BRASENOSE IT GUIDE

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) or the college IT office (computer.office@bnc.ox.ac.uk) and we will be more than happy to help.

There will be an IT induction meeting online, currently pencilled in for 23rd September. I really encourage you to keep an eye on your emails and make an effort to join as it will be super helpful!

Step 1 - Setting up accounts

You will come across various accounts in your time at Oxford. These include:

- Your Single Sign-On (SSO). This is your most useful account and will log you in to a lot of university services, including your emails.
- Your Remote Access SSO (RASSO) account. You will use this to connect to the WiFi network Eduroam or the wired network in college.
- Your Upay account. This is the service that allows you to 'top up' your balance on your 'bod card' to pay for meals, to book formal dinners and also to look up menus.

1. **Set up your SSO.** You will have been sent an email from the university with information on how to activate your Single Sign On (SSO). Sometimes students have not registered a non-university email address or registered their school one which has been disabled so do not receive this email. If it has not arrived two weeks after you sent your paperwork in contact the IT office at computer.office@bnc.ox.ac.uk and we will send you a new one.
2. Once you have activated your SSO, you will have to **register with the university**. To do this, go to 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.
3. **The next thing to do is to activate your Remote Access SSO (RASSO) account** by going to register.it.ox.ac.uk. **You will need this to access the WiFi network eduroam** or set up your VPN. When setting this account up, you will be directed to choose a different password for your Remote Access SSO (RASSO) than you have for your standard SSO - we recommend you use the same one as for your SSO to make it easier to remember. See the Usernames page for more info on which SSO account is for which service.
4. You will at some point get an email with your login details for Upay. Follow the instructions in the email.

Step 2 - Install Microsoft Office 365 for free

As a student at Oxford, you can install Microsoft 365 (previously called Microsoft Office) for free. You will be able to do this once you have set up your SSO. This is handled by your Microsoft 365 email account (called 'Nexus 365' for some reason here). All Oxford students are able to get a free copy of Microsoft 365, and it contains all the Office programs you would normally use (Word, Excel, Powerpoint, Outlook, etc.) It also has OneDrive built in, which allows you to save your documents online, and access them anywhere you have an internet connection. Please do not buy Office 365 yourself!

Step 3 - Start backing up your files regularly

Microsoft Office 365 comes with OneDrive cloud storage (alternative to Dropbox etc.). Retrieving lost work on broken devices is an extremely unreliable process and is usually unsuccessful, and it's best not to have to do it in the first place! With OneDrive, you can access your work on any device just by signing in using your SSO to Microsoft 365. OneDrive also allows you to collaboratively work on documents with other students/staff.

Step 4 - Secure your computer

Purchasing antivirus software such as Norton Security, McAfee, or Kaspersky are unnecessary; the free options nowadays are just as good or 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 8/10/11). For a Mac, we recommend Sophos Antivirus, which can be downloaded for free from the registration pages.

The University receives a lot of focus from phishing emails. It is therefore very 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.

Step 5 - Connect to the internet

Brasenose has a network socket in every bedroom that provides fast (1000 Mb/s), secure internet access. There is also public WiFi coverage in almost all bedrooms. If you have poor WiFi coverage in your room, the IT department may be able to fit a booster in your room - please email computer.office@bnc.ox.ac.uk and include your room number. All Oxford colleges and departments use the wireless network Eduroam, so once you have arrived and set this up, you will have internet access at most department buildings here and also in any other university/hospital that supports the service.

A full guide to getting setup on any form of wifi/internet at university is available on the Brasenose intranet here.

The next thing you might want to do is set up your VPN. This is so you can access Oxford services from home or when connected to eduroam. Follow the guide on the university IT help website to help with this.

Brasenose Intranet

The Brasenose Intranet is an SSO accessible website that contains all things college related and is the best place to find any and all information. **It also contains detailed IT guides. You can login to the intranet as soon as you get your SSO login.**

https://unioxfordnexus.sharepoint.com/sites/BRAS-HUB-BrasenoseCollege

Some examples of things on the intranet: JCR meeting agendas, practice room booking, health and safety information, maintenance request forms, accommodation services, the Blue Book, information about Brasenose societies, airbed booking. The Intranet has replaced other websites such as the old Brasenose IT website and the old JCR website. The old JCR website still exists primarily because it hosts the **room guide**. On the old JCR website there is both an old and a new room guide (the new room guide does not have pictures for some rooms). **The password for the old room guide is: bnc18.** This website will be phased out soon.
https://brasenosejcr.org/

Email

Before you arrive at Oxford, you should receive an email to the personal email account you used for your university application which contains a code used to activate your email account, and instructions on how to use it. If you have not received such an email, or have lost access to the personal account you provided, please contact the college IT staff as soon as possible so that we can sort this out for you.

Every student has an email account associated with them when they join the university, usually in the form '*forename.surname@college.ox.ac.uk*'. In our case, 'college' is replaced with 'bnc'. Before arriving at Brasenose, you should have received an email sent to your personal address with instructions on how to setup your SSO account & email. Email is accessed using your college email address the standard SSO Login credentials ('bras' followed by 4 numbers, e.g., bras1234). If you have not yet received anything about setting up your standard SSO credentials and activating your email by mid-September, please contact computer.office@bnc.ox.ac.uk.

Once activated, your nexus account can be accessed, using your email address and your Single Sign-On details (i.e. bras**** and the relevant password). You can access it through signing into outlook, or you can add it to other clients such as Gmail.

Printers

There is good provision of communal printers around college. This year college are running a trial to allow a free printing allowance of 600 pages of paper for all college members. 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. You can then upload files from your device or from your OneDrive (the Microsoft cloud storage software). Tap your bod card at the printer to release the job. Use the following link to print (guide and link also on the intranet): https://print.bnc.ox.ac.uk

Upay

Upay is the online service all Brasenose students use for paying batels, topping up balances on bod cards and booking formal dinners. You can use your Bod Card to pay for hall meals as well as at Gerties Cafe and drinks in the Bar. You should at some point receive an email with login details and instructions for how to set up your account. The username/email is your university email account and you can always use the lost password facility for your password on the Upay homepage. You can either login to the website here, or download the app by searching for Upay on both Google Play or Apple Stores.

Other Software

As a student at Oxford, you will be able to download a lot of software that you might want for free. We would advise that you do not buy any software before you are certain you cannot get it for free with the university. You can view the software available to you on this website: https://register.it.ox.ac.uk/self/software.

SOLO

The Bodleian libraries website has 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! This is the link to SOLO: https://solo.bodleian.ox.ac.uk.

University Services

There are many services that the university and college offers, all of which (unless indicated otherwise) use the Single Sign On to log on, here are some useful links and information.

Student Self Service: You can find your enrolment certificate here as well as exam entry and results.

Self-Registration: From here you can download software you might need for your degree such as Matlab as well as change settings for your email and reset passwords.

Nexus Email: This is your university email server. Login using your standard SSO login.

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.

Web Print: Go here to print documents from any computer to any college printer. Use your standard SSO login.

Upay: From here you can top up your bod card balance, pay batels and book formal dinners. The username is your university email address.

Weblearn/Canvas: Most departments use these sites for things such as lecture notes, tutorial sheets and timetables. Different departments use one or the other, or both in some cases. Login with your standard SSO.

University IT Services: Go here for lots of advice, guides and more about using your computer in Oxford.

Any questions please do email me at (*jcr-itrep@bnc.ox.ac.uk*) or the college IT office (*computer.office@bnc.ox.ac.uk*) and we will be more than happy to help.
You can also visit the IT office in the bursary, near the JCR.