



**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 don't 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-007-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



Peppi.lab.fi

- Peppi is key to everything!

Note!

- Login with HAKA:
- Choose as organization Lab-ammattikorkeakoulu
- User ID + password

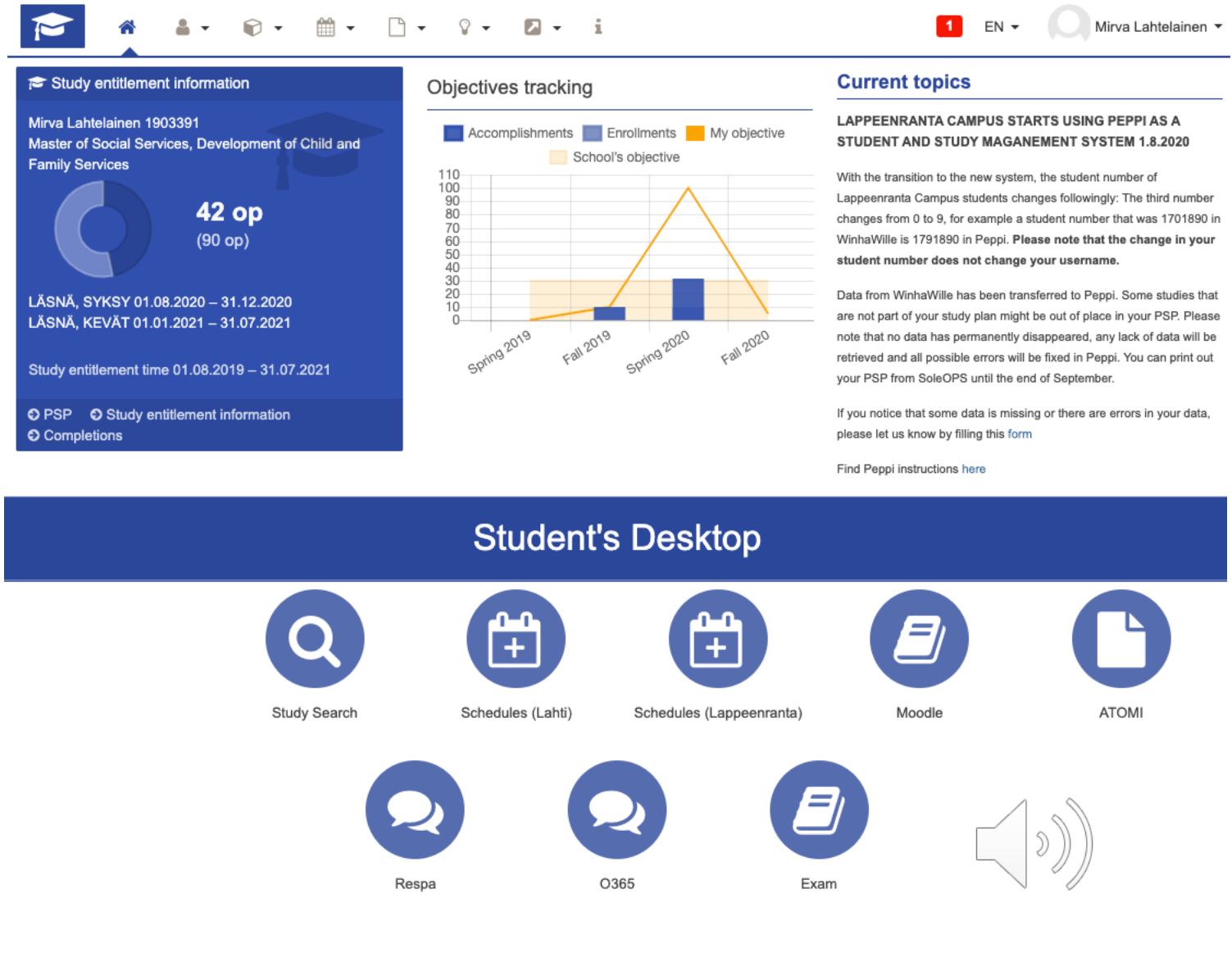
You will find in Peppi:



- 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 lukkariit.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



The screenshot shows the Peppi student dashboard interface. At the top, there is a navigation bar with icons for home, user profile, calendar, document, lightbulb, and information. The user is identified as Mirva Lahtelainen.

Study entitlement information

Mirva Lahtelainen 1903391
Master of Social Services, Development of Child and Family Services

42 op
(90 op)

LÄSNÄ, SYKSY 01.08.2020 – 31.12.2020
LÄSNÄ, KEVÄT 01.01.2021 – 31.07.2021

Study entitlement time 01.08.2019 – 31.07.2021

Navigation: PSP, Study entitlement information, Completions

Objectives tracking

Legend: Accomplishments (dark blue), Enrollments (medium blue), My objective (orange), School's objective (light orange)

Term	Accomplishments	Enrollments	My objective	School's objective
Spring 2019	0	0	0	30
Fall 2019	10	0	10	30
Spring 2020	30	0	100	30
Fall 2020	0	0	0	30

Current topics

LAPPEENRANTA CAMPUS STARTS USING PEPPI AS A STUDENT AND STUDY MAGANEMENT SYSTEM 1.8.2020

With the transition to the new system, the student number of Lappeenranta Campus students changes followingly: The third number changes from 0 to 9, for example a student number that was 1701890 in WinhaWille is 1791890 in Peppi. **Please note that the change in your student number does not change your username.**

Data from WinhaWille has been transferred to Peppi. Some studies that are not part of your study plan might be out of place in your PSP. Please note that no data has permanently disappeared, any lack of data will be retrieved and all possible errors will be fixed in Peppi. You can print out your PSP from SoleOPS until the end of September.

If you notice that some data is missing or there are errors in your data, please let us know by filling this [form](#)

Find Peppi instructions [here](#)

Student's Desktop

Navigation icons:

- Study Search
- Schedules (Lahti)
- Schedules (Lappeenranta)
- Moodle
- ATOMI
- Respa
- O365
- Exam



Note! Different systems in Lahti and Lappeenranta

LAHTI

[Lukkariit.lab.fi](https://lukkariit.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 Lukkariikone 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>

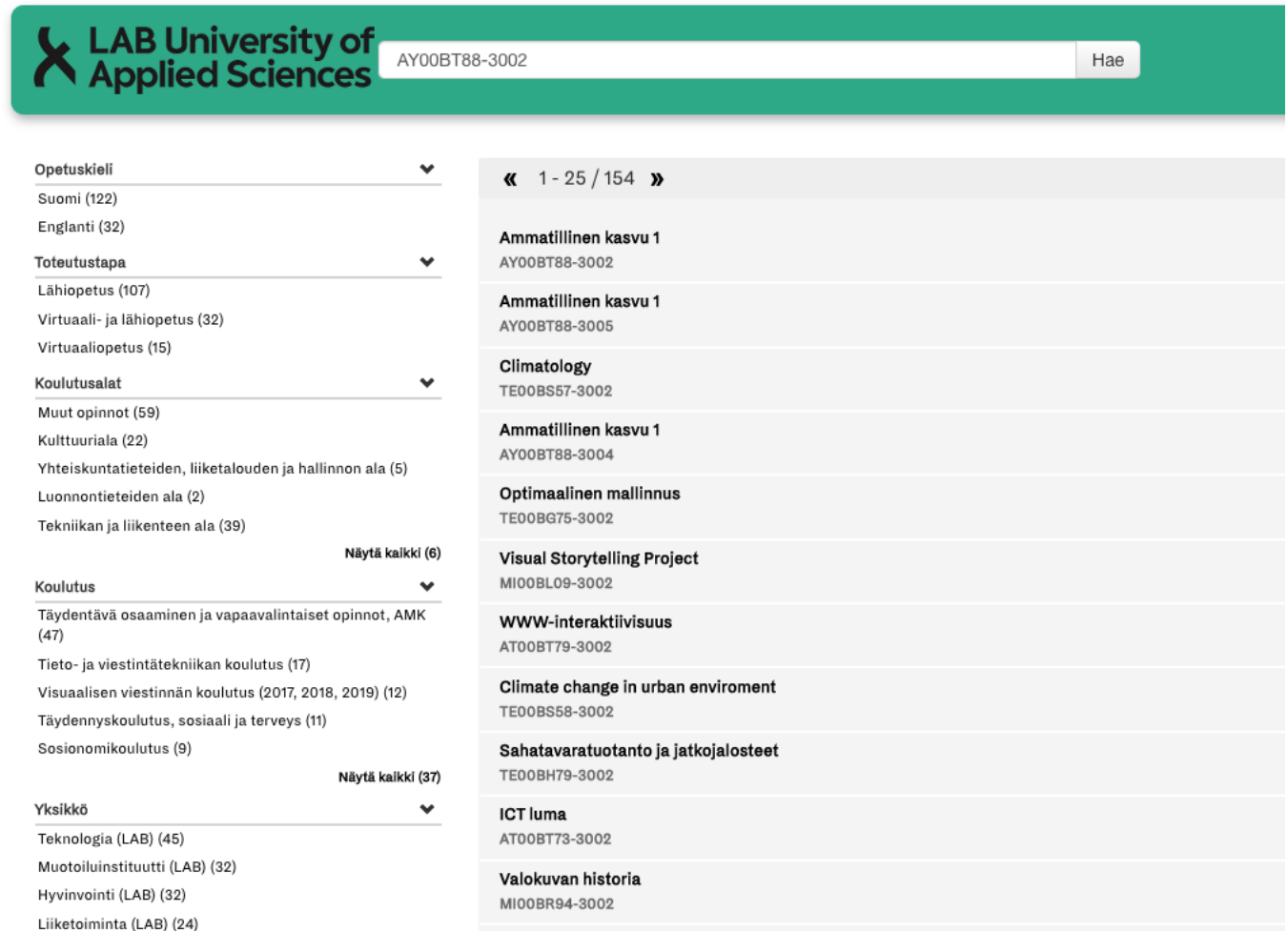


Study search

opetustarjontahaku.lab.fi

Here you can find all the study possibilities in LAB.

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



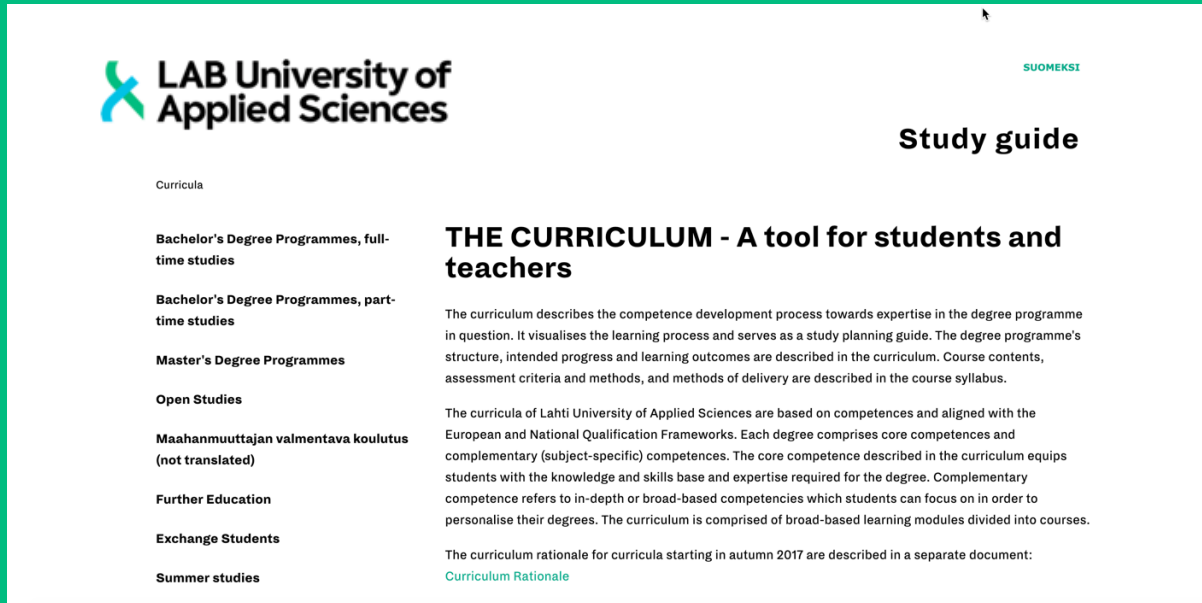
The screenshot shows the search results page for the course ID AY00BT88-3002. The interface includes a search bar at the top with the course ID and a 'Hae' button. Below the search bar, there are several filter categories with dropdown menus and counts:

- Opetuskieli** (6): Suomi (122), Englanti (32)
- Toteutustapa** (6): Lähiopetus (107), Virtuaali- ja lähiopetus (32), Virtuaaliopetus (15)
- Koulutusalat** (6): Muut opinnot (59), Kulttuuriala (22), Yhteiskuntatieteiden, liiketalouden ja hallinnon ala (5), Luonnontieteiden ala (2), Tekniikan ja liikenteen ala (39)
- Koulutus** (6): Täydentävä osaaminen ja vapaavalintaiset opinnot, AMK (47), Tieto- ja viestintätekniikan koulutus (17), Visuaalisen viestinnän koulutus (2017, 2018, 2019) (12), Täydennyskoulutus, sosiaali ja terveys (11), Sosionomikoulutus (9)
- Yksikkö** (6): Teknologia (LAB) (45), Muotoiluinstituutti (LAB) (32), Hyvinvointi (LAB) (32), Liiketoiminta (LAB) (24)

On the right side, there is a list of search results, each with a course ID and a title:

- Ammatillinen kasvu 1 (AY00BT88-3002)
- Ammatillinen kasvu 1 (AY00BT88-3005)
- Climatology (TE00BS57-3002)
- Ammatillinen kasvu 1 (AY00BT88-3004)
- Optimaalinen mallinnus (TE00BG75-3002)
- Visual Storytelling Project (MI00BL09-3002)
- WWW-interaktiivisuus (AT00BT79-3002)
- Climate change in urban environment (TE00BS58-3002)
- Sahatavaratuotanto ja jatkojalosteet (TE00BH79-3002)
- ICT luma (AT00BT73-3002)
- Valokuvan historia (MI00BR94-3002)

Study guide



The screenshot shows the Finnish version of the LAB University of Applied Sciences Study Guide website. The header includes the university logo and the text 'LAB University of Applied Sciences' on the left, and 'SUOMEKSI' on the right. The main heading is 'Study guide'. Below this, there is a list of curriculum categories on the left: 'Curricula', 'Bachelor's Degree Programmes, full-time studies', 'Bachelor's Degree Programmes, part-time studies', 'Master's Degree Programmes', 'Open Studies', 'Maahanmuuttajan valmentava koulutus (not translated)', 'Further Education', 'Exchange Students', and 'Summer studies'. The main content area is titled 'THE CURRICULUM - A tool for students and teachers'. It contains two paragraphs: the first explains that the curriculum describes the competence development process and serves as a study planning guide; the second states that the curricula are based on competences and aligned with European and National Qualification Frameworks, listing core and complementary competences.

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.





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.

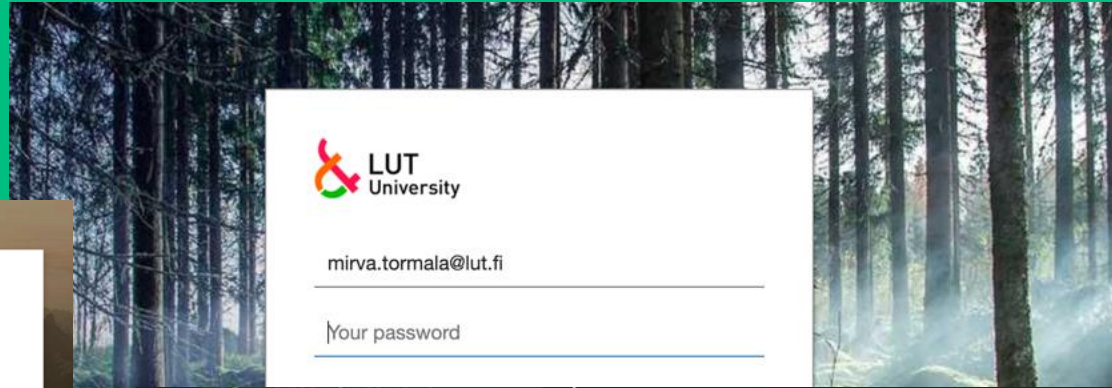
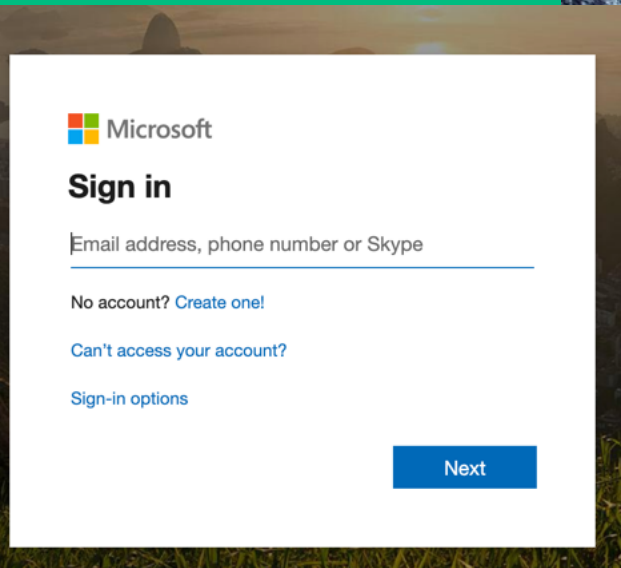


Office 365 cloud services

1.

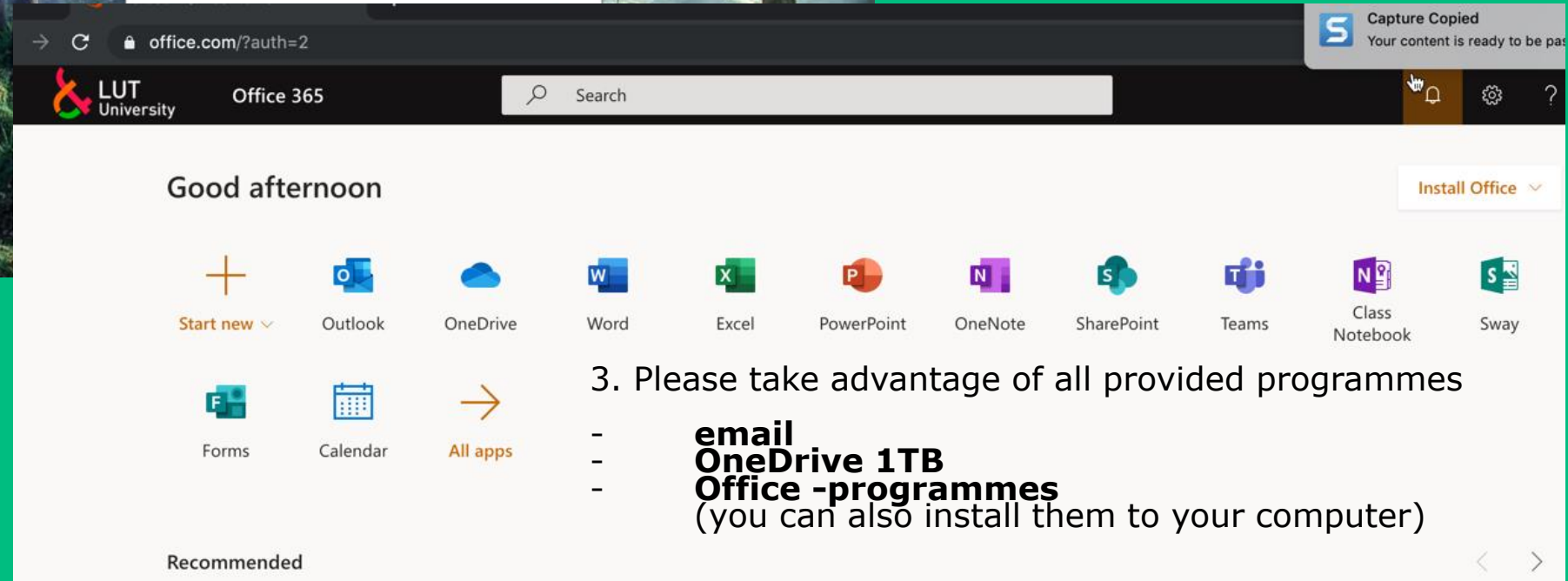
Log in
portal.office.com

With your email



2. Add password,

No worries, It is for us, too!
We share cloud services with LUT-university



3. Please take advantage of all provided programmes

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

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](https://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,
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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>

Thank you!

