

FY 2021 version

Kyoto University Information Environment Start Guide

Published on April 1, 2021

Welcome to Kyoto University.

We can easily imagine that you are so excited about new life here at the most excellent environment for studies in Japan. Kyoto University provides you with Information Environment to support your activities ranging from studies to student life. This guidebook introduces the important matters in starting using Information Environment, the service added lately, the point to have been changed. We recommend internal students to refer to this guidebook.



Website of Institute for Information Management and Communication, Kyoto University
<http://www.iimc.kyoto-u.ac.jp/en/>



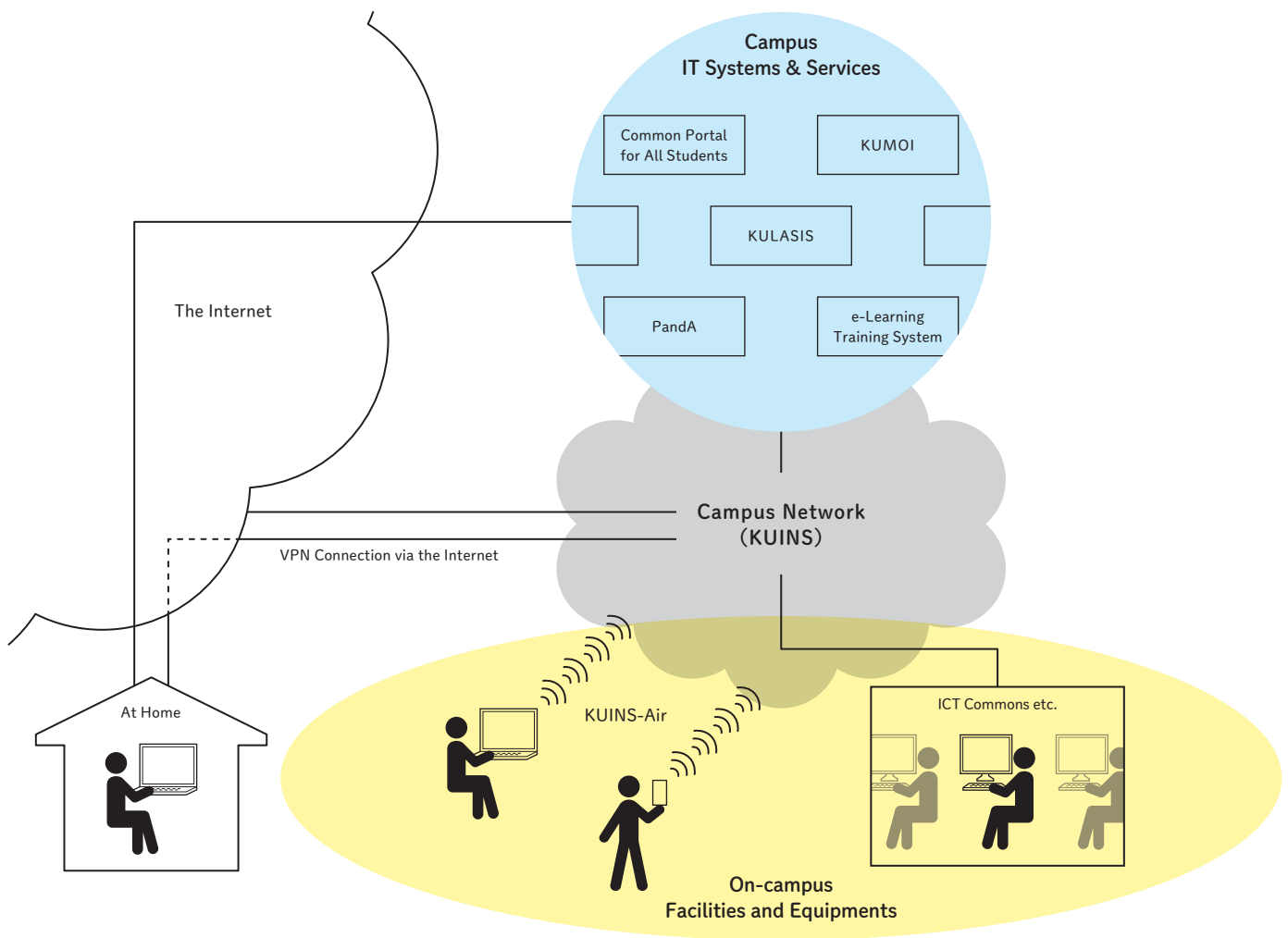
Information Environment Manual for Students (PDF version)
<http://www.iimc.kyoto-u.ac.jp/en/services/ecs/support/tebiki.html>



KYOTO UNIVERSITY

Information Environment at Kyoto University

Conceptual View for Kyoto University Information Environment



Examples of Daily Schedules of Kyoto University Students

Student A (an undergraduate student)

07:00	Waking up / Having breakfast	Logging in with ECS-ID
08:00	Checking the academic information and emails with smartphone / Going to school	Common Portal for All Students
09:00	Taking a class in lecture room(1st)	
10:00		
11:00	Taking a class in lecture room(2nd)	Connecting to KUINS-Air
12:00	Contacting friends in LINE / Having lunch together at the university cafeteria	
13:00	Taking a class in CALL classroom(3rd)	Logging in with ECS-ID
14:00		
15:00	Taking a class in Satellite seminar room(4th)	Logging in with ECS-ID
16:00		
17:00	Writing papers with a carry-on PC / Borrowing some documents from the University Library	Using the lending service of library with IC Student ID card
18:00	Having dinner at the university cafeteria with club members	
19:00	Club activities	
20:00		
21:00	Going home / Preparation for classes / Writing papers / Submitting papers	PandA, Logging in with ECS-ID
22:00	Free time	
23:00		
24:00	Taking a bath / Going to bed	

Student B (a graduate student)

07:00	Waking up / Having breakfast	Logging in with ECS-ID
08:00	Checking the academic information and emails with smartphone / Going to school	Common Portal for All Students
09:00		
10:00	Doing research at laboratory	Wired connection to KUINS-III
11:00	Taking a class in lecture room(2nd)	
12:00	Having lunch at the university cafeteria / Checking emails with smartphone	
13:00	Research seminar	Connecting to KUINS-Air
14:00	(It will be held at Learning Commons in the University Library today) / Connecting a carry-on PC to the Internet	Connecting to KUINS-Air
15:00		
16:00	Spending times in the University Library after the seminar / Borrowing some documents	Using the lending service of library with IC Student ID card
17:00	Experiments in laboratory, Collecting and analyzing some data, Writing thesis etc	Supercomputer System
18:00	Having dinner with some members from the laboratory at the university cafeteria	Wired connection to KUINS-III
19:00		
20:00	Going home	Logging in with ECS-ID
21:00	Surveying the literature from E-Journals	Kyoto University Libraries e-resources
22:00	Free time	Connecting to e-resources authentication system via a Plug-in
23:00		
24:00	Taking a bath / Going to bed	

Account and IC Card for Identification

The Student Account (a.k.a. ECS-ID) is an account to identify you at Kyoto University similar to IC Student ID provided by Kyoto University. By using this ECS-ID, you can use IT Systems and Services provided by IIMC, Library, Schools and Graduate Schools. Entering your ECS-ID and Password identifies you. Besides, as for your IC Student ID, you can use not only as a physical identification but also as a digital identification to use for the entrance at facilities and for certification issuing machines.

Accounts for students ECS-ID
Use of IT systems and services provided by IIMC, Library, Schools and Graduate Schools

IC Student ID
Identification at Facilities, certification issuing machines and so on
Use as a member's card and use as electronic money (for Kyoto University Co-op members only)

The Use of IT System • Services on-Campus

Kyoto University has been providing various IT Systems and Services to support daily activities in wide variety of disciplines as a comprehensive university. You could feel that the environment

is something like jungle where diverse creatures and plants are living. Please enjoy the environment with curious and wonder.

Common Portal for All Students Common window for various IT systems & services	Kyoto University Mail for Student KUMOI All-university Mail for each student	e-Learning Training System Take ILAS e-Learning Take Information Security e-Learning	GakuNin LMS Supplementary material of Information Security
Liberal Arts Syllabus Information System KULASIS Student Information System for syllabi, course registrations, grades & skip-class info	Learning Support Service Panda Class support system for content delivery, assignments and assessments	Global Online Resources for International Language Learning Assistant GORILLA Online language learning system for English classes of Liberal Arts and Sciences	Kyoto University Digital Archive System Peek Search for materials collected through processes of education and research
Kyoto University Book Search KULINE Search for books, magazines, journal papers, rare materials, dissertations and so on	MyKULINE Manage your reservation for books and order citations	Kyoto University Libraries e-resources E-Journals, E-Books and Databases	Other Systems Provided by Home Schools and Graduate Schools

Graduate students are subject to use the super computer system for research. The exclusive account will be required for use. Major systems all students must use

Use of Campus Network

Kyoto University has the Campus Network, KUINS, connected to not only main three campuses (Yoshida, Katsura and Uji) but also almost all facilities and small offices distributed from Hokkaido to Yakushima island in Japan. The KUINS enables us to communicate internally within campuses and also externally through the Internet.

You can hook up to KUINS by using wired connection via information sockets located at each room and also by using wireless connection via Wi-Fi access points equipped with the entire campus. In addition to them, you can use various services restricted to on-campus use by using VPN connections from outside campus.

KUINS (Kyoto University Integrated Network System) Network connection for information terminal (e.g. PCs, Smart Phones)		VPN Connection Service IKEv2 Connection, OpenVPN Connection, etc.
Wired (via Information Socket)	Wireless (via Wi-Fi Access Point) KUINS Air, edu roam and so on	

Use of PC on-campus

The PCs equipped by Kyoto University are available in ICT Commons, Satellite seminar rooms, CALL classroom, and Libraries. (ECS-ID will be required in using PC). The area to use your own carry-on PC is prepared in ICT Commons and in libraries. You can do self-study with your own PC in open spaces where campus Wi-Fi (KUINS-Air) is available. Also, you

can purchase the general academic license or blanket license (some of the licenses are available during your enrollment period.) for Kyoto University and personal software etc. The various inquiries concerning PC (including carry-on PC) are accepted in ICT Support Center.

ICT Commons Shared PC Area PC terminals for self-learning PC terminals and Software Placed at ACCMS	The Place for Self-Instruction with Carry-on PC · ICT Commons, ACCMS, South Bldg. · Learning commons, University Library · Wa-on, Graduate school of Human and Environmental Studies Bldg. · Each university cafeteria And more	Satellite Seminar Room PC terminal rooms for classes PC terminals and Software Placed at each faculty (See p. 05)	CALL Classrooms Computer-aided language learning system for classes CALL Terminals Placed at ACCMS etc. in Yoshida-South Campus	ICT Support Center General information counter, IT helpdesk ACCMS, South Bldg. 1F
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Kyoto University's Network and Security

Wired LAN and Wireless LAN

Every room in all buildings within Kyoto University's campuses is equipped with "information sockets" and KUINS is available. There are two types of information sockets, yellow and green, and they are used to connect to KUINS-II and KUINS-III explained below.

Also, almost all buildings are covered by wireless LAN. There are about 2,700 access points (APs) in Kyoto University. Each AP, except some minor differences, broadcasts the SSIDs listed on the right side:

- "KUINS-Air"
(after ECS-ID or SPS-ID authentication, connect to KUINS-III)
- "eduroam"
(connect to the Internet by Eduroam account given to university members)
- "000docomo" "Wi2_club" "mobilepoint2"
(available by a specific contract of NTT docomo, au or Softbank, respectively)

Wired LAN	Through information sockets	Wireless LAN	Through wireless LAN AP
			
			<ul style="list-style-type: none">KUINS-AireduroamISP's Wi-Fi services

KUINS-II and KUINS-III

KUINS network consists of two logically different networks mainly for security reasons.

One is called KUINS-II, in which global IP addresses are assigned to connected computers (most of them are servers). And one of the main uses of this network is to transmit Web pages by Web servers. The other is called KUINS-III and is used to connect PCs and printers through information sockets or mobile terminals through access points. In this network private IP addresses are assigned, which is

only valid within the local network. Although you cannot go to the Internet directly from within this network, Proxy or NAT servers provide the connectivity.

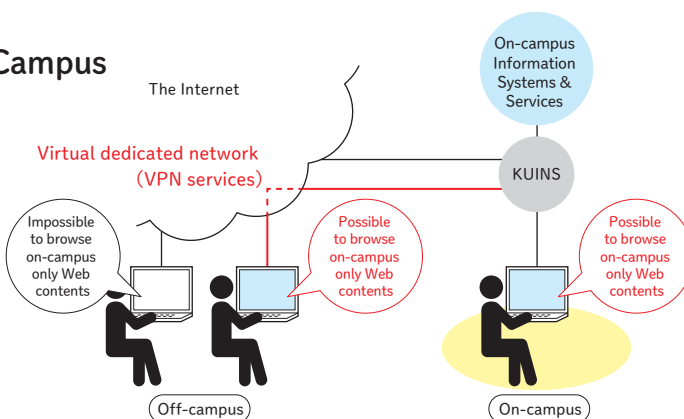
In almost all laboratories and offices all the necessary procedures are done by lab staff. So if you connect your PC and mobile devices to the Internet, please follow the instructions given by an administrator in your laboratory.

VPN Services to Connect to KUINS from Outside Campus

VPN(Virtual Private Network) enables you to connect to the campus network from off-campus such as home, a place of academic meeting, and a business trip destination and to use the services limited to on-campus.

We provide some VPN services and the major ones are "IKEv2 Connection" and "OpenVPN Connection". They are available on Windows PC, Mac, iPhone, and Android devices.

Please refer to the following webpage for the usage of the services.
<http://www.iimc.kyoto-u.ac.jp/en/services/kuins/vpn/>



Monitoring Information Security of the Networks

Kyoto University's network KUINS has an IDS (Intrusion Detection System) and it monitors all the communication coming-in and going-out, 24 hours a day, 7 days a week. When

a suspicious communication is detected, we check the safety of the communication destination within the university to deal with various attacks.

Campus-Wide Information Security Depends on Your Shoulder

IDS does not guarantee 100% information security of our university network. Although the Internet is a very useful tool, if you lack necessary precautions, you may get involved in unexpected information security incidents due to potential danger. Moreover, one person's careless mistake may cause disastrous whole university information security incidents. That is typical in the Internet. Therefore, your precaution is

the most important shield against attacks. Particularly an attached file of an e-mail or a suspicious Web site is very common place where malware may hide itself. So you must make your eyes wide open and use e-mail and Web carefully. Also, updating OS (basic software), anti-virus software and applications is a must for everyone.

Please Take Information Security e-Learning Every Year!

Under the supervision of the University Information Security Committee, every member at Kyoto University is obliged to take an information security e-learning course every year in order to use information environment safely and effectively.

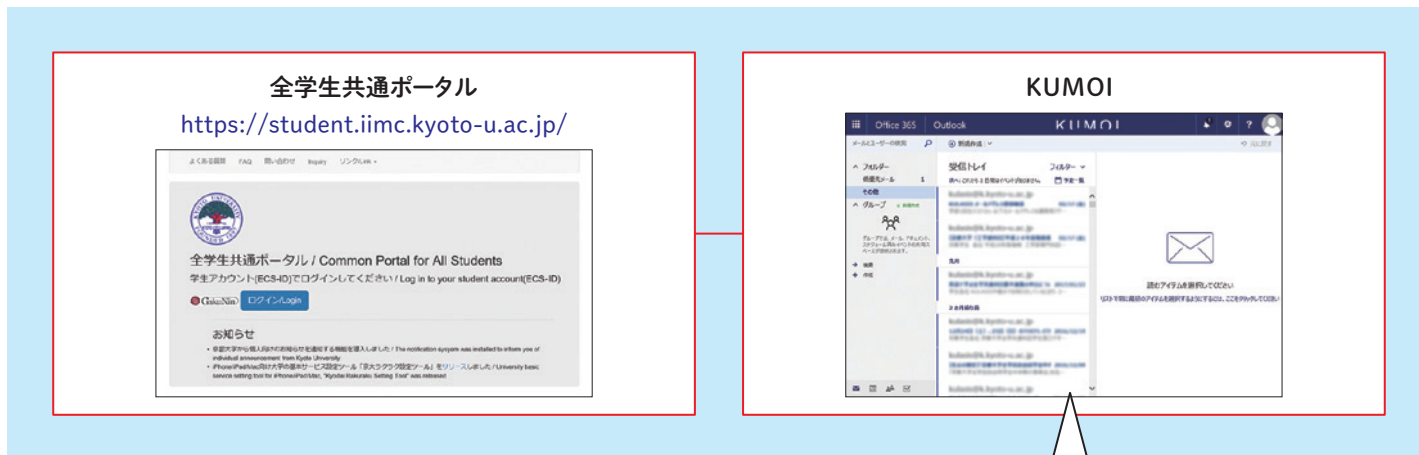
Be sure to take e-Learning courses on Information Security, or you might not be allowed to use the various information services with ECS-ID.

Campus Mail and Portal

Please be sure to check mails every day!

Kyoto University sends important notice to users and urgent notice to all-university mail address. Please be sure to check mails once every day. You can access all-university mail in logging in to portal. You can access to various system as well as all-university mail from portal and Single Sign On, which you can access without entering password more than once, is also

available. This makes you not to enter your password several times. (That's why the management of password is important.) We recommend you to set the mail address as a forwarding address which you usually use such as smart phone or mobile address in case you don't access to all-university mail. Common portal for all students is useful for Kyodai Jungle.



KUMOI

You can confirm your KUMOI Mail address on the following URL.
 Kyoto University Student Account Management <https://ecs.iimc.kyoto-u.ac.jp>

The inbox size is 50GB. Please delete needless messages appropriately.
 Or you cannot receive messages when exceeding the limit.
 You can log in to All-University mail in the following way as well as to log in to Common Portal for All Students.

<Method of Use Mail Software>

In the case of using PC Mail Software to read and write messages, please use the following settings for your mail account.

Receiving Settings	Server Name : outlook.office365.com User Name : Your-ECS-ID@st.kyoto-u.ac.jp Password : Your ECS-ID's password IMAP4 available (SSL mandatory : 993 port) POP3 available (SSL mandatory : 995 port)	
Sending Settings	Server Name : smtp.office365.com Auth Account : Your-ECS-ID@st.kyoto-u.ac.jp Password : Your ECS-ID's password SMTP AUTH available (needs STARTTLS : 587 port) should be "a00XXXY@st.kyoto-u.ac.jp" in case that your ECS-ID is "a00XXXY"

<Mail Forwarding>

You can forward your messages to your another mail addresses you use usually such as your mail address of mobile phone or your Internet Service Provider, on the following URL.
 Kyoto University Student Account Management <https://ecs.iimc.kyoto-u.ac.jp>

Good news to Apple users!

Kyodai Rakuraku Setting Tool for iOS/Mac OSX IIMC in Kyoto University provides Kyodai Rakuraku setting tool, to perform the setting of all-university mail(KUMOI), VPN(IKEv2), Wi-Fi (KUINS-Air) all together/Mac OSX component profile. In using Kyodai Rakuraku setting tool in

smart phone or tablet installed iOS or Mac OSX by Apple Inc, and MacBook etc, the setting to read all-university mail, the setting of KUINS-Air and IKEv2 connection setting will be performed automatically.

Kyodai Rakuraku Setting Tool
<https://www.rd.iimc.kyoto-u.ac.jp/apps/kyodairaku2/index-ecs.html>



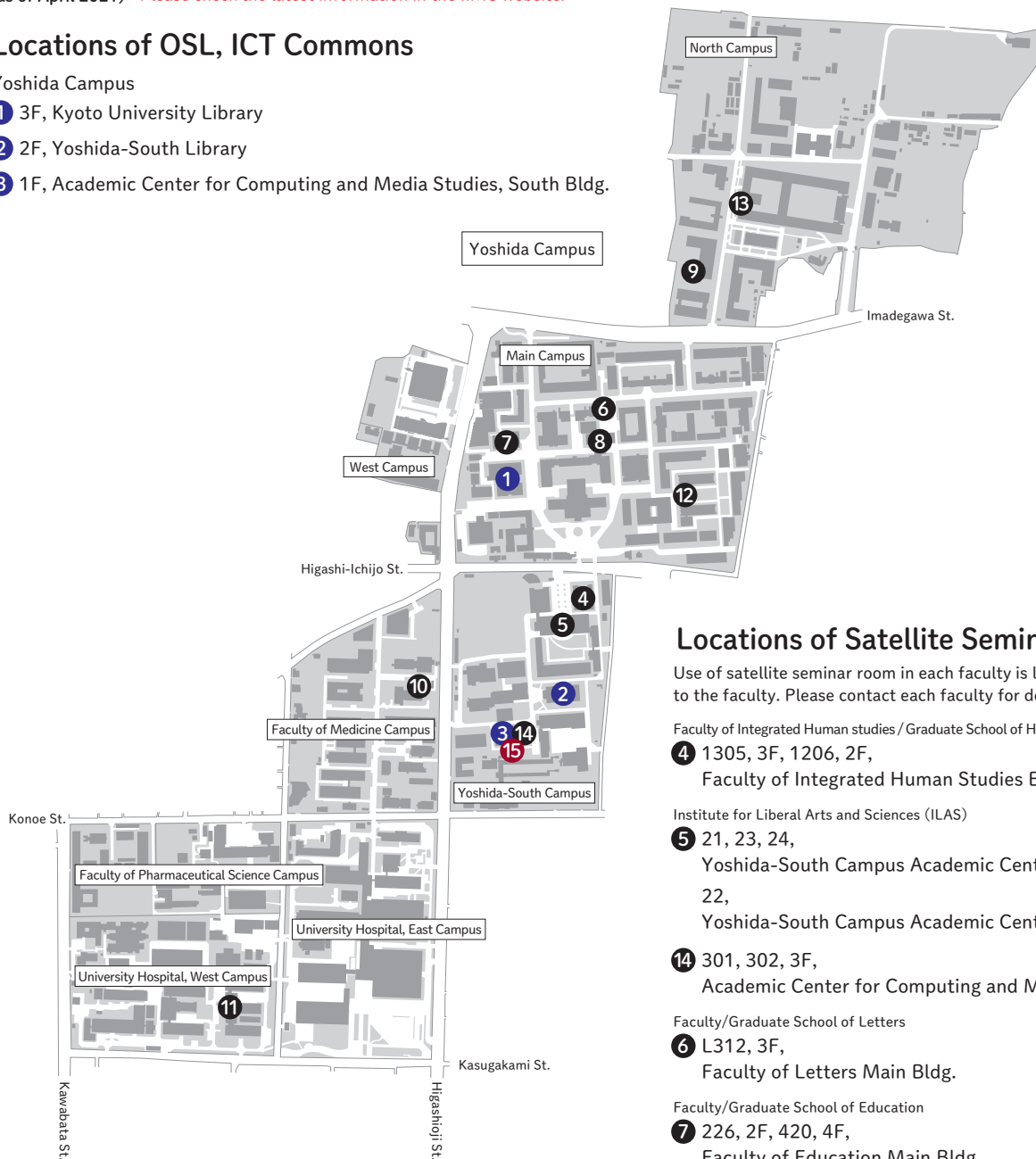
Locations of Open Space Laboratory (OSL), ICT Commons and Satellite Seminar Rooms

(as of April 2021) Please check the latest information in the IIMC website.

Locations of OSL, ICT Commons

Yoshida Campus

- ① 3F, Kyoto University Library
- ② 2F, Yoshida-South Library
- ③ 1F, Academic Center for Computing and Media Studies, South Bldg.



Locations of Satellite Seminar Rooms

Use of satellite seminar room in each faculty is limited to persons who belong to the faculty. Please contact each faculty for details.

Faculty of Integrated Human studies / Graduate School of Human and Environmental Studies

- ④ 1305, 3F, 1206, 2F,
Faculty of Integrated Human Studies Bldg.

Institute for Liberal Arts and Sciences (ILAS)

- ⑤ 21, 23, 24,
Yoshida-South Campus Academic Center Bldg. North Wing
22,
Yoshida-South Campus Academic Center Bldg. East Wing

- ⑭ 301, 302, 3F,
Academic Center for Computing and Media Studies, South Bldg.

Faculty/Graduate School of Letters

- ⑥ L312, 3F,
Faculty of Letters Main Bldg.

Faculty/Graduate School of Education

- ⑦ 226, 2F, 420, 4F,
Faculty of Education Main Bldg.

Faculty/Graduate School of Economics

- ⑧ Information seminar room1, BF,
Faculty of Law and Faculty of Economics East Bldg.

Faculty/Graduate School of Science

- ⑨ 210, 2F,
Graduate School of Science Bldg. No.6

Faculty/Graduate School of Medicine

- ⑩ Laboratory, 2F,
Faculty of Medicine Center for Anatomical Studies

- ⑪ Terminal room, 1F,
Faculty of Human Health Sciences West Bldg.

Faculty/Graduate School of Engineering

- ⑫ 124, 1F, 230, 2F,
Faculty of Engineering Engineering Science Depts Bldg.

Faculty/Graduate School of Agriculture

- ⑬ W222, W228, 2F,
Faculty of Agriculture Main Bldg.

Academic Center for Computing and Media Studies (ACCMS)

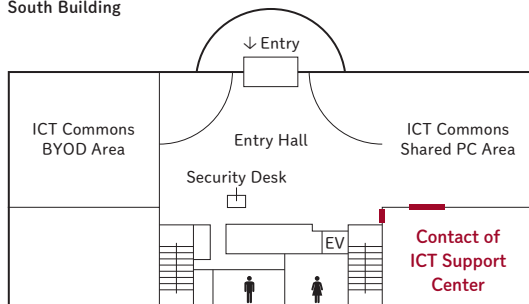
- ⑭ 203, 204, 2F, 303, 3F,
Academic Center for Computing and Media Studies, South Bldg.

General Information Counter

Institute for Information Management and Communication

- ⑮ ICT Support Center, 1F,
Academic Center for Computing and Media Studies, South Bldg.
TEL 075-753-7840
FAX 075-753-9001
E-MAIL support@iimc.kyoto-u.ac.jp

Academic Center for Computing and Media Studies,
South Building



Open from 8:30—17:15 on weekdays

The proper use of computer software/application

Software which is used in computers and mobile devices and so on is essential when you carry on your duties in your study or research. **If computer software is illegally used, it is a violation of the copyright law, there is a possibility that the user himself or the university may be subject to legal liability. Also, illegal software may contain a malware and it will cause a big problem in terms of information security.**

Please check the items below and use the computer software properly.

- ✓ The computer software should be acquired as a genuine item through proper distribution routes (Authorized distributors, directly from the company producing it Manufacturer's official website etc.). Never use unlicensed software (pirated software, unauthorized licenses, etc.) obtained through non-authorized distribution channels. It is also a violation of copyright law if you obtain unlicensed software knowing that it has been illegally uploaded.
- ✓ Crack tools (tools used to illegally modify the software) should not be bought or used.
- ✓ The computer software should be properly used according to the “License Agreement”. Illegal copying and unauthorized modifications should not be made.



The copyright law related control measures got very strict. As a result of the illegal use, severe punishments such as criminal punishments or high compensatory damages can be imposed.

You must refrain from using software illegally!

Please check at first

— To secure the Information Security —

Purpose of using information assets	<ul style="list-style-type: none">● The purpose of using Kyoto University Integrated Network Systems (KUINS) or All-University account (ECS-ID/SPS-ID) is fixed as education, research activities and work.
Certain implementation of basic security countermeasures	<ul style="list-style-type: none">● Accounts and passwords should be managed appropriately.● Security update program of OS or software should be securely installed and kept up-to-date.● Install a security software and be sure the security software is latest version.● Please be careful in opening the attached files and clicking URL in emails.● In sending emails, please double check the destination address to prevent information leakage, due to mail missending.● Please don't access the website nothing to do with education, research, work.
Be sure to check before sending information.	<ul style="list-style-type: none">● Isn't it the information of discrimination, insult, harassment or slander potentially?● Isn't it the information which violates privacy?● Isn't it the information of abuse of confidentiality?● Isn't it the information which infringes the right of property such as copyright?● Isn't it the information which the sender may be punished by the law of Japan or which causes civil responsibilities such as indemnity?
P2P file exchange software is not allowed to use	<ul style="list-style-type: none">● P2P file exchange software is used to share files via the Internet with other people, concealing the users' identity. It is also called "File sharing software". It's not allowed to use it in the University because it may infringe the copyright without intention.● Examples of P2P file exchange software : Winny, Share, Xunlei (迅雷), Bit Torrent, Edonkey etc.
Taking e-learning courses, Information Security	<ul style="list-style-type: none">● All members in Kyoto University are obliged to take the security e-learning courses every fiscal year. http://www.iimc.kyoto-u.ac.jp/en/services/ismo/e-Learning/