




STUDENT ORIENTATION HANDBOOK

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Istanbul Aydın University
Department of Information Technologies 

Halit Aydın Campus
Block D 

Phone: 444 1 428 – Extension 44 1 44



Dear Student, Welcome to Istanbul Aydın University,

In this handbook, you will find the information you need in order to use the information technologies within Istanbul Aydın University. This information has been compiled in this handbook so that you can benefit from the existing information technology infrastructure in the most efficient way, and it is presented for your information.

You may visit our website prepared for you regarding information technologies at bidb.aydin.edu.tr, where you can also access our other handbooks.

**Istanbul Aydın University
Department of Information Technologies**

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1. User Account Procedures

After your registration procedures are completed by the Student Affairs Directorate, a UBIS (University Information System) account will be created for you. Once your account is created, you will be added to the university's student database and will be recognized as a "student" in other information system applications used within the university.

Your UBIS username and password information will be provided to you by the staff member at the Student Affairs Directorate.

You are required to change your password upon first use.

Your UBIS username and password are also used for:

- ✓ your Office365 address in the format "**Username@stu.aydin.edu.tr**,"
- ✓ wireless internet (Wi-Fi) access on campus,
- ✓ logging in to computers on campus,
- ✓ off-campus library access.

When you change your UBIS password, the passwords for these services will also be changed.

2. UBIS (University Information System)

UBIS is the campus automation system through which the academic processes of Istanbul Aydın University are carried out.

With UBIS, you can:

- ✓ complete your course selection procedures and list the courses you have enrolled in,
- ✓ view the course schedule and examination schedule for these courses,
- ✓ access your absenteeism records and examination results,
- ✓ evaluate courses and academic advisors,
- ✓ view the courses offered in your department/program and access the **Course Information Form** of these courses through the Education Information System,

- ✓ list the prerequisites of the courses offered in your department/program, if any,
- ✓ access course notes and assignments uploaded by faculty members and submit your assignments through the system,
- ✓ access your registration, internship, financial, on-site application, and campus entry-exit information,
- ✓ make a reservation at the Information Center through the online reservation system,
- ✓ view your transcript,
- ✓ create a new password through **My Account Settings** and check the accuracy of your personal and contact information.

*You may access UBIS either via **ubis.aydin.edu.tr** or through the mobile application.*

*Your UBIS username and password are included in the **Registration Information Form** given to you during registration. To obtain a new password, you may use the **“Forgot My Password”** function in Web UBIS or visit the Student Affairs Directorate located on the ground floor of Block T.*

3. Student Card Procedures

Your student card, which you will use for entering and exiting the campus, will be delivered to you for the first time by an authorized staff member from **BIDB** after your registration procedures are completed. For any further card procedures (changes to the information on the card / lost card procedures), you need to apply to the Student Affairs Directorate.

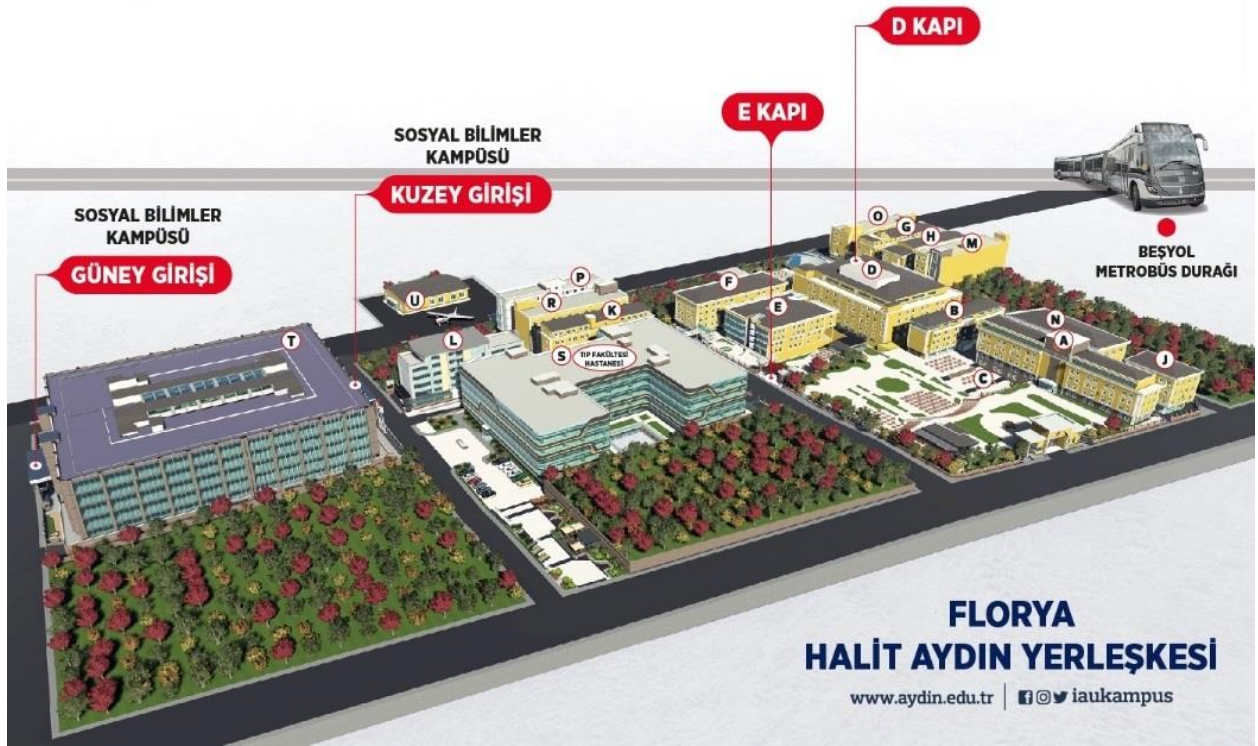
One hour after your card is delivered, your entry-exit authorizations will be automatically assigned by the system.

Considering the physical location of your department and the intensity during entry-exit hours, entrance authorization through the gates has been arranged as follows:

- **FACULTY OF LAW:** D GATE and T BLOCK NORTH ENTRANCE
- **FACULTY OF ECONOMICS AND ADMINISTRATIVE SCIENCES:** D GATE and T BLOCK NORTH ENTRANCE
- **FACULTY OF COMMUNICATION:** D GATE and T BLOCK NORTH ENTRANCE
- **GRADUATE EDUCATION INSTITUTE:** D GATE and T BLOCK NORTH ENTRANCE
- **FACULTY OF ARCHITECTURE AND DESIGN:** D GATE and T BLOCK NORTH ENTRANCE
- **FACULTY OF ENGINEERING:** D GATE and T BLOCK NORTH ENTRANCE
- **FACULTY OF HEALTH SCIENCES:** D GATE and T BLOCK NORTH ENTRANCE
- **VOCATIONAL SCHOOL OF HEALTH SERVICES:** D GATE and T BLOCK NORTH ENTRANCE

İSTANBUL AYDIN ÜNİVERSİTESİ BİLGİ İŞLEM DAİRE BAŞKANLIĞI

- **FACULTY OF MEDICINE:** D GATE and T BLOCK NORTH ENTRANCE
- **SCHOOL OF APPLIED SCIENCES:** D GATE and T BLOCK NORTH ENTRANCE
- **SCHOOL OF FOREIGN LANGUAGES:** D GATE and T BLOCK NORTH ENTRANCE
- **VOCATIONAL SCHOOL OF JUSTICE:** E GATE and T BLOCK SOUTH ENTRANCE
- **ANADOLU BİL VOCATIONAL SCHOOL:** E GATE and T BLOCK SOUTH ENTRANCE
- **FACULTY OF DENTISTRY:** E GATE and T BLOCK SOUTH ENTRANCE
- **FACULTY OF EDUCATION:** E GATE and T BLOCK SOUTH ENTRANCE
- **FACULTY OF ARTS AND SCIENCES:** E GATE and T BLOCK SOUTH ENTRANCE
- **FACULTY OF FINE ARTS:** E GATE and T BLOCK SOUTH ENTRANCE
- **FACULTY OF SPORTS SCIENCES:** E GATE and T BLOCK SOUTH ENTRANCE

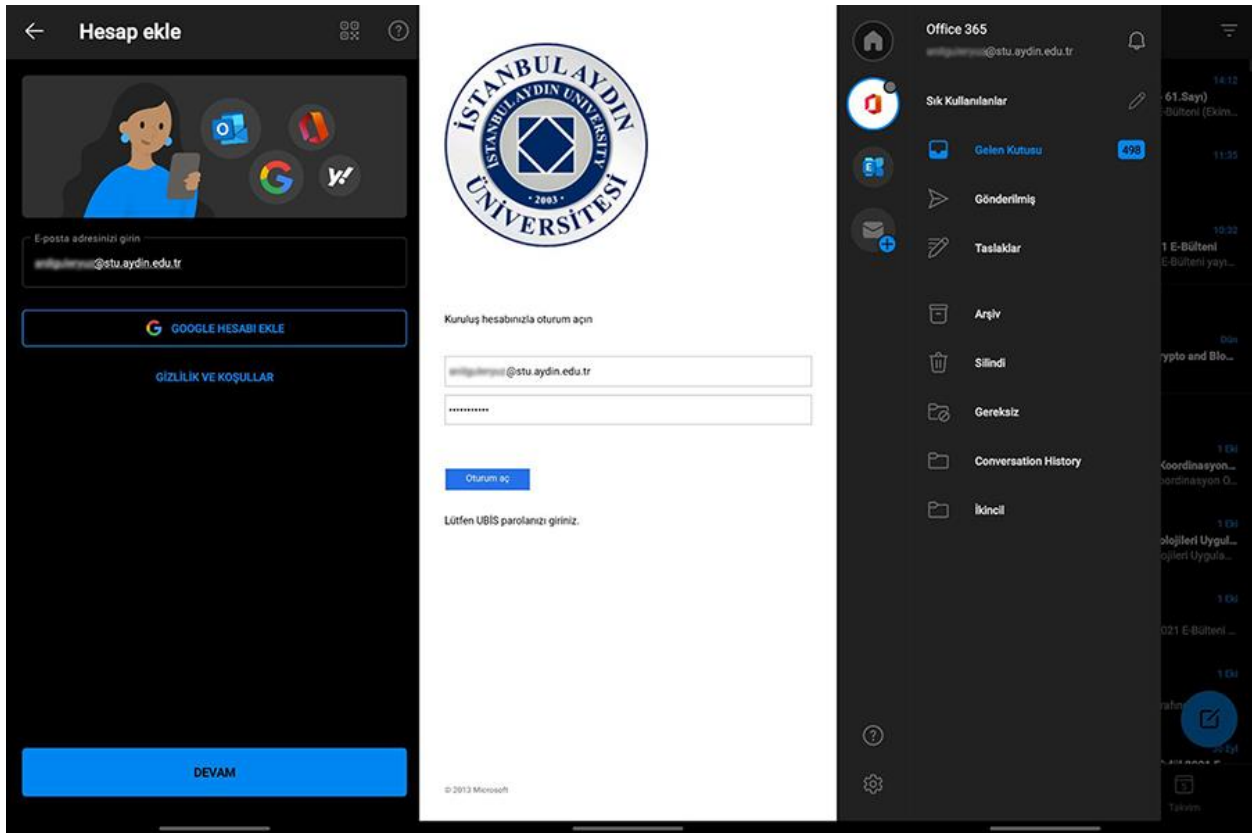


4. Office Applications (Including the E-Mail System)

Within 24 hours after your UBIS account is created by the Student Affairs Directorate, your Microsoft Office365 account in the format “**Username@stu.aydin.edu.tr**” will also be created for you by **BİDB**. With your Office365 account, in addition to using Word, Excel, and PowerPoint, your e-mail mailbox will also be activated through the Outlook application provided. Since your Office365 account will be synchronized with your UBIS password, any password changes you make in the UBIS system will also change your Office365 password.

You can access your Office365 account portal via **bulut.aydin.edu.tr**, and from the portal you can download Office applications and install them on your computer.

You may access your e-mail mailbox either through the Office365 portal or conveniently through the Outlook application installed on your phone.



5. Wireless Internet Access (Wi-Fi)

Wireless internet access (Wi-Fi) is available throughout the campus, including the Library, Faculties, and common social areas.

You can connect to this wireless network using your university e-mail account.

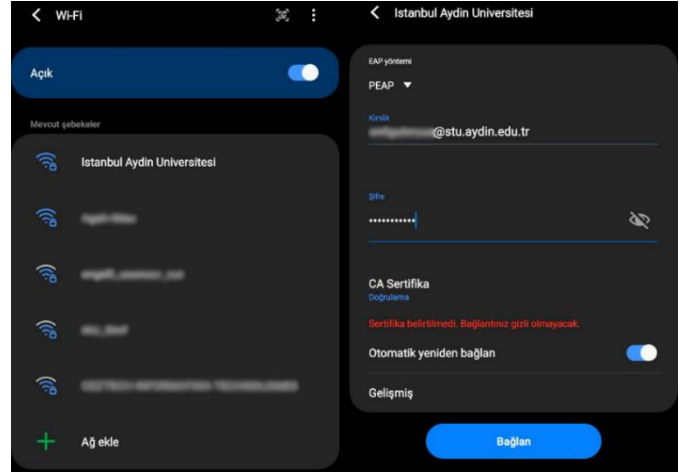
5.1. For Connection via Phone

EAPMethod: PEAP

Kimlik:
UBISusername@stu.aydin.edu.tr

Şifre: UBISPassword

CA Certificate: Validate



5.2. For Connection via Computer

To avoid problems with your Wi-Fi connection, it is recommended that you use an up-to-date operating system.

Identity: UBISUsername@stu.aydin.edu.tr

Password: UBIS Password



6. Use of Campus Computers

You can log in to all computers in our classrooms, except for Apple Mac computers, using your UBIS username and password.

For Apple Mac computers, there is a password-free user account available so that you can use the computer. You may log in using this account.

7. Digital Campus

7.1. Door Display

These are information screens located at the entrance of each classroom. On the door displays, you can view the daily and weekly course schedule of the classroom to which they belong, as well as information about the instructor of the course. Door displays are integrated with UBIS, so the information shown is current and dynamic.

Faculty members entering the class and students can scan their cards on the card reader located at the bottom of the door displays to transmit to the system the information that they have entered the class.



7.2. Kiosks

These are information access points where you can access the information you need on campus. By scanning your student card, you can access announcements, the courses you are enrolled in, the course and examination schedules of these courses, your examination results, absenteeism records, and all of your financial information with a single click.