# LIUC

## BRIEF GUIDE TO COMPUTING SERVICES AT LIUC

The Computing Services Office manages all services and networks in the University and is responsible for technical support for information systems (student records, accounting, etc.).

You should all have received via email your credentials for accessing LIUC services, based on a LIUC student account assigned to you on the LIUC Single sign on system based on Microsoft 365 Platform
**This will be your LIUC ID**

The address to access the Microsoft365 platform is https://portal.office.com using your LIUC ID (e.g. jo12.smith@stud.liuc.it) and your first time password (as communicated in the email). Please note that if you are already connected to another account on the Microsoft365 platform (e.g. your home university), you must disconnect before activating the LIUC student account.

### MyLIUC

The Computing Services Office maintains the "MyLIUC": https://my.liuc.it/english/default.asp

This is a dynamic, data driven web site which has the objective of presenting information, which is useful for everyday life in the University, such as:

- lesson timetables
- exam dates
- teachers and non-teaching staff, what they do and how to contact them
- noticeboards

### LIUC E-Corsi (Moodle)

This is the LIUC E-Learning platform, based on the widely used system Moodle. Our name for this service is
LIUC E-Corsi (https://ecorsi.liuc.it).

Your credentials for LIUC E-Corsi are your LIUC ID

Use of this platform will be explained to you by the library staff in their presentation.

### SOL (portal to Student Information System)

The main student portal is SOL (https://sol.liuc.it) where students can access personal information, using a username and password:
- before you login click on the British flag with "eng" in the top right corner to get to the English language version
  (or use the direct link: https://sol.liuc.it/esse3/Home.do?cod_lingua=eng)
- login using the first part of your LIUC ID (e.g. if the full account is jo12.smith@stud.liuc.it, in SOL you just use j012.smith)
- password will be the same as the one you have defined for the account in Microsoft365
- from the menu you can access the courses you will be following, grades, book final exams, compile questionnaires, etc.

Use of this platform will be explained to you by the international office staff in their presentation

**APP LIUC**
LIUC in one click
It is a single instrument to manage your life in university like lessons, exams and events. With the updated App you can:
- access your SOL page (where you have your study plan) and can check the exams, the credits of your courses and the marks you will obtain
- see all the available exam dates
- enroll and cancel the exam dates
- accept or refuse a mark
- complete the evaluation questionnaires of the courses
- access to discounts in places having an agreement with LIUC

The APP LIUC is in Italian and English. From the menù "profilo" you will be able to select the language of use (Italian/English)

Make sure to download the 3.3.3 version (Apple and Google stores).
A new version will be launched soon!


**Access to computers and the network for students**

We allow wifi access in all environments.
To access the wireless network, you need to set up the connection following the instructions at the address https://my.liuc.it/wireless/

**WifiLIUC** is the network we advise you to use, but requires some effort for the configuration, WifiGuest is an alternative which is simpler but has a lower level of security and requires you to repeat logins more often.

Your username ("Nome utente" if it appears in Italian) will be your LIUC ID in the same format as for SOL (e.g. for jo12.smith@stud.liuc.it, just jo12.smith.)

If you have any problems, please read the instructions at the address https://my.liuc.it/wireless/

Please note that the University Residence has a separate network, so to access that network refer to the assigned residence staff.

**How to print**

If you need to print some documents you can email them to **stampe@liuc.it** and collect them from printers in the library and classrooms building, using your LIUC credentials.
You can pay for the prints by uploading the necessary amount to your account through the portal https://stampe.liuc.it/end-user/ui/login


**How to find us if you need help**

Before being able to come to see us, please fix an appointment sending an e-mail to helpdesk@liuc.it or calling +39 0331 572 555. Once you have an appointment, please bring your devices (PC, tablet, smartphone or whatever) and we will be pleased to help. Please see below indications for finding our office.

The Computing Services office is in Gelsomini court - building M11 (access from Cortile dei Gelsi – near the International Relations Office entrance). You can see the sign "**Area IT**".
Office hours are from Monday to Friday from 8.30 to 12 and from 14 to 17.