

IT STUDENT SUPPORT, IT

FACULTY OF LIFE SCIENCES
Food, veterinary medicine og natural resources
UNIVERSITY OF COPENHAGEN



Introduction to IT For students at LIFE



IT Student Support

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Introduction to IT at LIFE

Intro

Welcome to LIFE!

This guide, produced by the IT student support, gives you a basic introduction to the rich possibilities and necessities of IT here at the University of Copenhagen, Faculty of Life Sciences – commonly called: LIFE.

The guide is by no means complete and in-depth, so there will be a lot of opportunities for "trial and error". Fortunately you can ask the instructor staff for help – read more about our support service on page 11. **We strongly urge you to keep this guide handy** as it contains information you will need during your stay. FAQs, guides, and current information can be found on our website; <http://www.it.dsr.life.ku.dk> which is always up to date and is incidentally the browser start page on all student PCs belonging to LIFE.

Sincerely
IT Student Support

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How to register as a user

As soon as you are accepted at LIFE you will receive a letter from the Student Service containing a PIN-code and student ID which you will be using to register as a user of the IT facilities at LIFE/DSR. This is done by entering this URL

<http://studystart.life.ku.dk> and logging onto the system with the received student ID and PIN-code. Carefully follow the instructions and choose a user name and password for the system. During registration you have to accept the IT security agreement as seen on page 12. You will always be able to find the latest version of the regulations at <http://www.dsr.life.ku.dk/Dsrsrv>

User name, password and access to resources

Upon completion of the previous step you will be granted access to the IT facilities at LIFE. In compliance with IT security regulations at LIFE you are expected to keep your password secret and not share it with others (see terms of use for IT facilities at LIFE on page 12).

Your user name and password grants access to:

- NetForum – index of study groups, societies, rushold, students and much more. Can also forward to Absalon – an online forum for you and your fellow students as well as lecturers and your classes.
- E-mail – your e-mail address is <user name>@dsr.life.ku.dk.
- Personal network drive with 2000 MB disk space on the DSR server, which can be accessed on campus as well as from home.
- Personal homepage at <http://www.dsr.life.ku.dk/~<username>>.
- Print quota B/W A4 – twice a year (at the start of blocks 1 and 3) you will receive 1000 free prints for IT's printers.
- Colour and A3 printing can be purchased at the DSR store ("Rådet"). Extra black/white A4 prints can also be purchased there.
- STADS; this is where you sign up for, or if you wish, cancel your courses and exams.
- Wireless network access on this and other universities worldwide connected by eduroam (<http://www.eduroam.org>).

NetForum and the DSR servers

The DSR servers belong to the students and are used to host emails, files, personal homepages etc. NetForum is the intersection where the different systems join to make your life easier. The NetForum main page is:

<http://www.dsr.life.ku.dk>

Some NetForum services require a log-on, that is why you will sometimes be directed to a log-on page. Once logged in you will automatically be directed to the requested page. NetForum provides service to both registered and anonymous users, thus the content of certain pages will depend on whether you are logged on or not.

The NetForum menu

In the upper right hand corner you will find the NetForum menu. This menu will help you navigate these pages:

NetForum: Logon | LIFE | Studie | DSR | IT | Find | Pers

In the sub-menu *Pers* you will find links to your personal webpages such as webmail, calendar, change your profile, and settings. The *Find* menu displays a collection of links to a range of search tools for LIFE. The menu item *IT* is a shortcut to help files, guides, print quota etc.

DSR is an index of the main DSR sites. Likewise, the *LIFE* menu item provides a list of links for the LIFE web page, and the *Studie* item provides links for other sites, like the very important Absalon, that you need for your study.

E-mail

The vast majority of info concerning classes as well as social gatherings at LIFE is distributed via electronic mail. We strongly urge you to read your e-mail on a daily basis. You can access your e-mail account by choosing *Web-email* in the *Pers* sub-menu of NetForum, or access it directly through:

<http://dsrmail.dk>

If you wish to access your e-mail using an e-mail client like Thunderbird or Outlook, have a look at the text box below. It provides the server name as well as other useful information. A more thorough guide can be found here:

www.it.dsr.life.ku.dk

path: *Vejledning* > *DSR serveren* > *Mail*

- Incoming server: mail.dsr.life.ku.dk
- We recommend using the server type IMAP with SSL
- Outgoing/SMTP server: mail.dsr.life.ku.dk
- Remember to choose; "Server requires user name and password" as well as activating SSL
- For both types of connections use your regular user name and password

You are able to continue using your DSR e-mail after completing your degree for as long as you wish. It's a great means of keeping in touch with LIFE, your fellow students and friends.

Mail filter

All external mail sent to the DSR mail system is scanned for malicious code. E-mails containing virus or other suspicious files are deleted in order to protect **You**. Furthermore, all e-mails are scanned for SPAM content. E-mails recognized as such are sent to your personal SPAM folder.

Should you desire to change the settings for the SPAM folder, just access the NetForum menu; path: *Pers* > *Mailfilter* - Here you will also find a guide for managing and forwarding your e-mails using procmail expressions.

Personal drive

2000 MB of disc space is made available to you to be used at your discretion in relation to your activities at LIFE. Access to your personal drive can be established in several different ways:

- Use the File management link in the NetForum menu in Pers sub-menu. This will display a web directory of your files.
- Use Secure FTP or Secure Copy for encrypted file transfer. Read more about this subject in the sub-menu *Vejledning > DSR Serveren*
- Using the LIFE-KU student PCs, your personal disc drive is mounted as the P: drive.
- Using the wireless network, access to your personal drive can be obtained by connecting to the network using this path: \\dsrsrv*<user name>*. You can map the network drive by running Windows explorer and using the “map network drive” function in the Tools menu.

Your personal drive already contains a number of files and directories:

- The directory *mail* contains the content and structure of your mail directory. DO NOT change anything in this directory unless you are absolutely certain of what you are doing.
- The directory *html* contains your personal web page. The URL for this page will be <http://www.dsr.life.ku.dk/~<user name>>. Our help section will tell you more about getting your personal web page up and running.
- The *privat* directory can only be accessed by you personally while the other directories are public. (Notable exception is of course your mail directory!)
- Files and directories that start with a “.” in their name are configuration files. Do not change or overwrite these unless you are sure of what you are doing.

Your profile in NetForum

All students at LIFE have a personal profile on the NetForum site that contains personal information, a portrait etc. As a registered user on the DSR Server you are obligated to maintain your personal information at NetForum. It is essential that you keep these data up to date so that your fellow student can reach you. Your address and portrait can be kept confidential if you wish.

It's possible to add additional information to your profile such as work address, resumé, travel log, projects, and so on. You can update your profile by entering NetForum and choosing “Your profile” in the *Pers* sub-menu.

Societies, rushold and study groups on NetForum

NetForum gives you the possibility to start your own society, study group and so forth. You get these tools and privileges; mail lists, 2000 MB disc space, registration of members, online discussion forum, post group memos and lecture notes, create a web page. When a group is created you can assign privileges to members of the group.

Access to the group files goes through your personal file space where a directory with the group name is automatically created.

You can also register with other groups, e.g. Committees and special interest groups (although certain groups are "restricted" and only the group administrator can sign you up). Should you wish to receive privileges to an existing group you can contact the group administrator or the IT student support.

By default you will be registered with an array of groups such as your rushold. This will ease the flow of communication as you just have to post an e-mail to a particular mailing list to reach everybody associated with that list.

Web pages

Web pages can be created for all users and groups and these are supported by PHP, Perl, MySQL. Web pages for individuals have the following URL

<http://www.dsr.life.ku.dk/~<username>>

and for groups it is

<http://www.dsr.life.ku.dk/forening/<groupname>>

where <groupname> is the name of the associated file space.

Sladderspalten (gossip column)

The gossip column is the DSR daily newsletter with messages from the students.

You subscribe to the gossip column by default; however you can choose to cancel your subscription by following the instructions at the end of the newsletter. The goal of the gossip column is to minimize the amount of internal SPAM. Messages for the gossip column are posted through this link:

<http://www.dsr.life.ku.dk/Social/sladder/>

Miscellaneous functions

NetForum and the DSR server offer a wide array of functions not mentioned here. Read more about these by entering our web page -> *guides* , or try out some of the links in the NetForum user menu.

Change password regularly!

Since your password gives access to your personal data, such as exam results, free print quota etc., it is of vital importance that you in no way, shape or form, share your password with others. Also make sure to change your password regularly. You change the password by choosing *change password* in the *Pers* menu. Please use a little extra time to consider a suitable password - it should be easy to remember for you but hard to guess for others. There are certain restraints and demands on passwords - these demands are available in the *change password* sub menu. From time to time the NetForum system will ask you to change password. NetForum makes sure your password is synchronized with relevant systems so you are only required to remember one password at campus.

If you forget your password (or if the password stops working) a new one can be obtained by personally showing up at the support office during opening hours.

STADS

Signing up for classes and exams is done online. The **ST**udent **AD**ministrative **S**ystem can be found at **<http://sb.life.ku.dk/>** or through *LIFE* in the NetForum

menu. You log on with your DSR user name and password. The cut date for signing up for classes is available at the For Students web page. At STADS you can also print a transcript of your courses.

Absalon

Through Absalon you get access to a range of services and an overview of the courses you have signed up to. You can access Absalon at <http://absalon.ku.dk>, through <http://punkt.ku.dk> or by choosing Absalon (or one of the other shortcuts in the submenu) in the *Studie* menu of NetForum. The courses you sign up to through STADS will appear in Absalon and you will be able to find and download course tables, messages and other stuff your lecturer decides to put up. Absalon also provides other features such as discussion boards, file sharing and chat.

Guides and more information about Absalon can be obtained at http://www.itlc.life.ku.dk/vejledninger/Absalon_EN/Student.aspx

It-facilities at LIFE

The faculty has about 300 pc's for students. To ensure that the hardware is of relatively recent date we strive to replace every pc when it reaches 3 years of age. Every pc on the faculty is equipped with a DVD burner and USB ports on the front for USB memory sticks. Should you experience failure on any of the pc's you are encouraged to report it using the shortcut on the desktop.

Locations

The Pc's are divided into four different locations:

Decenters

These are open for all students on LIFE from 8 am to 5 pm at which time the doors are locked. It is possible to gain access to the decenters outside opening hours by going to the operational department and getting a key. In the decenter "the barrack" 4 pc's have a scanner attached.

Group rooms

The group rooms are primarily reserved for studying related group work. Outside each room there is a note for reserving the room. There is one pc in each group room and it is connected to the nearest printer.

Lecture rooms

The rooms are for teaching but can be used by students when it is not in use. Outside the lecture rooms there is a schedule indicating when the room is in use.

Mailcafés

On each repo, located by the stairs in "Vandrehallen", there are computers which are not connected to a printer but are otherwise identical to the other computers on the faculty.

Højbakkegaard

On the research farm "Højbakkegaard" there is a decenter with a printer. Software wise the computers are similar to the other computers on the faculty.

Logon to pc's

To use the pc's on the faculty you must log on using your DSR username and password. Be aware that you should choose "STUDENT" in the field "Log on to". When you are logged on you automatically have access to your network drive and printers, including payprinter.

Free prints

As an active student you are each semester given 1000 free A4 black and white prints. Note that any leftover prints are not transferred when new prints are given. These prints can be used on ITs printers attached to studsrv. For example *Barkaprn on studsrv* where barka refers to the location. By default the nearest printer will be selected when printing.

Payprints

At the kiosk at De Studerendes Råd ("Rådet") you can buy "clicks" which you can use to print (and copy) colors in A3 or A4 paper format on DSRs printers or copy machine. The clicks can also be used to print black and white A4 on ITs printers if you have run out of free prints. In order to use your payprints on the normal printers you should select a printer connected to dsrpayprn. For example *barkaprn on dsrpayprn*.

You can keep an eye on your remaining free and payprints by clicking *Printquota* in the *IT* submenu ion NetForum.

Personal drive

When you log on to a student PC your personal drive will automatically be available as *[user name] on 'DSR Serveren hjemmekataloger (dsrsrv)' (P:)* viewed in Windows explorer.

The personal drive can be used as if it is a regular hard drive provided that you are working on a student PC. If you are handling large files we recommend writing directly to the PC and then copying them to the personal drive.

Software

All student PCs at LIFE are running the Windows XP operating system along with office application suites such as Microsoft Office and Open Office. Statistical software such as SAS and R are just a few examples of the tools available to the student.

At the library, you can to borrow the SAS and Bedriftløsning software and install these tools on your own computer.

If you think there is software that ought to be readily available on the student PCs, please send us an email with your suggestions to it-support@dsr.life.ku.dk

Laptop computers

It is assumed that students accepted to LIFE post September 2005 have already acquired a laptop computer prior to semester start. Although this is not an ultimate requirement, there is a strong possibility that the courses are planned in a way that makes laptops almost mandatory. Should you be in a position where the possibility of a laptop is denied you, use of the IT facilities at LIFE can help you along the way.

The minimum requirement for a student at LIFE is a working anti-virus software and an office software suite like Microsoft Office or Open Office. We also recommend installing Acrobat Reader and other common utilities. Students at the Forest and Landscape department need two additional software packages: Adobe Creative Suite and AutoCAD CIVIL 3D - contact your lecturer for further information.

LIFE does not provide commercial software for the students personal PCs. Notable exceptions to this rule are SAS and Bedriftløsning.

Network access for laptop computers

The internet is accessible through your personal laptop PC via the wireless network here at the faculty. To access the wireless network you need a WPA-compliant wireless network card, supporting either the 802.11g or 802.11a-standard. It is NOT possible to access the internet via the network cables connected to PCs belonging to the faculty.

Wireless networks are deployed in all auditoriums, class rooms, group rooms, decenters, the cafeteria, A-vej as well as in 'Marmorhallen' and 'Vandrehallen' - see map page 14-15.

Use the guide at www.wireless.life.ku.dk to connect your laptop to the campus wide network - be advised that your username is your ENTIRE email address.

As a rule the IT student support cannot assist you with the configuration of your personal laptop PC - However, should you come by the office during opening hours we will try to oblige you.

Getting your laptop online is your own responsibility. The resources allocated to supporting the students are currently inadequate to fulfill this task. In case you have exhausted all means for getting online, we will try to assist you should time and workload permit so.

IT Student support

The IT section employs 4-6 student workers whose primary job is to provide help and guidance concerning academically related IT problems. The IT student support can only provide limited support for problems concerning the student's personal laptop PC.

Apart from providing help and guidance, the IT student support is tasked with checking and maintaining the student PCs and printers as well as supplying print paper and printer cartridges.

The IT student support writes and maintains guides and tutorials on software and IT-facilities. These can be accessed through our website

<http://www.it.dsr.life.ku.dk>
<http://www.it.life.ku.dk>

Support

The IT student support is located inside the barracks (building 2-51) at the corner of Thorvaldsensvej and Bülowsvej (see map page 14-15).

The IT student support can be reached weekdays. During holidays the support office is closed all days except Wednesday, consequently e-mails will be read the first coming Wednesday.

- The support office is open Monday to Friday 12 to 2 pm.
- Phone: (353) 32348 weekdays from 12 to 4 pm.
- Mail: ***it-support@dsr.life.ku.dk***

DSR webmaster

NetForum and the DSR server is administered by the DSR webmaster:

webmaster@dsr.life.ku.dk, who maintains the systems and deals with errors outside the domain of the IT support.

DSRs Web committee

If you are interested in the future of IT here at LIFE then please join this all volunteer committee. Amongst other, the web committee together with the it department handles acquisition of new servers and service improvements in general. The web committee is the political organ in regard to it at LIFE and coordinates the ongoing developments on the DSR server, which is administered by the it student support. In this way the students at LIFE should get the best possible service and benefits from the system. You can get more information at:

www.dsr.life.ku.dk/DSR/udvalg/web

If you after a while at LIFE feel that something could be done better in regard to the IT systems provided for the students, you should not hesitate contacting the web committee and/or become an active member. The web committee can be reached at:

dsrweb@dsr.life.ku.dk

Rules for using the it systems at LIFE

The conditions for being allowed access to the it systems at LIFE is that you behave responsibly and follow the rules and guidelines that follows. This is a summarised edition of the rules mentioned below which are only intended as a guide:

- Do not copy any software. See §1.
- Follow all copyright rules. See §2.
- Do not attempt to break any security systems. See §3.
- Do not try to hide your identity. See §4.
- Do not publish information, which will place DSR in a bad situation. See §7.
- Remember that user rights and passwords are strictly personal. See §9.
- Breaking these rules can lead to temporary or permanent suspension of the right to use the facilities of DSR and KVL. See §10.

§1. As regards to files and software

Art.1 A part of the software in our system is subject to license agreements, which forbid that the software is copied and used on other machines. Therefore it is not allowed to copy any software without the accept of the IT-section, not even if it is technical possible to do so without breaking the security system.

Art.2 All attempts to break the security systems of DSR, LIFE or other organisations will lead to a temporary or permanent revocation of all access rights to the it facilities of DSR and LIFE.

§2. As regards to copyright

Each user is personally responsible that everything placed on the users network drive are in accordance to applicable laws of copyright. Furthermore files otherwise administered by the user must not break any rules of copyright, and the user is responsible for all files the user places on the PC's and systems of DSR and LIFE.

§3. As regards to network connected systems

DSR's systems are connected to other systems, which are run by other organizations and companies. The only permitted use of the systems and network connections to communicate with other systems is through public internet services, such as file transfers, electronic mail and the World Wide Web. It is not permitted to use other systems (such as terminal protocols, remote execution etc.) without the approval of the relevant organisations (e.g. by user registration). It is not permitted in any way to attempt to break the security systems of DSR or any other organisation.

§4. As regards to hiding identity

It is not permitted to try to hide ones identity when sending data (e.g. e-mail and news) using the network.

§5. As regards to connecting equipment

Connection of any equipment to the network, unless other rules state that the connection is allowed or unless I have a permission to do so from the person who is responsible for the network in question, is not permitted.

§6. As regards to network services and informations

Art.1 DSR's systems gives all users access to publish their own information and services on the Internet through FTP and the World Wide Web. The user is personally responsible for everything that is published in this way and that it is in conformity with current laws, hereunder intellectual property right.

Art.2 Access to services require written permission from the administrator of the system in question.

§7. As regards to representing DSR

With respect for common freedom of speech and information it is not permitted to publish services or information, which may hurt the reputation of DSR.

§8. As regards to passwords on multi-user systems

Access to multi-user systems (e.g. UNIX-systems) is protected by username and password. User rights and passwords are strictly personal and can not be revealed to other people. Furthermore it is not allowed to abstract other users privileges or use

other users resources.

§9. As regards to public information and contact

- Art.1* The use of DSR systems are in general conditioned by acceptance of the fact that name, address, e-mail address and photo of the user are publically accessible. Each user is obligated to update this information if necessary. Updating can be done through netforum.
- Art.2* The user is obligated to answer inquiries from the system administrator without unnecessary pause. Reluctance to answer within 2 weeks may lead to revocal of all user rights to the systems of DSR and LIFE.
- Art.3* The use of DSR systems are conditioned by acceptance of LIFE transferring name and student id from the student administration system (STADS) to the mailing system of DSR.
- Art.4* Exemption from demand of publicity should be applied for by contacting the system administration of DSR or LIFE Uddannelse og Studerende.

§10. As regards to breaking the rules (sanctions)

Breaking these rules can lead to temporary or permanent suspension of the right to use the facilities of DSR and LIFE, and in gross cases result in police prosecution. Suspicion of misuse of the system can lead to examination of personal data (e.g. e-mails and files) by the administrator of the network. Supervision of use of the system can occur (e.g. by logging commands entered on the system).

§11. Backup

Each user is personally responsible for backing up all data, including mail. DSR and LIFE cannot guarantee function of system, function of mail system or backup of data.

Every reference above to "the administrator of the network" refers to the person or persons, which the management of LIFE has appointed as responsible for the management of the IT-system in question.

The system administrator will aim at keeping the users informed (through e-mails) about changes in the system or the administrative politic. The users are expected to read their e-mail at least once a week (does not apply for holidays) or through leave of absence which clearly appears on the personal homepage. If it is not possible for the user to read his or her e-mail, it is possible to forward the e-mail to another user, who must be given written permission to act on behalf of the user.

Map of LIFE, Frederiksberg Campus



- | | | |
|---|---|--|
| <p>1 Student Services
See opening hours at www.life.ku.dk/studentservices</p> <p>2 Study and Students' Affairs
Open Monday and Thursday from noon to 4 pm and Wednesday and Friday from 9 am to 1 pm.</p> | <p>3 Student IT Support
Open weekdays from noon to 2 pm. Phone help is open from noon to 4 pm. Tel 353 32348.</p> <p>4 IT
Open weekdays from 8 am to 4 pm in room A122. Tel. 353 32105.</p> | <p>5 Information Desk
Open weekdays from 9 am to 2 pm. Helps you to find your way around LIFE.</p> <p>6 Building Services
Open weekdays from 6 am to 4 pm.</p> <p>7 Library</p> |
|---|---|--|



- | | | |
|--|--|------------------------------|
| 8 Book store | IT IT | X Street no. |
| 9 DSR office (Student association) | D Decentralised computer rooms | X-0X Lecture room no. |
| 10 Canteens
LIFE has two canteens. "Gimle" at Acaciavej and "Gumle" in Vandrehallen. | G Group rooms | X-0X IT training room |
| 11 A-vej (Friday bar) | P Printers and photo copying fac. | BUS Bus no. |
| | S Student work stations | BUS Bus stop |
| | Wireless network area | P Parking |

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UNIVERSITY OF COPENHAGEN

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Contact:

Homepage: <http://www.it.dsr.life.ku.dk>

E-mail: it-support@dsr.life.ku.dk

The office in the barracks is open from 12:00pm to 2:00pm

Telephone hours 12:00pm to 4:00pm

Telephone: 353 32348

Opening and phone hours apply to all days with planned teaching and weeks between teaching blocks. The office is only open on Wednesdays in vacation periods.