

How ICT can help you

as you study at Imperial

Welcome to Imperial

ICT is here to support you as you study at Imperial. This guide will help you understand the services we offer, about staying safe online, and how to get connected.

We expect all students will use our systems securely and safely. To help, we offer guidance and training about online security; just search 'Be Secure' on our website.

Let's start with the basics...

Your CID

When you're registered at Imperial you will be given a unique CID number.

Your account

You can activate your Imperial account either on campus or remotely.

- **On campus:** Log in to a campus computer using the following details:
Username: activate **Password:** ActivateActivate!
- **Remotely:** Search 'activate account' on the Imperial website and follow the instructions.

Your email

We provide all students with an Office 365 account. You can access your account at office.imperial.ac.uk.

To log in you will need to use your Imperial username followed by @ic.ac.uk and your Imperial password. Remember to create a secure password!

Wi-Fi

Use your Imperial login details to connect to our **Imperial-WPA Wi-Fi**.

Search Wi-Fi on the Imperial website for further instructions.

Use the internet in your halls

You can connect to the Imperial-WPA Wi-Fi network in your halls, or connect using an ethernet cable. Once plugged in, open a browser and follow the registration steps.

It is important that you do not connect your own wireless router to avoid interference with the Imperial Wi-Fi.

Saving my files

All data and information at Imperial must be stored securely.

OneDrive for Business is included as part of your Office365 subscription and is the default location for storing your data. This potentially offers a large amount of free storage.

Other non-GDPR compliant storage options are not allowed. Search 'Saving my files' on the Imperial website or contact ICT for advice if you are unsure where to store your work.

Are you a researcher?

Do you need access to high throughput, AI or high-end computing for your research?

The Research Computing Service (RCS) provides access to powerful computing resources, expert consultancy and training for all researchers.

Research computing and data science training courses are available to graduate students – search research computing graduate school on our website.

Imperial College London

Your learning

We have a number of tools that support your learning journey at Imperial, such as Blackboard, Panopto and Turnitin. Your department may use some or all of these.

For help and support using our tools, search 'digital education' on our website. You can search the name of any of our tools on our website for specific guidance.

Blackboard
by Anthology

Panopto

turnitin

Timetabling

To access your academic timetable online, search "timetabling" on the Imperial website.



Accessing services remotely

You can access Imperial services and systems such as email, Blackboard, Panopto, Office 365 and library journals at any time, from anywhere.

Some services require you to be connected to an Imperial network in order to access them. Search 'remote access' on the Imperial website for detailed instructions on accessing these services when working remotely.

Printing

To print, scan or photocopy documents use your Imperial ID card on any of our printers in Imperial libraries and departments.

When you print a document it is sent to a common print queue. You can collect it from any touch card printer your Imperial ID card gives you access to.

Please consider the environment before printing. You can select One Note when sending something to print, which means your documents won't print out, but instead are saved to your personal OneNote notes.



THINK BEFORE YOU PRINT

imperial.ac.uk/sustainability

In 5 years we printed on 5,000 metres of paper*

Net zero by 2040

*data from Imperial-managed printers

My Imperial Campus

Download My Imperial Campus from the App Store or Play Store and get access to campus maps, a chat bot to answer your questions and personalised event listings.

The app has been built by students, for students. The team welcomes your feedback to continue to improve it.



Scan the QR code or visit imperial.ac.uk/my-imperial-campus



We use Office 365 at Imperial

Office 365 gives you the full suite of Microsoft programmes which covers all your study needs. In addition to the usual Microsoft Office apps, such as Word, Excel, PowerPoint and OneNote, Office also has collaboration tools like Teams and Viva Engage. You can use Office 365 across all your devices.

We use Office 365 at Imperial because it is secure and offers the best tools for working collaboratively across teams.

Office 365 is free to all Imperial students. To install it or learn more search 'Office 365' on our webpages.



Working together

Teams is a secure, shared workspace for conversations and file storage.

You can use it to message others and set up sites within it for collaborating on pieces of work, such as group projects.

Viva Engage is a communications and social platform. Stay in touch with others, start conversations, and share and collaborate within groups organised by structure, topic, or project. You can set up public and private groups securely.

SharePoint allows you to share and collaborate on documents with others.

You and others can edit together in real-time, or separately, with no hassle over version control.

Phones

We use Teams for meetings, calls and messaging.

Your responsibility to Be Secure

Your Imperial account gives you access to our systems and services. It is your responsibility to keep your password safe and secure. In the wrong hands, your account could be used to access personal data or other sensitive information.

To prevent this:

- **Do not share your password** with anyone
- Make your password **more than 12 characters**
- **Use a phrase** – e.g. Thanks4thememories* – it's long but still easy to remember
- **Don't reuse passwords** across multiple systems/websites
- **Don't use weak passwords** such as 'Imperial123'

You can find tips on staying safe online on our Be Secure webpages.



Any questions?

More information and help on our services is available through the ICT webpages at imperial.ac.uk/ict.

ASK is your go-to website for logging queries and seeking support from key administrative departments across Imperial. To ask a question go to imperial.ac.uk/ask.

ICT Service Desk

Visit us at one of our in-person desks. For opening times and locations, visit imperial.ac.uk/ict/contact.

X Follow us [@TheServiceDesk](https://twitter.com/TheServiceDesk) for IT news!

For more information

Search 'ICT' on the Imperial website

Or contact ICT

Opening hours: 08.30–18.00, Monday to Friday

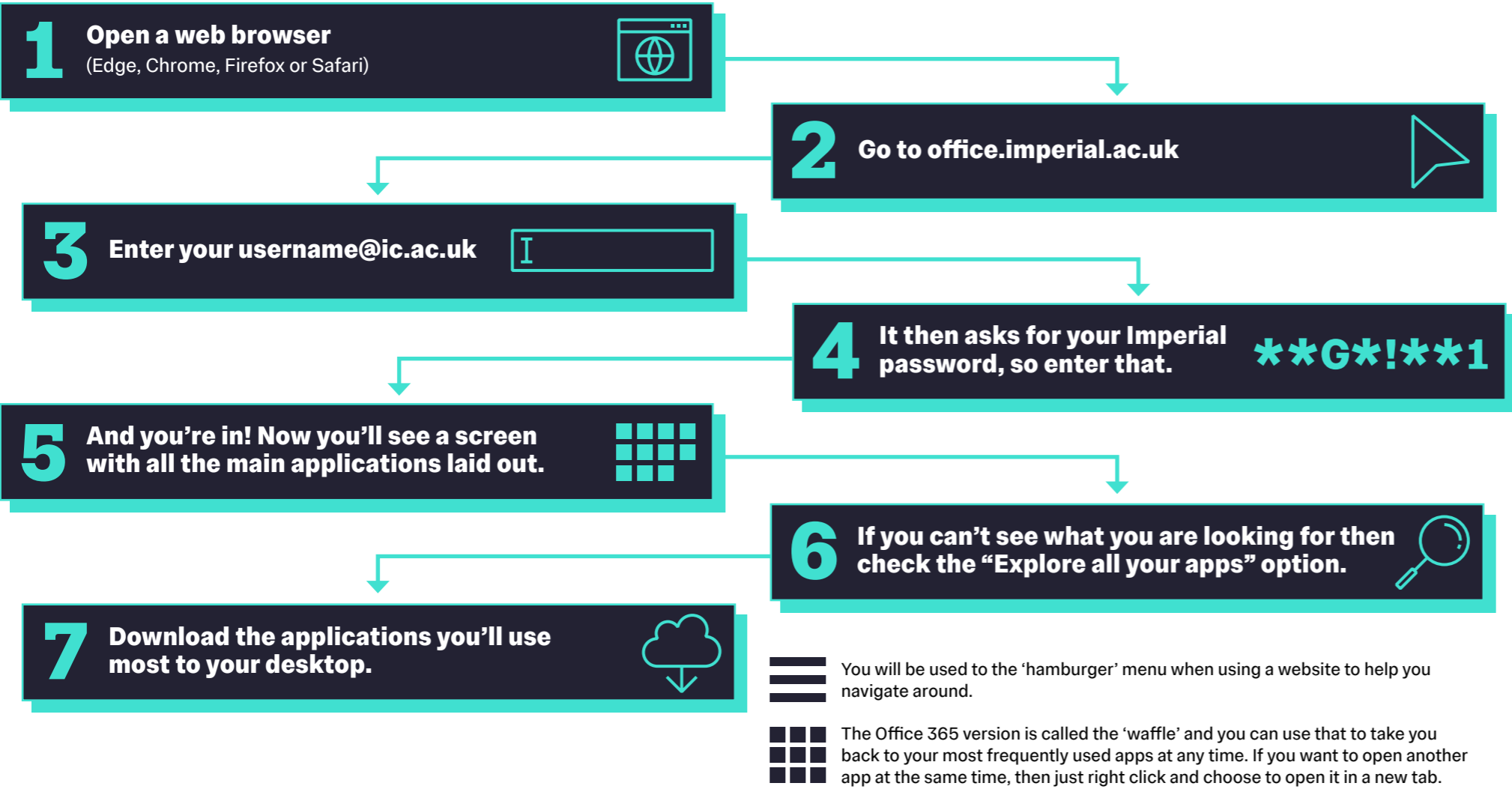
Online: Ask an IT question at imperial.ac.uk/ask

By phone: 0207 594 9000 or 49000 from a campus phone

In person: For opening times and locations, visit imperial.ac.uk/ict/contact

Logging in to Office 365

Getting into Office 365 is easy, you already are! However most people just stick to using email and miss out on all the other programmes. Here is how to log on to the full suite of programmes; Word, Teams, PowerPoint and SharePoint, plus many, many more.



Software Hub

Access to software couldn't be easier with ICT's Software Hub, a free, online software streaming service. The Software Hub provides a wide range of subject-specific software which can be accessed at any time and from anywhere as it is streamed from Imperial.

Free software to help you study
There are tools to help you with everything from referencing and reading to planning and procrastination. Log in to the Software Hub and look for 'Inclusive technology' under Categories.



For more information and access visit:
imperial.ac.uk/ict/software-hub

SHUT THE LID TO SAVE THE GRID

Putting your laptop to sleep saves energy. Over 7 tonnes of CO₂ equivalent could be saved if everyone at Imperial did this.*

equivalent to a car driving the circumference of the Earth!

imperial.ac.uk/sustainability

*Calculations based on Imperial Managed devices following practical power saving recommendations.

Be Secure

imperial.ac.uk/be-secure

Regular reboots are good
Security software is only as good as its last update. And contrary to popular belief, Macs are just as susceptible to viruses and malware. So, regardless of the make of your computer, reboot it regularly to keep viruses out.

Scam emails (phishing)
Phishing emails are an attempt to con you into revealing personal or sensitive information. They also spread malware via emails; if you open them they can infect your computer. A simple rule: do not click on any links that you're not sure about. If you receive such an email, please report it to the ICT Service Desk.

Encrypt sensitive data
Encrypting data makes the information unreadable, so it can only be read using a secret key to unlock it. Data encryption can be applied to stored data (on computer drives or removable media) and data shared via networks. Check the ICT website for guidance.

