

HELSINGIN YLIOPISTO HELSINGFORS UNIVERSITET UNIVERSITY OF HELSINKI



# WHY SHOULD YOU FOLLOW COMMUNICATIONS?

✓ Gives a sense of control & helps tackle uncertainty: when you follow communications regularly, you don't have to worry about missing out on something important and you're always on track on what's happening at the uni.

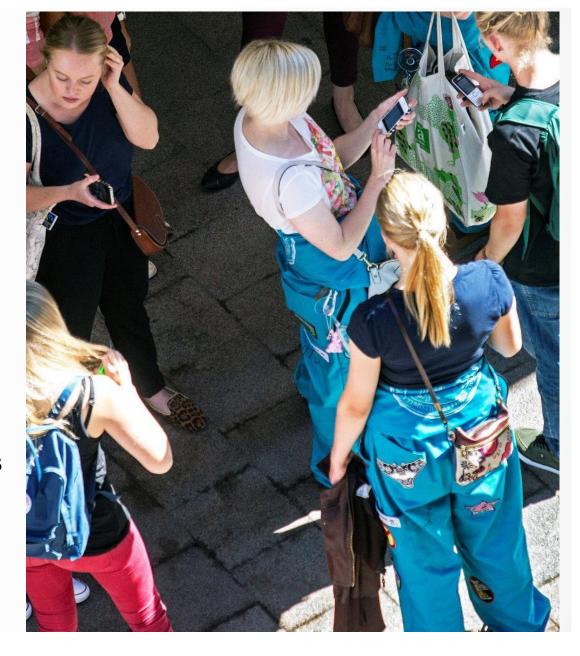
Chance to participate & impact: as a student, you're a valued part of the University community and warlmy welcome to take part in uni activities.

Part of study skills and responsibilities: independent information gathering is an important study & work life skills. Take responsibility and make sure important information reaches you.



# MOST IMPORTANT COMMS CHANNELS

- Studies Service (studies.helsinki.fi)
- Your University of Helsinki email
- Sisu notifications and messages
- Course pages and Moodle areas of the courses you're taking



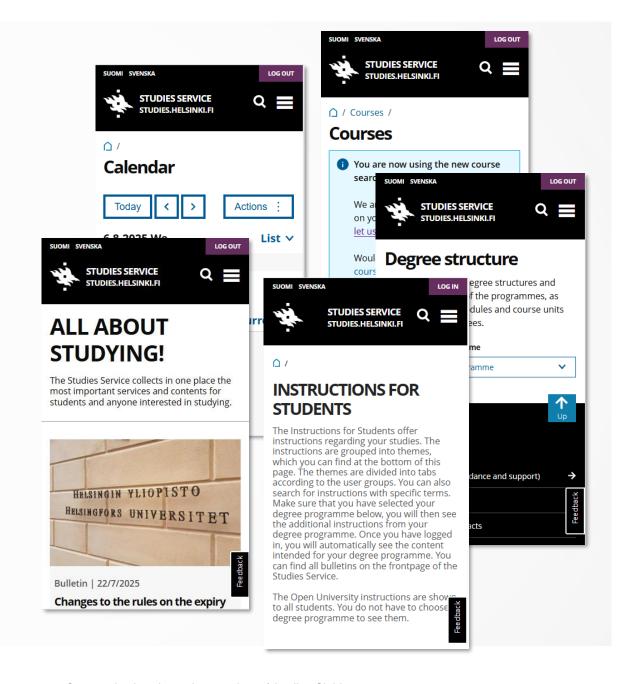


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## WHAT IS THE STUDIES SERVICE?

- studies.helsinki.fi
- A student's main channel at the University: all services, tools and instructions under one address
- Divided into five main sections: front page, calendar, instructions, courses and degree structure
- All content is public but we recommend logging in
- When you log in: the service recognizes your degree programme and targets some of the shown content accordingly (impact especially in the instructions)
- Add to your bookmarks or set as a home page today!

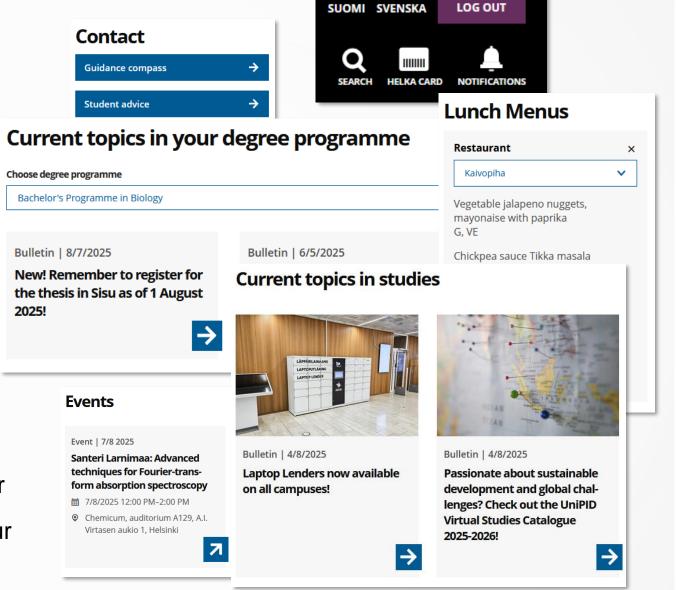




#### FRONT PAGE

- Current bulletins
- Lunch lists
- Quick links to support services
- Upcoming events
- System notifications (service breaks etc.)

Also explore the main menu: you'll find your digital Helka library card and direct links to Sisu and other digital tools needed during your studies!





### PALVELUN MUUT OSIOT



#### **CALENDAR**

- Check your curriculum
- Transfer information to your own calendar app (for this purpose, better than Sisu, as shows only courses you've been accepted to).



#### **INSTRUCTIONS**

- All study-related instructions & answers to most questions
- Information on advice and support services



#### **DEGREE STRUCTURE**

- Browse the degree structures of different degree programmes
- Easiest way to compare the structures and contents of different programmes



#### **COURSES**

- Find upcoming courses and exams
- Check course pages for advance information on courses & course Moodle links

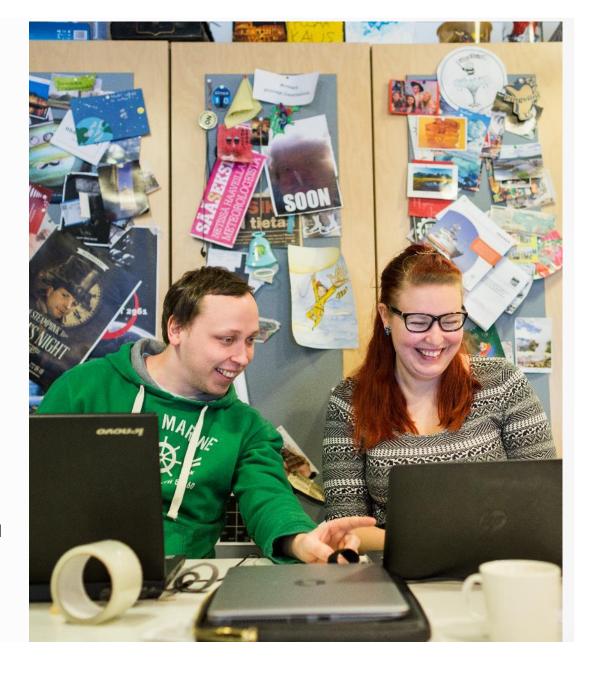


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#### **UNIVERSITY EMAIL**

- In addition to the Studies Service, your University email inbox (firstname.lastname@helsinki.fi) is your most important info channel.
- Start using your University email right from the start and follow your inbox regularly.
- Always use your University email when taking care of study-related matters.
- Sometimes the amount of email can try your patience: the <u>Student's digital skills course</u> gives you tip on how to manage your email flow for example with folders.





### **MAILING LISTS AND NEWSLETTERS**

- Attending students are automatically update to their home faculty's student mailing list at the start of each semester.
- Through these lists you'll receive messages from your home faculty as well as messages intended for the entire student body.
- Degree programmes and student organizations can also have their own internal mailing lists.
- General news published in the Studies Service are also distributed once a week to the faculty mailing lists as a newsletter ("Current bulletins in the Studies Service")
- Check the newsletter weekly for a quick reference on the most important current topics.

#### **Faculty mailing lists:**

- Agriculture and Forestry: agri-forest-info-list@helsinki.fi
- Arts: arts-info-list@helsinki.fi
- Biological and Environmental Sciences: bio-info-list@helsinki.fi
- Educational Sciences: edu-info-list@helsinki.fi
- Law: law-info-list@helsinki.fi
- Medicine: med-info-list@helsinki.fi
- Pharmacy: pharmacy-info-list@helsinki.fi
- Science: science-info-list@helsinki.fi
- Social Sciences: social-info-list@helsinki.fi
- Theology: theology-info-list@helsinki.fi
- Veterinary Sciences: vet-info-list@helsinki.fi

**Additionally:** masters-info-list@helsinki.fi for all international master's programmes at the University.



#### **USER ACCOUNT**

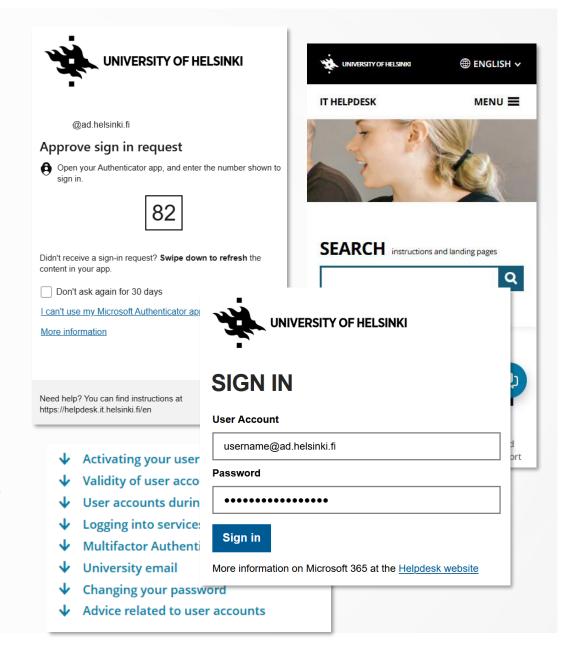
The University username and email address resemble each other – but keep in mind they're two different things.

- Username: 4–8 characters (usually letters from your name).
  In most services, add suffix @ad.helsinki.fi when logging in.
- Email address: firstname.lastname@helsinki.fi

In addition to the username and password, most services occasionally require multifactor authentication when logging in. Get to know the methods of authentication right at the start.

Check the page <u>University user accounts</u> in the Studies Service for basic info on usernames and authentication.

**Ran into problems?** When you have questions on logging in or other technical problems, contact the <u>University IT-Helpdesk</u>.





### GET INVOLVED & MAKE AN IMPACT

- The Studies Service and your uni email are your most important info channels for study-related matters. Remember to also keep up with messages from Sisu and Moodle.
- The University also has many other channels you can follow to join in the University community and have an impact on how things are done.
- Check out at least these:
  - <u>Flamma:</u> staff intranet & a channel for participation and involvement for the entire community
  - <u>UH social media channels</u>: find the different accounts & join the conversation!

More information on student involvement is available in the Studies Service!