Student's Survival Guide - E-Services in Metropolia

Help from IT Services

The IT Services website offers instructions on using Metropolia IT Services

https://itservices.metropolia.fi

In a problem situation you can contact Helpdesk

- by making a service request at https://hd.metropolia.fi,
- by sending email to helpdesk@metropolia.fi, or

Software and Systems

A list of software and systems used widely in Metropolia.

Software for students

Windows and server operating systems

http://mcp.metropolia.fi

Microsoft Windows 8.1, Windows 10 and server operating systems are available **if the study program** has made an arrangement with the software supplier. **Does not include Microsoft Office**.

WmWare products are also available.

NOTE! Software downloads from URL http://mcp.metropolia.fi are available only to STEM-students.

More information:
https://en.wikipedia.org/wiki/Science,_technology,_engineering,_and_mathematics

Free MS Office package and other software in home use

Students can download and install Microsoft Office 365 Apps software package for free.

Download instructions

E-services at Metropolia

OMA - Student's Desktop

Student's IT tools can be found in OMA portal by one login.

You can use OMA also on mobile devices.

http://oma.metropolia.fi (information)

Email

https://mail.metropolia.fi (instructions and further information)

Students have their own Metropolia e-mail address while registered as students. The software used is Outlook. (Official Metropolia e-mail and workspace e-mail is sent there.).If you do not use your Metropolia e-mail, you should redirect your e-mail to the e-mail address that you use.

School's schedule

http://lukkarit.metropolia.fi (instructions and further information)

Most Metropolia students find their schedules at lukkarit.metropolia.fi.

Printing, copying, and scanning

Printing, copying, and scanning

Students can print, copy and scan using Toshiba multifunction printers. Printing and copying is fee based, but scanning is free.

Get a copy card from the library and activate the card by associating it with your Metropolia user ID.

Adding value with top-up cards or online payment is possible.

Multifunction device locations

PaperCut Online Payment

User account and password

https://amme.metropolia.fi (Instructions and additional information)

Here you can change your user account password. Login to see your user ID and email address at Metropolia (you should change your password periodically).

If you have forgotten your password, you'll find the instructions for on how to reset it in different situations here: Forgot your password?

Activation and Password Change Using Mobile Certificate and Netbank User ID

All computer class rooms are open for all students regardless of study program

Computer class rooms in all locations are open to all students when not reserved for class. Enter class rooms with RFID pass or with porter's help.

Facilities and Equipment

Class room reservations at a quick glance

Using the wireless network

Students use primarily Eduroam network. At login, give your user ID in the format userid@metropolia.fi

Wireless network instructions

E-learning environment

http://moodle.metropolia.fi

Moodle is an online learning environment used in many courses.

Cloud services

Google Workspace for Education and Microsoft Office 365 Education cloud service suites are used in Metropolia.

Secure use of information systems

All students are advised to read carefully our rules and regulations as well as information security instructions and follow them carefully.

Information security instructions

Computer sales

IT support is selling used computers and peripherals 2-4 times a year.

Sale dates are announced at hallways, in OMA portal and on IT support computer sale page.

Other services

Library

http://libguides.metropolia.fi/

Metropolia LibGuides consists of guides, where you'll find information on library services, printed and electronic resources on your field of study, and tips for information seeking.

https://metropolia.finna.fi/

Find library's printed and e-materials.

Student health care

https://oma.metropolia.fi/opiskelijoille/terveydenhuolto

Find your campus student health nurse's contact information in Oma.

http://asiointi.hel.fi/terveys

If you live in Helsinki, you can use the City of Helsinki eASIOINTI service. Begin by filling out the preliminary information form (available on the site).

Student and Applicants Affairs

https://opiskelija.oma.metropolia.fi

Order transcripts of records, educational certificates and other electronic certificates. Documents will be mailed the next business day to the address of your order free of charge.

Student Union

http://www.metkaweb.fi

Your student union website offers tips and more information on events and benefits to students.

Opiskelijan selviytymisopas

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