

# STUDENT IT GUIDE



University of  
Reading

REMEMBER  
TO ENROL!

🏠 [reading.ac.uk/IT](https://reading.ac.uk/IT)

📡 [blogs.reading.ac.uk/itsnews](https://blogs.reading.ac.uk/itsnews)

🐦 @UniRdg\_IT

# Day 0

## Before you arrive, you may want to know...

### Office 365 - for free

Office 365 is available to all University of Reading students for free. Collaborate with colleagues and friends with online Microsoft apps or download on up to 5 devices.



#### Word

Microsoft's word processor is free for all University of Reading students



#### Excel

Record data using the standard spreadsheet software.



#### OneNote

Record notes, save images, quickly sketch ideas and more.

#### More Office 365 apps

- Outlook
- Sway
- Forms
- Calendar
- Delve
- Flow
- PowerApps
- Tasks
- ToDo

#### How do I get Office 365?

Go to [www.office.com](http://www.office.com) and login using your University username and password (collect at enrolment) to get access to all your free apps.

### Buy Hardware

Once you have enrolled, the University of Reading has multiple options for students if you choose to purchase computer hardware. Use the links below to get your student discount.

#### Windows



<http://www.studentstore.co.uk/reading>

The University has contracted suppliers for PCs and laptops which also offer discounts to students. Students are advised to shop around when purchasing a PC.

You can shop for Windows laptops and desktops on the University of Reading student store.

#### Mac



[http://store.apple.com/uk/browse/home/education\\_routing](http://store.apple.com/uk/browse/home/education_routing)

You can also get a deal on an Apple machine.

Note: You can only use our University (HE) store when connected via your campus network. If you are off campus you can still order by calling **0800 072 1154**.

### University Computers

The University of Reading has many computer labs in different locations across the University with computers free to use for all students. Some are even open 24 hours a day!



#### PC lab locations

<https://student.reading.ac.uk/>

Use the above webpage to find information on computer lab locations, including, the equipment available and real time statistics on how many computers are free.



#### Software available

<http://softwarestore.reading.ac.uk/>

You can find a list of software available at the University of Reading on the above webpage.

### Pre-enrolment

You will need to complete enrolment before being able to access a lot of IT services. You can start the process by pre-enrolling before you arrive by visiting: <https://www.risisweb.reading.ac.uk>

# Day 1

## When you arrive



### Wi-Fi

Students can use **eduroam** to access the internet at the University of Reading. Remember, you need to collect your University username and password at enrolment before you can connect.

#### PC/Mac

You will need to collect your University username and password during enrolment before you can connect to the Wi-Fi



1

On your device, connect to the WiFi:  
**UoR-Setup**  
Password: **ConnectMe**



2

Now, go to <http://wifi.reading.ac.uk/>



3

Click the 'Use Wizard' button



4

Select your device operating system and follow the on screen instructions

#### Android

1. Connect to 'UoR-Setup' using password, 'ConnectMe'
2. Now, go to <http://wifi.reading.ac.uk/>
3. Click on the 'Manual Settings' button
4. Select Android from the list

#### iOS

1. Connect to 'UoR-Setup' using password, 'ConnectMe'
2. Now, go to <http://wifi.reading.ac.uk/> and click 'Manual Settings'
3. Select your iOS version from the list

#### Windows Phone

1. Connect to 'UoR-Setup' using password, 'ConnectMe'
2. Now, go to <http://wifi.reading.ac.uk/>
3. Click on the 'Manual Settings' button
4. Select Windows Phone from the list



### Printing

Use your Campus Card to print at any of the printers around campus.

#### Top up your Campus Card!

1. Print your work to a 'Follow Me' print queue.
2. Find a 'Follow Me' printer and enter your student number or present your Campus Card.
3. Follow the instructions on the printer



### Email

Email is provided through Office 365. Login to access now.

Go to [www.outlook.com](http://www.outlook.com) and login using your usual University email and password.



### Support

Need help or have a problem with a computer or piece of tech?

IT support is available via the IT Self Service Portal on [reading.ac.uk/it](http://reading.ac.uk/it)

Alternatively, call **6262** from any internal phone (**0118 378 6262** from your mobile or off site) or by emailing [it@reading.ac.uk](mailto:it@reading.ac.uk).

You can also visit the IT Service Desk on the first floor of the library.

# Week 1

## After you arrive



## AppsAnywhere

AppsAnywhere is a web based tool which provides access to software applications you use for studying. Use a Windows device or a University-owned PC, from any campus location.

### How to access AppsAnywhere

<https://appsanywhere.reading.ac.uk>

1. In a browser, type the above URL and login using your usual University username and password
2. On this page you will see a list of icons. Click the first one; 'Apps Anywhere Help' to be taken to the help site
3. Follow the onscreen instructions to be guided through the AppsAnywhere and Cloudpaging player installation.

### Software list

Over 115 apps are available on Apps Anywhere, including:

- Anaconda
- Android Studio
- ArcGis
- Arduino
- Chemdraw
- Endnote X9
- Genstat
- GMetrix
- Git
- JASP
- Matlab
- MindManager
- Minitab
- Python
- SPSS
- Stata

## OneDrive for Business

OneDrive for Business is a managed cloud storage that allows users to store and share files and folders online. All University of Reading students get 5TB free!

### How to access OneDrive for Business

<https://www.office.com>

1. In a browser, type the above URL and login using your usual University username.
2. You will be redirected to a University of Reading login page. Login using your usual University username and password.
3. On this page you will see a list of icons. Click the OneDrive for Business icon to be taken to your account.

### 5 terabytes of free storage

## 5 TERABYTES

That's a lot of storage! It's about:

- 86,000,000 pages in Microsoft Word
- 132,000 books
- 17,000 hours of music or 200,000 songs
- 40 days of HD video
- 310,000 photos

## Cyber Security

IT have a suite of technologies and measures to counter both internal and external cyber threats - but we all have a part to play in reducing the risk and impact of cyber-attacks.

### Passwords



For information on the benefits of a strong and secure password, go to:  
<https://www.reading.ac.uk/internal/its/cybersecurity/passwords.aspx>

### Phishing



Phishing is the act of tricking you into giving away sensitive information. Learn more:  
<https://www.reading.ac.uk/internal/its/cybersecurity/phishing.aspx>

### Secure Software



Software applications have vulnerabilities. Keep your software up to date:  
<https://www.reading.ac.uk/internal/its/cybersecurity/unsupported-software.aspx>

### Removable Media



Removeable media is very easily lost. Best practices can help you avoid losing valuable data:  
<https://www.reading.ac.uk/internal/its/cybersecurity/removable-media.aspx>