

Welcome to the Muroran Institute of Technology

For incoming students Users' Guide to the Center for ICT Education

We will provide support for the use of computers on campus!

Congratulations on your admission to the university.

The Center for ICT Education (hereinafter referred to as "the Center") is the facility where you can use computers for education and research.

- Various kinds of apps
- E-mail
- Internet, and more

Detailed information on the available services, place, and time is posted on the website of the Center. This Users' Guide provides you with a brief summary from the start to the browsing of the website.

Website of the Center <https://www.ictc.muroran-it.ac.jp/>

* Some pages are accessible only from the on-campus network.



We recommend bringing your own PC. Wi-Fi (eduroam) and power outlets are ready for use at communication hall, lounge, library and other places.

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Please check!

- ◆ **Have you received the Password Notification on Campus ID?**
Please check if you have received your Password Notification on Campus ID together with this Users' Guide. The Notification is important and provides your user name and password, which is **needed for the classes where you use computers** as well as the use of the Center. Be sure not to lose that sheet and **never reveal your password to anyone else.** It is your responsibility to manage the password.
- ◆ **Take precautions with Password Reminder in case you forget your password.**
Password Reminder is a service that sends your password by e-mail if you forget it by setting in advance your e-mail address and a secret question. For details, visit the link to "Password change" on the website of the Center.

Facilities where services are available

Computers managed by the Center can be used at the places ● as follows (except the Technical Office).

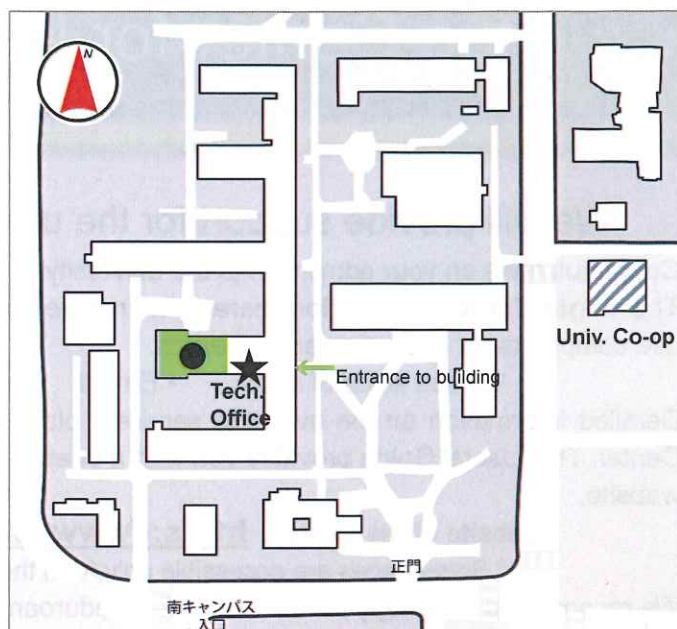
Wi-Fi (eduroam) is available all day in lecture rooms (A, C, N buildings, etc.), the library, university hall, and other locations.

① Computer suite at Bldg. No. C (3F, Bldg. No. C of the 1st Education & Research Bldg.)

* Please confirm the location on the guide map for the building as the room is difficult to find.

◇ Use of printers

You need cash to print. You cannot print on paper you bring with you by manual feeding.



Hours when services are available

Please be aware that we provide services on different days and times depending on the place.

The following shows the days and times available for use in general. The facilities may close temporarily. Therefore, please check the notices posted at each facility of the Center for ICT Education. You can confirm the days the Center facilities are open on the website, too.

Place	Hours	Remarks
Computer suite at Bldg. C (C305, C306, C307, C308 Printing room, C309, and C310)	Mon – Fri 8:30-17:00 Closed on Sat, Sun, and national holidays	The room may not be available for use in cases when a class is in session.

How to use

You do not have to make advance reservations or register on the day to use the computers managed by the Center for ICT Education. (*) You can use the facilities as long as they are open.

* A pre-application is needed when you want to use the computer suite in Bldg. C for a club activity. Please submit the Request for Permission to Use on the website of the Center for ICT Education.




Computer suite at Bldg. C

◆ These facilities are used in common. Avoid behaviors that disturb other users, such as occupying for many hours and making noise.

◆ Regarding how to use computers, refer to the **Guide for Computer Use** placed in each room. Once you log in to the computer, refer to the Users' Guide on the website of the Center.



How to start the computer

Press the button  at the back of the monitor of the computer.



The following information is used to use Wi-Fi (eduroam).

SSID : eduroam

ID : Campus ID (8 digits)

PASSWORD : On-campus service password (used for email, moodle, etc.)

*Additional settings are required for Android devices. Please see the center homepage for details.



Cautions for use

Please pay attention in particular to the following when using the internet.

- ① Use the University's network only for education and research. **You must not use it for entertainment, including pornographic websites, online games, anime, idols, online auctions, and online shopping.**
- ② The University strictly prohibits **P2P (file-exchange) tools, such as Winny and illegal software**. In addition, please take care when dealing with copyright, personal information, and privacy.

* The use of the internet is popular even at home. Do not fail to take **precautions for viruses**. It is important to securely acquire knowledge so that **you may be neither a victimizer nor a victim** of nuisances, including phishing, one-click fraud, fictitious claims, bank transfer scams, criminal acts such as pyramid schemes, false information (chain letters), and multi-level marketing, and to keep the attitude that you are **not involved in or responsive to** such a nuisance.

Visit the Website of the Center

Please visit the website of the Center for ICT Education for more information, which tells you how to use the system and the software on your computer, where you can find needed information, and what services are available.

Log in to the system and then activate the web browser. The display you see first is the home page of the Center's website.

<https://www.icte.muroran-it.ac.jp/>

The screenshot shows the homepage of the Center for ICT Education. The navigation bar includes 'センターについて', '在学生の方' (highlighted with a red box), '教職員の方', 'Q&A', 'サイト表示について', and 'はじめて利用する方へ'. A search bar is located in the top right. The main content area features several green buttons: '設置PC・実習室を使う', 'ネットワークに接続する', '大学提供のソフトウェアを使う', 'セキュリティ', and 'その他・手引き'. On the right side, there is a '学内限定(Garoon)' section with a '教職員用 Portal Menu' and a 'ショートカット' section with links to 'Outlook on the web', 'リンコムネクスト (Q&A)', 'Garoon', 'Moodle2023', and 'Moodle2017'. A 'お知らせ' (Announcements) section is at the bottom left.

在学生の方 (Current Students) is a page for incoming students that introduces our services and notifications. Please check this page.

Please check this Web Mail as notices from the University may be sent here. Use Web Mail if you submit an inquiry to the Center. * We will not respond to inquiries through cell phone or provider's free e-mail.

In お知らせ (Announcements), the Center posts notices on its services and security information.

The link to Moodle2023 (e-learning service) is here.

If you have any questions

Please contact us at the following if you have a question or a problem about the use of the Center for ICT Education, as well as instructions on how to use a computer, or if you need help with internet issues regardless of whether you are on or off campus.

◆ Technical Office, Center for ICT Education (#C301)

- Tel: 0143-46-5895 or 0143-46-5896
- Business hours: 8:40 a.m. to 5:00 p.m. weekdays
(We are closed on Saturdays, Sundays, and national holidays.)

* In case of an inquiry by phone, please mention your enrolled faculty, your name, and where you are calling from.

* **Bring your student card with you when you visit the Center.**



◆ Computer support by Technical Dept.

- Consulting service for any computer issues
- You can call, send an e-mail, or visit us with your computer for a consultation.
- <https://u.muroran-it.ac.jp/tech/gakunai/01/gps.html> (only on-campus)

