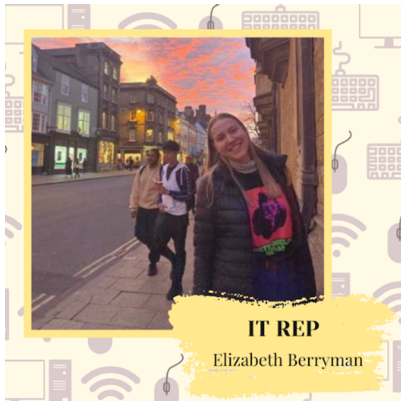


# The Ultimate Guide to Brasenose JCR IT

IT can be a bit complex, but hopefully this comprehensive guide provides a good starting place...



Hi everyone, I'm Elizabeth, your JCR IT rep for this year. Below is some useful info all things IT related - if you have any questions or problems IT related now, or when you get to Oxford, pop an email to me ([jcr-itrep@bnc.ox.ac.uk](mailto:jcr-itrep@bnc.ox.ac.uk)) or the college IT office ([computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk)) and we will be more than happy to help.

## IT Website

The IT website(<https://it.brasenose.org>) contains more information than I could possibly include here, along with a step by step guide for Freshers which can be found here:

<https://it.brasenose.org/freshers/>.

Everything listed below is explained in more detail on <https://it.brasenose.org/freshers/>, this is just a rough guide to help you keep track of what needs to be done!

## SSO

SSO stands for “Single Sign On” and does just that. You will have one log in for all things useful, your Outlook email, your Microsoft account (Word, PowerPoint etc), and for many other useful things.

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.offive@bnc.ox.ac.uk](mailto:computer.offive@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.envision.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.

### **RASSO Remote Access Single Sign On (Eduroam)**

This is a different log in, used for accessing the Wi-Fi network “eduroam” which is available in all University buildings, libraries, departments, colleges etc.

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: <https://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.

### **MFA Multi-Factor Authentication**

The university has implemented MFA for all SSO users to increase security. Each 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.

General guide:

<https://it.brasenose.org/help/mfa-guides/>

Microsoft Authenticator App:

<https://it.brasenose.org/help/mfa-guides/mfa-setting-up-the-microsfot-authenticator-app/>

This is the recommended method, that most people use.

## **Intranet**

You are all very lucky to be arriving at Brasenose at the same time as our new Intranet site.

This is a SSO accessible website that will contain all things college related and will be the place to find any and all information. We are hoping to reduce the number of emails everyone receives (I'm sure you will quickly notice that you receive quite a number! But try not to get overwhelmed, there are plenty of people to come to if you need a bit of help working out what's going and what is important!) We will be sending out links to the Intranet a bit later on, hopefully early in September, but it's not quite ready yet so you will have to be patient!


## **Software**

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 any software before you are certain you cannot get it for free with the university.

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**

As well as Eduroam, the college has its own Wi-Fi that you can set up a log in for here:

<https://it.brasenose.org/network/wireless/joining-the-brasenosewifi-network-guide-for-students-and-scr/>

The step-by-step guide is very helpful so follow that carefully.

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.

To print, use the link below and sign in using your SSO (I told you it did everything!). You can then upload files from your device or from your OneDrive (the Microsoft cloud storage software)

<https://print.bnc.ox.ac.uk>

### **Upay**

UPay is the system used for paying for your meals in college. UPay is built into your Bodleian card, which you will receive when you arrive in Oxford. To add money to your UPay account, you can log on and use a debit card to top up your account. At Brasenose, we order meals ahead of time via the UPay app or website, the menu can be found on UPay too. You don't need to worry about this until a few days before you come to Brasenose as it won't work for you until about a week before fresher's week.

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!

### **SOLO**

The Bodleian libraries website with information about almost every library in Oxford. You can use this to find which libraries might have a book you are looking for as well as information about your loans. It also can tell you exactly where to look in each library which is super helpful! You will get more BNC Library information from the library team and all will become clear!

<https://solo.bodleian.ox.ac.uk>

### **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](mailto: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**

I hope that gives you a good start for getting set up. There is a lot more information and step-by-step guides on all IT related issues on the college IT website: <http://it.brasenose.org>.

If you want to contact the IT office you can email [computer.office@bnc.ox.ac.uk](mailto:computer.office@bnc.ox.ac.uk) or go and visit 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).

Feel free to pop an email to [jcr-itrep@bnc.ox.ac.uk](mailto:jcr-itrep@bnc.ox.ac.uk) if you have any other questions, but mostly everything can be found on the college IT website: <http://it.brasenose.org>.

Finally, the IT team will organise an online Zoom IT induction for all incoming Fresher's, in the middle of September (likely the 14th). We will record the session and make it available to students via link on the Fresher site. Invites will be sent to your home/personal email address around late August/early September so look out for that!