LAB University of
Applied Sciences

Student tools

Orientation august 2020

Mirva Törmälä

Customer servicemanager Lahti Campus

- password
- UserID ja email
- Wifi
- Peppi
- Schedules
- Studysearch and study guide
- Moodle
- O365-portal
- Contact us!

User ID and password
ID.lut.fi –service

- You need finnish bank code to use selfservice.
- More information: https://id.lut.fi/

If you dont have bankcode, contact studenthelpdesk@lut.fi

- title you email: New student

Password must meet these password requirements:
Password sentence is case sensitive
Must be at least 16 characters long
Must not include part of your name or user name
Must not include a common word or commonly used sequence of characters
Must have at least 3 types of the following characters:
Uppercase (A-Z)
Lowercase (a-z)
Number (0-9)
Symbol (!, #, $, etc.)
Other language characters not listed above
New password sentence may not have been used previously
Must not include these characters: Å Ä Ö å ä ö ; \ ' " / < > `
| . _ € — /* */ '– // @ '
•example (don't use) J@mes-OO7-Bond0nAg€ntti

User ID and email

Email address

- firstname.lastname@student.lab.fi

User ID

- X111111
- Start with letter X and follows 6 numbers

Two ways to login and only one password to remember

email + password or User Id + password

Vary by program

Eduroam

As an student of LAB you have access to Wifi called Eduroam at Campus

- To access, use your email + password

- Available also if you visit other universities

- LAB/LUT networks are for staff only

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Peppi.lab.fi

- Peppi is key to everything!

  Note!

- Login with HAKA:
- Choose as organization Lab-ammattikorkeakoulu
- User ID + password
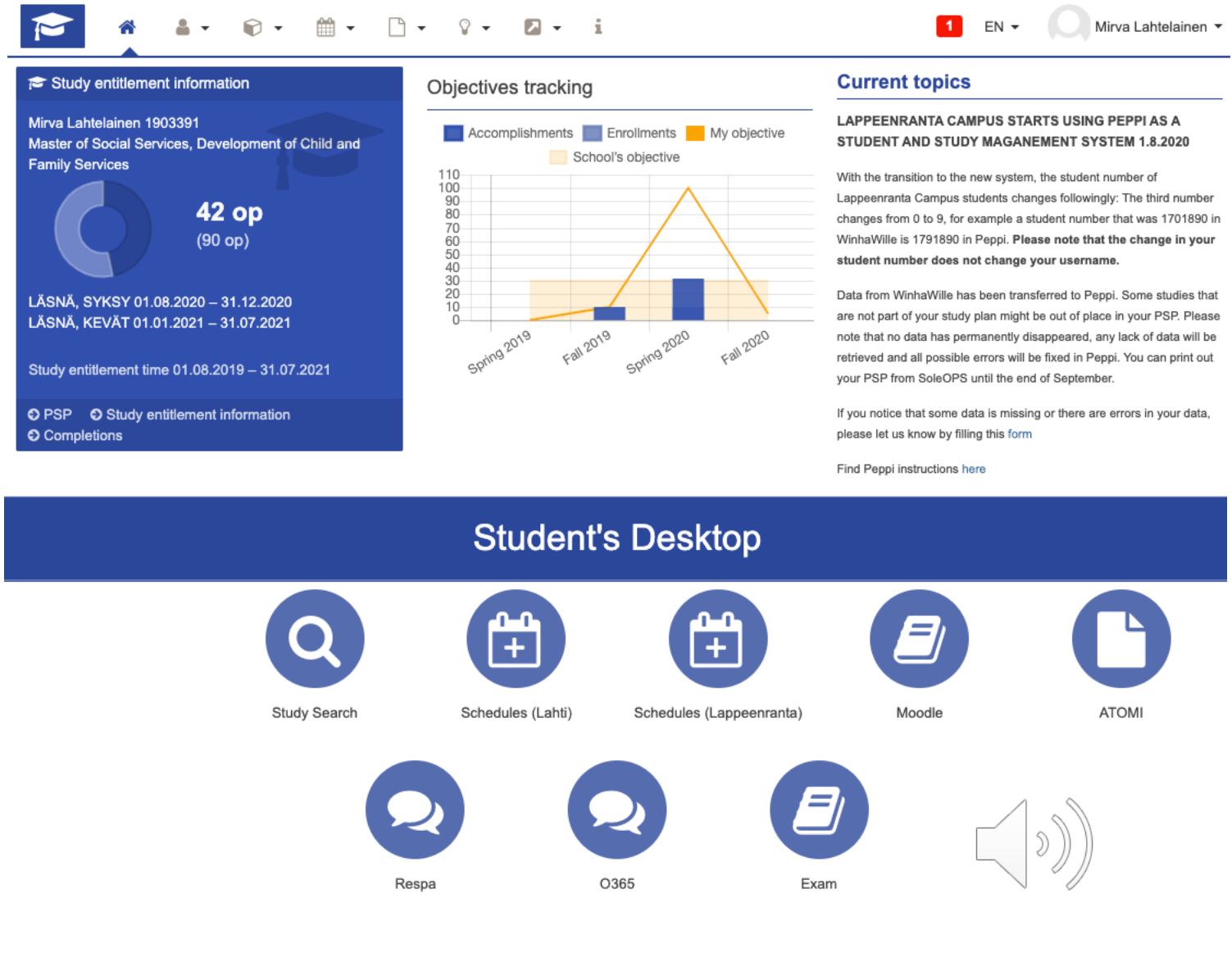
You will find in Peppi:

- Own Data

- Semester enrollments 1.5.-31.8,
  You have to enroll **every year** to have your studyright!

- Personal study plan PSP
  - Planning and searching studies

- Enrollment to courses
  - You can find information from Peppiohjeet.lab.fi

- Sideprograms can be found in Peppi:
  - Schedules lukkarit.lab.fi or time.edit
  - Studysearch opetustarjontahaku.lab.fi
  - studyguide opinto-opas.lab.fi
  - eRPL recognition of prior learning
  - Official transcript and studycertificate ATOMI

Peppi

- TAB –structure
- Icons in front page, which are links to related programmes
- Current topics

Schedules

LAHTI

Lukkarit.lab.fi

- To get started, search schedule by entering your own group for example 08SOS20KV, you find group information from Peppi.

- Open the reservation to see the implementation code that you need to enroll to this particular implementation in Peppi

- **Choosing courses in Lukkarikone or in Moodle is not enough! You need to enroll them in Peppi to get in!**

- Remember always login to lukkarikone to see your own schedules.

LAPPEENRANTA

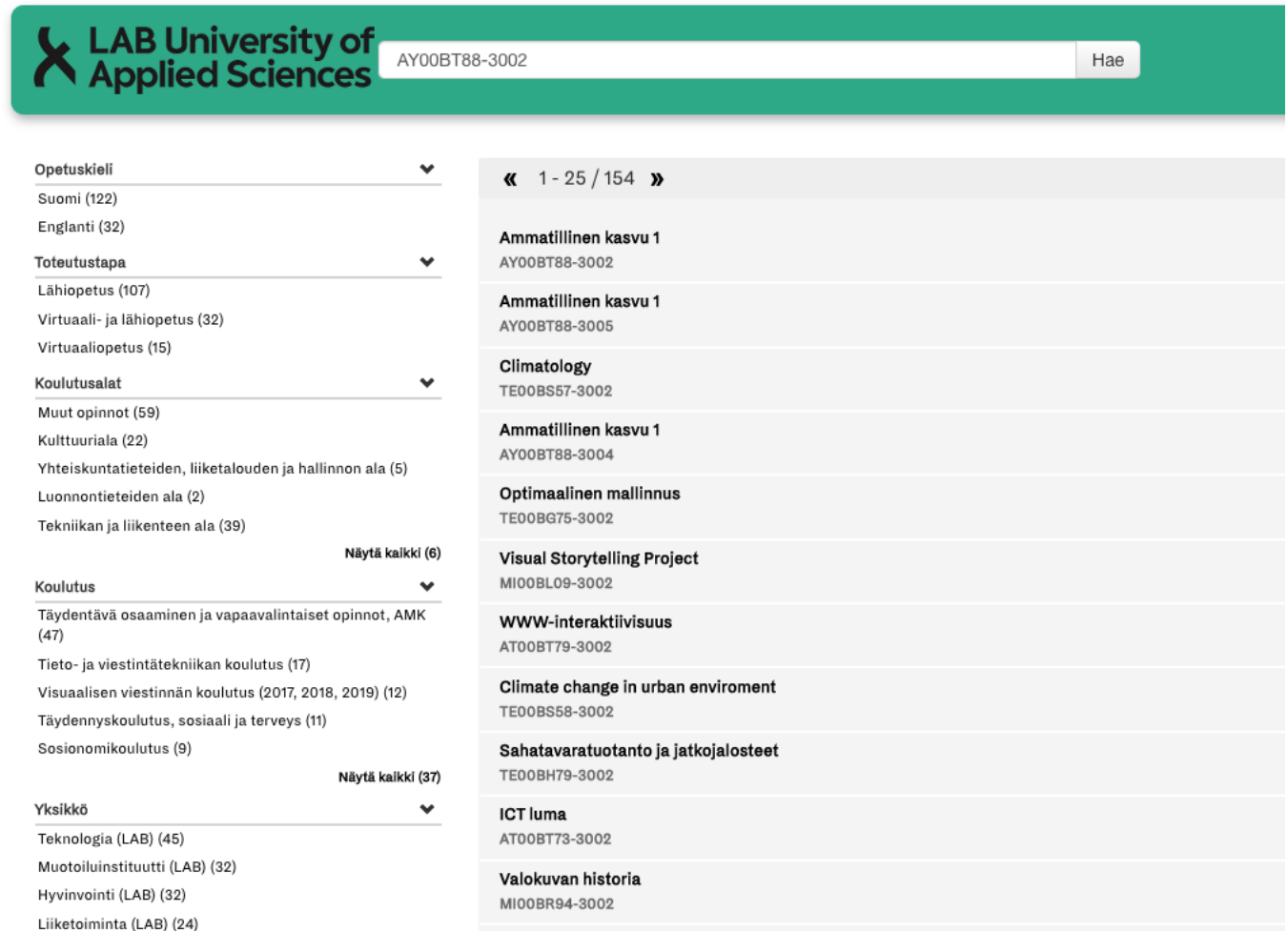### Time edit :

https://cloud.timeedit.net/lut-saimia/web

Study search

opetustarjontahaku.lab.fi

Here you can find all the study possibilities in LAB.

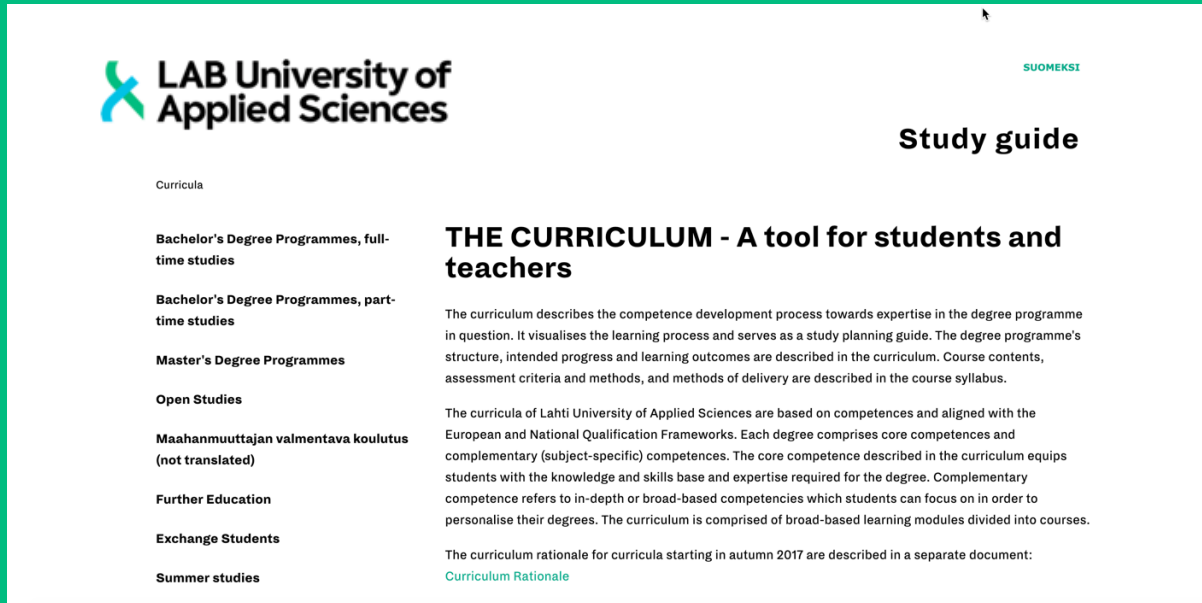When you find something intresting, pick up course ID, you will need it when you enroll in Peppi.

Study guide

opinto-opas.lab.fi

In study guide you will find you Curriculum. The curriculum describes the competence development process towards expertise in the degree programme in question.

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Moodle

- Assignments, materials
- It like a virtual classroom
- Teachers will give you more information
- You will be added for courses automatically, when you enroll in Peppi and your theacher accepts your enrollment.

O365 cloud services

1.

Log in
portal.office.com

With your email
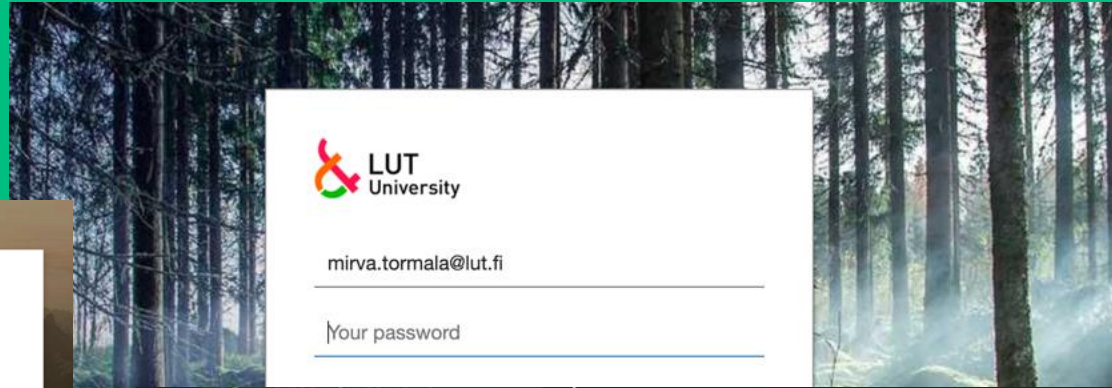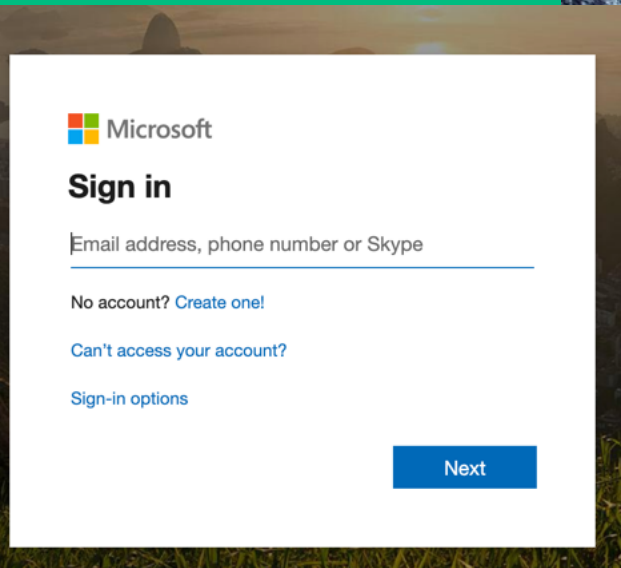
2. Add password,

No worries, It is for us, too!

We share cloud services with LUT-university

Microsoft

Sign in

Email address, phone number or Skype

No account? Create one!

Can't access your account?

Sign-in options

Next

LUT University

mirva.tormala@lut.fi

Your password

office.com/?auth=2

LUT University   Office 365   Search

Capture Copied
Your content is ready to be pas

Good afternoon

Install Office

Start new   Outlook   OneDrive   Word   Excel   PowerPoint   OneNote   SharePoint   Teams   Class Notebook   Sway

Forms   Calendar   All apps

3. Please take advantage of all provided programmes

- **email**
- **OneDrive 1TB**
- **Office -programmes**
(you can also install them to your computer)

Recommended

Information for student eLAB

Our new eCampus will be ready during this semester!

- Before that you will find information as follows

- LAHTI Campus

  Respa.lab.fi

- LAPPEENRANTA Campus

  https://www.saimia.fi/lab/fi

Please don't hesitate to ask, we are here for you!

- **Servicedesk 24/7**: studentservices@lab.fi
- **Tel**: 040 649 4800 (Lappenranta) / 029 446 2500 (Lahti)
- **Front desk**:

    LPR kampus: room 2313 (2. building, 3. floor)

    Lahti kampus: Mukkulankatu 19, 1 floor

Please don't hesitate to ask, we are here for you!

Digital Tools Workshops

You can participate which workshop you want, no enrollment.

- 2.9 at 17-19 online
- 2.9. at 12-14 (Lahti or Online)
- 3.9. at 12-14 (Lappeenranta or Online)
- 8.9. at 17-19 online
- 9.9. at 12-14 (Lahti or Online)
- 10.9. at 12-14 (Lappeenranta or online)

- More info https://www.lab.fi/fi/tervetuloa-opiskelemaan/opiskelun-tyokalut

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Thank you!