

IT služba
Univerza v Ljubljani,
Akademija za likovno umetnost in
oblikovanje

Univerza v Ljubljani
Akademija *za likovno umetnost in
oblikovanje*

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Erasmus+ digital informational guidance MANUALS

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1 Document version history

Version	Last change	By
1.0	03. 09. 2020	Klemen Hodžić
1.1	22. 09. 2020	Klemen Hodžić

2 Obtain Digital Identity

Each student at University of Ljubljana is identified by a unique student digital identity that allows students access to multiple platforms, programs, and student grade system.

To obtain student digital identity visit the following link: <https://id.uni-lj.si/>.

If the site opens in Slovenian language, feel free to choose **English** site version.

On the site click on **Digital identity**.

The screenshot shows the 'id portal' for the University of Ljubljana. The page has a red header with the text 'id portal' and 'The central identity management portal'. On the left, there is a navigation menu with links: Digital identity, E-mail, Office 365, E-obvestila, Terms of use, Report problems, and UL website. The main content area contains a welcome message and a list of services: Digital identity, E-mail, E-obvestila, Terms of use, and Report problems. A red box highlights the 'id portal' header, and a yellow arrow points from a callout box 'Click on Digital identity.' to the 'Digital identity' link in the list. Another yellow arrow points from a callout box 'Change site language.' to the 'slovenska različica' link in the bottom right corner.

Once you open Digital identity, you will have to enter some personal data into a form such as *First name, Last name, Date of birth, Student ID, Faculty* and set your personal *password*.

After fulfilling the form, click on *Activate your digital identity*, and your digital identity should be activated. Now you are ready to use the University of Ljubljana student system, different platforms, and programs.

Fulfil the form.

The screenshot shows the 'id portal' for the University of Ljubljana. The page title is 'Univerza v Ljubljani' and 'id portal'. Below the title, it says 'The central identity management portal' and 'slovenska.rsi/bca'. On the left, there is a navigation menu under 'Digital identity' with options: 'Activate identity', 'E-mail', 'Office 365', 'E-obvestila', 'Terms of use', 'Report problems', and 'UL website'. The main content area is titled 'Activate identity' and contains the following sections:

- Activate identity**
 - Password reset
 - Change password
 - Check your username and password
- Personal information**
 - *First name: [text input]
 - *Last name: [text input]
 - *Date of birth: [Day] [Month] [Year] (dropdowns)
 - *Student ID: [text input]
 - *Faculty: [dropdown]
- Password**
 - Your password protects your digital identity. Please select a strong password that you will be able to remember. Avoid passwords that are easy to guess such as your first name, your last name, the name of your partner, your date of birth, etc. Your password needs to be at least 8 characters long and it must include uppercase and lowercase letters of the English alphabet, numbers and the following punctuation symbols: - _ + @. Please enter the password twice (Password and Password confirmation) in order to avoid typos.
 - *Password: [text input]
 - *Password confirmation: [text input]
- Terms of use**
 - I agree with the [UL IT services terms and conditions of use](#).
- Buttons: 'Activate your digital identity' and 'Cancel'

Additional text on the right side of the form:

- 'Please fill out all the fields marked with an asterisk (*).' (with an arrow pointing to the asterisked fields)
- 'We need your personal information in order to find your digital identity in our databases.'
- 'Your password should be at least 8 characters long due to security reasons.'
- 'Please remember the password you have selected as we are not able to show it to you later for security reasons.'

Activate your digital identity.

Set a complex password by University security policy.

2.1 Change / Reset password

The screenshot shows the 'Digital identity' menu on the University of Ljubljana website. The menu items are: 'Activate identity', 'E-mail', 'Office 365', 'E-obvestila', 'Terms of use', 'Report problems', and 'UL website'. The 'Activate identity' section is expanded, showing sub-options: 'Activate identity', 'Password reset', 'Change password', and 'Check your username and password'. Arrows point from the 'Forgot your password?' and 'Change your password.' text boxes to the 'Password reset' and 'Change password' options respectively.

In case you forgot your password or you would like to change it you can do that anytime on the site <https://id.uni-lj.si/>. Options to do that you will find in the left site menu.

Forgot your password?

Change your password.

3 Microsoft 365

In order, to use Microsoft products, student must obtain student digital identity first.

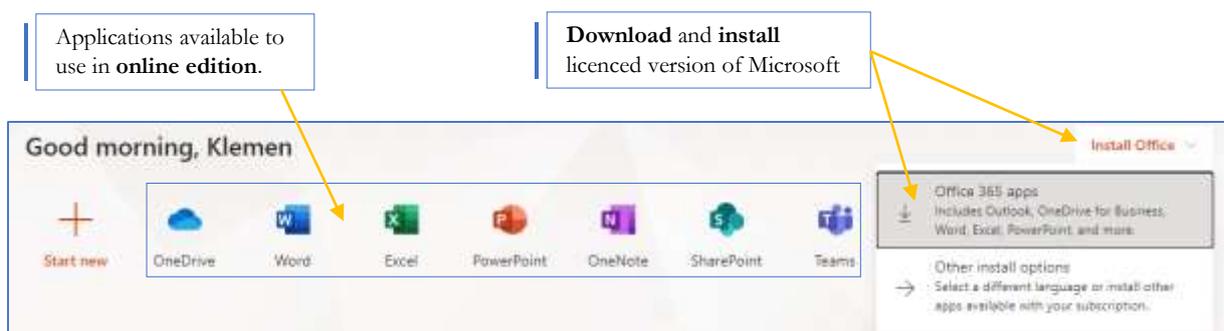
3.1 Microsoft Office

Microsoft Office is a collection of office programs and are unavoidable in the learning process at our Faculties. It includes Word, Excel, PowerPoint, OneNote, Teams, OneDrive etc.

Listed programs could be easily accessed and used online or installed on student device. Having sad that, using online version of programs might have fewer features than installed version. I recommend that students download and install Microsoft Office on their devices.

Each student has access to Microsoft products by sign in into <https://www.office.com/>. Students sign in with their student username and password.

On the Office site, student will see several programs available to use in online version. However, student can also download licenced version of Microsoft Office and install it on their devices. Microsoft licence is active as long as you have active student status at University of Ljubljana.



3.2 Microsoft Teams

Microsoft Teams is a cloud-based team collaboration software, that is part of the Office 365 suite of applications. The core capabilities in Microsoft Teams include messaging, calling, video meetings and file sharing.

Some lectures due to Covid19 virus adopts their teaching on the use of Microsoft Teams. In case this program is mandatory for a student, it is available on the office website to download. Student sign in with his student username and password.

Learn more about using MS Teams: <https://support.microsoft.com/en-us/office/microsoft-teams-video-training-4f108e54-240b-4351-8084-b1089f0d21d7>.

3.3 Microsoft OneDrive

OneDrive is the Microsoft cloud service that connects you to all your files. It lets you store and protect your files, share them with others, and get to them from anywhere on all your devices.

Student can access to OneDrive from any device. Application can be installed in your devices (Windows, MacOS, Android, iOS) or accessed through any browser by sign in in OneDrive website.

Students have on OneDrive **1 TB** of available space to use.

Learn more about using MS OneDrive: <https://support.microsoft.com/en-us/office/what-is-onedrive-for-work-or-school-187f90af-056f-47c0-9656-cc0ddca7fdc2>.

4 ALUO E-Classroom / Moodle

Most of the lecturers are using so-called e-classrooms. You as a student will receive the enrolment key for accessing specific classes from your lecturer. In e-classroom, you will find all the class materials, homework, discussions etc.

E-Classroom is available via <https://ucilnica.aluo.uni-lj.si/login/index.php>.

Example of student username: **jn1234**@student.uni-lj.si.

You login with your username without domain @student.uni-lj.si and your password.

ALUO E-Učilnica

jn1234

Ste pozabili vaše uporabniško ime ali geslo?

.....

Piškotki morajo biti omogočeni v vašem brskalniku

Shrani uporabniško ime

Prijava

5 Eduroam

Eduroam (education roaming) is the secure, world-wide roaming access service developed for the international research and education community.

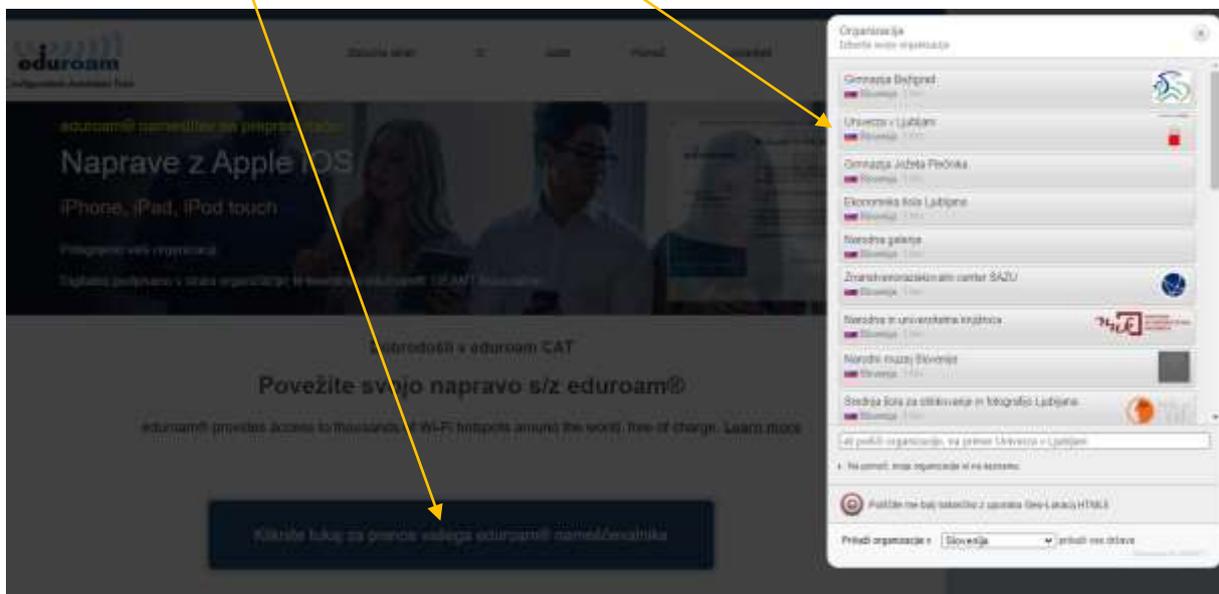
Learn more about Eduroam via <https://www.eduroam.org/what-is-eduroam/>.

5.1 Establish connection on your computer

Firstly, you must download and install security certificate available for download via <https://cat.eduroam.org/>. Click on the big blue button and from the popup menu find **University of Ljubljana**.

Download and install, click on the blue button.

Choose University of Ljubljana.



Univerza v Ljubljani

Izberite svojo uporabniško skupino

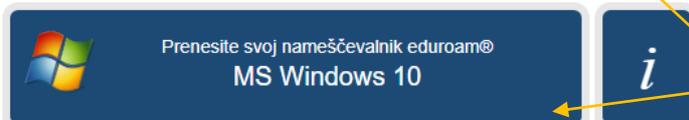
Akademija za likovno umetnost in oblikovanje

Profil za uporabniške račune iz domene @aluo.uni-lj.si

Če naletite na težavo, lahko pridobite neposredno pomoč strani vaše domače organizacije na:

e-pošta: helpdesk@aluo.uni-lj.si

This entry was last updated at: 2018-10-04 08:21:12



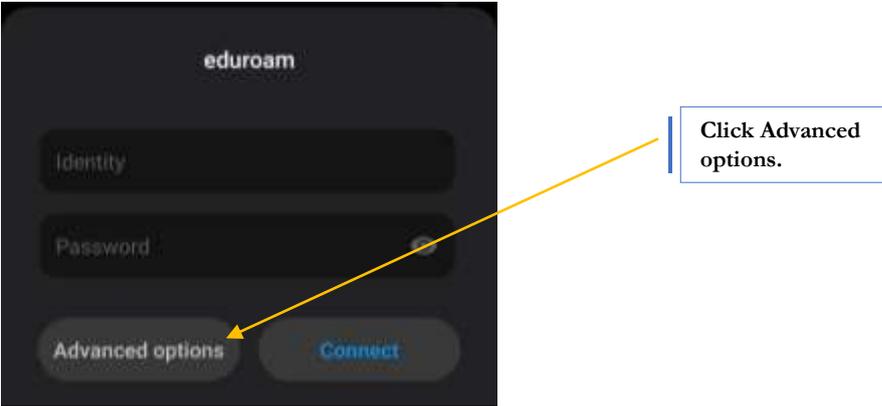
[Izberite drug nameščevalnik za prenos](#)

From drop down menu find, **Akademija za likovno umetnost in oblikovanje** and **download setup** with the click on blue button. System will auto detect your operating system installed on your device.

Install downloaded file and follow installation steps. After that check available Wi-Fi networks and connect to Eduroam network. Note that this network is available only within faculties.

5.2 Establish connection on your mobile device

Find available Eduroam Wi-fi network.



Enter following connection data.

EAP method	TTLS
Phase-2 authentication	PAP
CA certificate	Do not validate
Identity	your student user name with @student.uni-lj.si
Anonymous identity	anonymous@student.uni-lj.si
Password	your student password

Hit connect and you should be connected.