



UNIVERSITY
OF TURKU

Digital Services

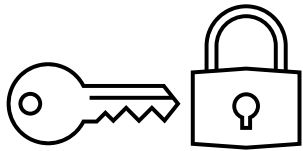
A survival guide for digital day-to-day activities.

/ Get inspired.

Credentials



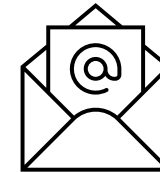
Your digital identity is divided into two different addresses



System login

username@utu.fi

Always works as the username for
University systems



Communications & e-mail

user.u.name@utu.fi

Only used for communication. Does not
work for logging in.

Credentials will stay active for the duration of your studies. The validity period can't be extended

University of Turku User Account Management



Activate User Account

Activate a new user account with online banking credentials or with mobile certificate.



Change Password

Change password with UTU credentials.
Requires your current password to be valid.



Reset Password

Reset your password with online banking credentials or with mobile certificate.



Multi-Factor Authentication

Settings for Multi-Factor Authentication (MFA).



MFA Reset

Reset Multi-Factor Authentication settings in the self-service portal.



MFA Instructions

Instructions for setting up Multi-Factor Authentication.



My Information

View your personal information.
For example, check your UTU ID, the date of the last password change, or the expiration date of your current contract.



View Visitor Contracts

Browse your visitor contracts that you have access to.



Increase your level of assurance (LoA)

Increase your user ID's level of authentication with online banking credentials or with mobile certificate.

Communications & e-mail

- **Using email on a computer:**
 - mail.utu.fi (Outlook Web)
- **You can also add your email to mobile devices:**
 - Official Microsoft Outlook-app won't work
 - Check the detailed instructions on the Intranet

Multi-Factor Authentication (MFA)



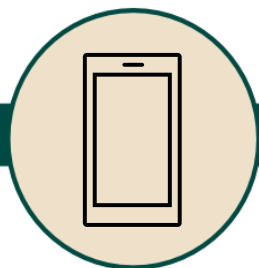
Multi-Factor Authentication (MFA)

- Multi-factor authentication means you need more than just a password to log in to your account.
- You can use a mobile device, computer or a physical security key for authentication.
- Your password expires frequently if you have not setup the MFA

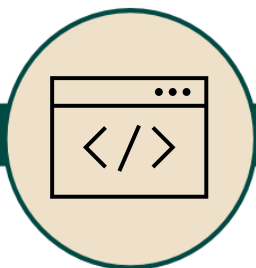
Multi-Factor Authentication setup



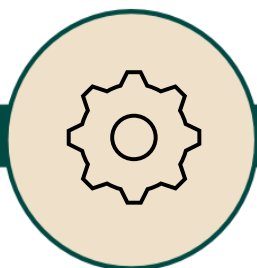
MFA is required to protect your account. Check out the instructions: utu.fi/mfa



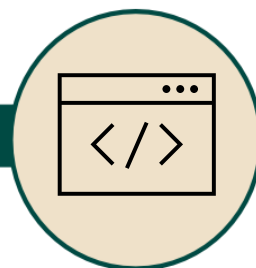
Install an
Authenticator
app



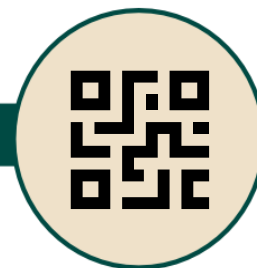
Go to the
`idm.utu.fi` -
website



Select "Multi-
Factor
Authentication"



Select Setup
Authenticator
application



Scan the QR-
code within
the app



Input the
numbers from
the app to the
website



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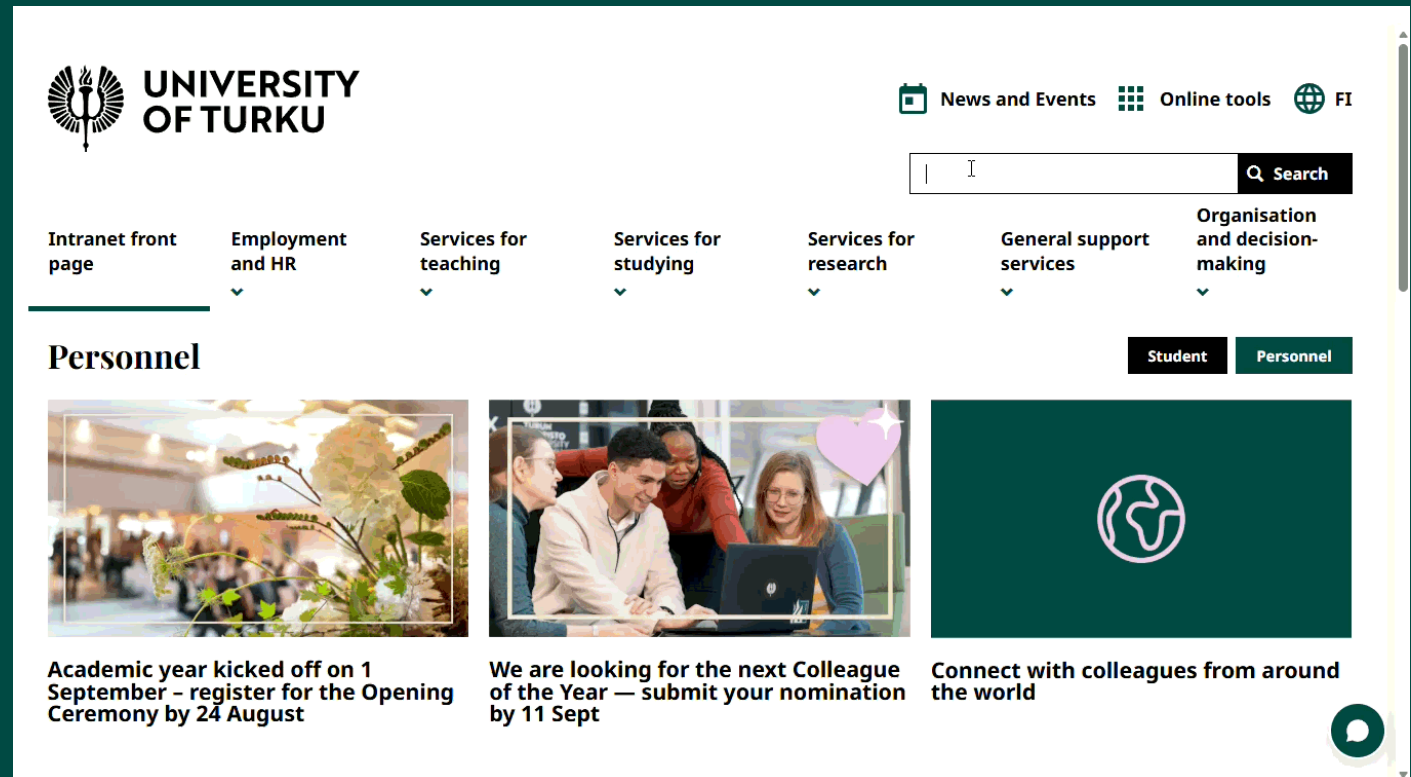
Key websites



Information & daily activities

intranet.utu.fi

- Contains answers to the most common questions
- News, events & important links
- UTUbot – AI Chatbot available on the Intranet



The screenshot displays the University of Turku Intranet homepage. At the top left is the University of Turku logo and name. To the right are links for 'News and Events', 'Online tools', and 'FI'. Below these is a search bar with a magnifying glass icon and the word 'Search'. A horizontal menu lists various services: 'Intranet front page', 'Employment and HR', 'Services for teaching', 'Services for studying', 'Services for research', 'General support services', and 'Organisation and decision-making'. Below this menu, there are two tabs: 'Student' and 'Personnel'. The main content area features three cards. The first card, titled 'Personnel', shows a photo of a large indoor event and the text 'Academic year kicked off on 1 September - register for the Opening Ceremony by 24 August'. The second card shows a photo of three people working on a laptop and the text 'We are looking for the next Colleague of the Year — submit your nomination by 11 Sept'. The third card is a dark green box with a white circular logo and the text 'Connect with colleagues from around the world'. A small chatbot icon is visible in the bottom right corner.

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News and Events Online tools FI

Search

Intranet front page Employment and HR Services for teaching Services for studying Services for research General support services Organisation and decision-making

Personnel Student Personnel

Academic year kicked off on 1 September - register for the Opening Ceremony by 24 August

We are looking for the next Colleague of the Year — submit your nomination by 11 Sept

Connect with colleagues from around the world

Other key websites

University of Turku website - utu.fi

Peppi - student.peppi.utu.fi

- Course registrations, HOPS
- Study guide - <https://opas.peppi.utu.fi/>
 - Curriculum for the courses

EXAM - <https://exam.utu.fi/>

- Electronic exam service

Schedule - <https://lukkarit.utu.fi/>

Eduhouse - <https://trainings.eduhouse.fi/en/digital-classrooms/>

- Eduhouse offers many useful technology-related trainings for students

Moodle - moodle.utu.fi

- Course materials, exams, discussion forums, etc.
- Not in use for all courses

Library - kirjasto.utu.fi

Guide - opas.utu.fi

- Building maps
- Lecture schedules
- Student cafeteria menus

UTUShop - utushop.utu.fi

- Purchasing printing credits and university products
- Software Catalog

Printing





Key/RFID-tag

Functionality

- Printing and a key to university premises

Where can I get one?

- A box of tags can be found outside of the Helpdesk service points

Activation

- Activation can be done independently on a printer

Printing

Send



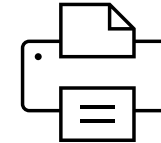
Send the file to
secureprint@utu.fi

Identify



Log in to the printer using
your tag

Print

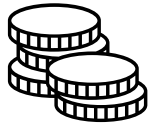


Select document and
print



Printing

Printing quota



Quota: 300 credits per semester

Pricing:	B/W Page	= 1 credit	Double-sided = double credits
	Coloured	= 10 credits	

Top up: You can buy additional credits from the UTUshopista (utushop.utu.fi)

Loanable devices



Loanable devices



UTUbox

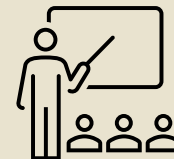
What is an UTUbox?



It's an automat where you can loan a Chromebook laptop, charger or charge your phone.

Log in to the terminal using the keytag.

IT Classrooms



Classrooms are freely available if there are no classes or other reservations at the moment.

Some classrooms are for quiet working only.

Wireless network



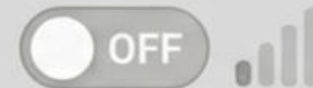
Wireless network



Wi-Fi name: eduroam

Usage: The primary secured network used by students

Instructions: eduroam.utu.fi



Wi-Fi name: UTU Visitor

Usage: Meant for visitors, usable by anyone

Instructions: eduroam.utu.fi

Software & other services



Software & Cloud services



Microsoft Office

office.com

- ✓ Free license for the duration of your studies
- ✓ Available for use on personal computers or from virtual desktops
- ✓ Requires Activation (idm.utu.fi)



Seafile cloud storage

seafile.utu.fi

- ✓ **500 Gb** of cloud storage space hosted by the University
- ✓ You can share files, folders or whole libraries

UTUshop

Software Catalog

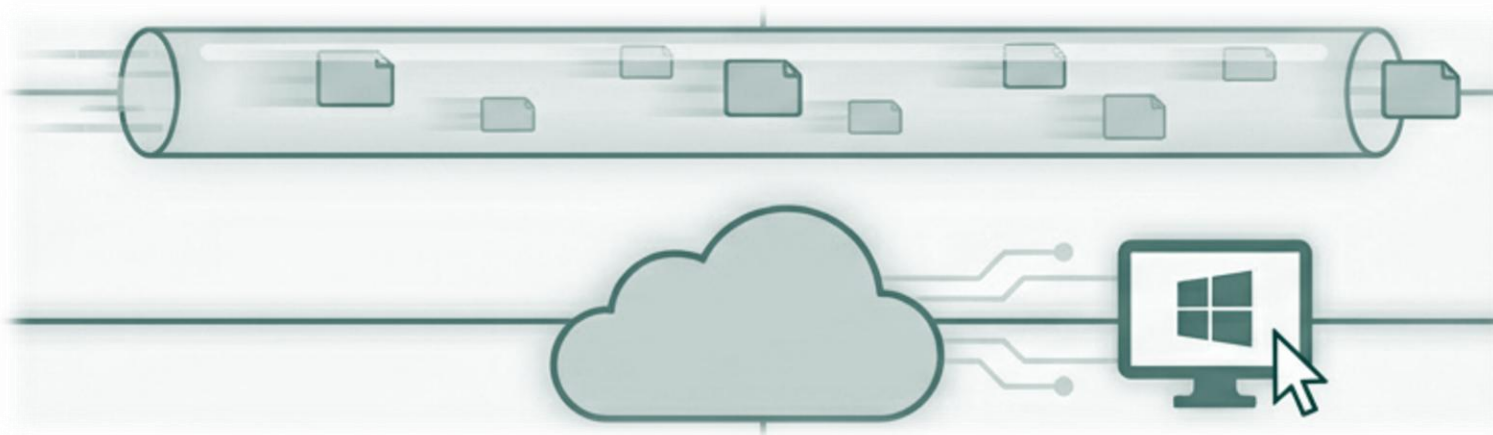
utushop.utu.fi

- ✓ All available programs and their installation instructions can be found in the Software Catalog.

Remote studies: VPN & Virtual environments

EduVPN (eduvpn.utu.fi)

EduVPN connects your computer securely to the university network from anywhere. Access university services remotely, such as network drives or library electronic materials



Horizon (horizon.utu.fi)

Enables the use of virtual Windows desktops running on university servers anywhere. A client application can be downloaded or you can use it from a web browser.

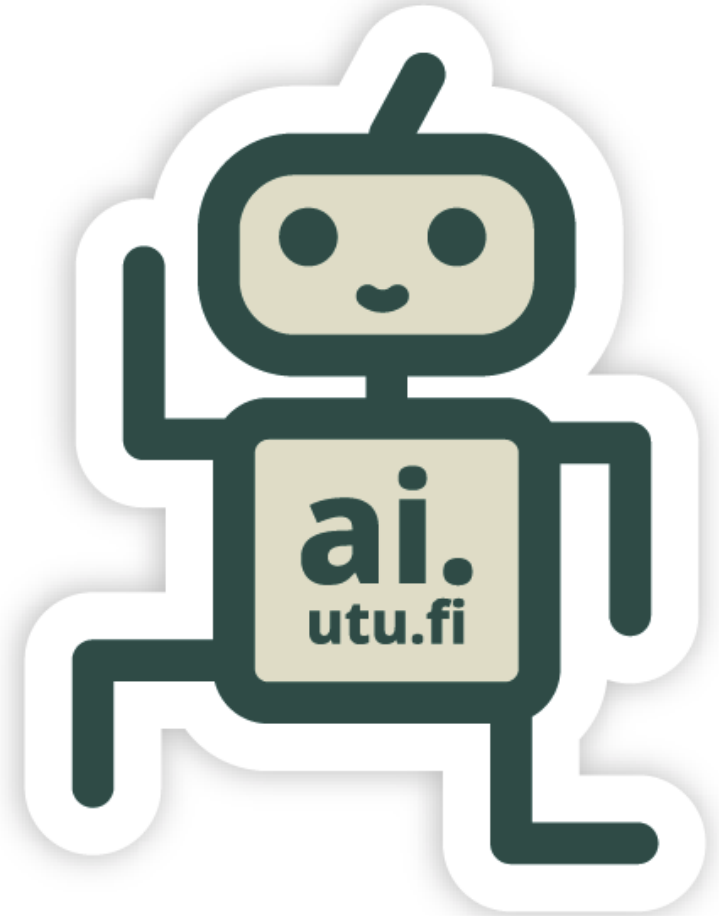
AI



AI at the university

The University provides free and secure artificial intelligence tools

- AI services can be found from ai.utu.fi
- AI in studying - Intranet



Responsible use of AI

AI can be used in your studies but remember:

- AI must be kept in the role of a tool, meaning that the core content of the work must be produced by yourself, as a result of one's own thinking.
- Course instructors will explain how AI may be used during the study modules.



When using artificial intelligence, you must act transparently and declare which services were used and for what purpose.

If you have any issues, reach out!

HELPDESK



Opening hours: Monday through Friday
8.00 – 15.00



email: helpdesk@utu.fi



Call: +358 29 450 6000



Visit us! Location of the services desks can be found from the utu.fi website

Kysymyksiä?

Get inspired.

Thank you!



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