



BRASENOSE COLLEGE IT GUIDE

IT Website

The IT website (<https://it.brasenose.org>) contains more information than we can include in this document, and it also has a step-by-step Freshers set-up guide, which can be found here: <https://it.brasenose.org/freshers/>

Setting up your 'SSO' and registering

You should receive a University Student Contract. It is important that you return this to Brasenose quickly as delays may prevent us from setting up your university email address prior to your arrival. You should receive an email from the University to your pre-registered personal email address with information on how to activate your Single Sign On (SSO) and all the information you need to do that. You may have registered a non-personal email address (e.g. your old school one) which you may no longer have access to. If the email from the University has not arrived two weeks after you sent us your paperwork, contact the IT office at computer.office@bnc.ox.ac.uk and we will send you a new one.

When you are registering for your Oxford email account, you will need to provide another email address. Please note that this should not be an email address that will expire shortly such as your old school email. We recommend that you use a free web-based email, such as Gmail.

Once you have activated your SSO, you will have to register as a student. To do this, go to: <https://www.evision.ox.ac.uk> and sign in with your SSO. Then go to *My Student Record* and click on Register. This must be done by the end of the first week of term.

The next thing to do is to activate your Remote Access account by going to: <https://register.it.ox.ac.uk/>. This will be used to access the Wi-Fi network called "eduroam". For more information, see: <http://it.brasenose.org/network/wireless/eduroam/>. There is more information on how to activate all the accounts you might need on our website with links to all the pages.

Multi-Factor Authentication (MFA)

The university has implemented MFA for all SSO users in order to increase security. This means that, every time you sign in, you will be asked to verify your account using a second factor, such as a code from an app on your phone, a text message, or a phone call. You will have MFA enabled on your account when it is created, and you'll be able to verify your account using any of the following methods: Microsoft Authenticator app on your phone (recommended), receiving an SMS, requesting a phone call, Authy desktop/mobile authenticator app, or using a hardware token. You're encouraged to set up more than one authentication method, preferably on separate devices. For more information, see: <https://it.brasenose.org/help/mfa-guides/>

Software

The first thing you should know is that, as a student at Oxford University, you will be able to download a lot of software that you might want for free, including Microsoft Office and an antivirus. We would advise that you do not buy anything before you are certain you cannot get it for free with the university. You can find information on how to download any of these pieces of software on the IT website:

<http://it.brasenose.org/office-365>. After registering, you can download software from this website: <https://register.it.ox.ac.uk/self/software>.

Purchasing antivirus software such as Norton Security, McAfee or Kaspersky is unnecessary; the free options nowadays are just as good or in fact, better. For a Windows PC, we recommend using Microsoft Security Essentials which can be downloaded for free from the Microsoft website and comes pre-installed on newer machines (Windows 8/10). For a Mac, we recommend Sophos Antivirus, which can be downloaded for free from the registration pages.

Internet Services in College

There is 98% Wi-Fi coverage in college and most other university buildings. There is information on how to get online on our website. If the Wi-Fi in your room is not strong enough, you can get a personal access point from the IT office for free. For security reasons, we do not allow students to use their own access points, so please do not bring one as it will not work.

You might also want to bring an Ethernet cable for your laptop as all rooms have high speed Ethernet ports. The cables can be purchased from the IT office for £3. However, this usually isn't necessary as the Wi-Fi is adequate for most needs.

Printers

There is good provision of communal printers around college. Black and White costs 3p a sheet and colour costs 7p a sheet, so it is not worth bringing your own printer to Brasenose. Brasenose Library provides free photocopying and there are digital scanners in each computer room.

Upay

UPay is the system for paying for your meals in college. UPay is built into your Bodleian card, which you will receive when you arrive in Oxford. At mealtimes, you will be asked for your Bod card when you have collected food, and the cost of your meal will be debited from your UPay account. You can also use <https://upay.co.uk/app/> to purchase tickets for formal hall, top up your credit and to pay your Batels (college termly bills).

Undergraduates have £10 credit on their card when they arrive. To add money to your UPay account, you can log on and use a debit card to top up your account. You can also take cash to the finance bursary.

To obtain your UPay credentials, simply use the forgotten password on the site and use your university email address to be sent your password. This is one of the reasons why it is imperative that you return your university contract quickly. Your UPay login will be your university email address, so you won't be able to credit your account until your Nexus email address has been opened.

The UPay service will be available from the week before fresher's week, so don't panic if you can't login just yet!

Phishing Emails

Oxford University receives a lot of focus from phishing emails. It is therefore vitally important that all students practice caution when they are reading their university emails. The easiest way to steer clear of scam emails is to never click on any link in an unsolicited email.

If an email asks you to do something, log into your account via the official website of the company who has contacted you rather than following the links. Neither the Brasenose IT office or Oxford IT services will ever ask you for login details or personal information via email. If in doubt about an email, send it to:

computer.office@bnc.ox.ac.uk.

For more information on how to spot phishing emails, <http://it.brasenose.org/security/phishing/>. Safe browsing of the internet is also very important. We recommend that students use Mozilla Firefox with Adblocker to browse the internet.

Contact Us

There is a lot more information and step-by-step guides on all IT related issues on our website: <http://it.brasenose.org>

If you want to contact the IT office you can email computer.office@bnc.ox.ac.uk or come and see us in the bursary (as you walk from new quad towards the JCR carry straight on, through the little courtyard, to the door in the top left hand corner the past the bottom of St Mary's staircase).

The IT Department in Brasenose consists of John Kinsey (ICT Manager), Garrith Blackhall (ICT Infrastructure Officer) and Bekki Tordoff (ICT First Line Support Officer). They are present in college from 09:00-12:00 and 13:00-17:00 on weekdays. We also have several Student Support Assistants that can be contacted out of office hours to help fix problems. See the website for more info.

The student support assistants will be running extra drop-in sessions in Freshers' Week, so please come along and meet them and to get some help with setting yourself up ready for term.

Finally, if you do discover any issues with the college system, please report them to the IT department or to computer.office@bnc.ox.ac.uk. If you don't tell us, we can't help you!