



UNIVERZA
V LJUBLJANI

ALUO

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 Hodžič - KH
1.1	22. 09. 2020	KH
1.2	19. 11. 2021	KH
1.3	11. 08. 2023	KH

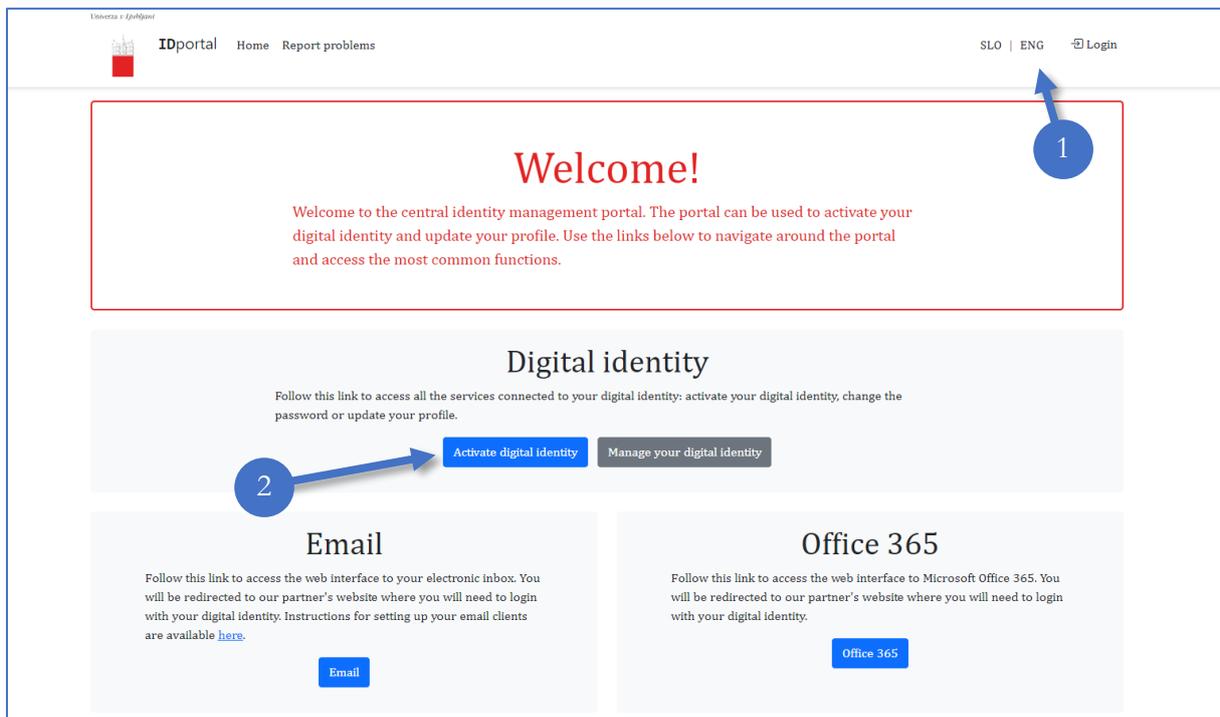
2 Obtain Digital Identity

Every student at the University of Ljubljana has a unique digital identity, granting access to various platforms, programs, and grading systems.

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

If the site opens in the Slovenian language, feel free to choose the **“English”** site **version** –*step 1 on the picture*

To activate your digital identity, **click** on the **“Activate Digital Identity”** button –*step 2 on the picture*



Once you open Digital identity, you will have to **fulfil** some **personal data into a form** such as “First name”, “Last name”, “Date of birth”, “Student ID”, choose your “Faculty” and set strong secured “password” –*step 4 on the picture bellow*.

After fulfilling the form **agree with the term of use** –*step 4 on the picture bellow* and **click** the button **“Activate your digital identity”** –*step 5 on the picture bellow*.

Your digital identity is now activated, and you are ready to use the University of Ljubljana student system, different platforms, and programs.

Univerza v Ljubljani

IDportal Home Report problems

SLO | ENG Login

Activate identity

Your UL digital identity is comprised of a username and a password. The username looks similar to an email address, e.g. `jn1234@student.uni-lj.si`. A digital identity is created for every student at the time of enrollment to a faculty or an academy. In order to acquire your digital identity please fill out the form below. This process will add a password to your digital identity and enable it for use with the UL IT services.

Please fill out all the fields.

Personal information

We need your personal information in order to find your digital identity in our databases.

First name (required)

Last name (required)

Date of birth (required)

Student ID (required)

Faculty (required)
- Select faculty -

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 10 characters** long and it must not include your first or last name and has to fulfill at least 3 of the given criteria:

- uppercase letters of the English alphabet.
- lowercase letters of the English alphabet.
- numbers.
- symbols: `-_+@`.

Please enter the password twice (Password and Password confirmation) in order to avoid typos.

Password (required)

Password confirmation (required)

Terms of use

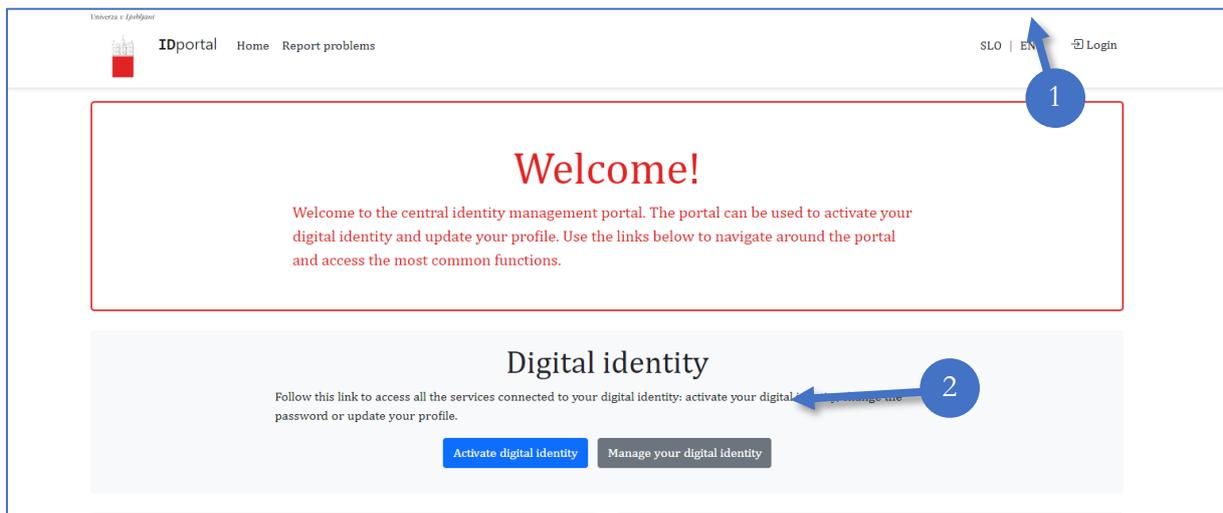
I agree with the UL IT services terms and conditions of use.

2.1 Change or Reset password

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/>.

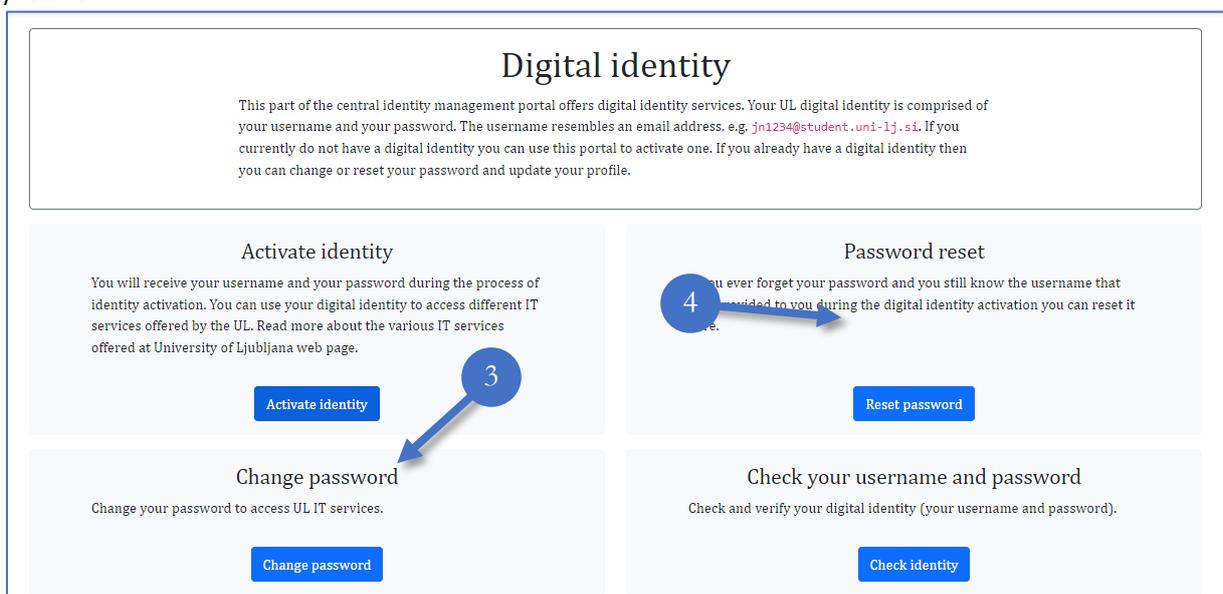
If the site opens in the Slovenian language, feel free to choose the **“English”** site version –*step 1 on the picture*.

Click on the button **“Manage your digital identity”** –*step 2 on the picture*



To **change** your password, **click** on the **“Change password”** button and follow the steps –*step 3 on the picture*.

To **reset** your password, **click** on the **“Reset password”** button and follow the steps –*step 4 on the picture*.



3 Microsoft Office 365

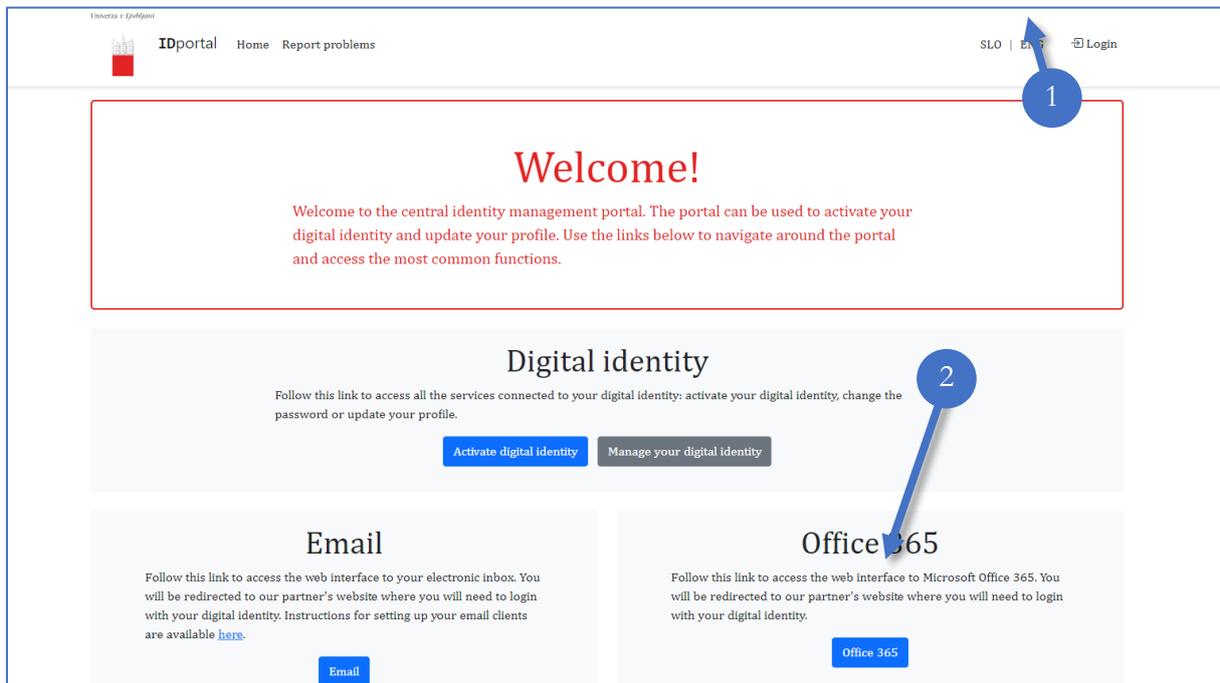
Microsoft Office is an essential suite of office applications used extensively in our faculties' learning processes. It encompasses programs such as Word, Excel, PowerPoint, OneNote, Teams, OneDrive, and more.

While these programs can be easily accessed and used online, they can also be installed directly onto your student device. However, it's worth noting that the online versions may offer fewer features compared to the installed versions. Therefore, we recommend that you as a student download and install Microsoft Office on your devices.

To use Microsoft products as a student, **you must first obtain a student digital identity**, follow chapter "Obtain Digital Identity" and then once again you visit site <https://id.uni-lj.si/>.

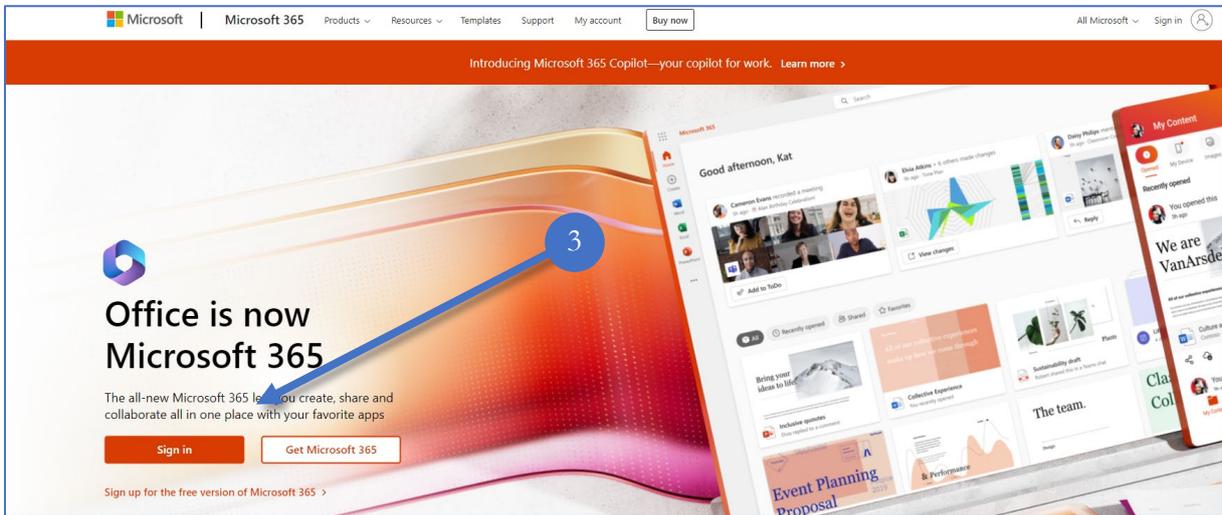
If the site opens in the Slovenian language, feel free to choose the **"English"** site **version** – *step 1 on the picture*.

Click on the button **"Office 365"** – *step 2 on the picture*.

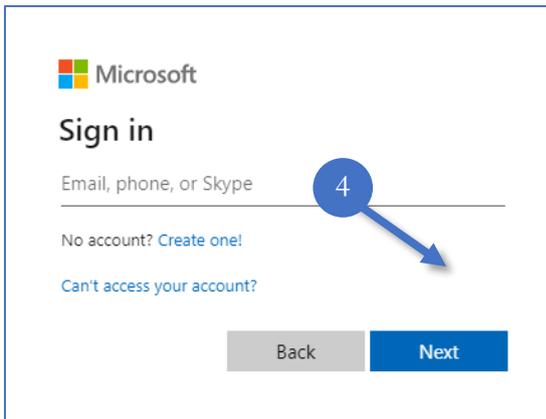


The screenshot shows the IDportal website interface. At the top, there is a navigation bar with "IDportal", "Home", and "Report problems" on the left, and "SLO | EN | Login" on the right. A blue circle with the number "1" points to the "EN" link. Below the navigation bar is a large red-bordered box containing a "Welcome!" message and instructions: "Welcome to the central identity management portal. The portal can be used to activate your digital identity and update your profile. Use the links below to navigate around the portal and access the most common functions." Below this is a "Digital identity" section with the text: "Follow this link to access all the services connected to your digital identity: activate your digital identity, change the password or update your profile." There are two buttons: "Activate digital identity" (blue) and "Manage your digital identity" (grey). A blue circle with the number "2" points to the "Activate digital identity" button. Below this are two main sections: "Email" and "Office 365". The "Email" section has the text: "Follow this link to access the web interface to your electronic inbox. You will be redirected to our partner's website where you will need to login with your digital identity. Instructions for setting up your email clients are available [here](#)." and a blue "Email" button. The "Office 365" section has the text: "Follow this link to access the web interface to Microsoft Office 365. You will be redirected to our partner's website where you will need to login with your digital identity." and a blue "Office 365" button.

A new page will open for you to sign into your Microsoft Office Online Account. Click the “Sign in” button –*step 3 on the picture.*



Insert your student digital identity and click on “Next” button –*step 4 on the picture.*



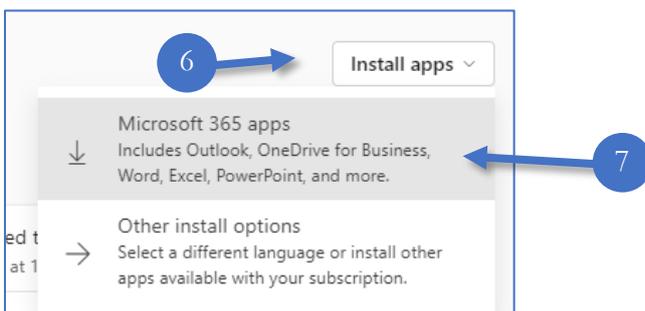
Insert your **password** and **click** on **“Sign in”** button –*step 5 on the picture.*



Once you have entered the Office 365 you will automatically have access to online versions of Microsoft Office features that you will find in the left menu.

As we mentioned before it is recommended to install Microsoft Office on your device. Installation is supported for Windows and MacOS devices.

You can find your installation file on the **top right corner** of the site by **clicking** on the **“Install Office”** dropdown menu –*step 6 on the picture* and **selecting** the option **“Microsoft 365 apps”** –*step 7 on the picture*



After installation file is downloaded, install it, sign in and Microsoft Office apps are ready for you to use.

3.1 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 the 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 official 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>.

3.2 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.

Students can access to OneDrive from any device. The application can be installed on your devices (Windows, macOS, Android, iOS) or accessed through any browser by signing in to the 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>.

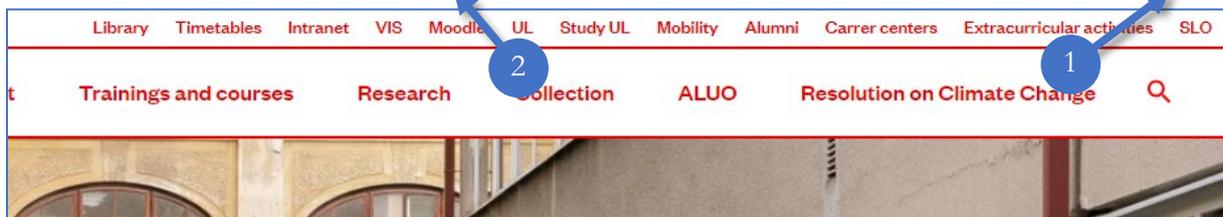
4 ALUO E-Classroom (Moodle)

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 the e-classroom, you will find all the class materials, homework, discussions etc.

You will access to our E-Classroom **only** through our official website, <https://www.aluo.uni-lj.si/en/>.

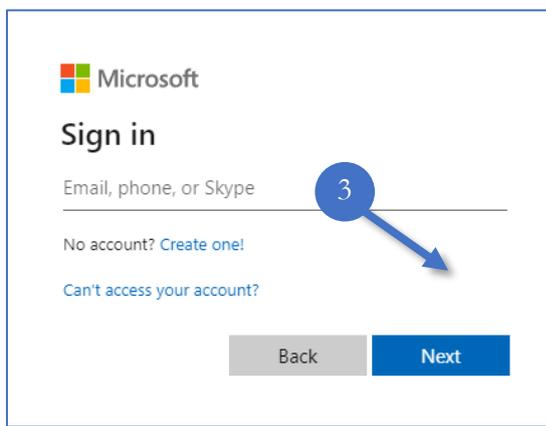
If the site opens in the Slovenian language, feel free to choose the “**English**” site **version** –step 1 on the picture

On the **top menu** you will **find “Moodle”** and click on it –step 2 on the picture.

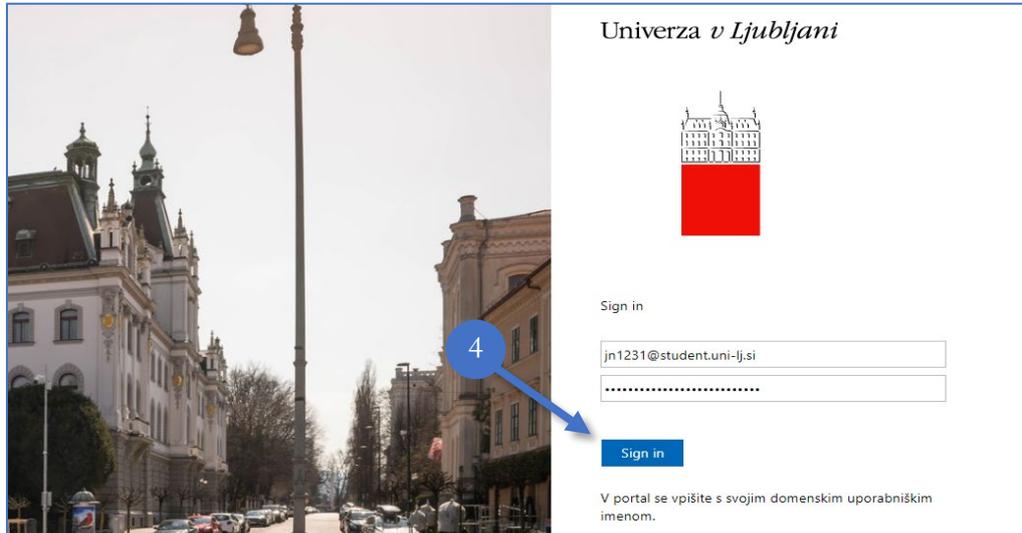


Once you open the Moodle the sign in form will appear. **Insert your student digital identity** and **click** on “**Next**” button –step 3 on the picture.

Example of student username is jn1231@student.uni-lj.si.



Insert your **password** and **click** on **“Sign in”** button –*step 4 on the picture.*

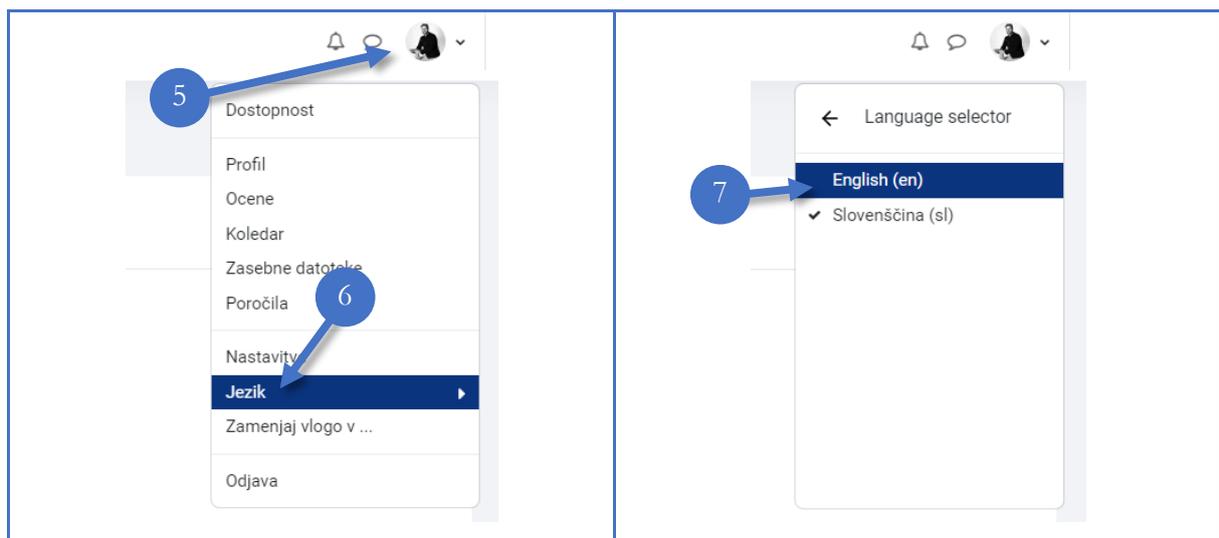


If your credentials are correct, you should be able to access Moodle and see your courses.

In case your Moodle is in Slovenian language you can change the language to English. In order to change it, firstly click on your profile picture in the top-right corner of the site to open the setting menu –*step 5 on the picture.*

In the menu click on **“Jezik”** –*step 6 on the picture.*

Select option **“English”** and your Moodle will is now set in English.



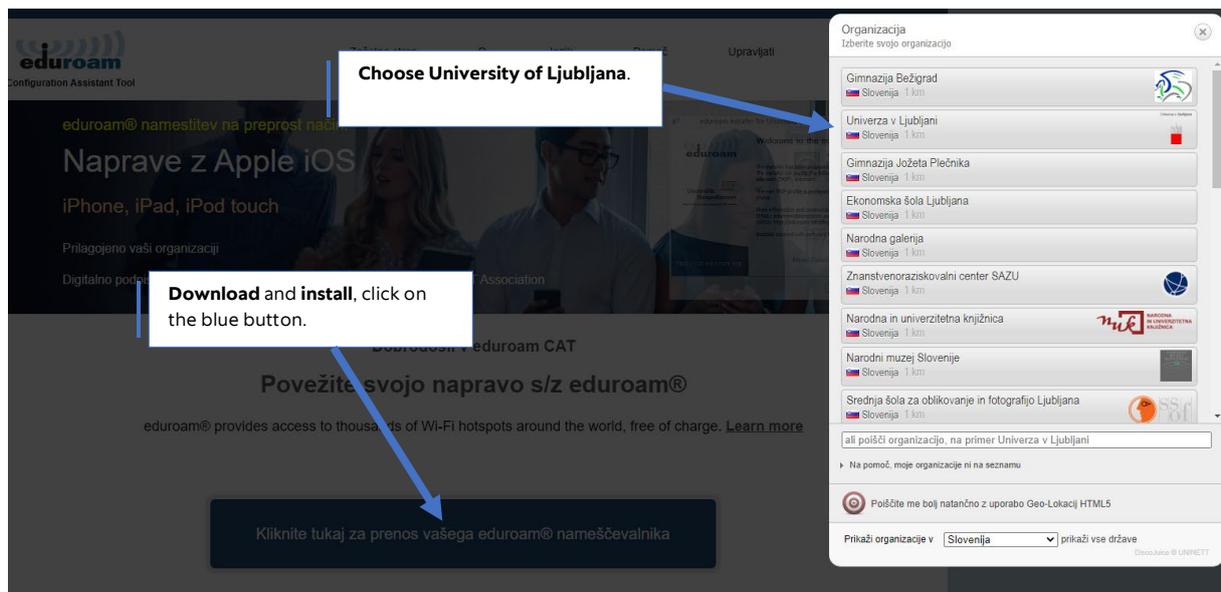
5 Eduroam

Eduroam (education roaming) is the secure, worldwide 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 a connection on your computer

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

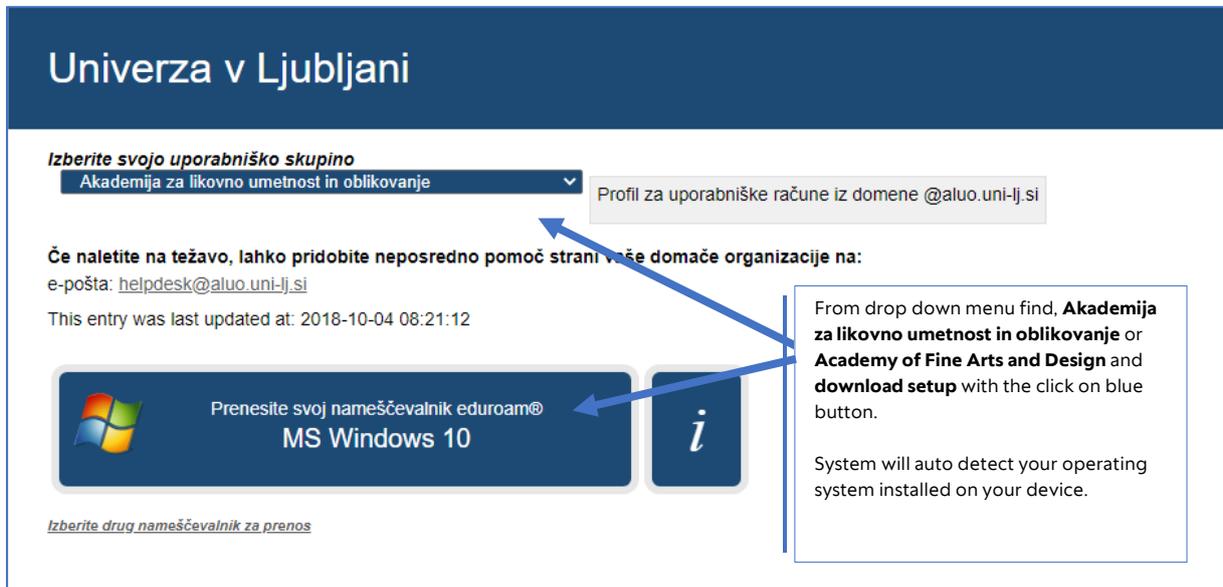


The screenshot shows the eduroam website with the following annotations:

- A white box with the text "Choose University of Ljubljana." and a blue arrow pointing to the "Univerza v Ljubljani" option in a dropdown menu titled "Organizacija".
- A white box with the text "Download and install, click on the blue button." and a blue arrow pointing to a large blue button at the bottom of the page that says "Kliknite tukaj za prenos vašega eduroam® nameščevalnika".

The dropdown menu "Organizacija" contains the following list of organizations:

- Gimnazija Bežigrad
- Univerza v Ljubljani
- Gimnazija Jožeta Plečnika
- Ekonomška šola Ljubljana
- Narodna galerija
- Znanstvenoraziskovalni center SAZU
- Narodna in univerzitetna knjižnica
- Narodni muzej Slovenije
- Srednja šola za oblikovanje in fotografijo 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

Prenesite svoj nameščevalnik eduroam®
MS Windows 10

Izberite drug nameščevalnik za prenos

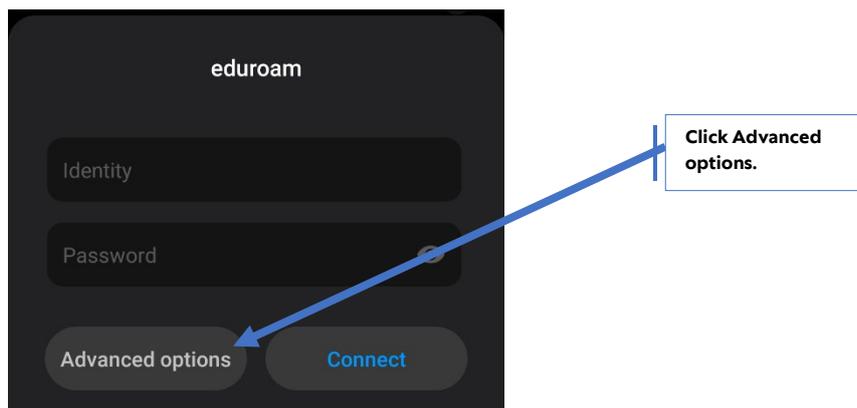
From drop down menu find, **Akademija za likovno umetnost in oblikovanje** or **Academy of Fine Arts and Design** and **download setup** with the click on blue button.

System will auto detect your operating system installed on your device.

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

5.2 Establish a connection on your mobile device

Find available Eduroam Wi-fi network.



eduroam

Identity

Password

Advanced options

Connect

Click Advanced options.

Enter the following connection data.

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

Press **“Connect”** and connection with Eduroam network should be established.

6 Student e-mail addresses

The student username (e.g., jn1235@student.uni-lj.si) also serves as an email address.

You can access the mailbox either online by signing in at www.office.com (refer to the Microsoft Office 365 chapter) or via Outlook client (program) installed on you device.