IT Systems & Services

Student's Hand Book

Become HU DIGITAL Citizen

Step 01

Get Your Student Card

Your identification and access control card allow you to shake hands with HU spaces.

Campus access is highly secured and authorization-based. Simply have your finger impression taken, collect your card from security and get going.

Step 02

Get To Know Your Digital Identity

Student E-mail

sr01259@st.habib.edu.pk

Student ID   **Student Domain**

4224 | servicedesk@habib.edu.pk

Step 03

Personalize Your Digital Identity

IT starts with the temporary credentials shared with you on the first day.

Your First Login

- Start by login into **office.com**
  Enter your email address and temporary password provided to you.

- Change your temporary password.

- The screen will be appearing stating **"More Information Required"**, click next to enable the Multi Factor Authentication (MFA) .

- The screen will be showing
  under authentication system.You will receive the six-digit code on your personal contact number which needs to be enter here.

- After user verification through the code, the screen will show you the success page for setting up the security information.
  You need to click done after confirming your default sign-in method.

- Lastly, you need to update your temporary password with the new one. Setup your new password and then you're good to go.

Step 04

Connecting to Wi-Fi

The network connectivity works with your HU credentials, your complete Email ID goes in the Username field followed by your password various Wi-Fi networks will be available (at campus), so just locate **HU-StDev** and hop on to the HU Wi-Fi.

Domain Password Requirements

- Minimum Length - 10 Characters

- Maximum Length - 24 Characters

- Password must be strong, unique and having unique characters (Upper case and Lower case characters, Numbers and Special Characters such as : @#$*)

- Passwords are case sensitive whereas the user name or login ID is not

- Minimum password age- 1 day

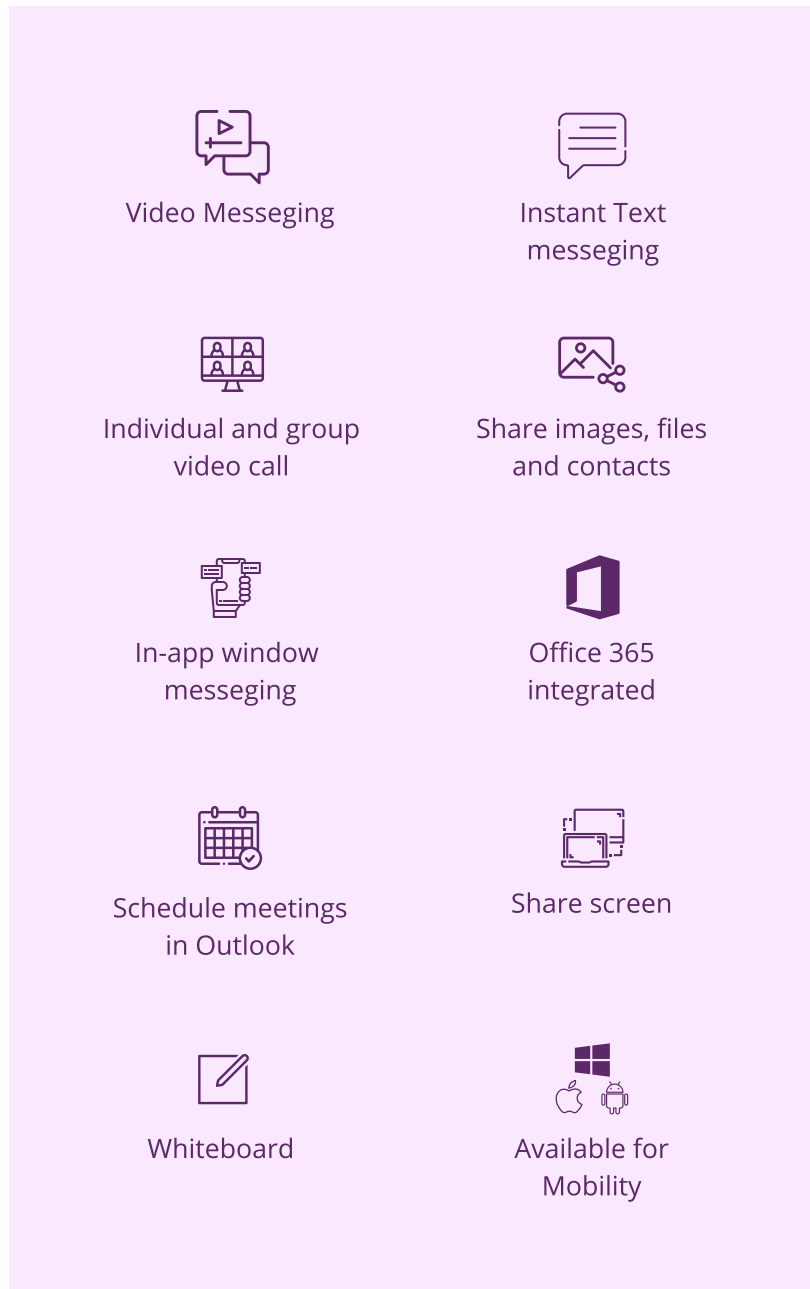- Account lockout threshold - 5 failed login attempts

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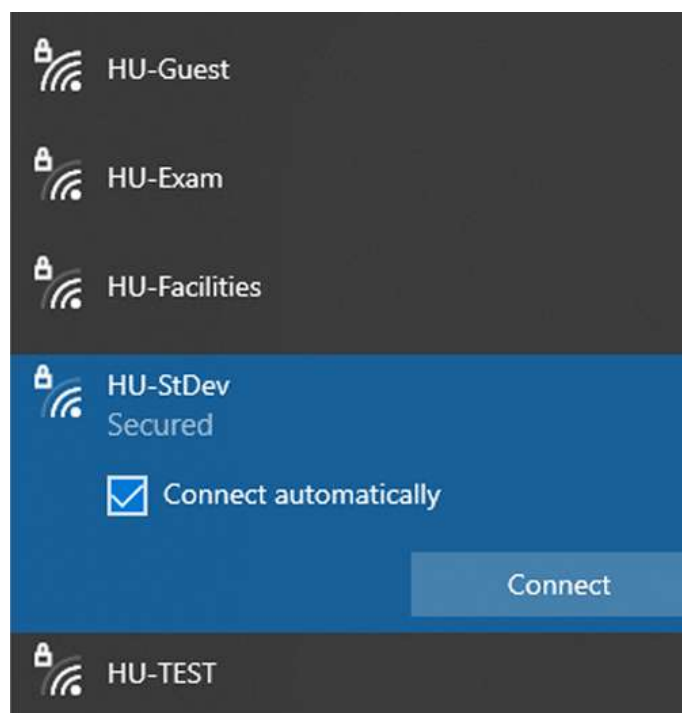
Bring Your Own Device

BYOD

Students can bring and connect digital gadets for educational purpose using the designated Wi-Fi network.

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Unified Communication System

Enable seamless communication for all

Microsoft Teams is a powerfull way to communicate with HU Community. Using a single tool you can open a text chat, make a voice or video call or even start an online meeting.

Access Teams' school version by using your HU credentials

Microsoft Teams

Video Messeging

Instant Text messeging

Individual and group video call

Share images, files and contacts

In-app window messeging

Office 365 integrated

Schedule meetings in Outlook

Share screen

Whiteboard

Available for Mobility

Support

support.microsoft.com/en-us/teams

Tutorial

microsoft.com/en-us/videoplayer

Download for Desktop

 Download teams for Mac OS

 Download teams for Windows

Scan & download the app
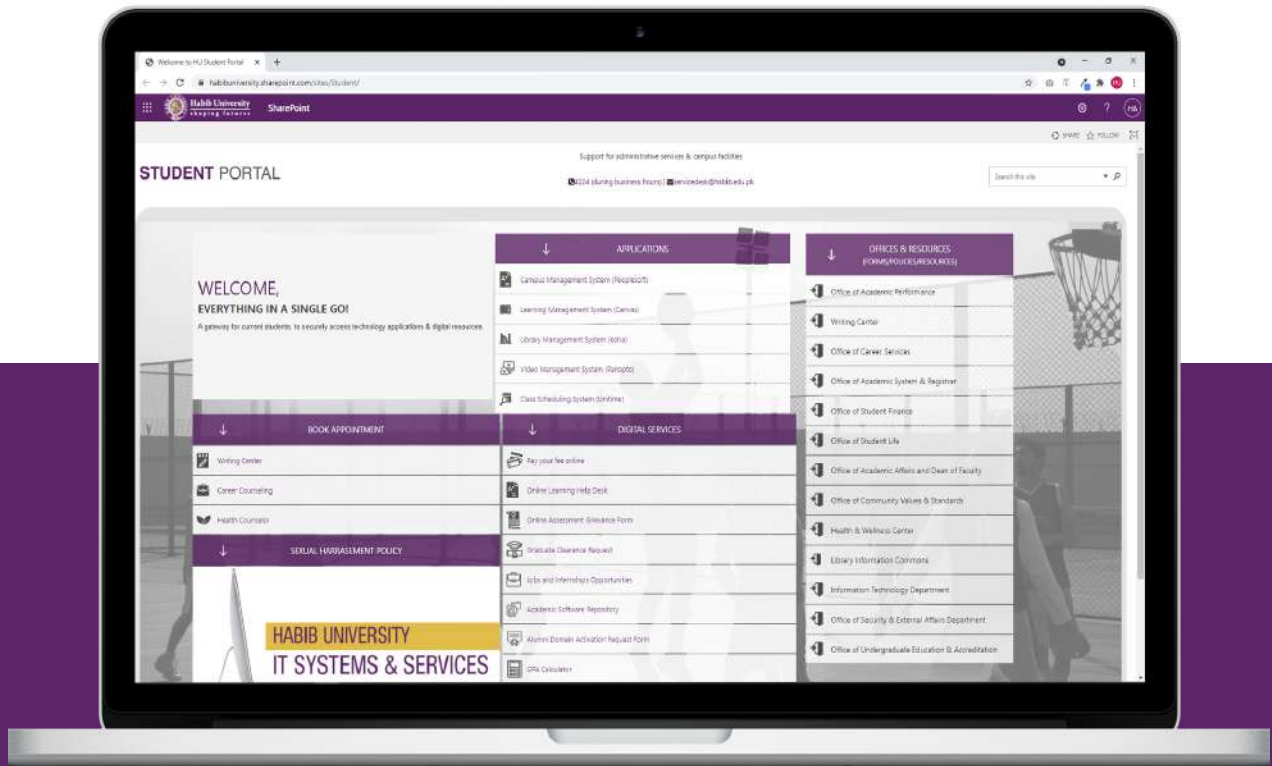
 iOS App   android app

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Student Portal

Everything in one place

A gateway for srudents to access collaborative digital resources for various administrative requirements.

Technology
Applications

ORACLE®
PEOPLESOFT

Campus Management System

Manage Academic Administration Needs

🔗 pscs.habib.edu.pk

The deepest and broadest sets of functionalities to fully support student life from admission to alumni management.

01 Update personal Information

02 Course Enrollments

03 Instructor / Advisor Info

04 Class / Exam Schedule

05 Finances

06 Grades

07 Graduation Requirements

08 Transcript

and much more...

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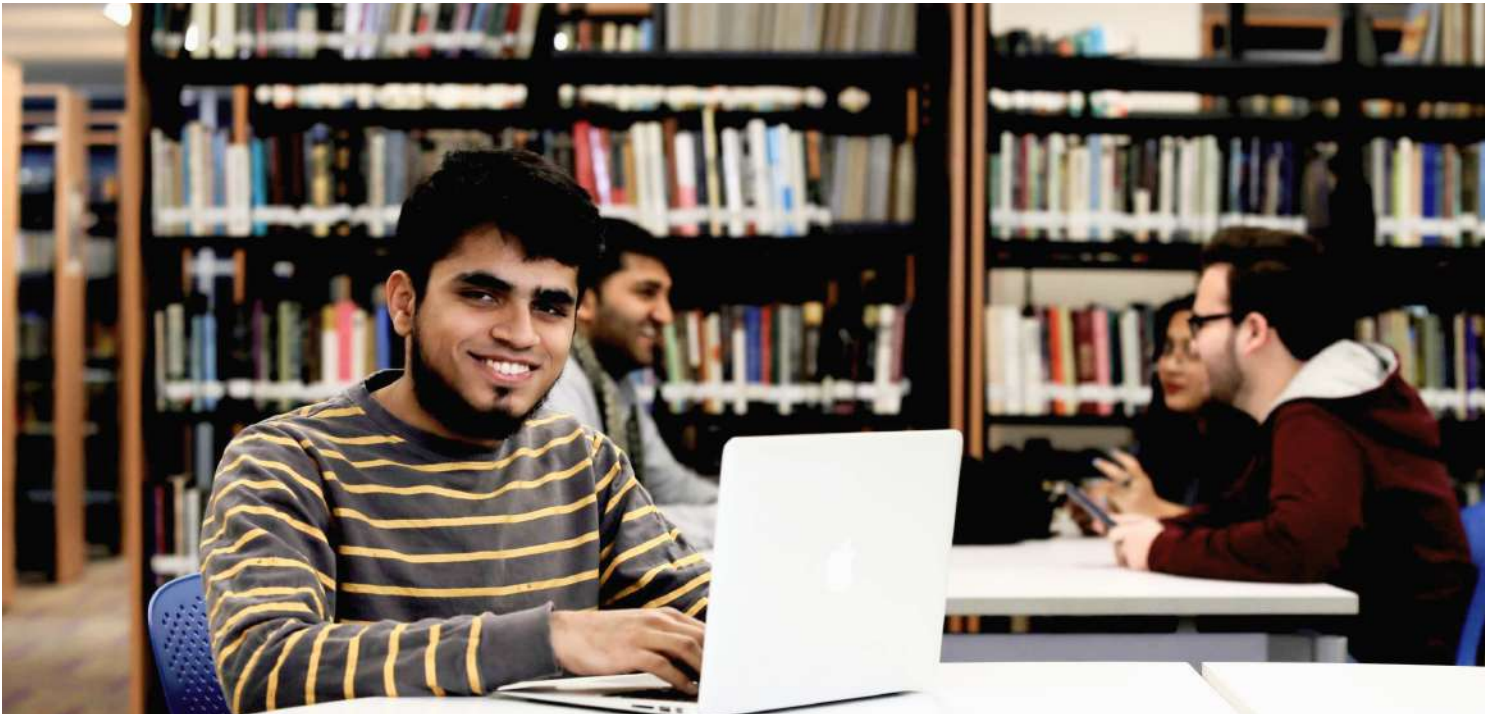
Learning Management System

Tier 1 virtual learning environment

🔗 lms.habib.edu.pk

Canvas is a power house of online learning with course organization, resource management, student guidance and personalized learning.

FAQ site

community.canvaslms.com

Tutorials

community.canvaslms.com

Scan & download the app

 iOS App

 android app

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Stellic●●●

Student Advisement System

🔗 advisement.habib.edu.pk

Next generation advisement tool aligning students, advisors, administrators and leaders for planning, schedule, advisement, audit and reports towards on-time graduation and student success.

SIMPLE SYLLABUS

Syllabus Management System

Your Syllabus Anytime Anywhere.

🔗 syllabus.habib.edu.pk

A centralized, template-driven platform that enables instructors to quickly personalize and publish interactive class syllabi. A personalized experience for each student with a curated collection of both current and previous course syllabi.

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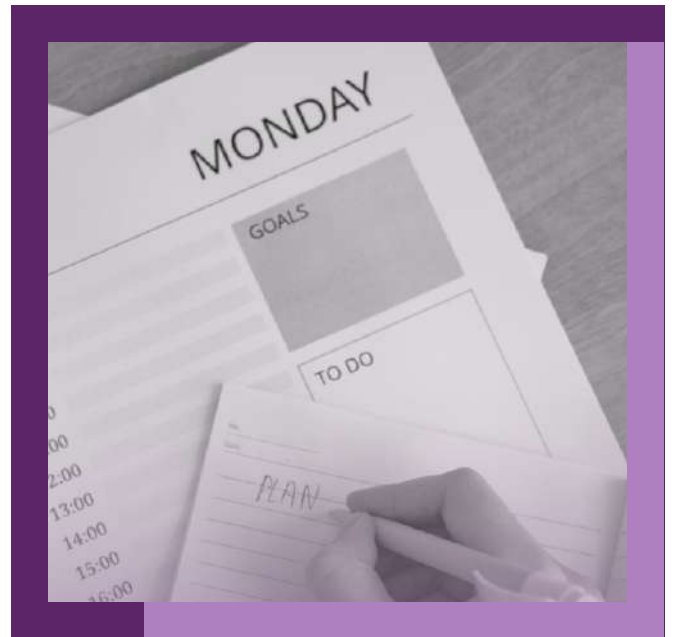
Video Conferencing System

🔗 zoom.habib.edu.pk

Enable you to learn remote and blended learning environments.

Zoom offers collaboration and engagement tool. Students also have access too:

- HD Audio and Video
- Screen Sharing
- Whiteboarding
- Annotation
- Breakout Rooms
- Virtual Backgrounds
- In-meeting Chats
- Local recording
- Nonverbal Feedback

ZOOM

Configuration Guide

Click to view at student portal

Tutorials

zoom.us.resources

Scan & download the app

iOS App   android app

📞 4224 | ✉ servicedesk@habib.edu.pk

Libaray Management System

koha
LIBRARY SYSTEM

Library Management System

Enrich Learning

🔗 catalog.habib.edu.pk

01 OPAC / Public Catalog

02 Customizable Search

03 Circulation

04 Patron

05 Reports

06 Reading List

07 Serials

08 Catalogue

and much more...

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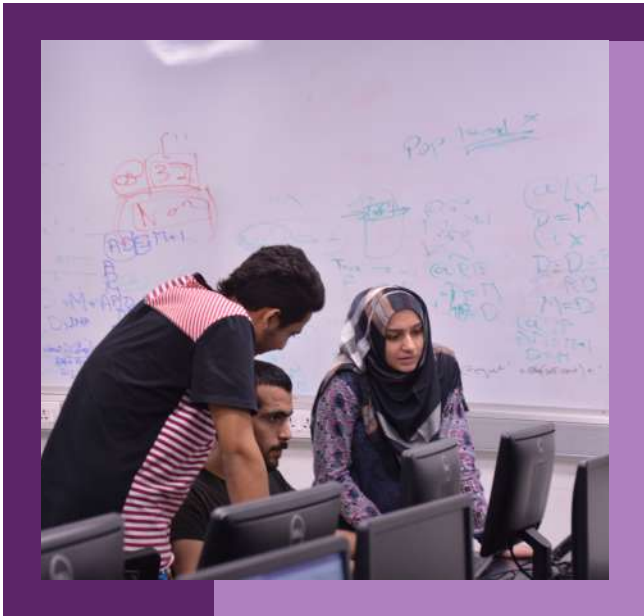
Academic Originality System

Technology to Improve Student's Writing

A Turnitin account specially for faculty to assess student work on their use of source material with the world's largest content comparison database. Its highlight the unoriginal content using the world's most effective plagiarism detection system. This is directly linked to the Canvas providing faculty with the option to run the Turnitin software on your specific assignment.
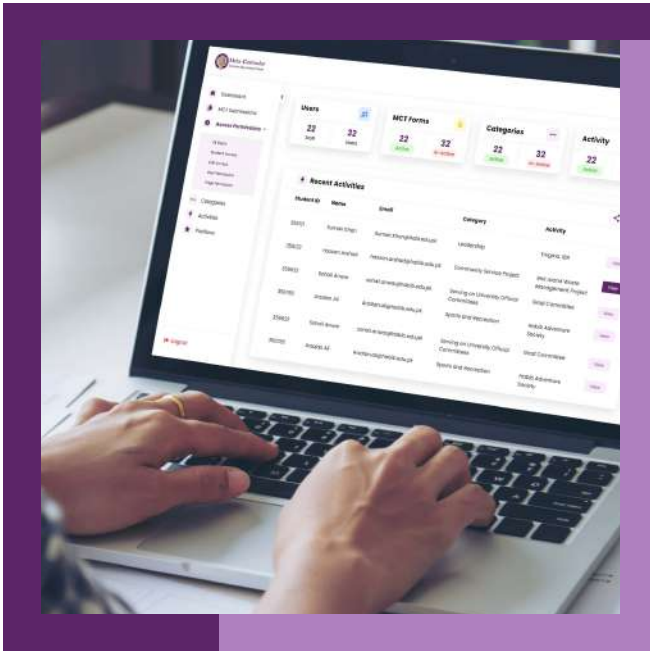
Time Table Management System

🔗 timetable.habib.edu.pk

A comprehensive academic scheduling system that supports developing timetables, managing changes to these timetables, sharing rooms with other events, and scheduling students to individual classes.

Meta-Curricular
Activites Reporting System

Meta-curricular Reporting System

🔗 mct.habib.edu.pk

An online tool for students where they record and submit their Meta-curricular activities during their academic years at Habib University. This system is used to generate Meta-curricular transcript of students while they are graduating.

Graduate Clearance System

Graduate Clearance System

to access the system, please visit

🔗 studentportal

This system is designed for graduating students to obtain clearance from departments relevant to their academic tenure at Habib university.

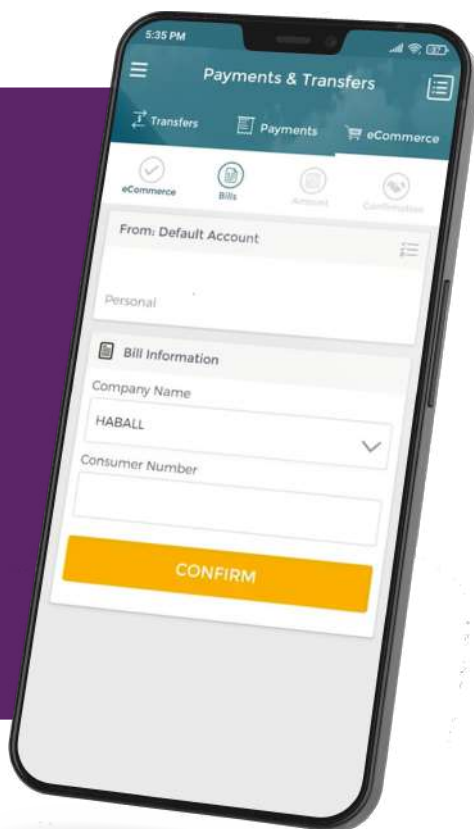📞 4224 | ✉ servicedesk@habib.edu.pk

IT
Services

E-Payment

E-Pay

🔗 epay.habib.edu.pk

HU students can easily and securely settle any unpaid fee voucher payments online through credit or debit cards. All fee vouchers will be notified them via the student finance office. Please ensure you have the voucher details on hand before entering the E-Pay site

haball

Habib University also facilitates E-Payment via Haball (a payment gateway).

With Haball students can initiate digital payment of their fee voucher by identifying **'PSID'** at the invoice.

Scan & watch video for detailed demostration

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Print / Scan / Photocopy Account

🔗 print.habib.edu.pk

ID Card Registration

- Login into the terminal with your card

- Press on ID card **"Registration"** icon

- Place your ID card on reader

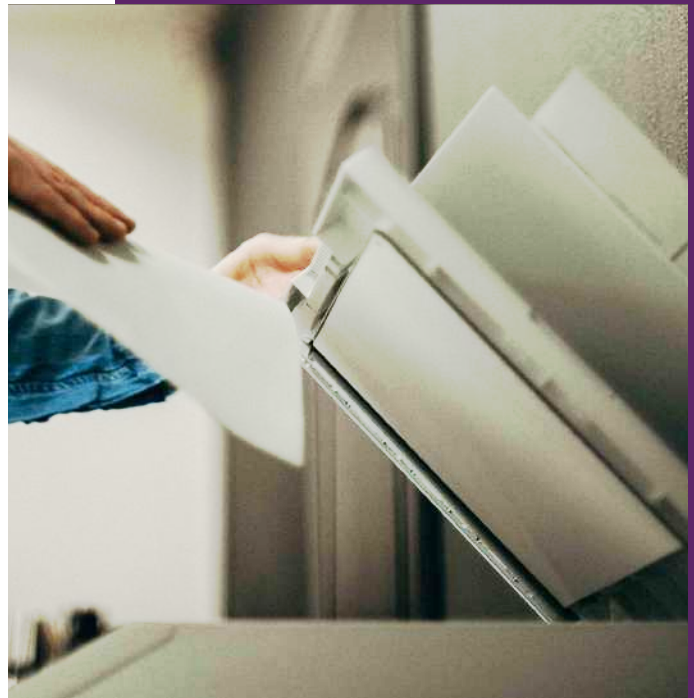- Terminal will show that your account and your card is registered

My Print Accont

Access **"print.habib.edu.pk"** for recharge, balance inquiry, track print, history and view report.

Send prints, recharge, balance inquiry, track print history and view reports with print mobile app.

Scan and download the app and use server address as:

"print.habib.edu.pk"

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Print / Photocopy / Scan Release

- A print / photocopy scan will be releases at the print stations; place your HU ID card on the reader or use your HU credentials on the printer's terminal.

- Press **"Print all"** to release all prints jobs, or press **"My Jobs"** option to select and print specific job(s)

- Cancel jobs by pressing **"My Jobs"** and the select specific Job(s) to be cancelled

- Photocopy will be done by pressing the **"Unlock Panel"** icon.

- Scanning will be done by pressing "Easy Scan-Email icon and the scanned copy will be received on your HU email

Print Job

- You can send a print command from any computer in the library or lab OR

- You can register your own device (one time activity) through the IT service desk in the library

Job Roaming

- A printout can be received from any Print Self Service Machines within 24 hours of the job being sent

Voucher

- A prepaid voucher is available from the HU Dukan or the library

- Use the terminal to enter voucher number and recharge or go to **"print.habib.edu.pk"**

HU Print / Scan / Photocopy Self Service

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Data Center

Data Center

Data Center facility is the nerve center of campus information technology infrastructure. It provides a secure, enterprise-wide, reliable and redundant infrastructure for mission-critical campus systems.

01 24/7 Operations

02 Secure Data Networks

03 Service Monitoring

04 Load balancing

05 Storage management

06 Disaster Recovery

07 Hosting Services

08 Server Virtualization Management

and much more...

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Virtual Private Network

Secure Access to Systems from Off Campus

🔗 vpn.habib.edu.pk

VPN* offers a secure and dedication connection allowing the HU community to access the campus network using their official credentials while being physically away.

VPN* site has available system list.

Only campus IP address restricted systems can be accessed.

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Audio / Visual (AV) Services

Cass rooms and lecture halls are well-supported with audio and visual devices which include computers and video projection, sound reinforcement (microphones & amplification), digital audio & video recording, web cam and video conferencing and streaming etc. Moreover, AV consultation and special arrangements are also available as and when required.

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Information Security

IT maintain strict online security standards to protect your account, personal, educational and financial information from authorized access. In line with our policy to further enhance security controls, it is requested and recommended that you follow the measures defined below to experience truly secure computing.

Please never share your credential details (password) with anyone through medium.

Practice good password management.

Never leave your devices unattended.

Always be careful on attachments or links in emails. Delete immediately scam or frauduiential email.

Backup your data regularly.

Be carefull about what you plug into your computer.

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Watch what you are sharing on social networks.

Offline, be wary of social engineering, where someone may attempt to gain information from you through manipulation.

Be sure to monitor your accounts for any suspicious activity.

Disable your browser from remembering login details.

Protect and update your computer with latest anti-virus software.

Always use the logout option to sign out of applications.

All information security incidents must be immediately report on service desk.

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IT / IS Policies, Procedures and Guidelines

IT contributes to the development, implementation, monitoring and evolution of IT / IS related policies, procedures and guidelines that are fundamental to successful delivery of world-class IT to HU community. IT / IS policy and procedure manual is accessible through the portal. HU community required to adhere to these policies and procedures.

Service Desk System

The service desk is the central point of contact for students for any queries and issue pertaining to facilities and services provided by the institution. The desk receives, processes and responds to service requests calls during business hours.

Modes of Contact

✉ servicedesk@habib.edu.pk

📞 +92 21 1110 42242 (HABIB)

🌐 servicedesk.habib.edu.pk

In-Person Help Desk

HU community can visit the Help Desk on the ground floor of the library or N-300, 2nd floor administration office at campus during business hours.

- Accounts creation and password management.
- Student portal (gateway to all IT resources).
- Internet network (Wi-Fi) connectivity support.
- Campus Management System (Student Academic Administration).
- MS Office 365 (Email, OneDrive, Skype for Business etc.).
- Learning Management System (Student Course Management).
- IT & information security advisory.

and much more...

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Information Technology Department

Director's Message

It is my extreme pride to have you as a part of HU community, IT team is committed for your digital empowerment. Habib University equipped with top-notch technologies and we offer superior user services to full fill your academic and administrative needs.

Let's make IT simple for you !

Your suggestions are welcome !

Waqar Naqvi

Director of Information Technology

✉ waqar.naqvi@habib.edu.pk