



INFORMATION TECHNOLOGY  
DEPARTMENT

# IT Systems & Services Staff's Hand Book





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What Would You Like To Do ?

# Become HU DIGITAL Citizen



## Step 01

### Get Your ID 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

#### Employee E-mail

ali.zain@habib.edu.pk

Employee  
First and Last Name

HU Domain

# 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.

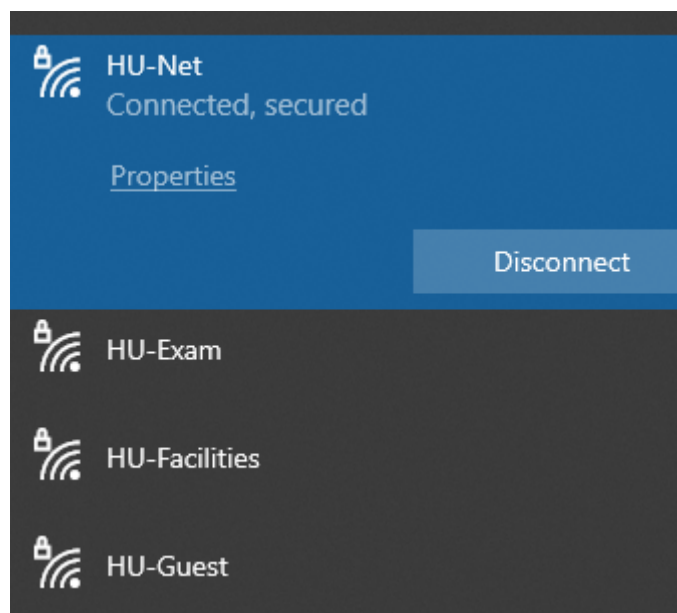
# Step 04

## 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-Net** 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





Staff can bring and connect digital gadgets for office purpose using the designated Wi-Fi network.

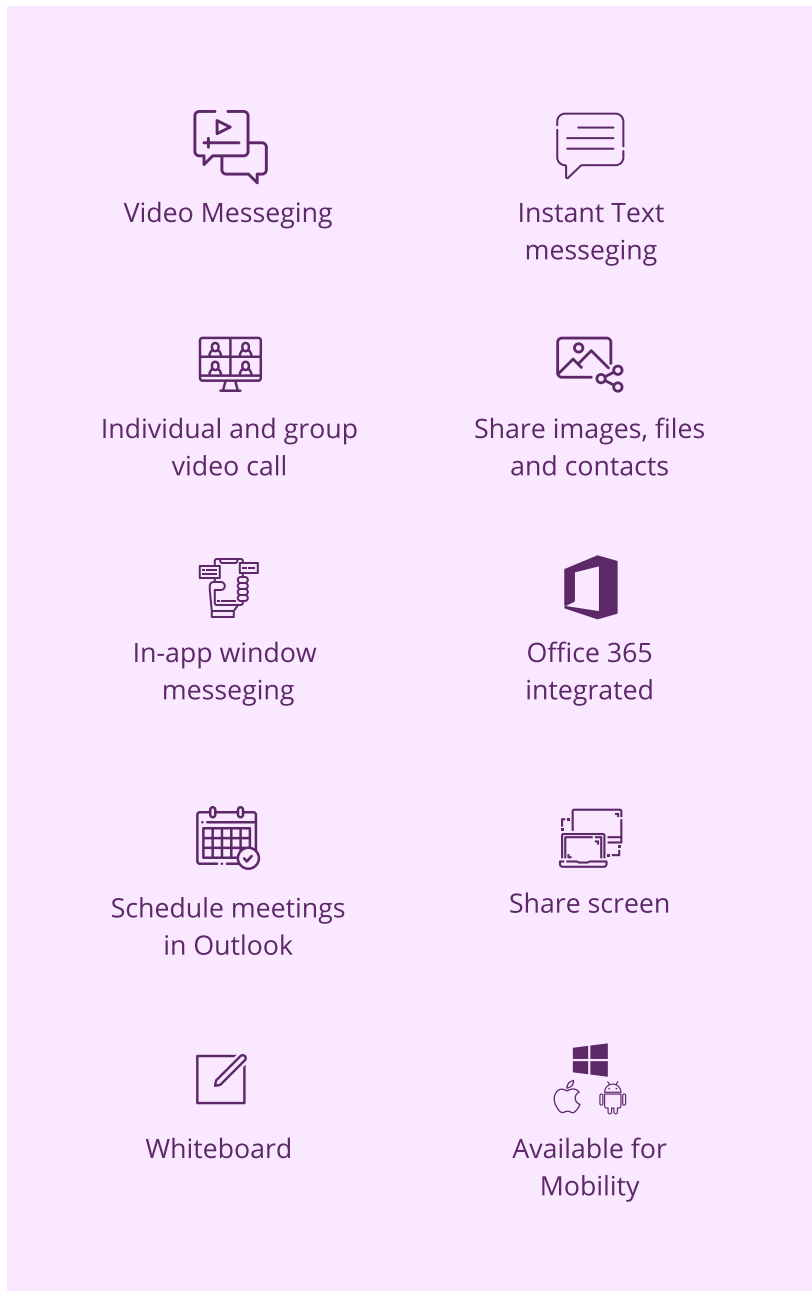












# Unified Communication System

## Enable seamless communication for all

Microsoft Teams is a powerful 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



-  Video Messaging
-  Instant Text messaging
-  Individual and group video call
-  Share images, files and contacts
-  In-app window messaging
-  Office 365 integrated
-  Schedule meetings in Outlook
-  Share screen
-  Whiteboard
-  Available for Mobility



## Microsoft Teams

### Support

[support.microsoft.com/en-us/teams](https://support.microsoft.com/en-us/teams)

### Tutorial

[microsoft.com/en-us/videoplayer](https://microsoft.com/en-us/videoplayer)

### Download for Desktop

 Download teams for Mac OS

 Download teams for Windows

### Scan & download the app



 iOS App

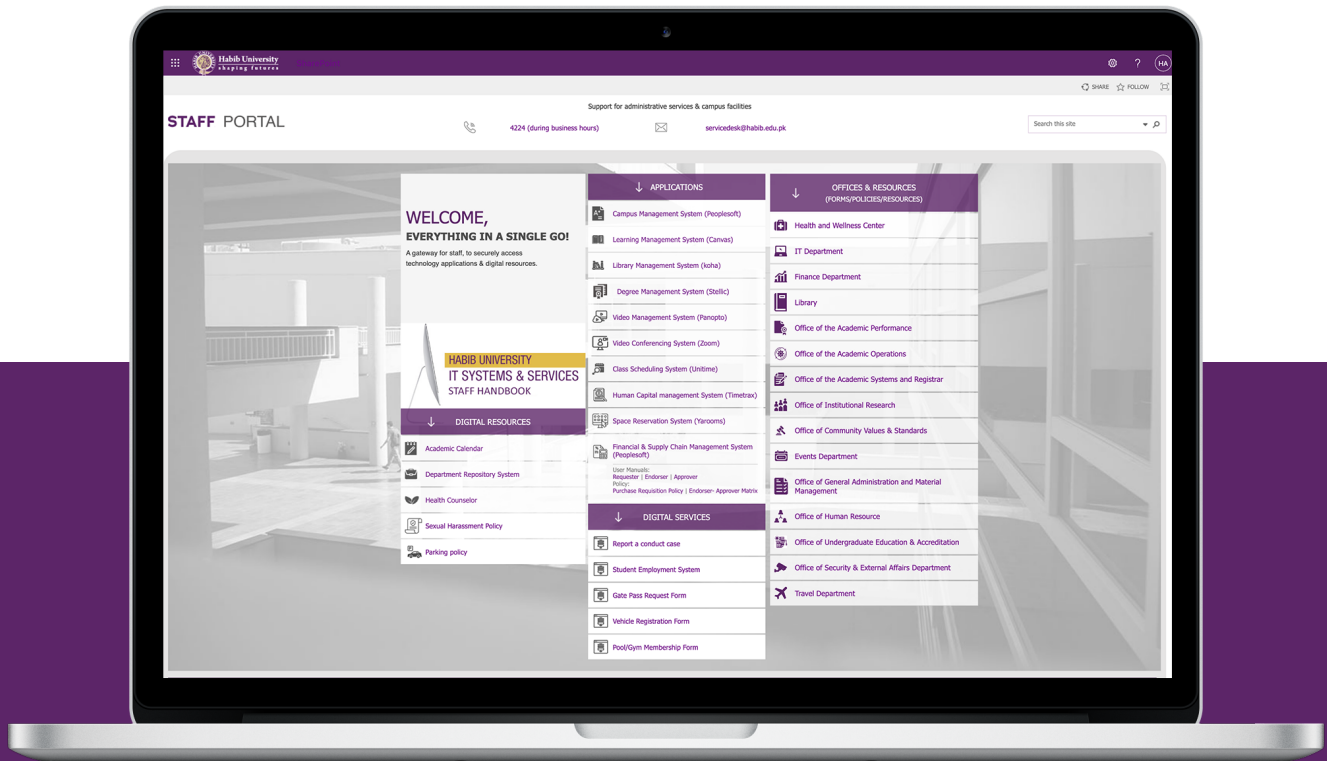


 android app

# Staff Portal

Everything in one place

 [Staffportal.habib.edu.pk](http://Staffportal.habib.edu.pk)



## Everything in one place

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

# Technology Applications



# Campus Management System

## Manage Academic Administration Needs

[pacs.habib.edu.pk](https://pacs.habib.edu.pk)

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

**01****Academic Planning****02****Class Schedule****03****Enrolled Students Info****04****Mark Attendance****05****Exam Schedule****06****Grades****07****Advisee Info****08****Course Catalog**

and much more...





# Learning Management System

Tier 1 virtual learning environment

[lms.habib.edu.pk](https://lms.habib.edu.pk)

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



[FAQ Site](https://community.canvaslms.com)

[community.canvaslms.com](https://community.canvaslms.com)

[Tutorials](https://community.canvaslms.com)

[community.canvaslms.com](https://community.canvaslms.com)

Scan & download the app



 iOS App



 android app



# Stellic...

## Student Advisement System

[advisement.habib.edu.pk](https://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.

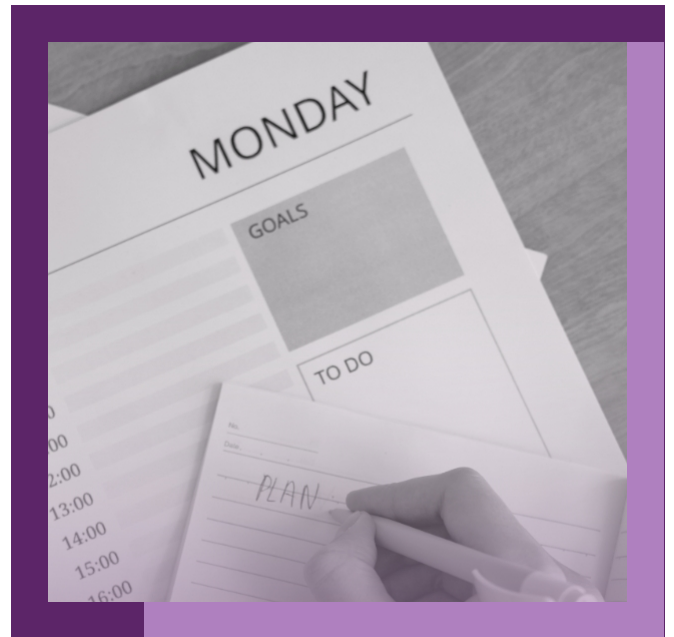


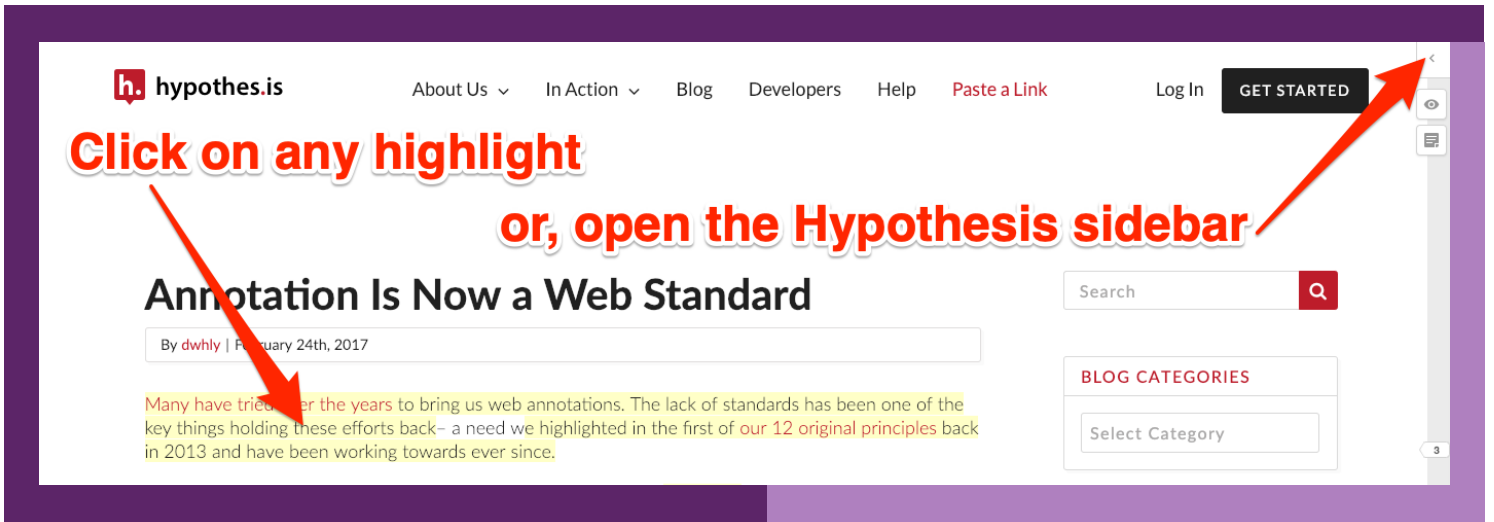
## Syllabus Management System

Your Syllabus Anytime Anywhere.

[syllabus.habib.edu.pk](https://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.





## Collaborative Annotation Tool

[Access via Canvas](#)

An online collaborative annotation tool Enable students to analyse digital texts collaboratively and across the web, including standard web pages, PDFs, blogs, online journals, and news articles.

# Video Conferencing System

[zoom.habib.edu.pk](https://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

# Video Management System

[vms.habib.edu.pk](https://vms.habib.edu.pk)

Centrally manage your recorded lectures integrated with zoom, additional classroom videos and media assets in a secure, searchable video platform that is integrated with LMS (Canvas).



## FAQ Site

[support.zoom.us](https://support.zoom.us)

## Tutorials

[zoom.us/resources](https://zoom.us/resources)

## Scan & download the app



 iOS App



 android app



## FAQ site

[support.ponapto.com](https://support.ponapto.com)

## Tutorials

[howtovideos.hosted.ponapto.com](https://howtovideos.hosted.ponapto.com)

## Scan & download the app



 iOS App



 android app





# Libaray Management System

# Library Management System

## Enrich Learning

[catalog.habib.edu.pk](https://catalog.habib.edu.pk)

A comprehensive next generation experience, which facilitates usage of library resources i.e. search, reserve, borrow, renew and many more.

**01**

OPAC / Public Catalog

**02**

Customizable Search

**03**

Circulation

**04**

Patron

**05**

Reports

**06**

Reading List

**07**

Serials

**08**

Catalogue

and much more...



## 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](http://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.



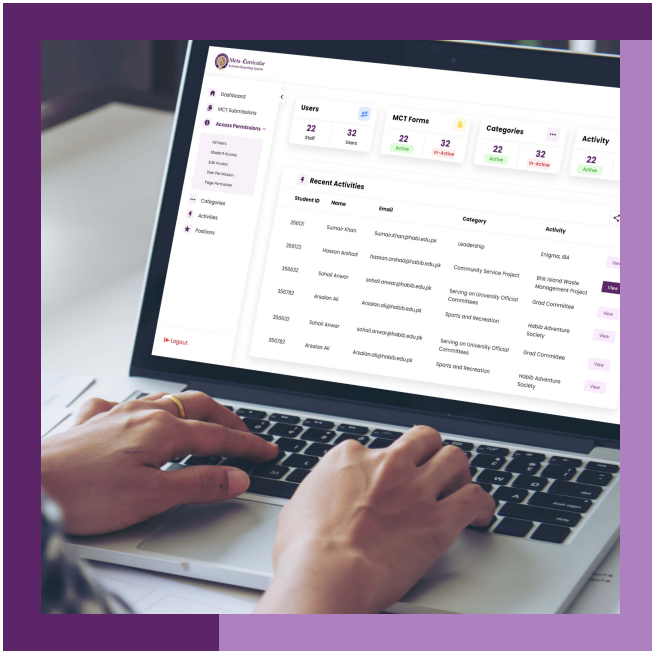


## Meta-Curricular Activities Reporting System

# Meta-curricular Reporting System

[mct.habib.edu.pk](https://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.





# Financial and Supply Chain Management System

## Results-Driven Financial Management

[psfscm.habib.edu.pk](https://psfscm.habib.edu.pk)

### Financial Management

The system automates, centralizes, and standardizes institution transactional processes and delivers greater visibility into business critical information. Manage end-to-end information. Manage end-to-end processes for governance, risk, and compliance.

### Supply Chain Management

The system integrated with financials automate, centralize and standardize requisition and spend management for all categories of goods and services. Manage end-to-end services. Manage end-to-end processes for governance, risk and compliance.

### System Modules

- Accounts Receivable
- Account Payable
- Treasury Management
- General Ledger
- Procurement
- Inventory

The system allows authorized personnel to request the purchase of goods or services as per institution purchasing policy and enables them to track the status for approval and provision.

## Space and Resource Reservation System

Reserve and Utilize Non-Academic Resources

[reserve.habib.edu.pk](https://reserve.habib.edu.pk)

Space and Resource Reservation System allows staff to check, request and reserve non-academic spaces and relevant resources necessary to conduct official visits, meetings, conferences, and events.



Book Meeting Rooms



Book Spaces



Check Availability and  
schedule



Resources Reservation



Audio / Visual Reservation



Book Vehicles

# Human Capital Management System

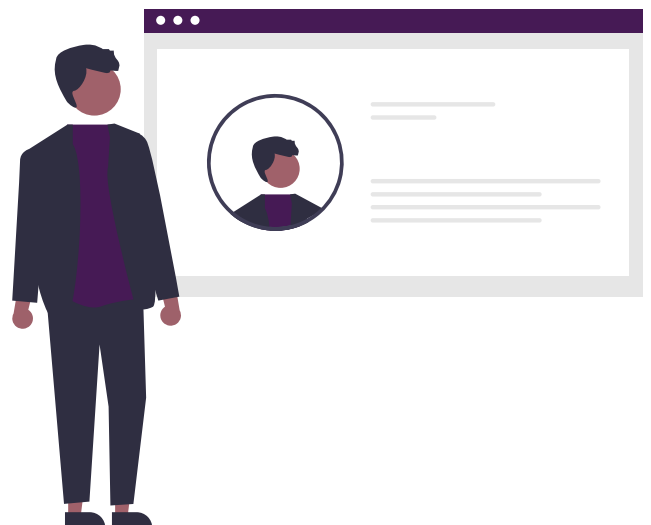
Manage and optimize workforce

[hcm.habib.edu.pk](https://hcm.habib.edu.pk)

An engaging HR solution enables compliance and delivers insights for the HU staff. The self-service functionality gives access to the following features at your fingertips:

## Profile

- Staff can view their personal profile along with their employment information.
- Request Office of Human Resources directly for information change (if any)



## Payroll

- Staff & Faculty can view current and previous pay-slips
- Tax Detail
- Graphical and tabular reports
- Track of allowances

# IT Services







# 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...

# Virtual Private Network

## Secure Access to Systems from Off Campus

[vpn.habib.edu.pk](https://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.



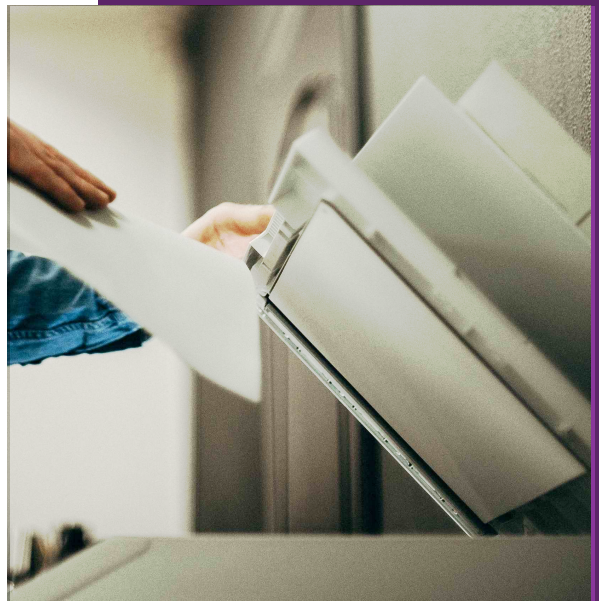
## Audio / Visual (AV) Services

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.



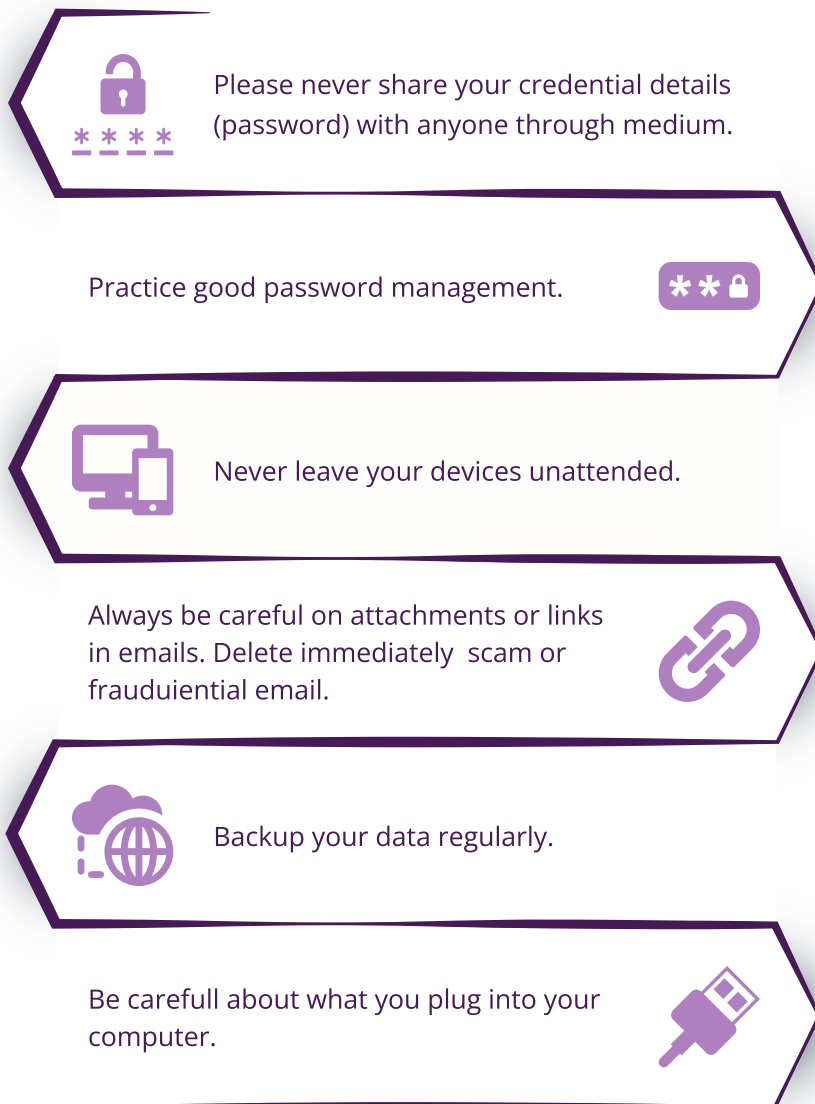
## Print / Scan and Photocopy Service

General network printers are available at various campus spaces for staff office use.









# Information Security

IT maintain strict online security standards to protect your account, personal, educational and financial information from unauthorized 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.



The infographic consists of seven horizontal, arrow-shaped boxes pointing to the right, each containing an icon, a tip, and a small icon. The tips are: 1. Never share credential details (password) with anyone through medium. 2. Practice good password management. 3. Never leave your devices unattended. 4. Always be careful on attachments or links in emails. Delete immediately scam or fraudulent email. 5. Backup your data regularly. 6. Be careful about what you plug into your computer.

-   
Please never share your credential details (password) with anyone through medium.
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Practice good password management.
-   
Never leave your devices unattended.
-   
Always be careful on attachments or links in emails. Delete immediately scam or fraudulent email.
-   
Backup your data regularly.
-   
Be careful about what you plug into your computer.

continued...



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.





## 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](mailto:servicedesk@habib.edu.pk)



+92 21 1110 42242 (HABIB)



[servicedesk.habib.edu.pk](http://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...



# 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](mailto:waqar.naqvi@habib.edu.pk)