Welcome to the Ionian University

Basic Digital Services Guide for First-Year Students

As newly enrolled students at the Ionian University, you will likely have several questions about the digital services and your access to them, which you need for your studies. In this brief guide, you will find the first basic steps you need to follow to get started. Follow the steps in the order presented. Please note that the choice of digital tools provided for the educational process is the responsibility of each instructor, so you should check with them about the use of each tool.

Step 1: ACTIVATE YOUR INSTITUTIONAL ACCOUNT

What is the institutional account?
The institutional account is your "electronic" identity to access the University's online services. It consists of a username and password, which are common for all electronic services that require authentication through the institutional account. It gives you easy access to the systems, tools, and information you will use most frequently while studying at the University. These include your email, the virtual learning environment opencourses.ionio.gr, the electronic secretariat system dias.ionio.gr, access to the academic ID service (student pass, etc.), remote lectures via zoom, using office365 office365.com, and many more.

How to activate your institutional account:

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1. Go to uregister.ionio.gr
2. Select "Activate account now!"
3. On the next page, select "I am a student" and then "Start Activation"
4. On the next page, enter either your mobile number or the personal email you provided during application (not both simultaneously) to receive your PIN. The Uregister SMS notification system can only message greek mobile phones with a +3069 prefix. In this case, please only use the email method for activating your institutional account via uregister.ionio.gr and recovering your password via mypassword.ionio.gr.
5. On the next page, enter the PIN code sent to you by SMS or email & then select "Next". SMS delivery usually takes 1-2 minutes. For email, check your Spam folder. If instead of a PIN, you get a message that some of your personal information is incorrect, contact your department's secretariat for corrections and repeat the activation process after the correction.
6. If you completed the above step, the next page displays your personal information (SSN, Tax ID, Father's Name, phone, email, etc.). If correct, select "Agree". Otherwise, select "Disagree", stop the process and contact your department's secretariat for corrections.
7. If you completed the above step, the next page shows your username and asks you to enter a password twice. ATTENTION: Before selecting "I agree to terms of use" & "Register", note down your username & password.
8. If you've done all the above steps correctly, a message will appear welcoming you and stating that your registration is complete.

Step 2: FAMILIARIZE YOURSELF WITH YOUR INSTITUTIONAL EMAIL

Upon completing your institutional account activation, you automatically receive your personal mailbox through which you can send and receive messages. Your mailbox (inbox) size is 100GB. The University partners with Microsoft for email service. Your email address will be in the format username@ionio.gr (e.g., if your username is mus2023xxx, then your email address is mus2023xxx@ionio.gr).

How to access your email?

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You can access your email directly through outlook.office365.com or by installing the outlook365 application on your computer, mobile phone, or tablet.

Accessing email through outlook.office365.com:
1. Visit outlook.office365.com
2. Enter your email address
3. On the next page showing the Ionian University logo, enter your username (without @ionio.gr) & password.

After logging into your email:
- View inbox: After logging in, you'll automatically be taken to your inbox where you can see received messages
- Send new email: Click the "New mail" button to compose and send a new email
- Organize messages: You can create folders and move your messages for better organization
- Account settings: Click the gear icon (Settings) in the top right to configure your preferences, such as automatic reply and email signature

"Most updates about your studies and various university activities are sent to your University email"

Accessing email through the Outlook client on your computer or mobile:
- Download on your computer the office365 suite which includes the outlook application through office365.com for free using your institutional account credentials
- Download the Outlook app on your mobile
Instructions for setting up your mail in the outlook client application (instructions in Greek and English) can be found here:
Outlook - Windows
https://ionio.gr/download.php?f=00001-00999/IU-pf-00298-48378-gr.pdf
Thunderbird
https://ionio.gr/download.php?f=00001-00999/IU-pf-00298-91483-gr.pdf
Android
https://ionio.gr/download.php?f=00001-00999/IU-pf-00298-95114-gr.pdf
IOS (iphone - ipad)
https://ionio.gr/download.php?f=00001-00999/IU-pf-00298-70557-gr.pdf

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- Instructions for adding Shared Mailbox:

Outlook Online

https://ionio.gr/download.php?f=00001-00999/IU-pf-00298-13392-gr.pdf

Android

https://ionio.gr/download.php?f=00001-00999/IU-pf-00298-29768-gr.pdf

Step 3: USE THE "DIAS" STUDENT PORTAL

The dias.ionio.gr student portal gives you access to various secretariat services online. Login to the service is with your institutional account username and password. In the "username" field, enter only the username and not username@ionio.gr.

The electronic services for students include:
- Viewing student profile (Name, Registration Number, Department etc.)
- Requests for study certificates, transcript etc.
- Viewing graded courses

Detailed instructions for using the student portal can be found at https://uoi.gr/wp-content/uploads/2023/10/manual-portal-for-students-en.pdf

Step 4: REGISTER ON THE ASYNCHRONOUS E-LEARNING PLATFORM OPENCOURSES.IONIO.GR

Registering on the opencourses.ionio.gr platform will give you access to a comprehensive Electronic Course Management System where you can find useful educational material posted by your instructors for your curriculum courses, announcements, and assessment exercises etc.

What do I need to do to enter the platform?
The first time you wish to enter the opencourses.ionio.gr platform, you'll need to register. Select "Basic Options"/"Registration" and then in the "Student" field select "Connect via sso.ionio.gr". On the page that appears, enter your institutional account username and password and select "Connect". If the information you entered is correct, proceed to the next page and follow the on-screen instructions to complete registration. After completing registration, you'll receive a message from the platform about the

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successful result. Then, you can log into the platform by entering your institutional account username and password in the "Connect via sso.ionio.gr" field on the home page.

Platform usage instructions https://docs.openeclass.org/en/student

Step 5: ACTIVATE YOUR ACCOUNT ON THE SYNCHRONOUS E-LEARNING PLATFORM ZOOM

Watch your courses remotely through the zoom platform

How do I connect to a lecture via zoom?
To connect to a zoom lecture, you'll need the lecture room details (the link or Meeting ID and Password) from the message sent by the instructor.

The message is sent to your institutional email, so it's essential to check your email or be registered for the specific course on opencourses.ionio.gr as many instructors share lecture details through the corresponding course on opencourses.

Connection can be made either through computer or through mobile or tablet.

Detailed instructions for installing and using zoom can be found at https://support.zoom.us/hc/en-us.

Each time you need to join a zoom lecture, first Sign In with your institutional account credentials through ionio-gr.zoom.us (ATTENTION: not ionio.gr) by selecting the SSO button. This way you'll be considered "authenticated users". If you don't Sign In, you might not be able to enter the lecture if the instructor has selected only "authenticated users" to participate.

Step 6: ACTIVATE ADDITIONAL STUDENT BENEFITS

Using your institutional account gives you the ability to use/acquire additional services such as:

Academic ID Card and Student Pass (PASO)

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The Ministry of Education and Religious Affairs has developed a central information system for issuing Academic ID Cards which incorporate PASO for various student discounts. Your application for Academic ID is made with your institutional account username and password. See instructions at https://academicid.minedu.gov.gr/Procedure.

WiFi Connection on University Premises
You can access the Internet from your mobile or laptop when on University premises. For WiFi connection you can use the Eduroam network by entering your email and password. You can access Eduroam at any University in Greece or abroad that has WiFi Eduroam.

Install office365 free on up to 5 devices
Go to office365.com with your institutional account and download office365 on your computer or mobile

OneDrive for storage space
OneDrive provides free online data storage in the cloud (part of Microsoft Office 365 environment). Files can be stored and accessed from any computer connected to the Internet.

VPN Connection outside University
The VPN (Virtual Private Network) remote access service allows University Community members, regardless of their physical and network location, to have secure access to services that are available via the internet and are accessible only within the University network. Through the VPN service, you can use such services as if you were in the University environment. One such service is access to electronic sources through the Library. Installing the OpenVPN service requires installing a corresponding application, as this specific protocol is not built into operating systems. The application configuration is done by importing a .ovpn file and entering your institutional username and password. The following instructions are for the OpenVPN Connect application and are almost identical for each operating system:
1. Download and install the OpenVPN Connect client.
- For Windows: https://openvpn.net/client-connect-vpn-for-windows/
- For Android, download the corresponding app from the playstore.
- For MacOS: https://openvpn.net/client-connect-vpn-for-mac-os/
- For iOS, download the corresponding app from the appstore.

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• There is no corresponding application for Linux. However, there are installation instructions for some OpenVPN clients depending on each distribution.
(E.g., for Ubuntu: https://www.ovpn.com/en/guides/ubuntu)

2. Run OpenVPN Connect and import profile (from FILE and not from URL) the .ovpn file accompanying this guide

• The .ovpn file you will use here should not be deleted afterwards, so make sure to save it in a folder where it won't be accidentally deleted (e.g., don't leave it on Desktop or in Downloads).

3. Enter your username, select save password, enter your password and click connect.

• If you still have 2 separate passwords (SSO and Ionio LDAP), use the SSO password here, as the OpenVPN server communicates with the new authentication infrastructure and not with Ionian's LDAP (like the existing L2TP VPN).

• You may not be able to connect if you haven't updated your password since the transition to the new authentication infrastructure. In this case, we recommend changing your password by going to mypassword.ionio.gr. If you wish to keep your current password, you'll need to change it twice because the system doesn't allow you to use the existing password as new. The password change will apply to ALL Ionian University systems and needs 2 to 3 minutes to update everywhere.

4. A window will appear requesting a client certificate. Select don't show again and continue.

5. If everything was done correctly, you should connect to the VPN. You can check that you have an Ionian University IP by going to a website that informs you about your connection's public IP, such as: https://www.whatismyip.com/. It should show you an IP (version 4) in the form of 195.130.124.X, (where X = 1 to 6).

• If you don't see an Ionian University IP, go to OpenVPN Connect Client settings (by clicking the three horizontal lines at the top left of the window) -> Advanced -> IPv6 and select IPV4-only tunnel.

6. Please remember to disable the VPN connection when you don't need access to a service that requires an Ionian University IP address.

IMPORTANT: You can change or recover (if lost) your personal password from mypassword.ionio.gr by yourself.

If needed contact the IT & Networks Department at email: noc@ionio.gr/ is_support@ionio.gr / tech_support@ionio.gr

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The Ionian University Library

Website: https://library.ionio.gr/en/

All members of the academic community of the Ionian University are automatically members of the Library, with the right to use its material and without any obligation to pay any subscription fee. Members of the Library are necessarily provided with a membership card, which is issued by the Library upon request via the "Library Membership Card Application Form"
https://library.ionio.gr/en/services/membership-card/
The academic ID card (paso) is used as a membership card, once activated by the Library. Informations: LibraryLoan@ionio.gr.

Electronic subscriptions
Electronic subscriptions concern scientific material, such as electronic journals and books, databases, reference books, which the Library provides to members of the Ionian University academic community either through its participation in the Hellenic Academic Libraries Link or through Library subscriptions.

Access
Access to electronic subscriptions is provided through IP address authentication for those within the Ionian University network or who have remote access to it via VPN (Virtual Private Network) connection. Instructions for creating a VPN connection can be found on the Library's page "Guides - Informational Material" > Electronic services & remote connection.

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JSTOR https://www.jstor.org/
JSTOR is a digital library providing access to more than 12 million scientific articles. The Library through SEAB provides access to the JSTOR Essential Collection. The JSTOR Essential Collection contains 681 core journals in 45 academic fields, such as History, Psychology, Sociology, Business, Economics, Political Science, Philosophy, Archaeology, Law, Music, Literature, Art, Architecture, Mathematics, Geography, and other basic fields of study and research. Full-text articles are included for all issues of each journal starting from Volume 1, Issue 1 until the issue after which a moving wall applies. This moving wall refers to the content gap between archival (previous) and current (more recent) issues of a journal and is defined by the journal's publisher. Most journals have a 3-5 year delay in inclusion in JSTOR's archive. In addition to content quality and coverage scope, the JSTOR Essential Collection offers users all the advantages of the JSTOR platform, including search capability, access to JSTOR workspace, co-location with thousands of Open Access monographs and images, integration with discovery services, comprehensive data and usage reports, and access to JSTOR support service.

WebDewey https://www.dewey.org/webdewey/login/login.html
The Dewey Decimal Classification (DDC), OCLC's library classification tool, available in electronic form and known as WebDewey. To access this service, contact the Ask us service. When

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contacting, use your institutional email and mention your Department of origin.

Electronic Books (eBooks) https://opac.seab.gr/search~S9*eng
The Library & Information Center of the Ionian University provides perpetual access to individual electronic book titles through its catalog.

Selected Open Access Electronic Resources:

1. Academic Journals https://academicjournals.org/
A comprehensive platform for scholarly research, best for finding peer-reviewed academic articles across multiple disciplines

2. Alex Catalogue of Electronic Texts http://infomotions.com/alex/
Collection of public domain literary works and philosophy, best for literature research, philosophy studies, and classical texts.

3. Asian Online Journals https://www.ajouronline.com/
Focused collection of academic journals from Asian countries, best for research on Asian studies, regional perspectives, and international scholarship.

4. Brill Open E-Book Collection https://brill.com/page/419636
High-quality academic books from a respected publisher, best for humanities and social sciences research

5. De Gruyter open access journals
https://www.degruyter.com/publishing/publications/openaccess/open-access-articles/our-oa-journals
Scholarly journals from a major academic publisher, best for finding current research in humanities and sciences

6. DOAB (Directory of Open Access Books) https://www.doabooks.org/
Index of peer-reviewed open access books, best for finding complete academic books across disciplines

7. DOAJ (Directory of Open Access Journals) https://doaj.org/
Comprehensive index of open access journals, best for: Finding current peer-reviewed research articles.

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8. ePublishing EKT https://ejournals.epublishing.ekt.gr/
Greek research publications platform, best for: Greek academic research and publications.

9. Internet Archive https://archive.org/
Massive digital library of websites, books, and media, best for historical research, finding archived content

10. MDPI https://www.mdpi.com/
Publisher of open access scientific journals, best for current scientific research across multiple fields.

11. OAPEN https://www.oapen.org/home
Library of open access academic books, best for finding complete academic books, especially in humanities and social sciences.

12. Open Access Directory (OAD)
https://oad.simmons.edu/oadwiki/Main_Page
Wiki-based directory of open access resources, best for finding additional open access resources.

13. Open Book Publishers https://www.openbookpublishers.com/
Independent open access publisher, best for finding current academic books.

14. Open Culture https://www.openculture.com/
Collection of cultural and educational media, best for finding educational resources, courses, and cultural content.

15. Open Science Directory https://opensciencedirectory.net/
Scientific journal directory, best for scientific research and academic articles.

16. OpenEdition Books https://books.openedition.org/
Platform for humanities and social sciences books, best for: European research in humanities.

17. Persée https://www.persee.fr/
French digital library, best for French academic research and publications

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18. Project Gutenberg https://www.gutenberg.org/
Collection of public domain books, best for: Classic literature and historical texts.

19. SpringerOpen https://www.springeropen.com/
Open access journals from Springer, best for scientific research across multiple disciplines.

20. The Online Books Page https://onlinebooks.library.upenn.edu/
Index of free books online, best for finding digital books across multiple platforms.

21. National Archive of PhD Theses
https://www.didaktorika.gr/eadd/?locale=en
Collects, in digital form, doctoral dissertations awarded by Higher Education Institutions (HEIs) and awarded to Greek scholars by foreign HEIs and certified by the Hellenic N.A.R.I.C.

22. Ubiquity Press https://www.ubiquitypress.com/
Independent academic publisher focusing on open access

23. UC Press E-Books Collection
https://publishing.cdlib.org/ucpressebooks/
University of California Press books

24. Window of Shanghai e-resources
http://windowofshanghai.library.sh.cn/resource/20
Chinese academic resources

25. World Digital Library
https://www.loc.gov/collections/world-digital-library/about-this-collection/
International digital library.

26. John S. Latsis Public Benefit Foundation e-Library
https://www.latsis-foundation.org/eng/e-library
Greek foundation's digital collection

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