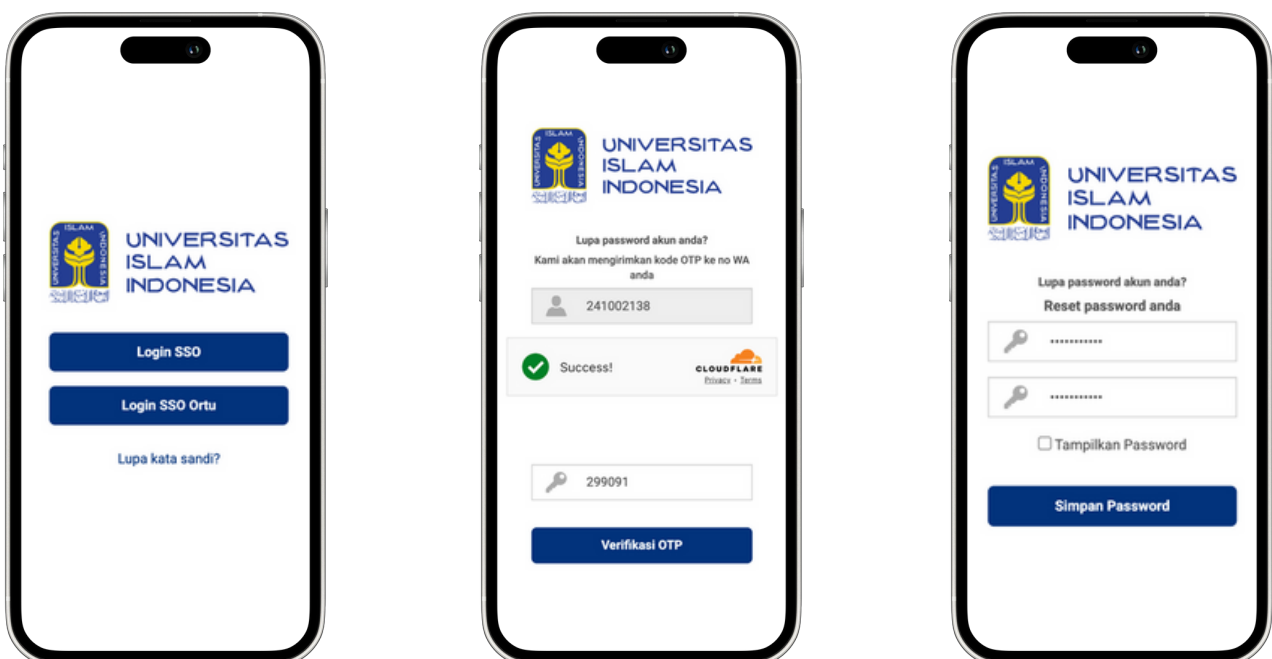
You can change your password through gateway.uii.ac.id. Click "Forgot Password?" and enter the OTP (One-Time Password) sent to you via WhatsApp.

The password must meet the following criteria: A minimum of 8 characters, contain a combination of at least one uppercase letter, one number, and one symbol. Example: @iTsupport1414

Your student email address format is: NIM@students.uii.ac.id
If you would like to request a personalized email alias (e.g., your.name@students.uii.ac.id), please send an email request to: itsupport@uii.ac.id.

Multi-Factor Authentication

Multi-Factor Authentication (MFA) is now implemented on the UII SSO (Single Sign-On) system to enhance account security.

1 Register your token by visiting totp.uii.ac.id using a web browser on your computer, laptop, or tablet.

2 Log in with your UIIGateway account.

3 Ensure that the WhatsApp number displayed is active. If it is not, please contact BSI UII IT Support via WhatsApp at: 0812-444-1414.

4 Click the "Register Authenticator" button.

5 You will receive a verification code from BSI UII IT Support via WhatsApp.

6 Copy the verification code from WhatsApp, paste it into the provided field, and then click the "Verify Code" button.

7 Once the QR code appears, scan it using the Google Authenticator app. If you have not installed the app, please download it from the Google Play Store for Android or the App Store for iOS.

8 In the Google Authenticator app, tap the + button or "Add a code".

9 Select "Scan a QR code".

10 If successful, the Google Authenticator app will display a token for the UIIGateway SSO login. (This token changes every 30 seconds).

11 Go to gateway.uii.ac.id and click "SSO Login" (for Students, Faculty & Staff) or "Parent SSO Login" (for Parents/Guardians).

12 Enter your username and password, then click "Sign In".

13 Enter the token from the Google Authenticator app on your smartphone, then click "Sign In".

14 You have successfully logged into UIIGateway using MFA.
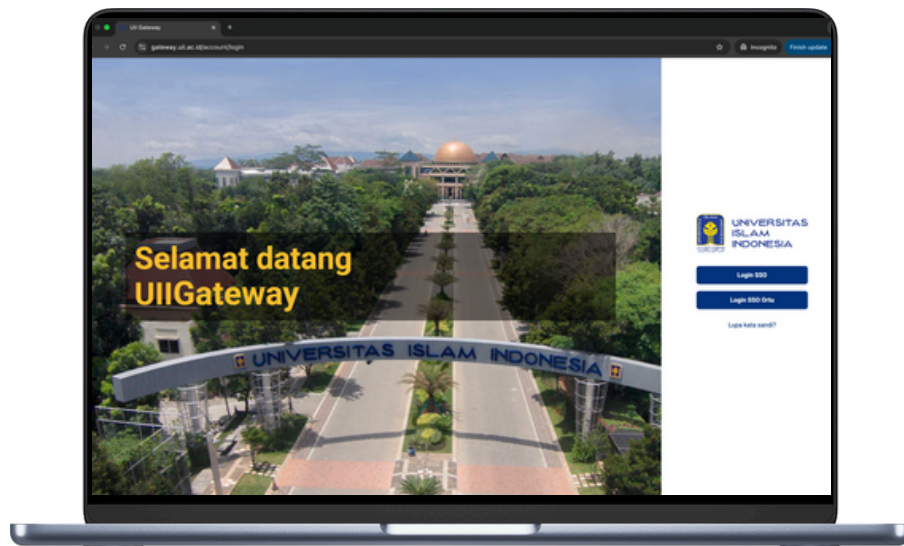
UIIGateway

UIIGateway

UIIGateway is the integrated information system for the Universitas Islam Indonesia community. It contains information systems from various domains within UII, such as academics, finance, human resources, and more.

The name 'UIIGateway' is a combination of two words: Universitas Islam Indonesia (UII) and Gateway. The 'UII' part signifies the university's identity, while 'Gateway' means to portal.

Therefore, UIIGateway represents the main entry point for the UII community to access the various information system services available at the university.

UIIPersonal

This is a system for entering and managing student personal data. This information is essential for the creation of your Student ID Card (KTM) and for other administrative purposes at UII.

Fill in Your Registration Data
- After logging into UIIPersonal, you will need to complete 10 sections of data. All sections must be completed before you can proceed to the next stage.

Survey
- How did you hear about UII? (e.g., social media, a friend, your school)

Personal Data
- Certificate of Graduation
- ID Card (KTP) or Family Card (KK)
- Birth Certificate
- Statement Letter of Compliance with UII Regulations
- Formal Photo for Student ID Card

Educational Background
- Provide the details of your last school attended and upload your Certificate of Graduation.

Addresses
- Fill in the following addresses: Official address (based on ID Card), and Current residential address.

Family Information
- Provide information about your parents and guardian (if applicable).

Special Needs
- Complete this section if you or a family member has any special needs. If not applicable, you may leave this section blank.

Foreign Language Proficiency
- Select your languages and proficiency levels. You may also upload a certificate, if available.

Achievements & Awards
- List your achievements or awards. You may add multiple entries and upload certificates, if available.

Student ID Card (KTM) Photo
- Upload a formal photo:
- Background: Blue (#051df9)
- (Male): White shirt and a black tie.
- (Female): White shirt and a white hijab.

After Completing Your Data
- Click "Save and Agree" to confirm your information.
- The "Registration" menu will change to "Personal".
- You can review or edit some of your data if necessary.
- Certain documents can only be modified by UII administrative staff.

How to Print Student ID Card (KTM)
- Log in again to UIIPersonal.
- Select the "Student Card" menu.
- Click the "Print" button.
- Your KTM will be downloaded as a PDF file, ready to be printed.

Important Tips
- Ensure all uploaded files are in color and clear (PDF or JPG format).
- Use a laptop or computer for the best user experience.

UIIAkademik

This application will help you manage all of your academic information during your studies at UII, including your class schedule, grades, and library loan history.

Dashboard
Students can download the Academic Calendar and the Academic Guidebook in this section.

Status
On this page, students can check their academic status, view their Grade Point Average (GPA) details, and see a summary of completed courses.

Student Master Data
This section contains the Student's personal data, which must be kept accurate. Please make updates if there are any changes to your information.

Study Concentration
This section outlines all the rules and graduation requirements related to your chosen field of study.

Class Schedule
This section displays a detailed class schedule, including the day, time, classroom, and the assigned instructor for each course.

Student Attendance
This page displays your attendance summary and percentage for each course. This record serves as a reference to ensure you meet the eligibility requirements for examinations.

Semester Grade Report (KHS)
This section displays your final grades and Grade Point Average (GPA) for each semester.

Grade Point Average (GPA)
This section displays your semester-by-semester history of your Cumulative Grade Point Average (GPA), complete with a graph illustrating your academic progress.

Graduate Learning Outcomes
This section shows your progress in achieving graduate competencies. Any data not yet visible indicates that it is still being processed by the university.

Library
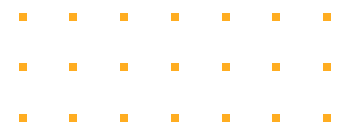This section displays your library loan history and the return status of each item. Overdue returns incur fines in accordance with library policy.

Leave
This section displays the history of any academic leave you have taken during your period of study.

UIIPerkuliahan

The QR Code Attendance feature allows students to record their attendance digitally using a QR Code provided by the lecturer.

This QR Code is active for a specified period and will change according to the lecturer's settings.

1. Navigate to the Attendance Menu
- After logging in, you will be on the UII Gateway landing page.
- Select UIIPerkuliahan to enter the academic system.
- Click the menu icon in the top-left corner, and then select QR Code Attendance.

2. View Attendance History
- On this page, you can view your past attendance records.
- Two attendance methods are available: Scan QR Code and Input Code.

3. Attendance via QR Code Scan
- During class, the instructor will display a QR Code on the screen.
- Tap the 'Scan QR Code' button, then select either the front or rear camera.
- Point your camera at the QR Code displayed by the instructor.
- If successful, an "Attendance Successful" notification will appear.
- If it fails, please check your internet connection or ensure that the QR Code is still valid.

4. Attendance via Code Input
- Tap the 'Input Code' button on the main QR Code Attendance page.
- Enter the attendance code displayed by the instructor on the screen.
- Tap the 'Attend' button to complete the process.
- To clear the entered code, tap the 'Reset' button.
- You can also correct a wrong code by tapping on the code input field.

Note: The QR Code is time-sensitive. Students must record their attendance promptly before the code changes or expires.

UIIRAS

This application is designed to allow students to easily complete their course registration independently.

UIIRAS Main Menu
- Course Registration (Key-in) → To select and register for courses.
- Registered Courses → To view and drop selected courses.
- Report → To view your course registration history.

Methods for Course Registration
- Click the 'Key-in' button on your desired course to register for it individually.
- Use the 'Cart' button to temporarily save courses before you finalize your registration.
- Click the 'Key-in All' button to register for all of the courses currently in your cart.

The Report Menu
- Results Tab → Displays the courses you've successfully registered.
- History Tab → Contains a log of your course registration changes, from the initial submission to the final verification.

The History Table records every action performed by either the student or an administrator, including the timestamp and the identity of the person who made the change.

The Course Registration Process
- Select the 'Key-in' (Course Registration) menu.
- Choose the recommended courses for the current semester.
- To view all available courses, select the 'Course List' tab.
- Use the search filters to easily find courses based on semester, day, session, class, and seat availability.

The Registered Courses Menu
- Dropping a Course → Click the 'Delete' button to remove a course you do not wish to take.
- RAS Verification → This function is used to lock your course selections and prevent further changes.

Important Notice:
- If a student does not complete the verification manually, the system will automatically finalize their selections at the end of the course revision period.
- Once your registration is verified, any changes can only be made during the official revision period, in accordance with your faculty's policy.

Please Note: Placing a course in your cart does not secure a seat until registration is finalized. A course will not be counted toward the class enrollment limit until you have completed the final registration (key-in).

UIITagihan

This is a UII application that allows you to check and pay all your academic fees online, such as Tuition (SPP), Community Service Program (KKN) fees, graduation fees, and more.

UIITagihan Main Page
- Unpaid Bills: Displays outstanding bills that require immediate payment.
- Payment History: Shows the details of payments you have already made.
- Total Billed Amount: Indicates the cumulative total of all bills you have ever received.
- Bill Summary Chart: A visual representation of your different types of bills and their payment statuses.
- On-Time Payment Record: Tracks your consistency in paying bills on time.

Recommended Payment Order:
- Settle any overdue Dana Catur Dharma payments (if any).
- Pay the current Dana Catur Dharma bill.
- Settle any overdue Tuition (SPP) fees (if any).
- Pay the current Tuition (SPP) fee.

Please ensure payments are made in the sequence listed above.

Available Payment Methods:
- Via Mobile Banking
- Via ATM
- Via Internet Banking

UIIPPAI

This system is used to manage and monitor all mandatory religious activities for UII students.

Accessing the UIIPPAI System

- Open your web browser and go to: https://gateway.uii.ac.id/ppai
- Log in using your UII account credentials.
- After a successful login, select the UIIPPAI feature. You will be directed to the main page with the following welcome message: "Welcome to UIIPPAI!"
- If the page does not load correctly, refresh it or check your internet connection.

Check Your Profile Data

- Click the 'Profile' menu on the left side of the screen.

On this page, you can view your personal information, such as:

- Student ID Number (NIM), Name, Faculty, and Study Program
- Place and Date of Birth
- Phone Number and Email
- Home Address and Current Domicile Address
- Student organization affiliations (if applicable)

Please review all information carefully to ensure it is correct.

View the List of PPAI Activities

1. Navigate to the 'Activities' menu, then select 'Student'.
2. On this page, you will see a list of the activities you have completed or are currently enrolled in, complete with details such as:
   - Activity Name
   - Activity Date
   - Class or Group
   - Final Grade
   - Activity Status
   - Action (click the eye icon to view activity details)

If the status for all activities is 'Passed' (Lulus), it signifies that you have completed the entire series of mandatory Islam-based student activities.

UIISKP

This application is designed to help students easily view, apply for, and manage their Student Activity Points (SKP).

Dashboard Menu

This section is used to view data on Mandatory Student Activity Points (SKP) and a summary of your total accumulated points. With this menu, you can track the points you have earned and see the list of mandatory SKP requirements that must be fulfilled.

SKP Percentage Indicator

On the dashboard, there is a colored box that displays the percentage of your accumulated SKP points:

- Red: if the percentage is between 0% – 75%.
- Yellow: if the percentage is between 76% – 99%.
- Green: if the percentage is 100% for either Mandatory or Elective SKP, according to the required number of activities.

SKP Submission Menu

These submissions must be verified by your Academic Advisor (DPA) or Study Program (Prodi) before the Elective SKP points are added to your total accumulation.

Steps for SKP Submission

1. Click the 'SKP Submission' menu.
2. Fill out the submission form with accurate information.
3. Click the 'Submit' (Ajukan) button.
4. Wait for the submission to be verified by your Academic Advisor (DPA) or Study Program (Prodi).

The SKP List Menu

Mandatory SKP Tab

- Displays a list of Mandatory SKP activities, including both completed and upcoming ones.
- Click the eye icon to view the details of any Mandatory SKP activity.

Elective SKP Tab

- Displays a list of Elective SKP activities, including those organized by the Study Program (Prodi) and those submitted by students.
- Only activities that have been submitted and approved by the relevant authorities will appear on this list.

Button Functions in the SKP List Menu

- Eye Icon → View the details of an Elective SKP submission.
- Pencil Icon → Edit available Elective SKP submissions.

Editing an Elective SKP Submission

- Click the 'SKP List' menu.
- Select the 'Elective SKP' tab.
- Find the Elective SKP submission you wish to update.
- Click the pencil icon to edit the submission.
- Make the necessary changes.
- Click the 'Change' (Ubah) button to save your modifications.

UIIMBKM

An online system used by UII to manage the 'Freedom to Learn – Independent Campus' (MBKM) initiative, which includes programs such as Student Exchange, the Kampus Mengajar (Teaching Assistant Program in Schools), Internships, Independent Studies, and other MBKM activities.

MBKM Program Registration

1. Click the 'Program Registration' menu.
2. Select the program you wish to join (e.g., Kampus Mengajar).
3. Upload a Motivation Letter (as either a PDF file or a Google Drive link) that contains the following:
   - Your objectives for joining the program.
   - The courses you wish to be considered for credit conversion.
   - The number of credits (SKS) you expect to earn.
4. Click 'Save'.

Note: If you do not yet know which courses you will take at the host university, you may leave that section of the form blank for now.

Confirming Program Acceptance

Once your registration is approved, you will be required to confirm your acceptance by completing the following steps:

1. Your registration status will change to yellow, indicating that an action is required from you.
2. Upload a new document containing: A list of the activities or courses you will take at the host institution.
3. Complete the following activity details:
   - Activity Name
   - Host Institution
   - The number of credits (SKS) you expect to earn.
4. Click 'Save'.

Study Program Approval Process

After you complete your registration, the Study Program (Prodi) will:

- Review your documents and the program you have selected.
- Approve the registration if all requirements are met.

You can then monitor the system until your registration status is updated.

Study Program Determines Course Conversion

Once your acceptance is confirmed, the Study Program will:

- Review your courses/activities.
- Converts them into regular curriculum courses or recognizes them as Merdeka courses (retaining the original name).

The final converted credit (SKS) amount is subject to the Study Program's policy and may differ from your proposal.

UIIMBKM

Student Approval of Credit Conversion

When the credit conversion proposal from your Study Program (Prodi) is ready:

1. Your registration status will change to yellow again, indicating that your review and approval are required.
2. You will need to review the following details:
   - The proposed course conversions and their equivalents.
   - The total number of credits (SKS) to be awarded.
   - Any associated payment information (if applicable).
3. If you agree with the proposal, click the 'Accept' or 'Agree' button.

Once approved, the results will be automatically recorded in your academic records (UIIRAS), specifically on your Semester Grade Report (KHS) and Academic Transcript. You do not need to register for these courses manually (key-in).

Important:
Conversion Activation and Its Impact

When your Study Program (Prodi) activates the credit conversion process, please be aware of the following:

- Your access to course and package registration (key-in) will be temporarily blocked.
- Therefore, you must immediately approve or reject the conversion proposal to regain access to the registration system.

Solution:

- Ensure you are not in the middle of your course registration (key-in) when the conversion is activated by the Study Program.
- Take action to either approve or reject the proposal as soon as possible.

UIIKKN

This guide provides instructions for registering for the Community Service Program (KKN) via the UIIKKN system. It is intended for first-time KKN participants who are unfamiliar with the system.

Accessing the KKN Service Menu

1. After logging in, click the 'UIIKKN Service' menu.
2. On this page, you will find important information such as:
   - The registration schedule
   - The program dates
   - Your current registration status

Please pay close attention to all listed dates. You can only register once the official registration period is open and after you have fulfilled all necessary requirements.

Ensure You Meet the Requirements

Before registering, first check the requirements listed at the top of the page:

- Confirm that you have met all KKN prerequisites.
- Verify the current program period and your eligibility status.

Once you have confirmed that all requirements are met, you may proceed with the registration process.

Click 'Register for KKN'

If you have met the requirements and the registration period is still open:

- Click the 'Register for KKN' button.
- A registration form will appear, which you must fill out completely.

Fill the KKN Registration Form

Please fill in the following data:

- Student's and Parent's Phone Number
- Student's and Parent's Address
- COVID-19 Status
- National ID Number (NIK) and a scanned copy of your ID Card (KTP)
- Bank Account Information (for refund purposes, if necessary)
- Current Organizational Affiliations
- T-shirt Size
- Status as a participant requiring special considerations (if applicable)

Participants Requiring Special Considerations is defined as a student who has:

- Specific health conditions.
- Personal circumstances requiring special arrangements during the KKN program.

If you fall into this category:

1. Select the 'Yes' option.
2. Upload proof or an official explanatory letter.
3. Describe your condition honestly and accurately.
4. An administrator will review your submission to determine if it is approved.

If you do not require special considerations, simply select the 'No' option.

UIIKKN

Click 'Save'

After all data has been entered completely and accurately, click the 'Save' button.

Registration is only confirmed after payment is received.

Checking and Paying the Program Fee After Registration

- Once you have registered, information regarding the program fee amount and the payment deadline will be displayed.

You can find this information in the following locations:

- In the highlighted banner at the top of the page.
- In the 'Billing' (Tagihan) menu.
- Click the eye icon to view the complete details.

Please make the payment according to the provided instructions and ensure it is settled in full before the deadline.

Status Changes to 'KKN Participant'

Once your payment has been settled in full, your registration status will automatically change to 'KKN Participant'.

Withdrawal Process

If you need to withdraw from the program for any reason, please follow these steps:

- Click the 'Withdraw' (Undur Diri) button.
- State your reason for withdrawal honestly in the provided field.
- Click 'Save'.

Afterward, your status will change to 'Withdrawn'. The KKN program fee will be fully refunded to the bank account you provided during registration.

UIILayanan

Through UIILayanan, students can apply for academic leave, register for graduation, and manage the academic gown return process without having to visit the campus in person.

Applying for Academic Leave
- Click the 'Apply' (Ajukan) button.
- Complete the following form:
  - Your WhatsApp number.
  - The number of semesters you are requesting for leave.
  - Reason for taking the leave.
- Click the 'Save' button.
- Pay the academic leave fee.
- Wait for the approval: Head of Study Program (Kaprodi) → Dean (Dekan) → Directorate of Academic Services (DLA).
- Once fully approved, click the 'Print Leave Letter' button to download the official letter.

Graduation Registration
- Click the 'Registration' button.
- Complete your personal data and answer the questions regarding your studies and achievements.
- Enter your academic gown size.
- Choose one of the options:
  - Borrow a Gown: Enter bank account details and upload the proof of payment.
  - Purchase a Gown: Upload a formal passport-style photo.
- Click the 'Save' button.

Verification and Correction
- If your status is 'Needs Correction', click the 'Correction' button, edit your data as required.
- Once your registration is approved, proceed with the payment and print your proof of registration.

Cancellation of Academic Leave
- Navigate to the Cancellation menu.
- Select the checkbox next to the leave period you wish to cancel.
- Click the 'Submit' button, enter your reason, and then confirm by clicking 'Yes, Submit'.
- Wait for the cancellation request to be approved.
- Once approved, click the 'Print Cancellation Letter' button to download the official letter.

Gown (Toga) Return
- Log in to UIILayanan.
- Select the 'Gown Return' submenu.

Choose your return method.

A. Via Courier Service
- Send the gown to the UII Rectorate Building.
- Fill in the following details: courier service name, shipping date, and tracking number.
- Upload a scanned copy of the shipping receipt.
- Click 'Save'.

B. In Person
- Hand over the gown at the Gown Room, in the Rectorate Building.
- Enter the date of return and upload the proof-of-return slip.
- Click 'Save'.

Verification & Deposit Refund
- Once approved, the gown will be officially marked as returned.
- Your security deposit will be refunded.

UIISurvei

An online survey system used by UII students to provide feedback on academic services and lecturers. These surveys are typically completed at the end of each semester via the gateway.uii.ac.id portal.

Accessing the UII Gateway
- Open your web browser and go to: gateway.uii.ac.id.
- Log in using your Student ID Number (NIM) and your UII password.

Select UIISurvei
- Once you have successfully logged in, click the UIISurvei icon on the main page.

Access the Questionnaire Menu
- Click the 'Questionnaire' (Kuesioner) menu.
- A list of surveys available for you to complete will be displayed.

Begin the Survey
- Locate a survey with the status 'Not Started' (belum diisi).
- Click the pencil icon to begin filling out the survey.
- For General Education Courses (MKWU), you are required to complete a separate survey for each instructor who teaches the course.

Complete and Save
- Verify the course and instructor details displayed on the page.
- Complete the questionnaire based on your personal and honest opinion.
- Click the 'Save' (Simpan) button to submit your responses.
- The survey status will then change to 'Completed' (sudah diisi).

Viewing a Completed Survey
- Once the survey has been submitted, the pencil icon will change to an eye icon.
- Click the eye icon to view your submitted responses.
- Please note that responses cannot be edited after they have been submitted.

Important: Note the Deadline
Each survey has a specific deadline for completion. If the deadline is missed:
- The survey's status will change to 'Expired' (kadaluarsa).
- You will still be able to view the questions, but you will no longer be able to submit your responses.

Additional Notes
- For an optimal experience, it is recommended to use a device with a larger screen, such as a laptop or desktop computer.
- Ensure you have a stable internet connection while completing the survey.
- The survey must be completed online and is only accessible during its designated active period.

UIIMobilitas

UIIMobilitas is the official UII system for recording student participation in all international mobility activities. This includes both outbound programs (abroad) and international activities that take place domestically.

Accessing UIIMobilitas

- Navigate to the 'Mobility' (Mobilitas) menu and select 'UIIMobilitas'.
- You will be directed to the main Dashboard.

On the Dashboard, you will find a brief description of the system's purpose: to record the international mobility activities of faculty, administrative staff, and students, ensuring all your international engagements are properly documented.

Help & Information

If you encounter any issues:

1. Click the 'Help & Information' (Bantuan Informasi) menu.
2. Select your preferred language (Please note: only Indonesian is currently available).
3. If you cannot find a solution, click the 'Ask Now' (Tanya Sekarang) button. This action will compose a new email message addressed to UII IT Support. Please describe your question or issue in the email and send it for further assistance.

Reporting a Mobility Activity

- Click the 'Report Mobility' menu located on the left sidebar. This page will display a list of your previously submitted mobility reports with details such as:
  - Activity Period
  - Partner University
  - Destination Country
  - Program Name
  - Estimated Start and End Dates
  - Program Status
- To create a new report, click the 'Report Mobility' button located in the top-right corner.
- A form will appear, requiring you to complete the following fields:
  - Type of Program: Select the activity type (e.g., student exchange, conference, etc.).
  - Destination Country: The country where the activity will take place.
  - Partner University: The name of the host university or institution.
  - Partner Study Program/ Department: The department or program you will be affiliated with at the host institution.
  - Estimated Program Start & End Dates: Enter the start and end dates for the activity.
- After completing all required fields, click 'Save' to submit your report. After submitting, your report will appear on the list.

WiFi Service

Internet access via Wi-Fi within the UII campus is available through the UIIConnect and eduroam services. These facilities are supported by an enterprise-scale IT infrastructure, realized through the UIIConnect initiative.

To date, this program has led to the installation of over 1,000 access points throughout all UII buildings. The network provides a total bandwidth of 10 Gbps, allowing individual user speeds to reach up to 300 Mbps.

UII students, faculty, and staff can access the UIIConnect network using their respective UII accounts. For visitors on campus, internet service is available through the UIIGuest facility.

eduroam at the UII Campus

eduroam (education roaming) is the secure, international roaming service designed for the higher education and research community. The eduroam connection allows faculty, students, and staff to get secure internet access when visiting other participating institutions around the world.

The authentication process is handled by the user's home institution, using the same username and password credentials used to access their local network. When visiting other participating institutions, there is no charge to access the eduroam wireless network.

If you are a visitor at UII, please connect to the eduroam wireless network and use the credentials from your home institution. Be sure to append your institution's domain to your username (e.g., 12345@yourinstitution.ac.id) to connect to our network. If you are unsure about your eduroam credentials, please contact the IT Support services at your home institution.

UIIPrint

UIIPrint

An Information Technology-based self-service that enables students, faculty, and staff to print, scan, and photocopy documents.

The UIIPrint service is available across all Universitas Islam Indonesia campuses and is integrated with individual UII accounts. Users can access the machines by entering their UII username and password. For added convenience, all Student and Employee ID cards have been upgraded and can also be used to log in by simply tapping the card on the machine. Currently, there are 39 UIIPrint units available, distributed across the following locations:

- All Faculties at UII
- The Mohammad Hatta Building (Central Library)
- The Prabuningrat Building (Rectorate)

23 machines provide color printing on both A4 and A3 paper, while the remaining sixteen are dedicated to black-and-white printing on A4 paper. In the future, as service adoption grows, the number of machines will be gradually increased.

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

Google Workspace for Education

To support the learning process, students at UII are provided with access to a range of Google services. These include Google Mail, Google Drive, Google Classroom, Google Calendar, Google Docs, Google Sheets, Google Forms, and other related services from Google. Access to this suite of services is available using the Student official UII account.

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

Create, store, and share various documents, videos, and photos online with the Google Drive application.

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

Utilize the online learning features of Google Classroom to support your course activities.

Manage your schedule and set reminders for lectures and other activities with Google Calendar.

Utilize Google Meet for video conferencing, class meetings, and other academic activities.

Microsoft365 License

Enjoy a Free Microsoft365 License for Active Students

Members of the UII academic community who have a Microsoft365 license also receive the additional benefit of access to the **OneDrive** service.

The installer file can be downloaded from **office.uii.ac.id** by logging in with your UII SSO (Single Sign-On) account.

Once installed, open an Office application (e.g., Word) and then sign in using your UII SSO account.

Zoom Meeting

Enjoy a Premium Zoom License Simply by Logging In with Your UII Account

Zoom is a cloud-based video conferencing service. The application allows you to meet with other people virtually, either through video, audio, or a combination of both.

At UII, Zoom is used to support the academic process, including online lectures and meetings.

Panopto

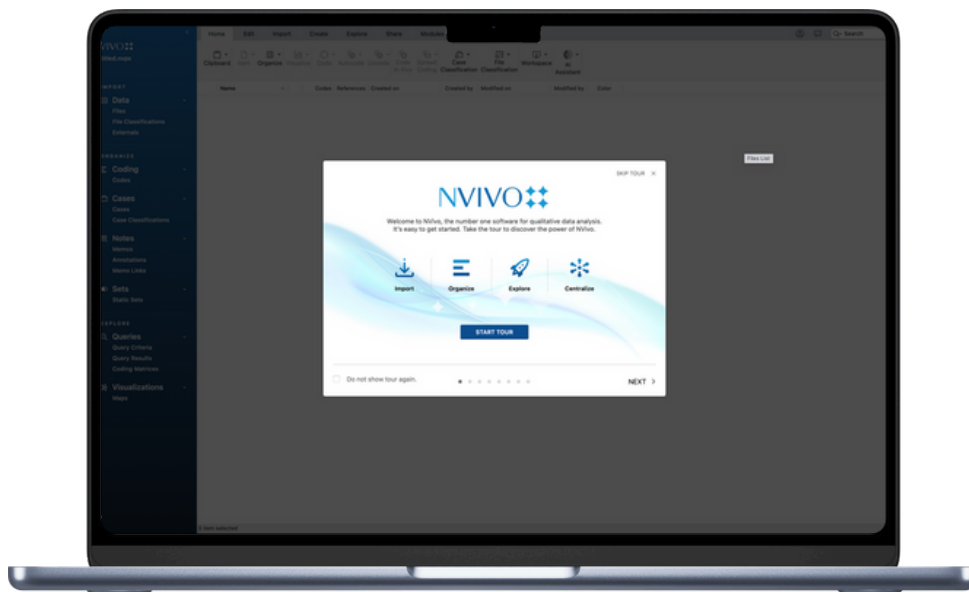**Recording and Uploading Zoom Sessions via Panopto**
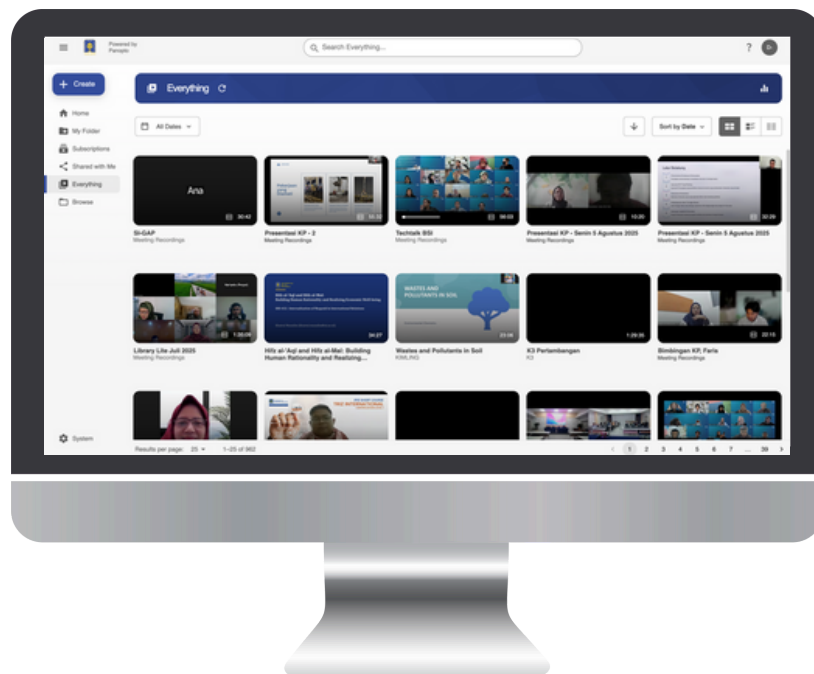
Panopto is a software platform used for lecture capturing, screencasting, video streaming, and video content management, which is frequently utilized in e-learning environments. At UII, Panopto is primarily used to record Zoom meetings.

NVIVO

NVivo is used to process and analyze qualitative data.

NVivo is a software application used for the processing and analysis of qualitative data, providing automation in a field of research that has historically relied on manual methods.

Therefore, NVivo serves as a tool to assist researchers in conducting qualitative analysis, operating on the assumption that the researcher has a thorough understanding of the data to be processed.

The UII Directorate of Information Systems (BSI) currently provides NVivo software licenses for graduate students who require it for their research. The installation and activation procedures can be accessed at: **bsi.uii.ac.id/nvivo**

Library Services

SIMPUS

simpus.uii.ac.id

UII Library Information System

This service portal is an integrated platform that combines several existing UII library services, designed to make it easier for patrons to search for collections managed by the university.

The portal now includes a feature that allows users to read or download digital library content. Please note that the availability of digital content for any collection is subject to the specific publication policies and restrictions implemented by UII.

You are also encouraged to make use of the academic journals subscribed to by Universitas Islam Indonesia.

The list of journals subscribed to by UII can be accessed at:

journal.uii.ac.id

For more detailed information about UII's library services, please visit or contact:

Directorate of Library
Moh. Hatta Building, Universitas Islam Indonesia Integrated Campus
Jalan Kaliurang KM. 14.5, Sleman, Yogyakarta 55584, Indonesia
P: +62 274 898444
E: perpustakaan@uii.ac.id

Account Security Software

eduVPN

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

eduVPN can provide access to a private network, allowing end-users to access internal resources within an institution's network. Additionally, it provides secure access that protects privacy and security on public networks by offering a safe gateway to a trusted network.

When using the UII eduVPN, your connection will be recognized as an internal UII connection. This ensures a more secure and seamless experience when accessing the services and resources of Universitas Islam Indonesia.

Secure Your Account

- ✔ Ensure your UII account is secure by not sharing it with anyone else.

- ✔ Regularly change your password.

- ✔ Always log out of the application if you are using a public or shared device, such as a computer in a laboratory or at a public kiosk.

- ✔ Do not use the same password for your UII applications and other personal services, such as e-banking and social media accounts.

User Authentication

Authentication is the mechanism for verifying the validity of system users at Universitas Islam Indonesia. One of the primary credentials checked during this process is the password.

Policy Principles

- Password verification is the primary method of authentication applied to all accounts at Universitas Islam Indonesia.

- Do not share your password, even with system administrators.

- IT administrators will never ask for a user's password.

- Administrators are responsible for continuously improving the quality of service while enhancing its security levels.

- It is recommended to change your password periodically.

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

Password and Security Policy

To maintain the security of your UII account, you are advised to change your password periodically. The password must meet the following criteria:
- Be a minimum of 8 characters long.
- Contain a combination of at least one uppercase letter, one number, and one symbol.

Example: @iTsupport1414

Security Awareness

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

Understanding the importance of security awareness is crucial due to the increasing dependence of our activities on IT, which has led to a rising trend in cyber threats. Furthermore, it serves as a critical form of internal control and is a key component of IT audits.

Information Security Principles

Confidentiality
Ensuring that data and information are accessed only by authorized individuals.

Integrity
Safeguarding the accuracy and completeness of data and information from unauthorized modification.

Availability
Ensuring that data and information are accessible to authorized users when required.

Implementing Information Security on PCs/Laptops

- Ensure the Operating System is always updated with the latest patches.
- Use antivirus software and keep its virus definitions (signatures) up-to-date.
- Lock your computer when leaving it unattended.
- Do not install illegal or unauthorized software.
- Avoid using USB flash drives or external hard drives from untrusted sources.
- Regularly back up important data to cloud storage.
- Use eduVPN when connecting to public Wi-Fi networks.

Board of Information Systems
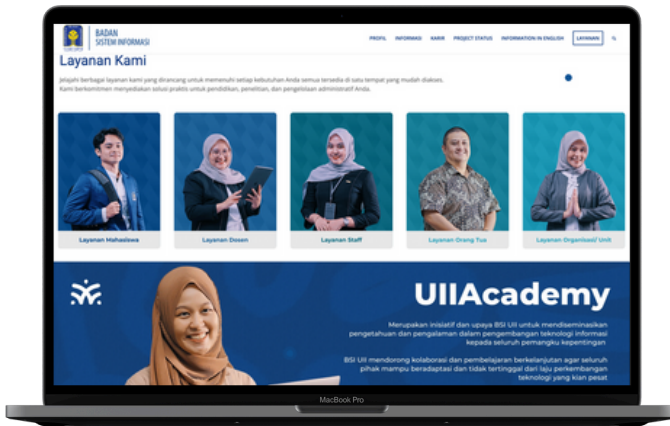
The Board of Information Systems (BSI), as a unit under the Rectorate of Universitas Islam Indonesia tasked with managing information technology, is responsible for defining the services, procedures, and policies governing its operations.

The services provided by the Directorate of Information Systems include: UIIConnect, UIIGuest, and eduroam (wireless internet services), UIIGateway (an integrated service for UII's business processes), and various other services for the diverse stakeholders at Universitas Islam Indonesia.

For questions or concerns regarding UII Information Technology Services, please contact the IT Support team at the Board of Information Systems.

GBPH Prabuningrat Building (Rectorate), 4th Floor
Universitas Islam Indonesia Integrated Campus
Jalan Kaliurang KM. 14.5, Sleman, Yogyakarta
55584, Indonesia

🌐 bsi.uii.ac.id

✉ itsupport@uii.ac.id

▶ Badan Sistem Informasi UII

📷 @bsi.uii

🟢 0812-444-1414

📞 +62 274 898444 Ekstensi 1414/1415