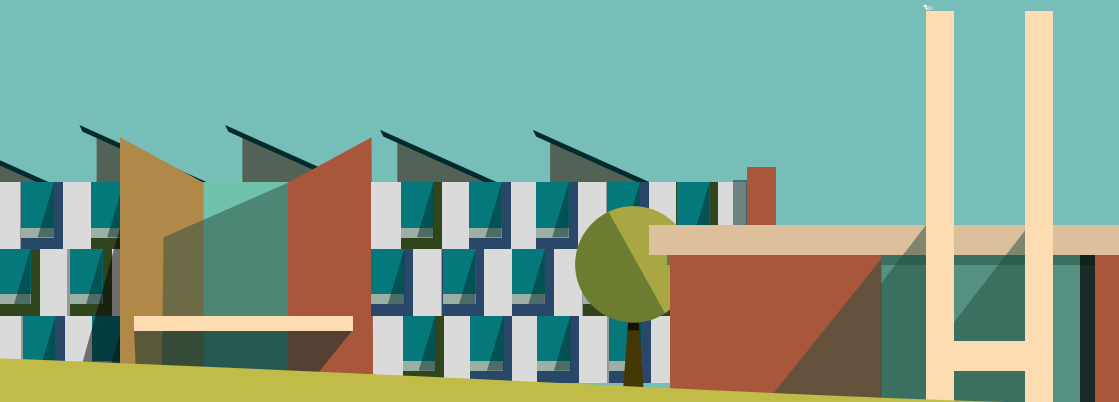


IT SERVICES

IT at Sussex

Computing resources and
services for students



US

UNIVERSITY
OF SUSSEX

internet

The wi-fi at Sussex is called **eduroam**, short for **education roaming**. It's used in universities all over the world. To connect, you first have to register your computer or mobile device, then sign in with your username and password.

1 Register your device



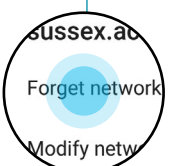
2 Connect to eduroam



Connect to **sussex.ac.uk-wifi-setup** then go to the web. You should be redirected to the Sussex setup page.



Log in with your username and password, making sure the box to register your device is ticked. That's all you need to do to register.

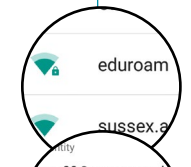


You only have to register the first time you connect a device. After that, you can tell it to **Forget** the setup network.

2



Press the button to **Set up your connection** and follow the instructions



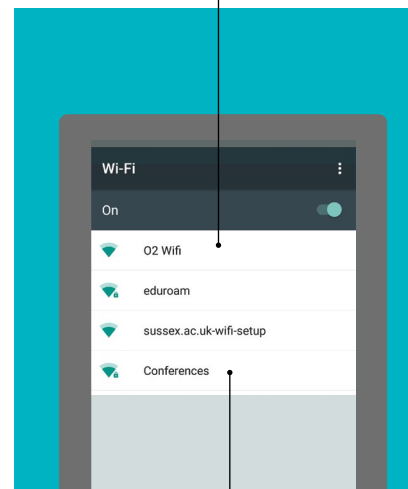
or just connect to **eduroam** and sign in with your username@**sussex.ac.uk** and password.



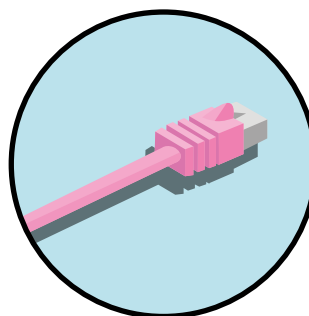
More about connections
sussex.ac.uk/its/connect

Eduroam is the network for students and staff but there are other ways to get online too:

O2 Wifi is a free public network that visitors can use. It's available in many places across the UK.



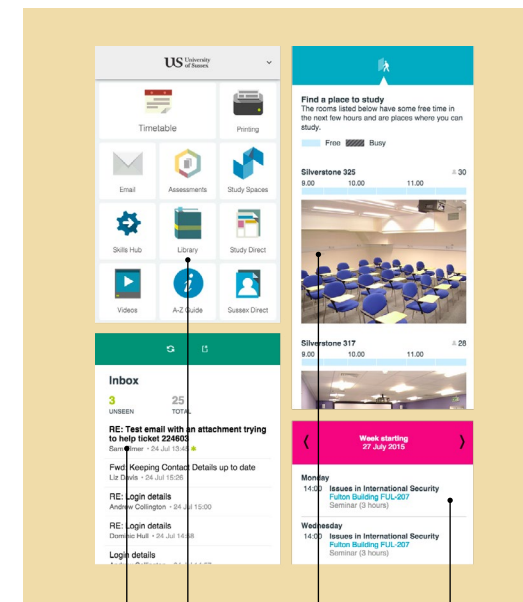
Conferences is used by the University's conference and events service.



If you live on campus, use the cable in your room for a faster and more stable connection.

mobile

Get the **SussexMobile** app for fast access to information.



Your email

Computers & study spaces

Study timetable

Check library loans, top up print credit and get to other services quickly and easily.

For the iPhone or Android app, search for **SussexMobile** in the store.

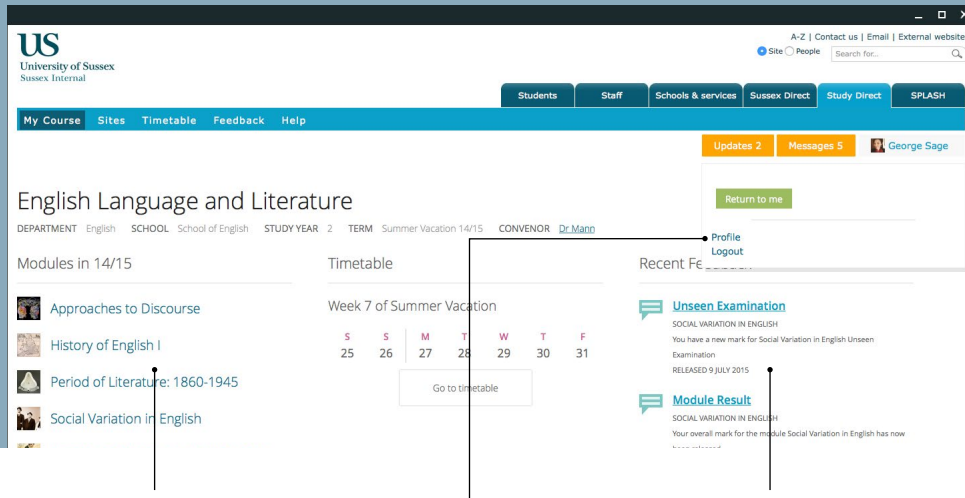
On Windows phones, bookmark the web app:
sussex.ac.uk/mobile



3

Study Direct

Resources to support your study. Most first year modules have a Study Direct site.



Each site is designed by your tutors with materials you need, like lecture slides, discussion boards, course texts and lecture recordings.

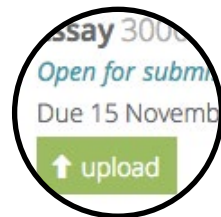
When you first log in, you might want to change your profile settings. You can enable email alerts on your sites and set up a profile picture.

You can view your marks and feedback. Some assignments are handed in online too. Look out for the **upload** section of a module site.



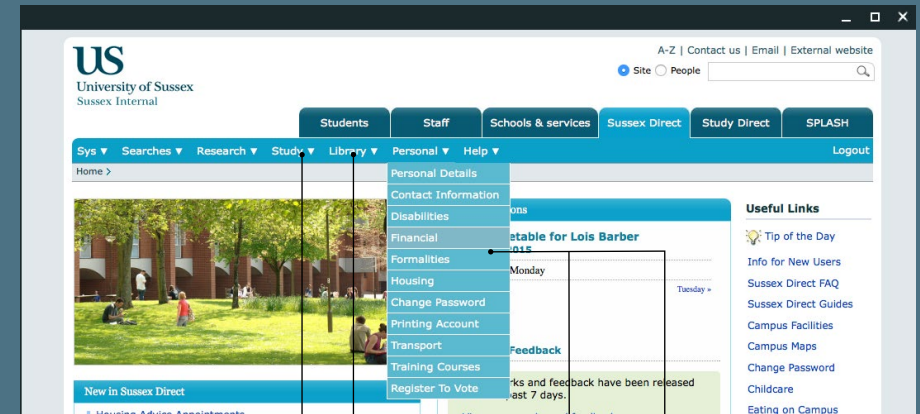
Study Direct is mobile-friendly. Try it on your phone.

Go to Study Direct
sussex.ac.uk/studydirect



Sussex Direct

Personal details, accounts and admin. See information the University holds about you and keep it up to date.

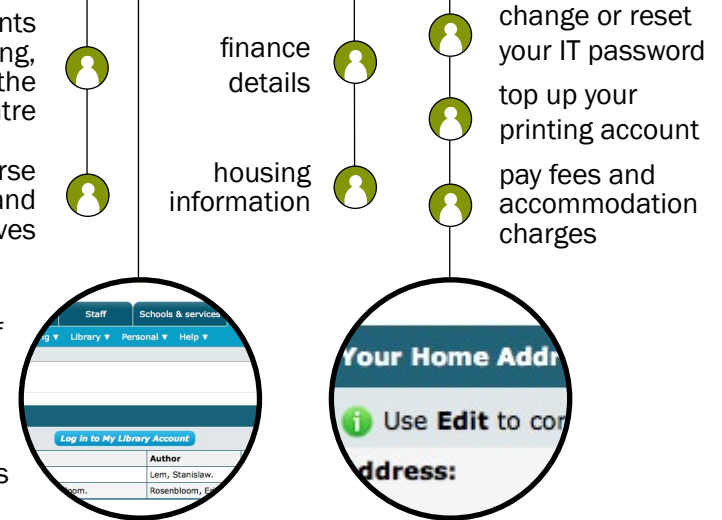


book appointments with Housing, Counselling or the Student Life Centre

choose course options and electives

See details of your current library loans and renew or reserve books online.

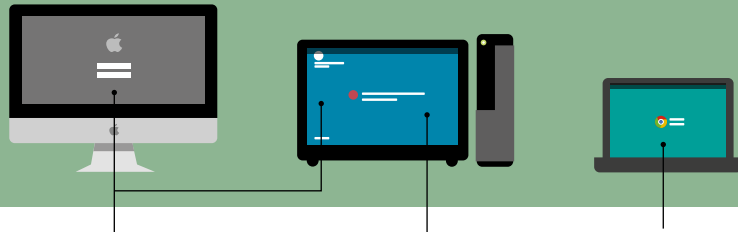
Go to Sussex Direct
sussex.ac.uk/direct



Keep your contacts up to date, like your mobile number and home address.

computers

There are more than 800 computers on the campus for students to use, many of them available 24 hours a day.



Log on to PCs and Macs with your IT username and password. These are the details you get when you register. Your username is normally made up of your initials followed by a number, such as **ano23**.

If you see a message saying **no logon servers are available**, wait a few seconds for the PC to wake up.

Remember to **log out** when you've finished but don't turn off the computers off - they automatically go to sleep when not in use.

Borrow a Chromebook from the self-service lockers in the Library.
sussex.ac.uk/its/chromebooks

More about student computers
sussex.ac.uk/its/computers

Library
222 🍏 19



Shawcross
125 🍏 15



Pevensey 1
125



JMS 1B1
26



Richmond
110



Bramber 239
20



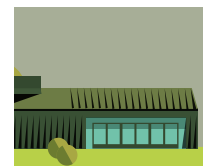
Jubilee G23
25



York House
36



Northfield
12



24 hour access with keypad
sussex.ac.uk/its/keycodes

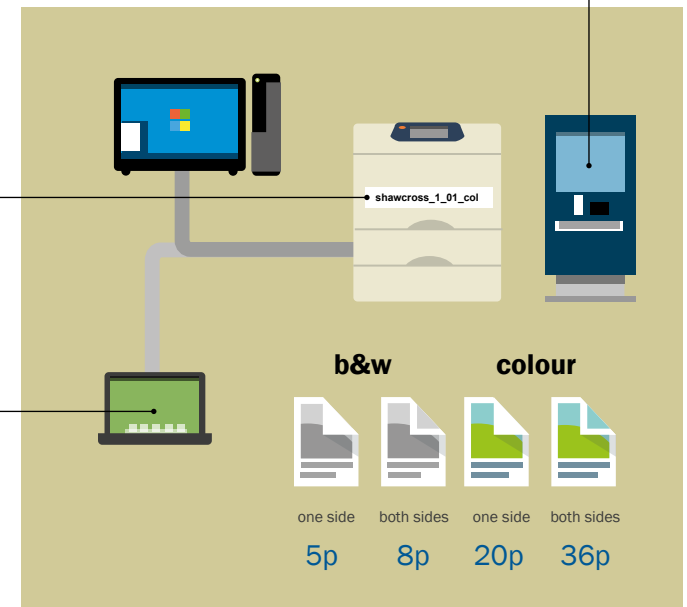
printing

You can print from any student computer or straight from your laptop.

Top up your printing balance with a credit or debit card in Sussex Direct or use cash at the **stations** in the Library and Shawcross.

Find the label on the printer you want to use, then select it when you print. Colour printers have **_col** on the end of the name.

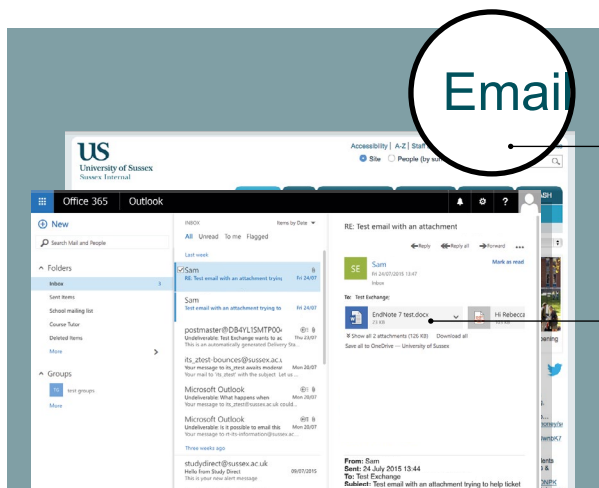
Print straight from your laptop using the instructions on the website.
sussex.ac.uk/its/printing



Open **24 hours**
with security office nearby

email

Emails sent to your username@sussex.ac.uk will be delivered to your inbox. So if your username is ano23, your email address is ano23@sussex.ac.uk.



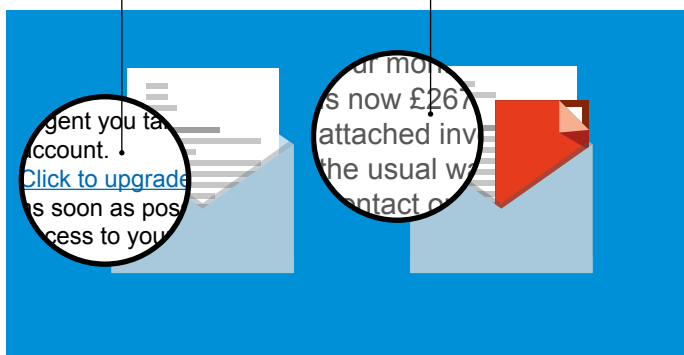
Click the email link at the top of any Sussex web page and log in with your username and password.

If you email files to yourself, always **Save As** before you make changes. If you don't, your work might be saved in a temporary location and lost when you log out.

Universities are regular targets for hackers and fraud emails so make sure you look out for messages that may not be genuine and see our website for details of the latest hoaxes. sussex.ac.uk/its/security

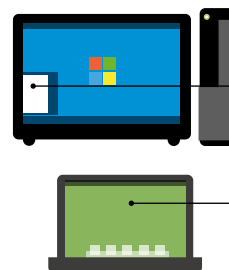
Never click on a link to upgrade your account. It probably goes to a fake website designed to steal your login details.

Ignore emails with attachments from unknown senders. Even a simple document could have malware inside.



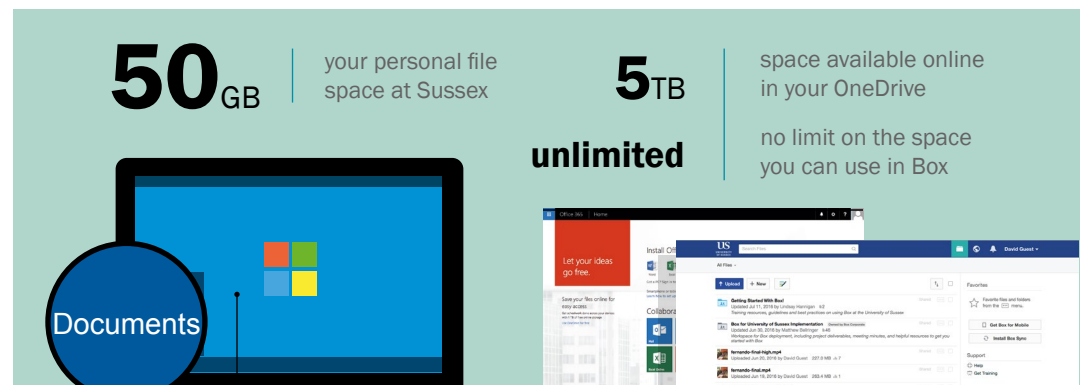
software & files

Standard software like Microsoft Office is on all student computers as well as more specialised software for particular subject areas.



Helpful applications like mind-mapping tools are installed on all student PCs.

Download Microsoft Office for free to use on your own laptop and mobile devices as well as other free software like SPSS and Paintshop Pro. sussex.ac.uk/its/software



Files on the **Desktop** or in **Documents** on a University computer are in your personal file space. You can open them on any student computer or get access to them from home. sussex.ac.uk/its/files

You can also use Microsoft OneDrive and Box.com with your Sussex account to store as much data as you like online. sussex.ac.uk/its/files

training

Learn invaluable skills with our **free** courses.



Microsoft Office

Beginner to advanced in Word, Excel, PowerPoint, OneNote, Publisher

Mind Mapping

Brainstorm, organise and present ideas, plan projects

Photoshop

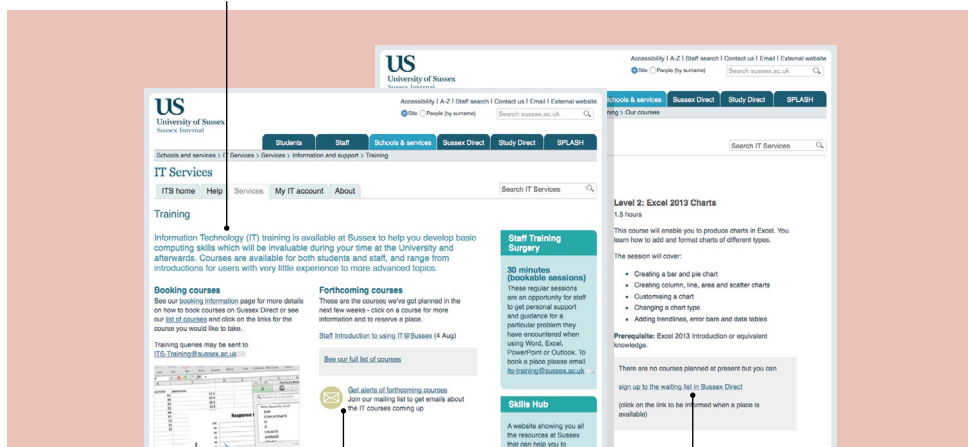
Professional image editing

Endnote

References, bibliographies

See the training website for full details of all our courses
sussex.ac.uk/its/training

Email us if you have a question
its-training@sussex.ac.uk

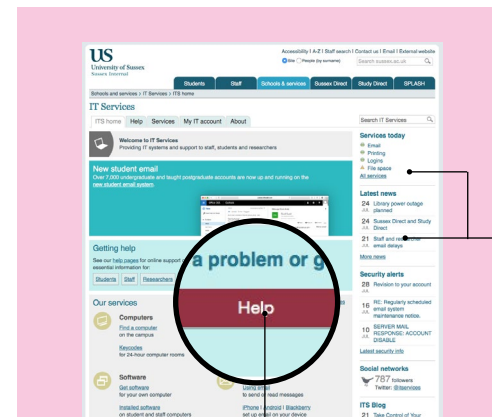


Join the mailing list to keep up to date with the latest training news

Click the link on the course page to book a place or join the waiting list

help

You're not on your own. If you're having trouble with IT, we can help.



See our website for help guides and answers to hundreds of questions.

www.sussex.ac.uk/its

Check the current status of services and stay up to date with all the latest news and developments affecting IT at Sussex, or keep in touch with us on social media.

Click for **Help** or contact us

call
email
visit



8090
+44 1273 678090



support@sussex.ac.uk



IT Service Desk
Shawcross building

Blog

sussex.ac.uk/its/blog

Facebook

[itssussex](https://www.facebook.com/itssussex)

Twitter

[@itservices](https://twitter.com/itservices)



Monday to Friday
Term 9am-7pm
Vacation 9am-5.30pm

Drop in and see one of our advisors for help getting online



How to connect

See the companion booklet
for more detailed information
about connecting to the
internet