




PERSONNEL ORIENTATION HANDBOOK

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Version 2.0

Istanbul Aydın University
Department of Information Technologies 

Halit Aydın Campus
Block D 

Phone: 444 1 428 – Extension 44 1 44



Dear Staff Member, Welcome to Istanbul Aydın University,

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

You may also visit our website prepared for you regarding information technologies:
bidb.aydin.edu.tr

Istanbul Aydın University
Department of Information
Technologies

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1. User Account Procedures

1.1. UBIS Account

When you start working as a staff member, a UBIS account is defined for you by the Personnel Department or the Human Resources Directorate, depending on your position, and your staff identity card is delivered to you.

You can access your UBIS account via ubis.aydin.edu.tr, or optionally via the mobile application.

Through your UBIS account, you can enter your office information, check your entry and exit records from the turnstiles, and submit support requests to the Department of Information Technologies.

Our academic staff carry out academic processes through the UBIS system.

If you forget your password, you can use the “**Forgot My Password**” > “**Reset Password via E-Mail Address**” page at ubis.aydin.edu.tr.

If you have a problem with your account, you must contact the Personnel Department or the Human Resources Directorate, depending on your position.

1.2. BIDB Account (Mail Account)

After receiving your staff identity card, you need to request the “**DIT User Identification**” form from Office **2203 in Block D** (DIT Technical Support Office) in order to have your DIT account created.

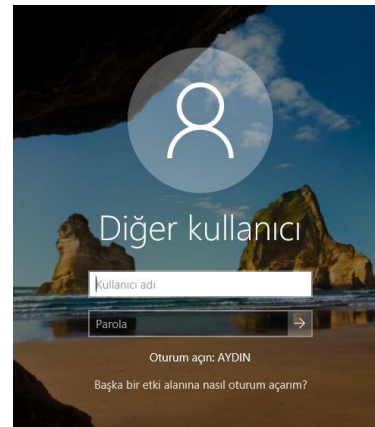
The information in this form will define your e-mail account, login for registered computers, Wi-Fi, EBYS, eBA, and Office365 accounts.

When you change your account password, your password is changed synchronously across all services.

The common feature of registered computers is that they are connected to the DIT system. You can log in with your e-mail account on all computers that display “**Log on to: AYDIN.**”

If the computer you will log in to displays **STU.AYDIN (Student Computer)**, you can log in by adding **@aydin.edu.tr** to the end of your username.

Your UBIS account is different from your MAIL account.



1.2.1. Password Change Procedure



- from mail.aydin.edu.tr via Settings > Options > General > My Account > Change your password, or
- if you are logged in on a registered computer, by pressing **CTRL+ALT+DELETE** simultaneously and selecting **Change Password**.

After changing your password, if you have an active computer session on the AYDIN network, it is recommended that you log in again.

If you forget your password, you need to contact the Department of Information Technologies.

2. Registered Computers

As the Department of Information Technologies, we provide technical, system, and internet support for registered computers.

Registered computers in the university are distributed by the Inventory Accounting Office and are assigned to the relevant staff member who will use them.

For a computer request, you may send an e-mail to ayniyatdepo@aydin.edu.tr or submit a computer request through the **Material Request Form** at eba.aydin.edu.tr.

Before being delivered to the relevant staff member, registered computers are brought to the Department of Information Technologies. After the system installation is completed, the staff member who will receive the computer is informed that the installation has been completed.

Installation of the registered computer in the office:

Ana Kategori > Ofis > Bilgisayar > Program Yükleme

Teknik Destek Talebi

Talep kategorisi: Ana Kategori :: Ofis :: Bilgisayar :: Program Yükleme

Problem olduğu bina: --Bina Seçiniz--

Problem olduğu kat: --Kat Seçiniz--

Problem olduğu derslik yada ofis:

Cep telefonu:

Donanım adı:

Problem açıklaması:

After the relevant computer is delivered to the staff member, the installation may be carried out by the receiving staff member. If preferred, you may also request installation by creating a **BIDB Support Request** via UBIS.



3. Internal Phone

To make internal communication faster and easier, we use **VoIP-supported telephones**. These telephones are connected to the AYDIN network and transmit voice over the network.

The Cisco and Alcatel brand telephones we use also provide network pass-through to registered computers.

For Cisco phones:

If the AYDIN network cable is connected to the socket labeled “**NETWORK**”, and a connection cable is connected between the socket labeled “**COMPUTER**” and the registered computer, the registered computer will also be connected to the AYDIN network.



For Alcatel phones:

If the AYDIN network cable is connected to the socket labeled “**LAN**”, and a connection cable is connected between the socket labeled “**PC**” and the registered computer, the registered computer will also be connected to the AYDIN network.

For obtaining a telephone, you need to contact the Inventory Accounting Office.

4. Microsoft Exchange

Unlike student e-mail accounts, staff e-mail accounts are hosted on the **Microsoft Exchange server**.

You can access your Exchange account via **mail.aydin.edu.tr** and from any synchronized application that supports Exchange services.

- username@aydin.edu.tr
- Server: mail.aydin.edu.tr
- Domain: aydin

Mail

- ✓ A **2 GB** e-mail storage area is provided.
- ✓ Incoming and outgoing e-mails are moved to the archive server in the **6th month**. Since moved e-mails are removed from the 2 GB storage area, continuity of storage space is maintained.
- ✓ All e-mails received by and sent by our staff are scanned for **viruses and spam**.

Calendar

- ✓ You can facilitate the planning of your work by creating events in the calendar application.
- ✓ Calendar events received by e-mail, as well as Skype and Teams meetings sent to your e-mail address, are displayed in your calendar.
- ✓ You can expand your planning by creating more than one calendar.

Contacts

This is the area where you can view academic and administrative groups and individuals within the university.

Tasks

This is the application where you can create tasks for yourself so that you do not forget them.

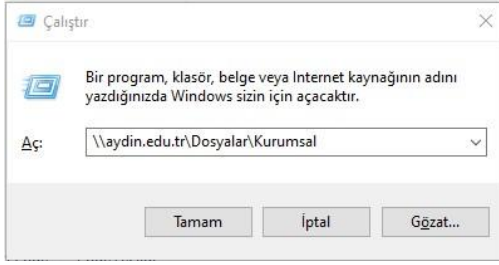
5. Data Storage Areas

In order to ensure data integrity and facilitate internal file sharing, the Department of Information Technologies provides **data storage area services**.

Each user with an open DIT account can access a **100 GB “CORPORATE PERSONAL”** area (**50 GB for DentAydin staff**) and the shared area of the unit to which they belong, called “**CORPORATE AREA,**” from any computer connected to the AYDIN network.

- If you have logged in to the AYDIN network on the registered computer you are using, **Personal Area** will appear as the **M drive**, **Corporate Area** as the **O drive**, and related folders will also appear on the desktop.
- If you have not logged in to the AYDIN network but have wired access to it, you may access these areas from:
`\aydin.edu.tr\Dosyalar\Kurumsal` and
`\aydin.edu.tr\kisisel_klasorler`

You need to type these addresses into the **Run** application.



Personel Area: An area that only you can see, read, and write to.

Corporate Area: A shared area where everyone can access the main folder, but visibility, reading, and writing permissions for subfolders and files depend on units and individuals.

6. Printer Usage

Printer settings on computers are stored in the personal settings of the user logged into that computer, and since more than 100 printers are defined on the Printer Server, these settings do not come preconfigured.

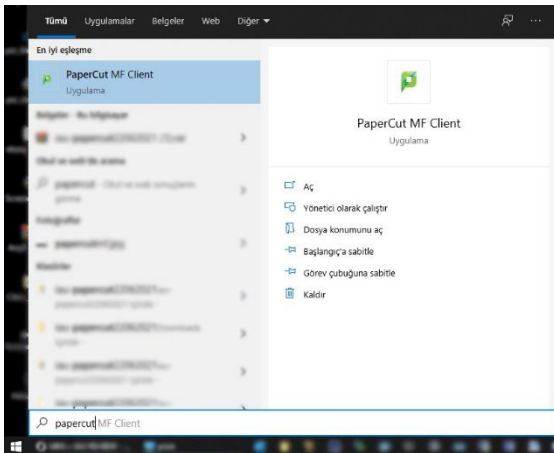
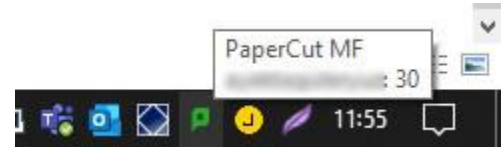
In this case, the printer installation can be performed by the staff member logged into the relevant computer.

We have **2 Printer Servers**.

Default Printer Server (\\print)

All printers defined on the Print Server operate through the **PaperCut MF** application. Therefore, before printing, make sure that this application is installed and running on your computer.

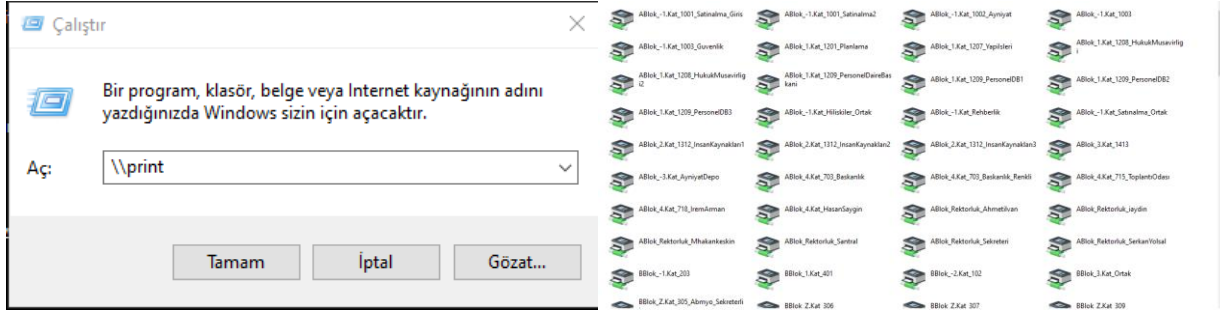
On a Windows computer, you can check in the lower-right corner whether the application is running.



If it is installed but not running, you can type **PaperCUT MF Client** in the search bar and open the application.

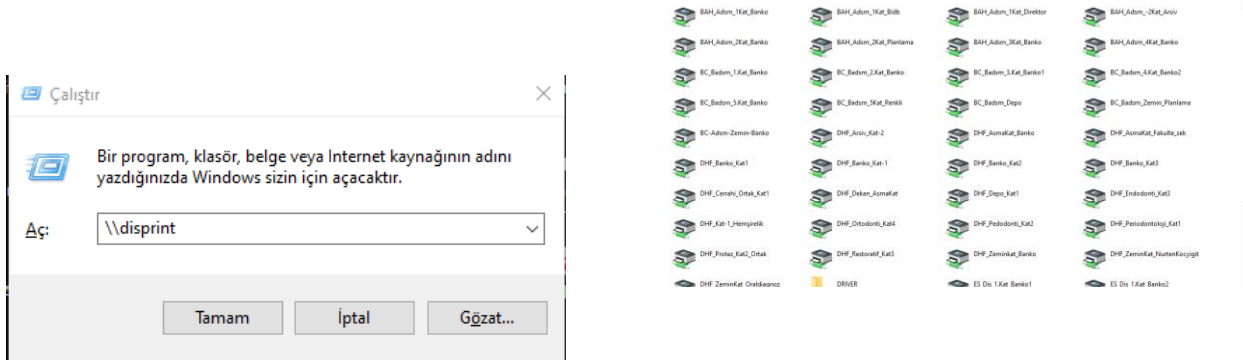
If the application is not installed, you may request installation by creating a **DIT Support Request**.

After making sure the application is running, type **\\print** into the **Run** application to see all printers connected to the Printer Server and connect the printer you want to use to your computer.



DentAydın Print Server (\\disprint)

By typing `\\disprint` into the **Run** application, you can see all printers connected to the Printer Server and connect the printer you want to use to your computer.



*You may create a **BIDB Support Request** to receive support regarding printer installation.*

*You can access the printer server only via a **wired connection** to the AYDIN network.*

*If your printer runs out of toner, you can request it from the **Inventory Warehouse Officer**.*

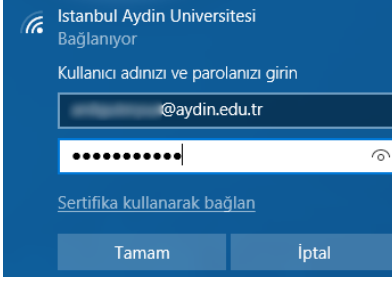
Internet Access (AYDIN Network)

Wired Internet Access

Güvenlik sebebiyle sadece demirbaş bilgisayarlarımız AYDIN ağına kablolu bağlı olup internete çıkabilmektedirler.

Wireless Internet Access (Wi-Fi)

Non-registered computers can access the internet across the campus through the wireless network (Wi-Fi) available in the library, faculties, and common social areas by entering their mail account information.



Connection from a computer:

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

Identity: username@aydin.edu.tr

Password: Mail Password

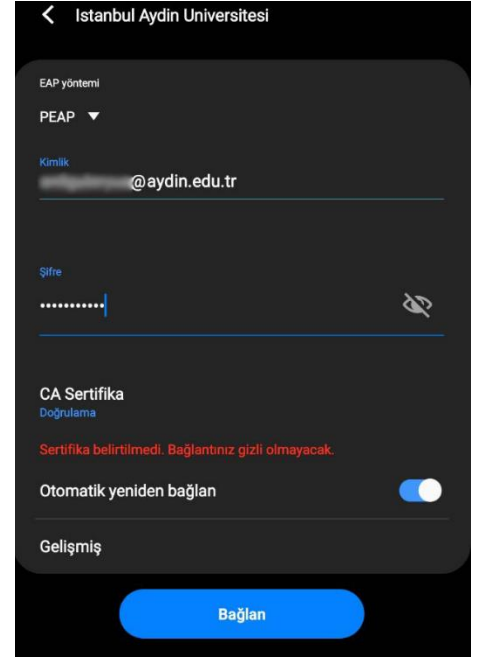
Connection from a phone:

EAPMethod: PEAP

Kimlik: username@aydin.edu.tr

Şifre: MailPassword

CA Certificate: Validate



7. WEB Applications

ubis.aydin.edu.tr

UBIS (University Information System) is the campus automation system through which Istanbul Aydın University's academic processes are carried out.

Administratively, you can:

- ✓ Enter your office information,
- ✓ Check your entry and exit records from the turnstiles,
- ✓ Submit a DIT support request.

Academically, you can:

- ✓ List the courses you teach,
- ✓ View the course schedule and exam schedule for these courses,
- ✓ View student lists registered for these courses, their contact information, obtain/print exam and attendance records, and enter attendance,
- ✓ View course and advisor evaluation results,
- ✓ Enter grades for midterm, final, and make-up exams, perform relative grading procedures, and access exam result lists,
- ✓ Access student information and perform actions within the scope of advising,
- ✓ Make announcements related to courses, collect assignments using the online homework system, and share course notes.

aynet.aydin.edu.tr

With AYNET, you can:

- ✓ Quickly access forms connected to the DIT system (Leave Request Form, Overtime Request Form, VPN Request Form, etc.),
- ✓ Access your calendar (synchronized with the calendar linked to your UBIS and mail address),
- ✓ Follow Istanbul Aydın University announcements, agenda, and events,
- ✓ View birthdays and newly joined colleagues.

Accessible **only from the AYDIN network**.

ebys.aydin.edu.tr

EBYS (Electronic Document Management System) is the complete set of processes that ensure that all kinds of information and documents produced in official institutions within the framework of legal regulations are managed electronically while preserving their original characteristics and content, in a secure manner that can serve as evidence and cannot be denied.

The software that enables these processes to be carried out electronically in our institution is also called **EBYS**.

With EBYS:

- Documents can be received and sent by units **24/7**,
- Through defined workflow paths, documents can be delivered to the right person on time and by the shortest route,
- Documents can be filed and archived quickly,
- When you are on leave, you can assign proxy authority to someone who will carry out the tasks,

You can track the status of documents during circulation.

Your EBYS user account is your **BIDB user account**. When you change your Mail password, your EBYS password is also changed synchronously.

To obtain permission for connection outside the AYDIN network, you must send an e-mail to the **Directorate of Correspondence**.

eba.aydin.edu.tr

EBA is a system where approval-based processes proceed more effectively.

Within the applications, you can:

- ✓ Submit a material request,
- ✓ Submit a structural technical support request,
- ✓ Submit a domain/hosting request,
- ✓ Submit an SMS request.

Accessible only from the AYDIN network.

qdms.aydin.edu.tr

This is the **quality document management system** containing procedures, instructions, forms, job descriptions, regulations, and directives used within the institution.

- ✓ Published documents are sent to users through the system.
- ✓ Corrective and preventive actions are initiated and followed through the QDMS system.

Accessible only from the AYDIN network.

rehber.aydin.edu.tr

This is the website integrated with the UBIS system where you can access the internal numbers of academic and administrative units.

Accessible only from the AYDIN network.

bulut.aydin.edu.tr

This is the link address where you can quickly access Microsoft Office applications.

After logging in at this address, you will be redirected free of charge to the **portal.office365** page. There, you can use Office applications on the web or download them to your computer if you wish.

iauapp.aydin.edu.tr

İstanbul Aydın Üniversitesi için satın alınmış ve kiralanmış uygulamaları uygunluk doğrultusunda personelimiz ve öğrencilerimizin kampüs dışında da kullanabilmelerini sağlayan web sitesidir.

8. Office365

Through the collaboration between Istanbul Aydın University and Microsoft, all our staff and students (including graduates) can access and use Office365 applications from their computers, phones, or web browsers.

You can access Office365 applications from **bulut.aydin.edu.tr** or directly via **portal.office.com**.

- You can download and install basic Office applications free of charge on a total of **5 Windows or Mac computers**,
- You will have **1 TB of OneDrive** storage provided by Microsoft,
- You can define your e-mail address in the Outlook application that you download and install on your computer.

You can access your mail account **only via the web** on the Office365 platform.

You can access your mailbox from **mail.aydin.edu.tr**.

9. Virtual Applications

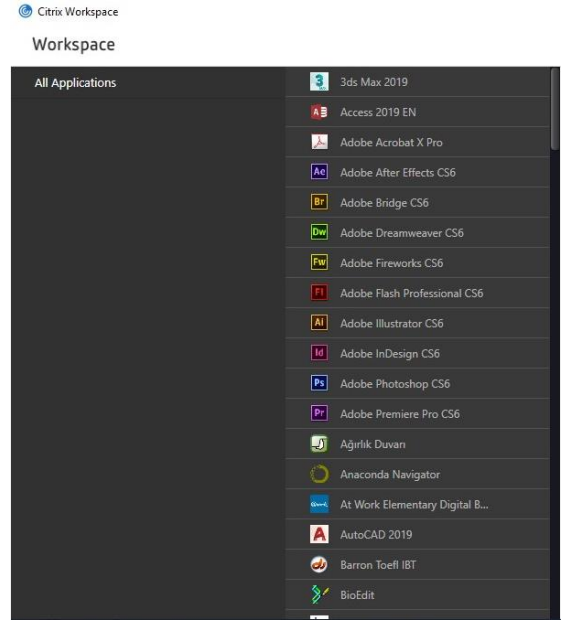
As the Department of Information Technologies, we make purchased and leased applications for the campus available to our academic and administrative staff, where applicable, by using **virtualization technology**.

We implement virtualization technology using the **Citrix infrastructure**.

If the computer you are using under an AYDIN session has the **Citrix Workspace** application installed, you can access these applications. You may also access the applications via a web browser at **iauapp.aydin.edu.tr** without remaining connected to the AYDIN network, whether on or off campus.

When you open an application, that application runs on the servers of the Department of Information Technologies, and its display is reflected to you depending on your internet connection speed. Every physical action you perform in the reflected window is likewise transmitted to the server depending on your internet speed.

Since the application you want to use runs on the servers of the Department of Information Technologies, the internet speed of the computer you are using is important.



10. Digital Campus

This is a project of the Department of Information Technologies, launched in the **2012-2013 academic year**, aiming to ensure that technology is used beneficially in education and training and that information is used systematically, reliably, and dynamically.

This project includes digital door displays on campus, kiosk devices located at certain points on campus, digital lecterns, and the image and sound systems connected to these digital lecterns.

Kiosk

These are information access points where you can access the information you need on campus.

By scanning your staff card at these points, you can access announcements, the courses you are registered for, your weekly course schedule, and your entry-exit information.



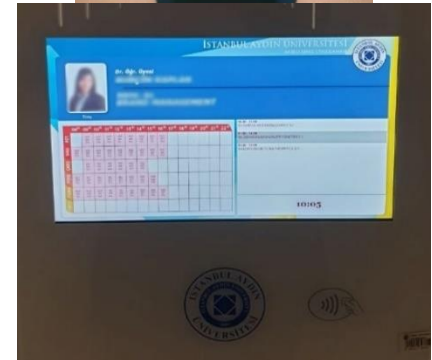
Door Display

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 it belongs, as well as information about the instructor of the course.

Door displays are integrated with UBIS, so the information they display is current and dynamic.

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



Digital Lectern

These are lecterns that connect the computer, projector, and sound system in **99% of classrooms on campus**, enabling our instructors to conduct their lessons more efficiently.

You can log in to the digital lectern computer with your **BIDB account** and access your personal area.



All digital lectern computers are set to shut down automatically at **23:00**.



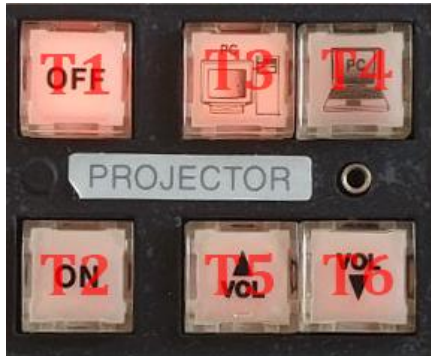
10.1.1. 1st Generation Digital Lecterns

These are the lecterns first put into use by the Department of Information Technologies.

Since the lectern computers operate with virtualization technology, when you log in, you connect to a remote computer. Any physical action you perform takes place simultaneously on the remote computer, and you receive the image and sound of

that remote computer.

The lectern computer is located in the **lower left corner**. You can start the lectern computer from there and connect your USB devices there.



You can manage the projector and sound system using the buttons located on the upper right corner.

- T1 turns off the projector
- T2 turns on the projector
- T3 sets the image and sound source to the lectern computer
- T4 sets the image and sound source to the 2nd computer
- T5 increases the volume on the sound system
- T6 decreases the volume on the sound system

There is a **VGA + AUX** input on the lower left side of the lectern for connecting another computer to the digital lectern.

After connecting your computer, you need to select the image and sound source as the **2nd computer** using the lectern buttons.





Do not turn off the lectern computer using its power button; use the “Log Out” application located on the desktop.

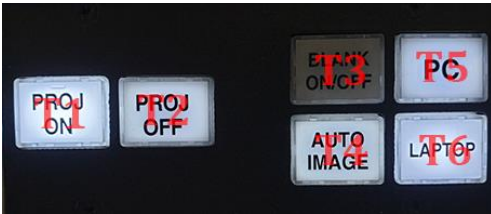


10.1.2. 2nd Generation Lecterns

Since the lectern computers operate with virtualization technology, when you log in, you connect to a remote computer. Any physical action you perform takes place simultaneously on the remote computer, and you receive the image and sound of that remote computer.



The lectern computer is inside the lectern, and the power button for the lectern computer is on the **right side** of the lectern. You can start the lectern computer from there.



- **T1** turns on the projector
- **T2** turns off the projector
- **T3** blanks the projector image
- **T4** corrects the image if the projected image has shifted
- **T5** sets the image and sound source to the lectern computer
- **T6** sets the image and sound source to the 2nd computer

There is an **HDMI** input on top of the lectern for connecting another computer to the digital lectern.

After connecting your computer, you need to select the image and sound source as the **2nd computer** using the lectern buttons.

The **USB device input** next to the HDMI input is connected to the lectern computer.





Do not turn off the lectern computer using its power button; use the “Log Out” application located on the desktop.



10.1.3. 3rd Generation Lecterns

Since the lectern computers operate with virtualization technology, when you log in, you connect to a remote computer. Any physical action you perform takes place simultaneously on the remote computer, and you receive the image and sound of that remote computer.



If there is no electricity in the lectern, you can activate the lectern power using the switch located at the **lower right** of the lectern.

The **red button** turns on the lectern computer. The LED light next to it indicates that the lectern computer is operating, and the **4 USB inputs** on it are connected to the lectern computer.



You can manage the projector using the **white Display buttons** located on top of the lectern.

The 3rd Generation Lectern supports both **HDMI and VGA** input. You can change the image and sound source respectively using the **INPUT** button.

The **DISPLAY** button allows you to turn off and on the source sent to the projector.





- **HDMI 1** – Computer connection via the lectern
- **HDMI 2** – Lectern Computer
- **VGA** – Computer connection via the lectern
- **AUDIO** – AUX input connected to VGA image



Do not turn off the lectern computer using its power button; use the “Log Out” application located on the desktop.



10.1.4. 4th Generation Digital Lecterns

All operations you perform on the lectern computers are carried out from the computer inside the lectern.

There are **2 USB 3.0 ports, 1 USB 2.0 port, 1 Type-C input, and 1 HDMI input** on the lectern.

“SİSTEMİ AÇ” turns on the projector and the lectern computer at the same time,
“PROJ KAYNAK” allows you to change the source of the computer connected to the projector in sequence,
“PROJ KARART” turns the image sent to the projector off and on,
“SİSTEMİ YENİDEN BAŞLAT” restarts all digital lectern systems, and
“SİSTEMİ KAPAT” turns off the projector and the lectern computer.



11. Smart Classroom Application (ASU)

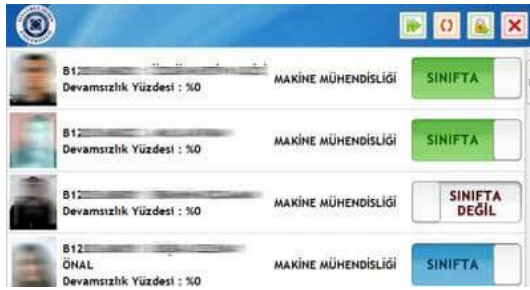
With this application, which we implemented within the scope of the Digital Lectern project, our instructors can benefit from educational technologies more comfortably and dynamically.

Take Attendance

This enables you to take online attendance during the first **20 minutes** of each class.

When you touch the **“Take Attendance”** button, a new window opens and the photo list of the students in your class is displayed.

This list contains the student’s photo, number, department, absenteeism information, and buttons that allow you to process attendance information.





If the student has scanned their card, a blue **“In Class”** button appears. By touching this button, the student’s attendance status can be changed to **“Not in Class.”**

If the student has not scanned their card, the **“Not in Class”** button appears. By touching this button, the student’s status can be changed to **“In Class.”**

If the instructor declares that the student is in class, the button is displayed in green as **“In Class.”**

The instructor can change the attendance status of each student.

To complete the attendance process, the button  located at the upper right corner of the window must be touched. Otherwise, the student attendance records will not be finalized.

To refresh the attendance list, the relevant refresh button  may be used. To close the attendance screen, the close button  may be used. Changes made on the attendance screen are saved instantly. Even if the attendance screen is closed, it is possible to continue from where you left off when the screen is reopened.



Send File

When you select a file on the Digital Lectern Computer, the file is uploaded to the UBIS server and shared with the students in the class.

Note: For security reasons, only files with the following extensions can be shared as course materials:

xls, xlsx, txt, doc, docx, ppt, pptx, pps, ppsx, zip, rar, jpg, jpeg, gif, png, pdf, wma

If the extension of the file you need to send is not included in this list, you can send it by compressing it as **zip** or **rar**.

Screen Sharing

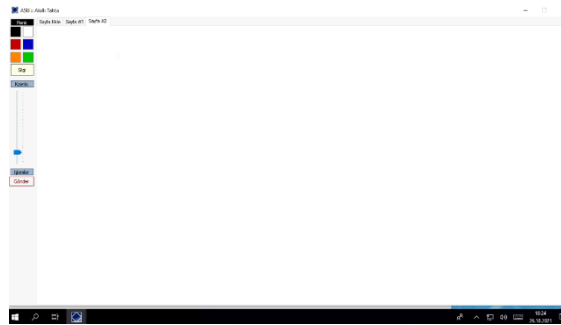
When you click the **Screen Sharing** button, a QR code appears.

Students can follow the screen instantly on their phones and computers through the link they access using a QR Code Reader application.



Smart Board

With the **Smart Board** button, an application connected to the ASU system opens, allowing you to draw on it.



Smart Control

This is an application that allows our instructors to control certain features of the smart lecterns in the classrooms where they teach by using their own smartphones.

The application can integrate automatically with smart lecterns and, within the scope of the project, can also be used on any desired laptop computer.

You can check the operating status of the Smart Control application from the Smart Classroom Application screen.

The phrase “**AD Açık**” means that the system is ready for use.

To turn off Smart Control, touch the “**AD Açık**” text; touch it again to turn it back on.

When the Smart Control application is open, it can be controlled by your mobile phone.

To control the lectern remotely, after opening the presentation (or another application that supports the relevant shortcuts), it is sufficient either to use the **UBIS mobile application** or to enter <http://pointer.aydin.edu.tr> in your mobile phone browser.

If the UBIS application is installed on your smartphone, you can directly access the Smart Control system by starting the application from the menu.

If you do not have the UBIS mobile application, when you enter <http://pointer.aydin.edu.tr> from your smartphone browser, a login screen appears where you can enter your UBIS username and password.

When you log in to the system, the classroom information in which you can use the system and the control buttons containing the commands you can use in presentations are displayed.

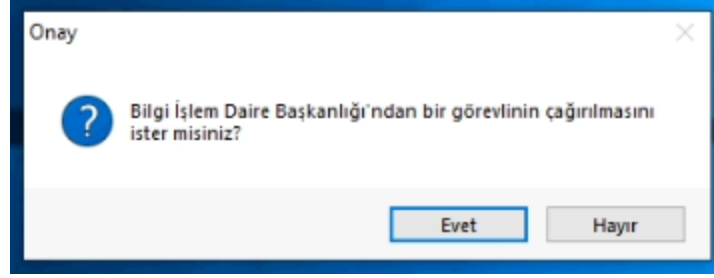
When you press any desired button, the digital lectern can perform the requested action instantly.

*The Smart Control application uses **cookies**. If you delete the cookies on your phone, you will need to log in again.*

SUPPORT

For technical problems you encounter regarding the Smart Classroom Application (or one of the hardware components connected to this application), you can request online assistance from the Department of Information Technologies.

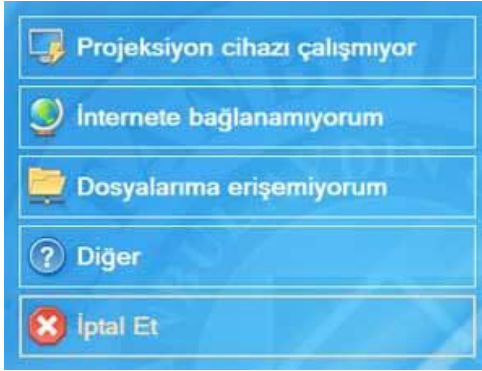
When you click the **Support** button on the main screen to call support personnel, the following confirmation window will appear.



When you press the **Yes** button, a screen appears where you can specify the type of your problem.

You can select the category most appropriate to your issue.

To cancel the support request, you can use the “**Cancel**” option at the bottom.



When you specify the type of problem, the **Support** button on the main screen will change to “**Support Pending.**”

Your request will be sent to the support system of the Department of Information Technologies, and a support staff member will contact you as soon as possible.

Log Out

This only logs out of the session in the ASU application; it does not log out of the computer session.

If you want to log out of the computer session, use the log out application located on the desktop.



If you want to reopen the Smart Classroom Application, you can open it from the Smart Classroom Application shortcut on the desktop.

12. Recording an Instructor's Attendance in Class in the ASU System

Your class attendance records in the UBIS system are calculated based on either:

- scanning your card on the **door displays**, or
- your login records in the **ASU application** on the digital lecterns.

Logging into the Windows session on the Digital Lectern computer is **not** subject to this calculation.

Therefore, you must either scan your staff identity card on the door display at the beginning of each hour or log in to the ASU application on the lectern computer.

Class Attendance Record via Door Display

You can record that you have entered the class by scanning your staff card on the door display.

When your record is received, the message “**Instructor Awaited**” will disappear from the screen and the weekly schedule of the classroom will be displayed.



There is a **3-minute tolerance** for the door display to transmit the information to the system and for the system to reflect it back on the door display.

Class Attendance Record via Lectern Computer / ASU Application

When you log in to the lectern computer, the ASU application runs at startup.

When ASU is first launched, if the instructor assigned to that classroom and the person who logged into the computer are the same, the ASU application logs in automatically.

However, there are some exceptional cases (for example, logging in with a different user). In such cases, you need to log in to the ASU application using your UBIS password.

When you log in, your class attendance record will be entered into the system.

13. Use of Computer Laboratories

The computer laboratories used in the educational activities of Istanbul Aydın University are located in **Block D Ground Floor, 1st Floor, 3rd Floor, and Block T -2nd Floor.**

The allocation planning of the computer laboratories is carried out by the **Planning Directorate.**

If you are considering using a laboratory for your course, the first thing you should do is find out whether the application you will use is included in the university inventory.

You can obtain this information from the Department of Information Technologies.

If the application you need is available in the inventory, you are expected to contact the Planning Directorate and ensure that the laboratory is allocated to you.

If the application is not in the inventory, after the Rectorate approves the need and informs the Department of Information Technologies, the software procurement process will be initiated.

14. Support Request to the Department of Information Technologies

For issues related to the use of registered computers, your access to web service servers, your connection to the corporate area, printer problems, software installations, internet problems, internal telephone problems, and issues with lecterns/projectors/computers in classrooms/laboratories, you can create a **DIT support request** via **ubis.aydin.edu.tr** or receive support by calling extension **44 1 44.**

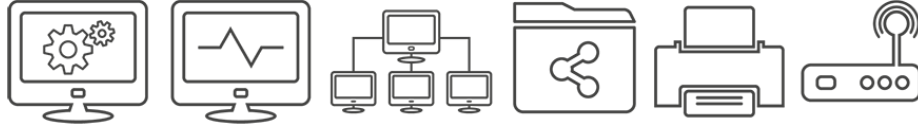


When your support request is entered into the system, you will receive an informational e-mail stating that your request has been taken into process.

This informational e-mail includes the status of your request and the name of the DIT support staff member.

You can also track your request via ubis.aydin.edu.tr.

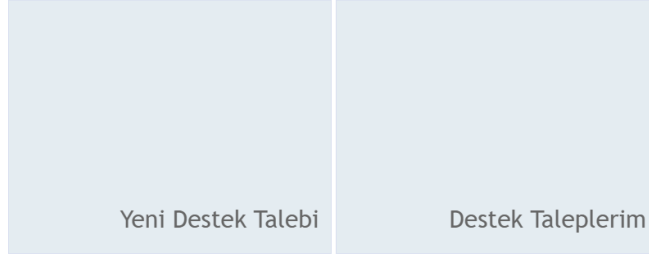
The DIT support staff will contact you according to workload and processing order.



- No unlicensed software is installed on registered computers. The license responsibility for software used on registered computers by university staff (except for programs legally purchased and licensed by the university) belongs to the relevant staff member.
- If the operating system on a malfunctioning registered computer needs to be reinstalled and the issue is not a disk failure, unless otherwise stated, DIT support staff are only responsible for backing up the **Desktop**, **My Documents**, and **Downloads** folders of the staff member using the computer. In addition, DIT is not responsible for backing up or copying special software in the system or for any other data loss.
- For your file backups, you may use the **100 GB Personal Area** allocated to you by DIT (**50 GB for DentAydin staff**). On every registered computer where you log in with your mail account, the relevant folder will appear on the desktop. Every file you place in this folder is stored on DIT servers and can be accessed from every registered computer on which you log in with your mail account.

Creating a BIDB Support Request via UBIS WEB

When you log in to your Staff UBIS session at <https://ubis.aydin.edu.tr>, you can access the DIT Support system from the “D.I.T. Support Requests” option in the menu on the left.



Creating a BIDB Support Request via UBIS MOBILE

Ana Menü

- Anasayfa
- Hesap Ayarları
- **HES Kodu**
- Akademik Takvim
- Anketler & Formlar
- Belgeler
- Bilgi Merkezi
- Kartlı Geçiş Sistemi
- B.İ.D.B. Destek Talepleri
- Çıkış

When you log in with the **UBIS Mobile** application, which you can download from **Play Store, App Store, and Microsoft Store**, the “**DIT Support System**” option appears at the top of the options.

When you click this option, you can create a new support request or see the status of the requests you have already created.

