

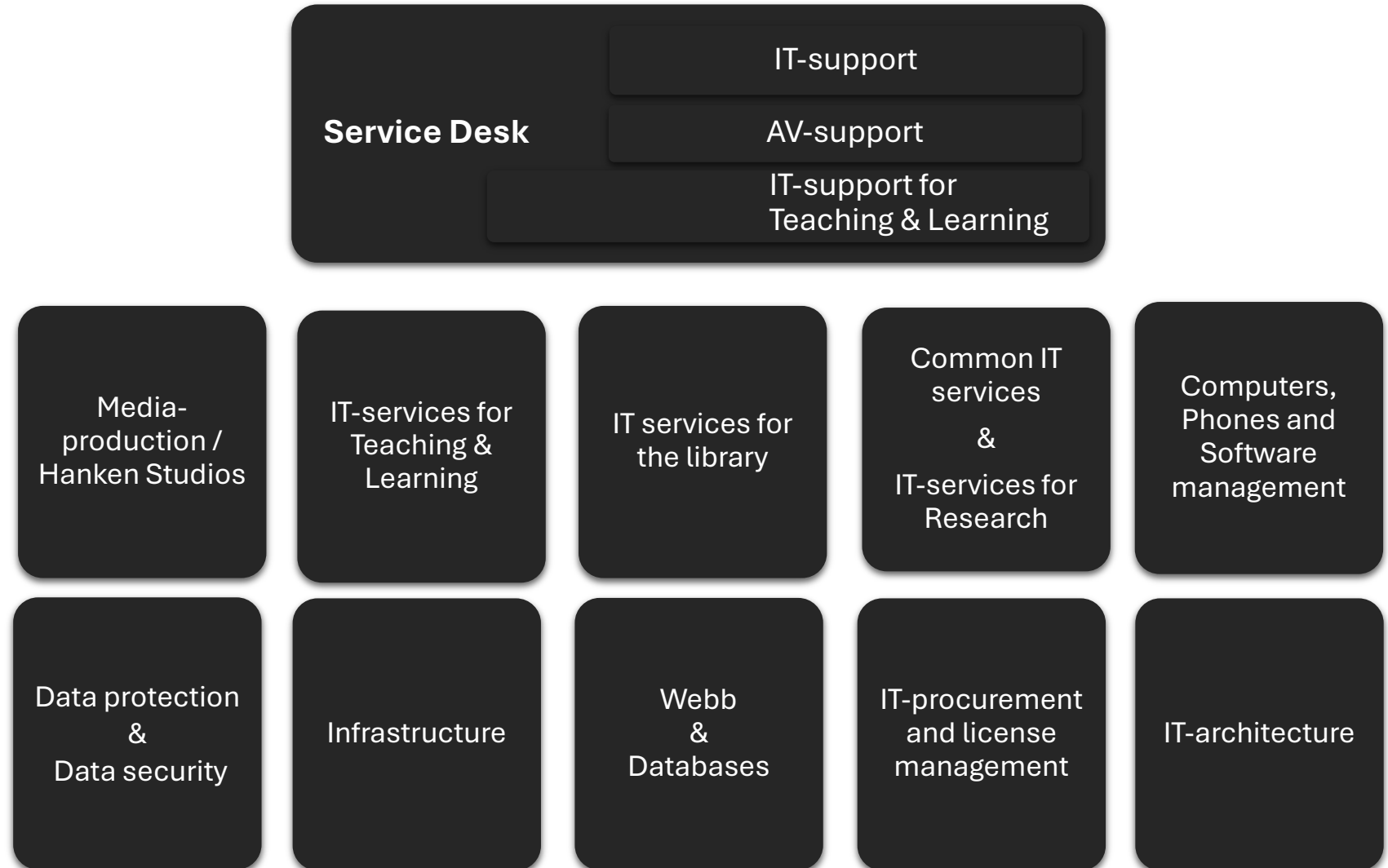
IT Services at Hanken

ICT coordinator Kicka Lindroos

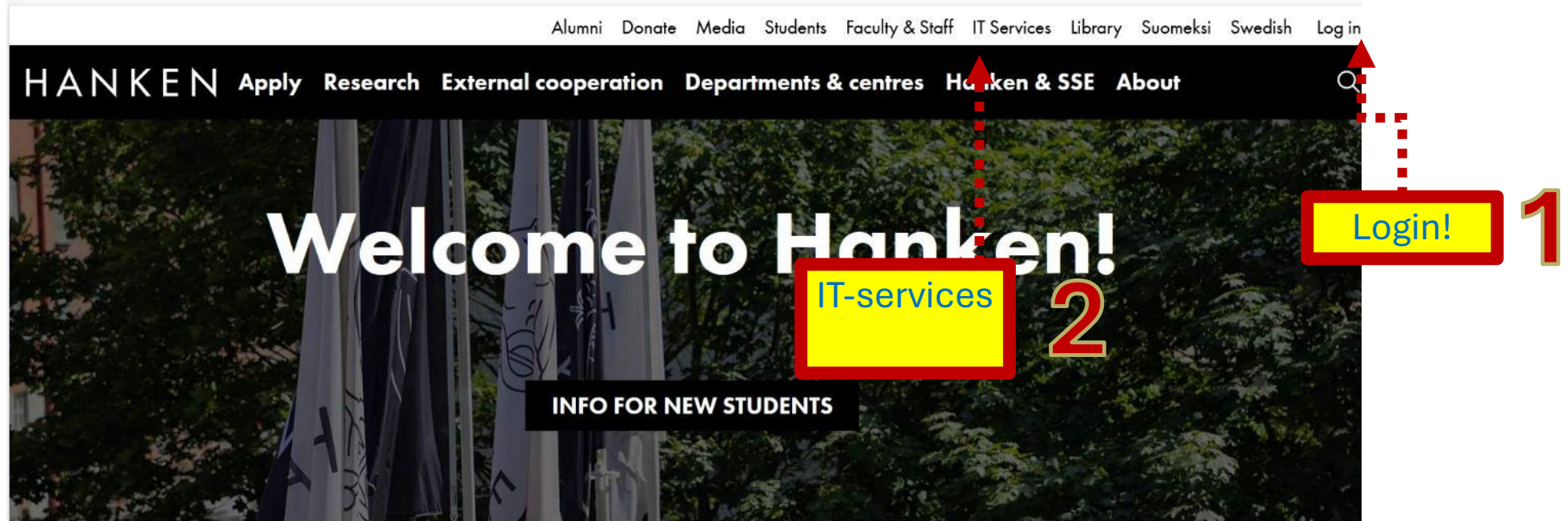
15 January 2026

1 IT SERVICES & RESPONSIBILITY AREAS

- » We are responsible for maintenance and development of Hanken's IT environment, including operation of **networks and servers, user support and e-learning, system development and management of services** in education, research and administration.
- » Hanken's IT Department operates in both **Helsinki and Vaasa**.



2.1 HANKEN WEBPAGES AND MYWEB



Hanken School of Economics is a leading university with 115 years of experience in research and education in economics and business administration. Hanken holds the three most prestigious accreditations for business schools, EQUIS, AACSB and AMBA, which only one percent of business schools worldwide have achieved.



Research

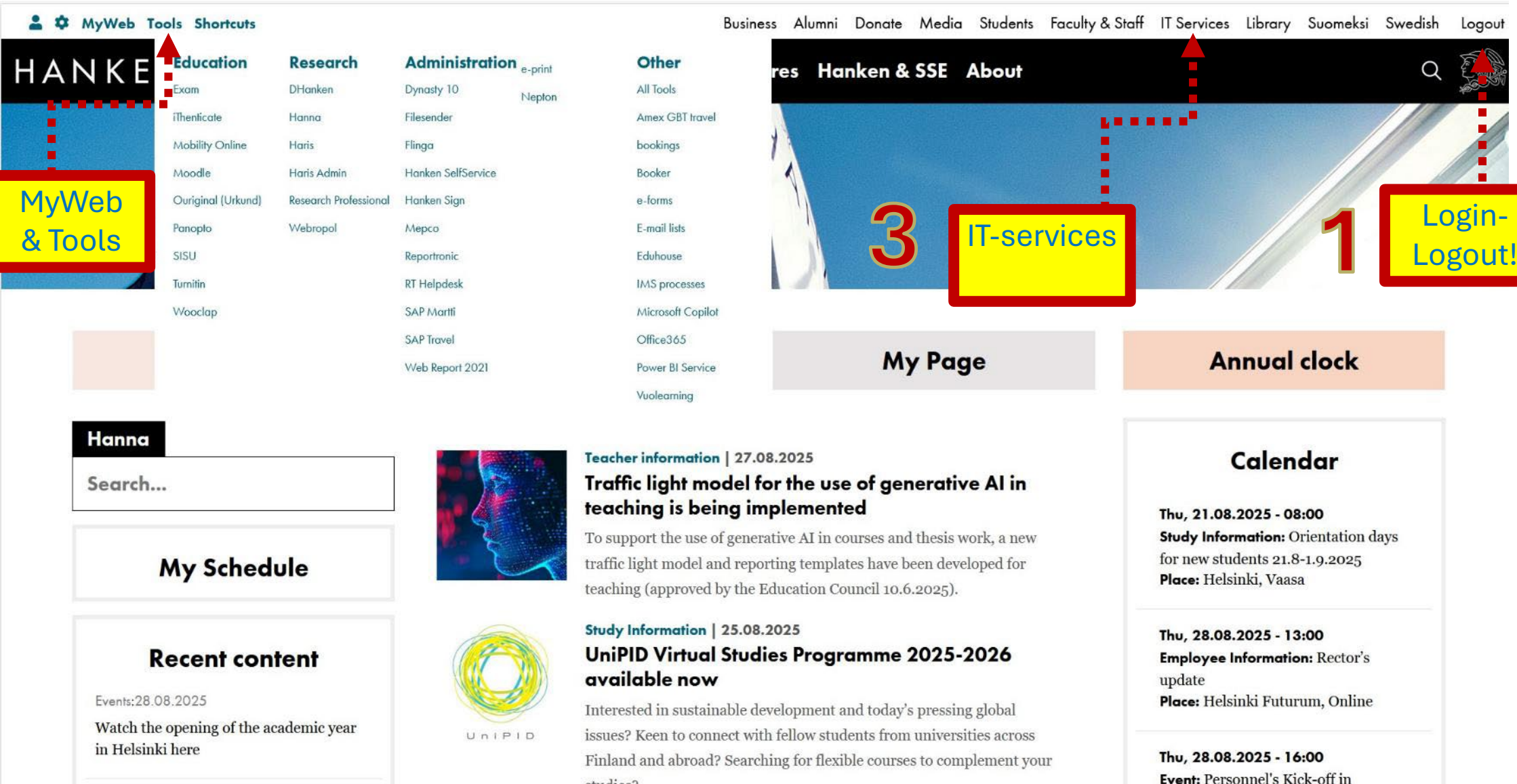


Study programmes



Accreditations

2.1 HANKEN WEBPAGES AND MYWEB



The screenshot shows the Hanken MyWeb portal interface. Red dashed arrows and numbered callouts highlight key features:

- 1** Login-Logout! (points to the user profile icon in the top right navigation bar)
- 2** MyWeb & Tools (points to the 'MyWeb Tools Shortcuts' menu on the left)
- 3** IT-services (points to the 'IT Services' link in the top right navigation bar)

The portal layout includes:

- Top Navigation Bar:** Business, Alumni, Donate, Media, Students, Faculty & Staff, IT Services, Library, Suomi, Swedish, Logout.
- Left Sidebar:** HANKE logo, Education (Exam, iThenticate, Mobility Online, Moodle, Ouriginal (Urkund), Panopto, SISU, Turnitin, Wooclap), Research (DHanken, Hanna, Haris, Haris Admin, Research Professional, Webropol), Administration (Dynasty 10, Nepton, Filesender, Flinga, Hanken SelfService, Hanken Sign, Mepco, Reportronic, RT Helpdesk, SAP Martti, SAP Travel, Web Report 2021), Other (All Tools, Amex GBT travel, bookings, Booker, e-forms, E-mail lists, Eduhouse, IMS processes, Microsoft Copilot, Office365, Power BI Service, Vuolearning).
- Main Content Area:** My Page, Annual clock, Calendar, Teacher information (27.08.2025), Study Information (25.08.2025), Recent content.

Calendar:

- Thu, 21.08.2025 - 08:00**
Study Information: Orientation days for new students 21.8-1.9.2025
Place: Helsinki, Vaasa
- Thu, 28.08.2025 - 13:00**
Employee Information: Rector's update
Place: Helsinki Futurum, Online
- Thu, 28.08.2025 - 16:00**
Event: Personnel's Kick-off in

2.2 WWW.HANKEN.FI/EN/IT-SERVICES



IT Services at Hanken

You find information on Hanken WLAN, User rights/Id, printing and copying, and information about systems and software used at Hanken on the IT pages.

CHANGE PASSWORD

Settings for my multifactor authentication

Hanken provides a number of IT-services for you as a student or as Hanken faculty or staff. Many services are only available for you after login with *Hanken user-id* and password. As a student registered for the semester, or as an employee, you have the right to a user-id. [🔗](#)

Before your studies starts, you will get an e-mail with information about how you can activate your user-id. Once you have the needed information you can proceed to activate your account. Your user-id is available only if you have an active studyright in the studyregister.

Log in to see available *tools*. Remember to [change your password](#) [🔗](#) every now and then!

New IT user at Hanken

Do you need help?

New IT user

Purchases

Wireless Networks

Microsoft 365

Printing - Copying - Scanning

Computers

Available Software and Instructions

Instructions

Information Security

Digital Examinations

User IDs

Video and Video Conference

Projects

🕒 Latest

[IT Info](#) | 21.08.2025

Booker and Outlook does not sync right now!

[IT Info](#) | 19.08.2025

Backup of Microsoft 365 Data

[IT Info](#) | 14.08.2025

Reminder: Camtasia will be replaced with Clipchamp

[IT Info](#) | 12.08.2025

Update of E-forms

Login to see tools, links, information aimed at you!

Instructions for various systems

Latest IT news

Latest IT Calendar

2.3 IT IN YOUR STUDIES

During your time studying at Hanken, you will use several different tools and resources.

Some of the most important ones:

SISU – administrative study system (registrations and information, courses, exams, course schedules, ...)

Moodle – Learning platform - course material, tasks and discussions, some exams

Exam – Tool for digital exams in Examinarium

HANNA – E-books, articles and library services.

EDUROAM – wireless network

Papercut Mobility Print – [printing, scanning and copying](#)

Microsoft 365 – mail, MS Office, Teams and OneDrive.

<https://www.hanken.fi/en/tools-list>

2.4 YOUR OWN COMPUTER: eduroam, printing and exams

eduroam

- You can access WiFi at Hanken and many other universities and places using the eduroam network:
 - login with: [userid@hanken.fi](mailto:user@hanken.fi)

More information on wireless networks:

[**IT-services – Wireless networks**](#)

More about the printers
and registering a RFID key at

[**https://www.hanken.fi/en/it-services/printing-copying-scanning**](https://www.hanken.fi/en/it-services/printing-copying-scanning)

Exams with Schoology

- Some exams will be with your own computer at a certain time at Hanken (like paper exam). For this you need the Schoology app

More on: [**Digital on-site Exams**](#)

Mobility print

- Printing from your own computer can be done with **mobility print** – [**install it on your computer**](#)

2.5 PRINTING/ SCANNING/ COPYING

You can print from any Hanken computer to any printer – use ***Follow-Me***

- **Printers in Helsinki:**

- In the corridor on the **4th floor**,
in the basement in **library aquarium**
and **Skogen**, as well as in the bookstore **IB**

- **Printers in Vaasa:**

- **3rd floor** outside computer rooms and
1st floor main entrance.



Credits for the printers can be bought from the bookstore IB.

Electronic “key” – RFID on your phone, a card, ...The first time, *show* the key to the printer, *login manually* with your Hanken userid and passwd, thereafter you only need to show your key to the printer to get access to your printed material.

Read more about the printers and registering the key at

<https://www.hanken.fi/en/it-services/printing-copying-scanning>

2.6 Student computers at Hanken

In Helsinki

- room A407, 4:th floor
- Quantum, 1st floor
- Library

In Vaasa

- 3:rd floor, room v317
- Quantum - v325

Software needed for studies is installed on Hanken student computers - for example Microsoft Office, statistics software etc.

In **Quantum** you can also find some unique finance software installed only on a few computers

Software for **your own computer** (*via Campus licence*):

- Microsoft Office – via Microsoft 365,
- Statistics software (SPSS, Oxmetrics)
- F-secure
 - Safe: 5€/year
 - Total: 15€/year

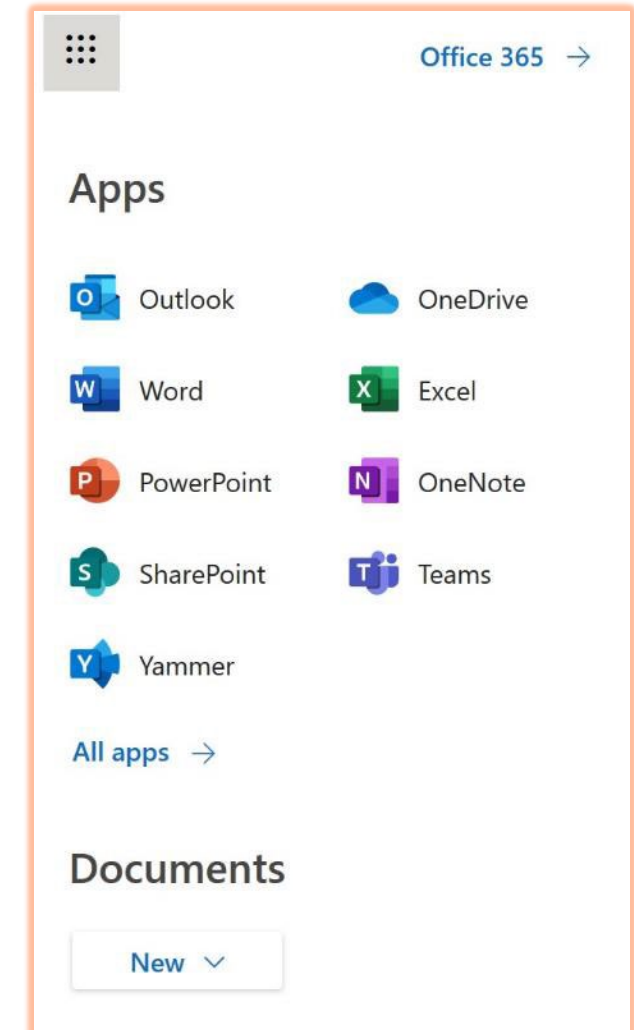
More information: [IT-services- Computers](#)

2.7 MICROSOFT 365

Microsoft cloud services:

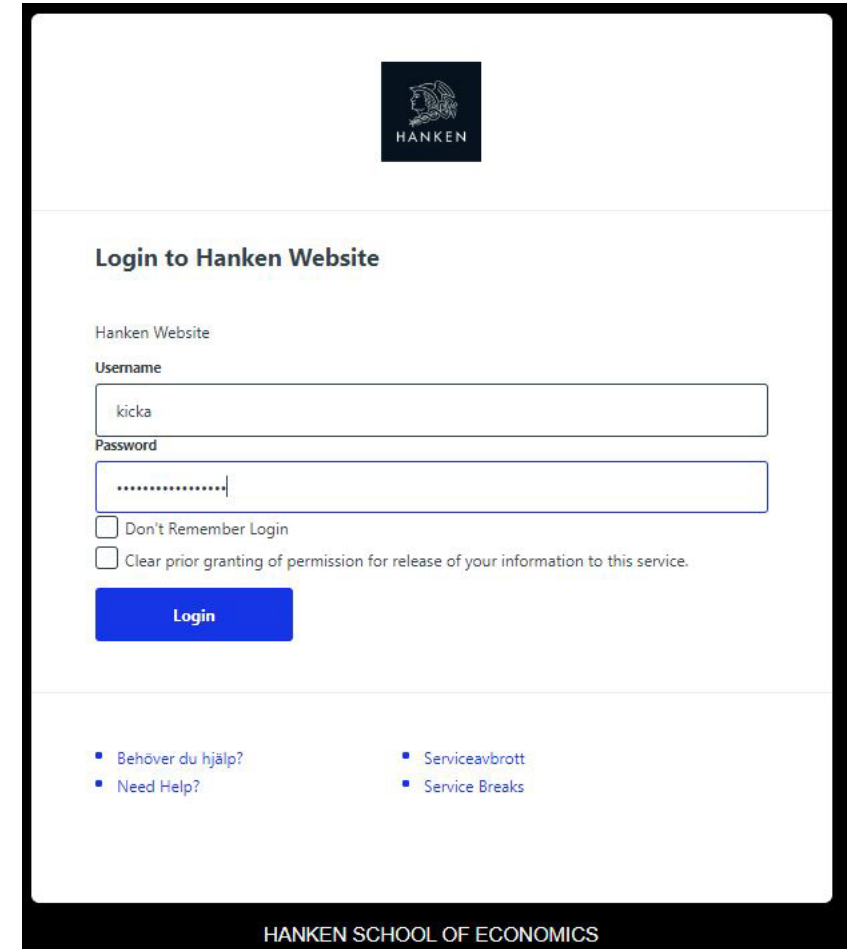
- **50 GB** e-mail
- **1 TB** on Hankens *OneDrive for Business*, easy to share documents and work together
- **Cloud tools** like Word and Excel etc, have the basic functions but not all.
Possibility to download **a full version of Word, Excel, Powerpoint** etc to you own computer
- **Teams** – much used in teaching for groupwork, meetings and distance teaching

365.hanken.fi



3 ACCESS CONTROL

- All IT systems / networks are protected by access control
- The IT department need to provide user identity verifications for both the university and our external service providers.
- Thus, we are obliged to verify the identity of the users.
 - Who the user is → *ID control*
 - What the user is doing at Hanken → e.g. *study right*
 - What role the user has → *rights to which systems*



The screenshot shows the login interface for the Hanken Website. At the top right is the Hanken logo. Below it, the text "Login to Hanken Website" is displayed. Underneath, "Hanken Website" is written. The "Username" field contains the text "kicka". The "Password" field is masked with dots. Below the password field are two checkboxes: "Don't Remember Login" and "Clear prior granting of permission for release of your information to this service.". A blue "Login" button is positioned below the checkboxes. At the bottom of the page, there are four links: "Behöver du hjälp?", "Need Help?", "Serviceavbrott", and "Service Breaks". The footer of the page reads "HANKEN SCHOOL OF ECONOMICS".

Summary: We keep track of who the user is, guarantee that the user is who he claims to be, and grant, on the basis of that, the rights to which the person is entitled



3.1 YOUR USER-ID

YOURS!

- **Personal!**
- Your **responsibility!**
- For your **studies!**

Valid while you are registered as **studying** at Hanken.

The password is valid for 400 days
➔ Never use the same password at Hanken that you use elsewhere!

Read more:

<https://www.hanken.fi/en/it-services/user-ids/validity-user-id>

Different forms of your user-id:	
the most common version – to Sisu, Moodle, Exam, ...	user-id
eduroam (WiFi)	user-id@hanken.fi
Microsoft 365 (e-mail, onenote, office software...)	user-id@student.hanken.fi

On shared computers – **log out!**
 Don ´t save passwords in the browser ´s memory.

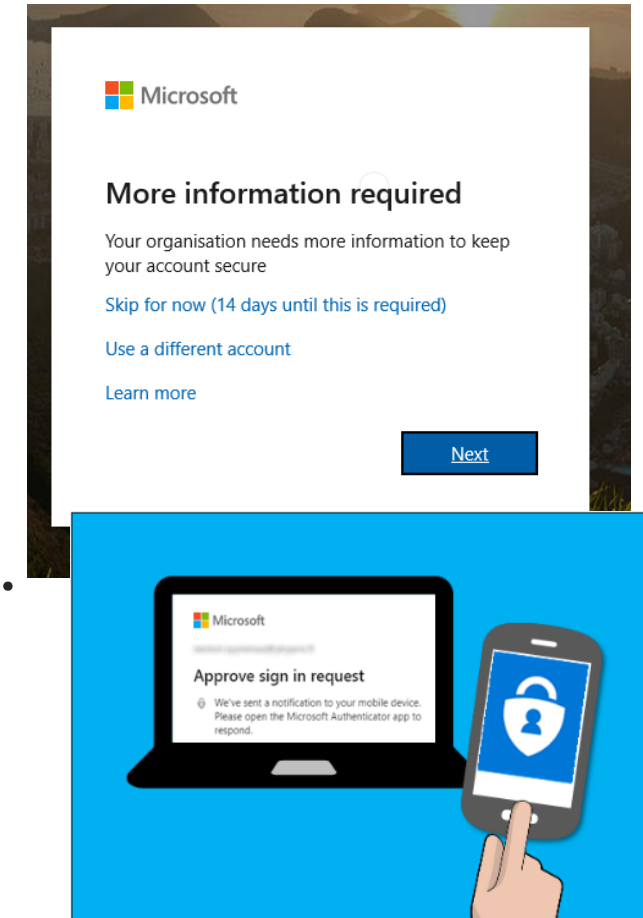
Your **email address** and **username** are two different things!
At Hanken you always use your user-ID as your login name!

3.2 MULTIFACTOR AUTHENTICATION (MFA)

Multifactor authentication (MFA), also called two-factor authentication (2FA), is a method that improves the security of your Hanken-account significantly.

- Must be activated latest **14 days** after your first login.
- Can be activated either using your mobilenummer or mobile app.
- More information on how this work and how to activate:

<https://go.hanken.fi/mfa-eng>



3.3 YOUR OFFICIAL HANKEN E-MAIL

[givenname.familyname@student.hanken.fi](#)

login with

[user id@student.hanken.fi](#)

Mail is found via **Outlook** or
online at **365.hanken.fi**



Only for your
studies at
Hanken

Valid as long as
your studyright at
Hanken is active

Always use your Hanken email in
communication regarding your studies
with teachers and support people.

Read more: <https://www.hanken.fi/en/it-services/microsoft-365/email>

3.4 Take care of your credentials

We never ask for your password!

An IT administrator never asks for your password
- he has no right to know it!

- **NEVER** give out user ID and password in an email!
= never reply / never click on links in emails you do not expect to receive

Data security is presented in more detail in a later lecture

**If you suspect that your account has been compromised,
please contact help@hanken.fi as soon as possible!**



Read more: <https://www.hanken.fi/en/it-services/information-security>

HELP?!

- help@hanken.fi
- IT-services on the web:
<https://www.hanken.fi/en/it-services/do-you-need-help>
- Lost your password?
➔ go to IT Services
- Face-to-face service:
 - in **Helsinki** at the student service desk Tuesday – Thursday 11:30-13:00
 - in **Vaasa** at the IT office area at the third floor.

Check the web
pages!
And log in!

Available Software and Instructions

Deltagon Secmail
Dynasty 10
e-Form
Flinga
Funct FileSender
Hanken Sign
Home folder and fileservers
Microsoft Copilot
Microsoft Teams
Microsoft Whiteboard
Moodle
Plagiarism control
Power BI
RT Helpdesk - anvisningar
Room booking with Booker and Timetabler
Webropol
Wooclap interactivity tool

Instructions

Information Security

Digital Examinations

User IDs

Video and Video Conference