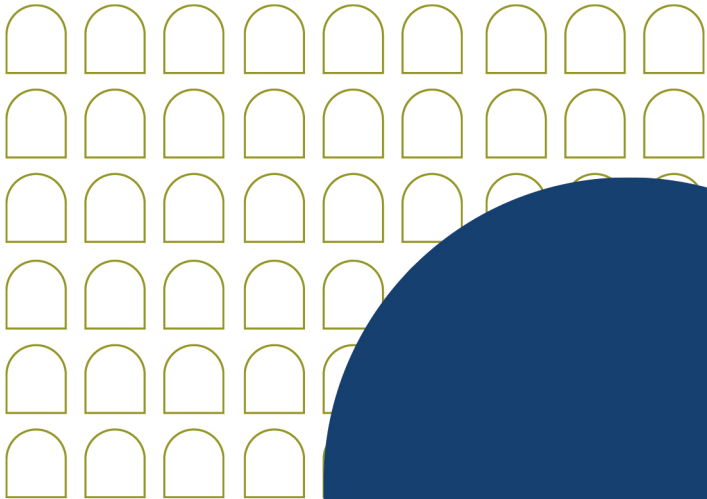


# INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE (ICT) QUICK REFERENCE GUIDE



## ICT SERVICE

The mission of the ICT Service is to provide the information technology resources for the work and activities of EUI members. It is committed to delivering quality customer services and technical solutions in the academic and administrative environment of the EUI community.

The ICT Service offers and maintains a wide range of services, including:

- A computing account
- EUI email address
- A personal network storage area (G: Drive)
- On-campus internet access via LAN and WiFi
- Off-campus intranet access via VPN
- Support for personal devices
- Research software for personal use
- Public computer rooms
- HPC cluster
- Printing, photocopying, scanning and optical character recognition (OCR)

For further details, visit: [www.eui.eu/ICT-Resources](http://www.eui.eu/ICT-Resources)

## GETTING STARTED

The ICT Service creates computing accounts for members based on information provided by various units like the Academic Service, the Departments, the Robert Schuman Centre for Advanced Studies, the Max Weber Programme and the School of Transnational Governance.

Account information is distributed to users upon arrival by the Academic Service or the EUI4U Welcome Unit.

For further details, visit: [www.eui.eu/ComputingAccounts](http://www.eui.eu/ComputingAccounts)

## EMAIL

- Accessible worldwide via Internet browser at: <http://portal.office365.com/>
- Each user has 100GB of space
- Most common mobile devices and tablets supported (Android, iPhone, iPad, etc.)
- All incoming mail checked via Advanced Threat Protection (ATP) against spam and malware
- For your own security, active Multi-Factor Authentication (MFA):  
[www.eui.eu/MFA-guide](http://www.eui.eu/MFA-guide)

For further details, visit: [www.eui.eu/Email](http://www.eui.eu/Email)

## PERSONAL AND SHARED STORAGE AREAS

Your personal storage area on the network is identified on any EUI PC as your G: drive. The area is backup twice a day so make sure to use it to store all your work/research-related data. Specific network areas for sharing data among the community is available as well. Drive letters differ depending on affiliation. For further details, visit: [www.eui.eu/FileStorage](http://www.eui.eu/FileStorage)

## CONNECTING YOUR PERSONAL DEVICE TO THE EUI NETWORK

The ICT Service provides direct connection to the EUI LAN as well as wireless networking at a number of locations around the EUI for members with a valid computing account.

For further details, visit: [www.eui.eu/Network](http://www.eui.eu/Network)

## WORKING OFF CAMPUS

Personal network and web area, Library resources and Intranet can be accessed off-campus via Virtual Private Network (VPN). VPN software can be downloaded from the ICT website.

For further details, visit: [www.eui.eu/VPN](http://www.eui.eu/VPN)

## RESEARCH SOFTWARE FOR PERSONAL USE

Some research software packages are available for personally-owned computers. For further details, visit: [www.eui.eu/WelcomeDVD](http://www.eui.eu/WelcomeDVD)

## HIGH PERFORMANCE COMPUTING

An in-house HPC Cluster is made available as a remote environment to users with demanding computational needs. It can run MatLab and R.

The main advantages are:

- Accessible worldwide
- Jobs run in parallel mode

For further details, visit: [www.eui.eu/HPC](http://www.eui.eu/HPC)

## WIFI

WiFi is available all over the campus, simply connect to the wifi called EUI-WiFi using your EUI credentials. When visiting an eduroam partner, make use of the eduroam wifi using your EUI credentials.

For further details, visit: [www.eui.eu/WiFi](http://www.eui.eu/WiFi)

## ON-CAMPUS ICT FACILITIES

	Computers	Hot Desks	Web browsing only	Printers
<b>Badia Fiesolana (area)</b>				
Upper cloister	12			1
SPS lounge	5			1
Library	33		3	9
Villa Sanfelice (SPS)				2
<b>Palazzo Buontalenti</b>				
		18		3
<b>Villa La Fonte</b>				
Computer rooms	55			6
<b>Villa Raimondi</b>				
		22		1
<b>Villa Salviati</b>				
Upper cloister	17			2
Reading room at the HAEU	2			1
<b>Villa Schifanoia (area)</b>				
Casale				2
Villa Raimondi				2
Villino				1

For further details, visit: [www.eui.eu/ComputersInternetPoints](http://www.eui.eu/ComputersInternetPoints)

## PRINTING, PHOTOCOPYING AND SCANNING FACILITIES

MultiFunction printers offering printing, photocopying, scanning and optical character recognition (OCR), are installed all over the campus.

Every researcher, fellow and visitor is allocated a sufficient amount of print quota per academic year (or monthly equivalent for shorter stays). Additional quota needs to be purchased on the user's expense.

From EUI computers, print to Network Printer and collect print-outs on any public printer by using your EUI card.

Printing to MultiFunction printers is possible from personally-owned laptops as well as mobile devices. Scanning, including Optical Character Recognition, is free and does not count against your print quota.

For further details, visit: [www.eui.eu/PrintingServices](http://www.eui.eu/PrintingServices)

## SUPPORT FOR PERSONAL DEVICES

Support for personally-owned devices like laptops, smartphones and tablets is offered via Portable Device Support desk, main desk being at Badia inside the EUI4U Welcome Unit.

For further details, visit: [www.eui.eu/PortableDeviceSupport](http://www.eui.eu/PortableDeviceSupport)

## EUI HELPDESK AND IT USER SUPPORT

The ICT Service can assist you with all the aforementioned services, answer your general IT enquiries (including purchases) and offer user support for EUI computers, software, network and email at the EUI.

Support requests (tickets) are managed via the centralised EUI4U Helpdesk which will address any queries concerning computing as well as building maintenance (heating, plumbing, electricity, etc.) to the competent technical units.

Support tickets can be opened:

- Via customer portal at <http://helpdesk.eui.eu/>
- By sending an email to [helpdesk@eui.eu](mailto:helpdesk@eui.eu)
- By calling *ext. 2600* (+39 055 4685 600)
- By visiting the local ICT User Support offices:
  - ◆ Badia Fiesolana area: *office BF147*
  - ◆ Palazzo Buontalenti: *office BTD209*
  - ◆ San Domenico (Convento): *office SD055*
  - ◆ Villa Il Poggiolo: *office VP067*
  - ◆ Villa La Fonte: *office VF044*
  - ◆ Villa Salviati: *office SAMN280*
  - ◆ Villa Schifanoia area: *office LI001*

EUI Helpdesk is open, Monday - Friday 8:00-18:00.

ICT User Support offices are open Monday - Friday 8:30-17:30.

During official EUI closures, in collaboration with the Real Estate and Facilities Service, malfunctioning of ICT services can also be reported to the Control Room:

- *ext. 2999* (+39 055 4685 999)

## ICT SERVICE CONTACT

The ICT Service management and administration can be reached Monday - Friday 9:00-18:00 at:

- *ext. 2590* (+39 055 4685 590), or [CompServ@eui.eu](mailto:CompServ@eui.eu)

## ICT SECURITY

- Backup your data on a daily basis on your personal (G: drive) and/or shared storage area(s)
- Be extra-cautious about opening suspicious attachments and/or clicking on links in emails and on webpages
- Never provide your password to anyone and never send your password by email or by following links to web pages. The EUI ICT Service will never ask you for your password!
- If you have communicated your password by email or by following a link from an email message, change your password immediately!
- In case of doubt, contact the EUI Helpdesk

For further details, visit: [www.eui.eu/ICT-Security](http://www.eui.eu/ICT-Security)

## OPENING HOURS

- Computer rooms: 24 hours a day, access via EUI card
- EUI Helpdesk: Monday - Friday 8:00-18:00
- ICT User Support offices: Monday - Friday 8:30-17:30
- Portable Device Support: Monday - Friday 8:30-12:00, 13:00-17:30
- Remote monitoring: 24/7 including EUI closures

## USEFUL LINKS & DOCUMENTATION

- ICT website: [www.eui.eu/ICT](http://www.eui.eu/ICT)
- EUI webmail: <http://mail.office365.com>
- Password change: <https://account.activedirectory.windowsazure.com/Profile/Default.aspx>

## DISCLAIMER

The information contained in this guide is subject to change without notice.

The latest version of this guide is available on the ICT website at:

[www.eui.eu/ICT-Flyer](http://www.eui.eu/ICT-Flyer)