Institute for Information Management and Communication, Kyoto University Service Guidebook 2016

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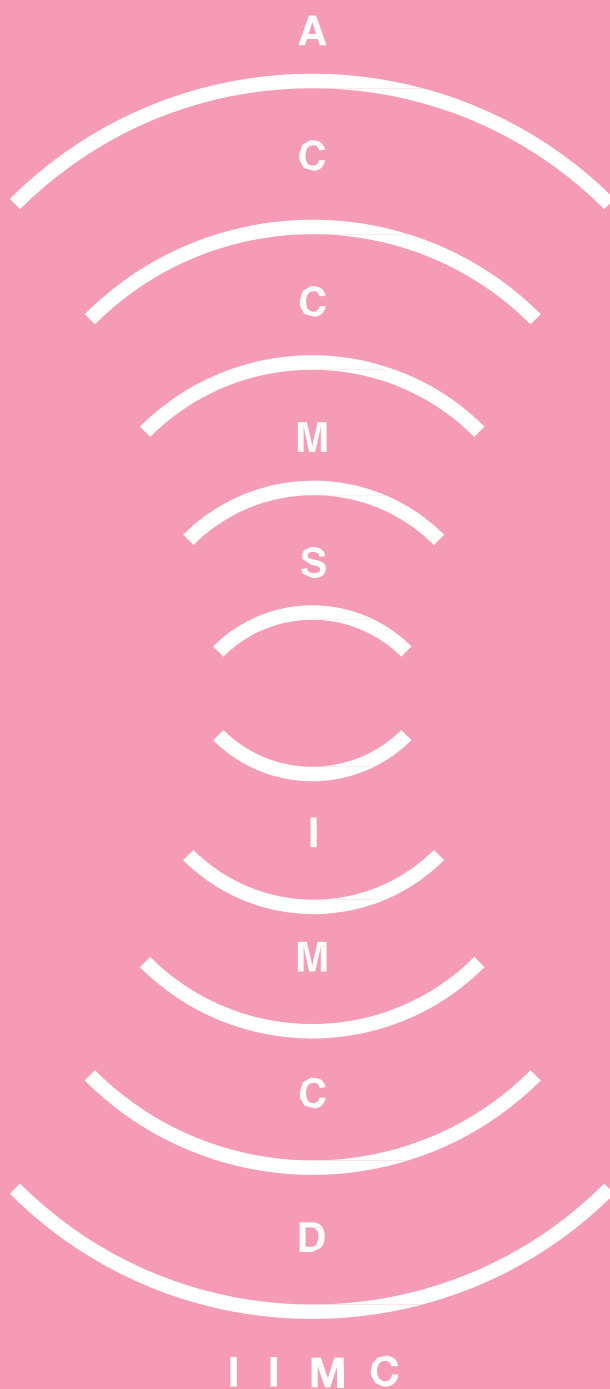
I I M C

Services provided by IIMC

Institute for Information Management and Communication (IIMC) aims to build and manage the latest information environment necessary for supporting various activities in Kyoto University with high security and convenience, under the support of Academic Center for Computing and Media Studies (ACCMS). This guidebook will give you outlines of information services that IIMC provides users on-campus and off-campus. It is about the information services for all students, faculty and staff, Information security on-campus, the whole university development of software license, and so on. We hope that this will help you use the various information services provided by IIMC.

Service guide

Information Security Management

Information Security		Object persons	Student, Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/ismo/		Contact	Information Security Management Group i-s-office@iimc.kyoto-u.ac.jp

To protect the security of the university, each user has to be prepared for it, which is the most important. Especially, there might be the case that malware will be hidden in the attached files of the mail or the website in accessing with Web. Please be careful especially in using mail and Web so that the pc won't be infected by malware. Also, please be sure to update the anti-virus software, OS and application regularly. KUINS (p8), the whole network of Kyoto University has security monitoring device called unauthenticated access inspection device in its exit and entrance, and monitor all communications for 24hours,365 days. In detecting suspicious communication, it checks the safety to on-campus communicator and deals with various attacks which come from internet every day. But it's not always safe in monitoring network. Internet is very convenient tool however, there might be the case that users will be in trouble or unexpected accident (Security incident) if each user is not careful in security. Also, one user's carelessness causes the dangerous situation of whole university easily. Please read the following and carry out the information security measure.

Please do to keep the information security
・Complete the Information Security e-Learning course.
・Keep your account （ID) and password safe. Don't tell them to others. Set the strong password and change it regularly.
・Install security updates regularly for your operating system and applications to keep them latest.
・Use antivirus software under proper license contract and regularly update pattern file etc.
・Follow the rules prescribed by Kyoto University and your department, as well as the rules set for individual information systems.

Please do NOT
Transmitting information as below
　No person shall transmit information that is discriminatory, defamatory, insulting or harassing, infringes on the privacy of any individual, is a breach of confidentiality, infringes on copyrights or other property rights, is punishable by law and/or many otherwise incur civil liability.

Using P2P File Sharing Software*
・It's prohibited on KUINS-III.
・On KUINS-II, you must obtain permission from the head of the Institute for Information Management and Communication (IIMC) through the dean of your faculty or graduate school (the departmental information security officer).
・Don't distribute materials without your copyright. (It violates copyright laws.)
・Don't download materials distributed illegally. (It's a violation of the law.)
　*P2P File Sharing Software：Software with the purpose of sharing files with an unknown number of other users
　 - i.e. BitTorrent、LimeWire、Winny、Xunlei

Information Security e-Learning
In Kyoto University, all Faculty and Staff are obliged to acquire the basic program concerning information security in e-learning for the safe and efficient use of Information and Information technique under the all-university information security committee. Information security e-learning enables users to learn in the PC terminals connected to network so that they can acquire the basic knowledge of Information security. Please access to the following URL and follow the screen to take it.
http://www.iimc.kyoto-u.ac.jp/en/services/ismo/e-Learning/index.html

About the information Security Policy in Kyoto University
To secure the information security, Kyoto University fixes the detailed information security policy. Information security policy consists of "Basic principles" and "Measure regulations" and Kyoto University fixes several implementation provisions based on it. You can refer to these regulations from the followingURL .
http://www.iimc.kyoto-u.ac.jp/en/services/ismo/use/regulation.html

Information security policy is regarded as the annoying provision which restricts the free action, and it's the wrong recognition. If you follow these rules, there are few security incidents. Also, the guideline to set the password, Wireless LAN access point is also fixed. Please read it carefully.

For the report or counseling about security , please contact the security counter in each faculty or graduate school, or the security measure group(the counter of all-university) first of all.(Please refer to "Information security mini-guide" which comes with account notification.).

About the creation of password

The ID and Password provided by Kyoto University is very important in using Information environment. If others know the ID and password, they will be abused and it will cause unexpected incident. Please create the strong password following "All-university information system users' password guideline in Kyoto University" and manage not to be known by others. Then you can use information environment safely. It's not that difficult to create strong password. Please create the password as long as you can (more than 8 characters) in combination with various characters (Capital letters of alphabet, small letters, numbers, symbols etc). Please don't use the simple words in the dictionary. If you remember how to make it, you can create it again very soon even though you forgot and it's safe.

KUINS News No. 84 Security column : Security Topic

No.1「Password、Password、Password！」

First of all, please think about the phrase in Japanese. I guess your favorite word is ok. For example, 「不言実行」,which means make it into practice without saying anything. If we write down in Roman characters, "fugenjikkou" and it has 11characters！ If we add something to this word such as number like this,"FugenJikkou1234", it's perfect. It has 15 characters with 3 type of character, which isa very safe password. The first Japanese phrase can be anything like the part of your favorite poem or nickname of something just at home. If you create password based on the word frequently used, you won't forget it.

Info! No. 1 Column   Security Topic

No.2「Password、Password、Password！(part 2)

  We will explain presupposing that you have already got at least one strong memorable password. Let's call this password "Strong Password". If you want to make separate password per service or purpose, please add the character strings which expresses the service or purpose(ex: Facebook→FB)to "Strong Password". It's easy isn't it?
In the example of Facebook, you can make a password such as "Strong Password-FB" for instance. Please create it deciding the rules where to add, entering the symbol in the middle or not etc. You can express the name of the service and purpose freely. This is just an example. Please be creative. Furthermore, if it has to be renewed once in 3 months, please decide the update month like January, April, July, October and add the update year/month information. For example, "Strong Password-FB-1407". You can choose your favorite notational system of year and month because there are tons of notational systems. Most of them might think if it's good way of making decision in such a simple way or not. But the security becomes higher than that in using the same password.

Outline of Kyoto University Authentication System

Kyoto University Authentication System allows the university members to use the whole university information system on education, research, and those work more conveniently and at ease.

Specifically, we realize the convenient and secure single sign-on authentication, using the whole university ID for individual authentication (ECS-ID, SPS-ID) or IC card (Electronic certification). The Kyoto University Certification Authority to issue electronic certification, the Integrated LDAP to keep the information of ID or password, and IC cards such as Student ID card・Authentication IC card are supporting these services. And furthermore, the Integrated LDAP, the Shibboleth Authentication Cooperation System, and IC card are available at each department.

Account issued by Kyoto University (ID)

Kyoto University issues two kinds of user accounts, which are accounts for students (ECS-ID) and those for faculty and staff (SPS-ID). Accounts for students (ECS-ID) are issued to all students at the entrance of Kyoto University and are the ID which includes number and alphabet. Accounts for faculty and staff (SPS-ID) are issued to the faculty and staff of Kyoto University and are the ID which includes number and alphabet of your given name and surname. Available services are different with ECS-ID and SPS-ID, however, some are available with both IDs.

SPS-ID and ECS-ID are used for the services provided by each department besides the services provided by IIMC as the following picture.

Please contact your affiliated department regarding the available services provided by each department.

SPS-ID	SPS-ID・ECS-ID	ECS-ID
Faculty and Staff Groupware ・Groupware functions (Notice board, Circular notice, Facility reservation, Document sharing, List of personnel etc.) ・Faculty and Staff Mail (KUMail) ・All sorts of e-Learning ・Activity Database on Education and Research ・Business trip expense system ・Working management system ・System for browsing wages, personnel division etc. ・KULASIS (faculty only) ・Database of IT devices connecting to KUINS (KUINS-DB) ・KUINS visitor's account issuing system ・Financial accounting system (IC card Required) ・Issuing certification of employment (IC card Required) ・Objectives management, Personnel sheet (IC card Required) **Faculty and Staff Mail (KUMail)**	**Use of Network** ・Wireless LAN ・PPTP connection ・acquisition of eduroam account **Use of Educational computer system** ・Use of PC and printer in OSL and Satellite seminar room **Learning Support System** (PandA) **Library Services** ・E-journal ・Database ・MyKULINE etc. **All sorts of e-Learning training** (Information security e-Learning etc.)	**Common Portal for All Students** (Student only) ・KULASIS ・MyKULINE ・Student Mail (KUMOI) ・Information security e-Learning ・Learning Support System (PandA) ・Questionnaire System ・Lifelong Email **Student Mail (KUMOI)** .... Certification issuing machine required only ECS-ID's password

Accounts for students (ECS-ID)		
	Applicants	Students: Undergraduate, Graduate students, Research students, Audit students, Non-degree students, Special research students, Special Audit students etc. Others ：Professor emeritus, Part-time lecturers off-campus, JSPS researchers, Trainees, Trustee research associates, Invited foreign scholars, Co-researchers etc.
http://www.iimc.kyoto-u.ac.jp/en/services/cert/ecs_id/	Contact	ICT Support Center support@iimc.kyoto-u.ac.jp

Issuance of ECS-ID

For Student

1. Acquisition

   We distribute the notification including student account (ECS-ID) for students enroll in April and October. If you are the student besides above, please contact the helpdesk with student identification.

2. Suspension and Renewal

    ECS-ID is stopped when no more a student status due to graduation, and so on. If you want to continue to use as a following faculty member, please check "renewal" term of faculty.

For Faculty
1. Acquisition
   Please contact the nearby helpdesk with your identification card as below.
   ○ID card issued by Kyoto University
   ○Acceptance letter issued by the director of your department
   ○ID card issued by JSPS
   ○ID card for Professor Emeritus

2. Suspension and Renewal
   Except for Professor Emeritus, you must extend your account by August 1st of the fiscal year. At the new fiscal year if you hope to continue to use the ECS-ID, please contact the helpdesk with your identification card or certification issued by the director of your department or Kyoto University.

Accounts for faculty and staff (SPS-ID)		
	Applicants	Faculty and staff (excluding some such as part-time lecturers off-campus), the others deemed necessary
http://www.iimc.kyoto-u.ac.jp/en/services/cert/sps_id/	Contact	Office of Electronic Administrative Services, Computerized Planning Division e-office@mail2.adm.kyoto-u.ac.jp

Issuance of SPS-ID
SPS-ID is issued based on online application by a staff in charge of each department.

IC Student ID, Authentication IC/Facility Use Cards	Object persons	Student, Faculty and Staff etc.
http://www.iimc.kyoto-u.ac.jp/ja/services/cert/use/type.html	Contact	ICT Support Center support@iimc.kyoto-u.ac.jp

IC Student ID, Authentication IC card, and Facility Use card for faculty and staff are contactless IC cards which can read the information by holding up. You can manage the access control and pay by electronic money by simply holding them up to a card reader. Authentication IC card also stores digital certificate for more secure authentication.

Available services with IC cards (They may differ according to each department)

Card type	User type	Available function
IC Student ID	Undergraduates, Graduate students	Automatic issuance of certification, Secure copying and printing with an IC card, Management of the access control, Member's card and electronic money (for Co-op members only) for the Kyoto University Co-op
Authentication IC Card	President, Directors, Auditors, Faculty and Staff(Part-time lecturers off-campus, TAs/RAs/OAs, Short-term employees are excluded.), Persons who are admitted the use of the IC card by the head of department.	Log in to secure systems with an IC card, Secure copying and printing with an IC card, Management of the access control, Member's card and electronic money (for Co-op members only) for the Kyoto University Co-op
Facility Use Card	Any other persons needed an ID to enter and exit buildings	Management of the access control

Kyoto University Information System	Object persons	Faculty and Staff
	Contact	ICT Support Center support@iimc.kyoto-u.ac.jp

The services and systems (Kyoto University Authentication System) used for authentication are designated as Kyoto University Information System, so please use them following "Rules for use of Kyoto University Information System" in the URL below. Please handle it with great care because it is our important authentication information.
Regulations related to information security： http://www.iimc.kyoto-u.ac.jp/en/services/ismo/use/regulation.html

Authentication Portal site

Student Portal site		Object persons	Student
− Common Portal for All Students −		Contact	ICT Support Center support@iimc.kyoto-u.ac.jp
https://student.iimc.kyoto-u.ac.jp/			

It's the portal site for all students, and you can log in using ECS-ID (account for students) and the password.
You can use the service and the information system essential for the campus life such as learning system in the Internet, e-mail, library service and checking the information of lecture here.
※Those who are not students with ECS-ID cannot access here. Please access from the URLs of each service.

Menu
・KULASIS (Academic Affair Information system)
・MyKULINE
・Student Mail (KUMOI)
・Information security e-Learning
・Learning Support System (PandA)
・Questionnaire System
・Lifelong Email

Faculty and Staff Portal site		Object persons	Faculty and Staff
− Faculty and Staff Groupware −		Contact	Office of Electronic Administrative Services, Computerized Planning Division e-office@mail2.adm.kyoto-u.ac.jp
https://www.tam2.adm.kyoto-u.ac.jp/			

As a portal site for faculty and staff, we offer Faculty and Staff Groupware (Notes/Domino), which is available for Kyoto university faculty and staff (excluding part-time lecturers off-campus) with SPS-ID.
It contributes to improve the convenience for faculty and staff and also has lots of functions as well as building an authentication system for the secure use.

Basic Function
・Single sign-on:
 One click access to Activity Database on Education and Research, System for travel expenses, System for browsing wages, Personnel division and so on
Menu
・Bulletin board: You can browse and post the notice for Faculty and Staff.
・Kyoto University Mail for faculty and staff (KUMail) : Infrastructure to make the communication of all faculty and staff secure and efficient
・Schedule : Share schedule information of faculty and staff and adjust schedule of conferences and meetings to make the routine work efficient
・Schedule arrangement : You can arrange the date for conference or meeting between Faculty and Staff easily.
・Circular notice: It's available as a way to notify to specific persons. Unlike the mail, we can check whose is "read" or "unread".
・Reservation for facilities: We can confirm the availability or reserve the conference room or Rentals without any restriction of place and time.
・Sharing documents: Each documents supposed to be used will be able to be shared.
・Others: KUINS system to issue the visitor's accounts, KUINS Database to register adaptation equipment (KUINS-DB), All sorts of e-Learning training, Kyoto University official regulations, List of extension numbers of executives, Seating chart of the head office of the Administrative bureau・the Common administrative bureau, List of personnel, Public offer of assets etc. are all available.

Mail address provided by Kyoto University (Kyoto University Mail)

Kyoto University Mail is offered to ensure the safe and prompt informational communication to the students, Faculty and Staff and to use for education, research and work with responsibilities.

Also it aims to establish "broadcast mail" and to provide safe and highly convenient mail environment.

Kyoto University Mail for Student − KUMOI − http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumoi/	Object persons	ECS-ID holders
	Contact	Educational System Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

KUMOI is provided for regular students and non-regular students etc. with ECS-ID (accounts for students).

The mail address consists of [(last name).(first name).(3 alphanumeric characters)@st.kyoto-u.ac.jp].

KUMOI is available not only on the web on-campus and off-campus but also from mail software such as Outlook and Thunderbird etc. using POP over SSL and IMAP over SSL. KUMOI is operated by cloud service (Office365) provided by Microsoft.

Kyoto University Mail for Faculty and Staff − KUMail − http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumail/	Object persons	SPS-ID holders
	Contact	ICT Support Center (KUMail) kumail-qa@mail2.adm.kyoto-u.ac.jp

KUMail is provided for all faculty and staff with SPS-ID (accounts for faculty and staff).

The mail address consists of [(last name).(first name).(2 alphanumeric characters)@kyoto-u.ac.jp].

The main usages are as follows.

1) Web mail
2) Mail software you are currently using
3) Mail forwarding to another mail address you usually use

You can access KUMail from Faculty and Staff Groupware as well. KUMail is operated on the general-purpose computer system on-campus.

Shared document tool: KUMail Storage Service http://www.iimc.kyoto-u.ac.jp/en/services/mail/kumail_fsv/

KUMail storage service is provided for those who had acquired ID.   This service is free online storage service which enables you to save files in the server on-campus via Internet and to send or receive them between researchers on/off-campus by notifying the URL of the server where they are saved.

You don't have to attach files you want to share to an email. You just notify the URL of the server where they are saved and the receiver downloads them. You can send and receive them safely with mail authentication and a password. This service enables to reduce the load to a mail server and the network because you don't have to attach the large capacity of files to an email. 2GB user folder is available for each user (faculty and staff).

URL for KUMail Storage service: https://fsv.iimc.kyoto-u.ac.jp/

Lifelong Email http://www.lm.iimc.kyoto-u.ac.jp/kulm/	Object persons	Student (Excluding irregular students)
	Contact	Staff in charge of Lifelong email lmsupport@mail2.adm.kyoto-u.ac.jp

Lifelong email service in Kyoto University is the free email forwarding service for graduates, those who had completed the course in Kyoto University and those who enrolled in Kyoto University at the moment. The service has been started in Feb,2016 for the purpose of collaboration between Kyoto University and users, the promotion of interaction with alumna and alumni such as graduates and those who had completed the course, and the enforcement of social collaborative organization via reunion.

The lifelong email address with simple domain name(@kyoto-u.jp(without ac)) will be provided. This email address is exclusive to forwarding however users can use it forever even after leaving university. This service is for regular students (undergraduates and students in graduate school) at the moment, however, it will be provided to the Faculty and Staff after 2017. Also, the lifelong email address of graduates (Faculty and graduate school) will be provided to the department(reunion) in making a specified process.

Use of Network
(Kyoto University Integrated Network System (KUINS))

Kyoto University Integrated Network Information System (KUINS) services cover the main parts of the university, from its Yoshida, Uji, and Katsura campuses to remote areas such as Kumatori and Inuyama where various research facilities are located. KUINS is connected to the Internet off-campus via SINET5 etc. (the domestic network for academic research which is managed by National Institute of Informatics). Firewall, Unauthorized access monitor, Virus check server, SPAM mail check server etc. are introduced to the core part of the network and the regular security measures are performed. IIMC manages and maintains the network infrastructures of KUINS such as various servers for communication use, center routers, terminal switches located on every floor in each facility, public wireless LAN access points, and so on. Besides, as providing services, we are doing an acceptance of application for the use of network on-campus and the settings, an operation of the VPN connecting service, a support for the use of KUINS at the remote places.

京都大学学術情報ネットワークシステム(KUINS)システム概略図
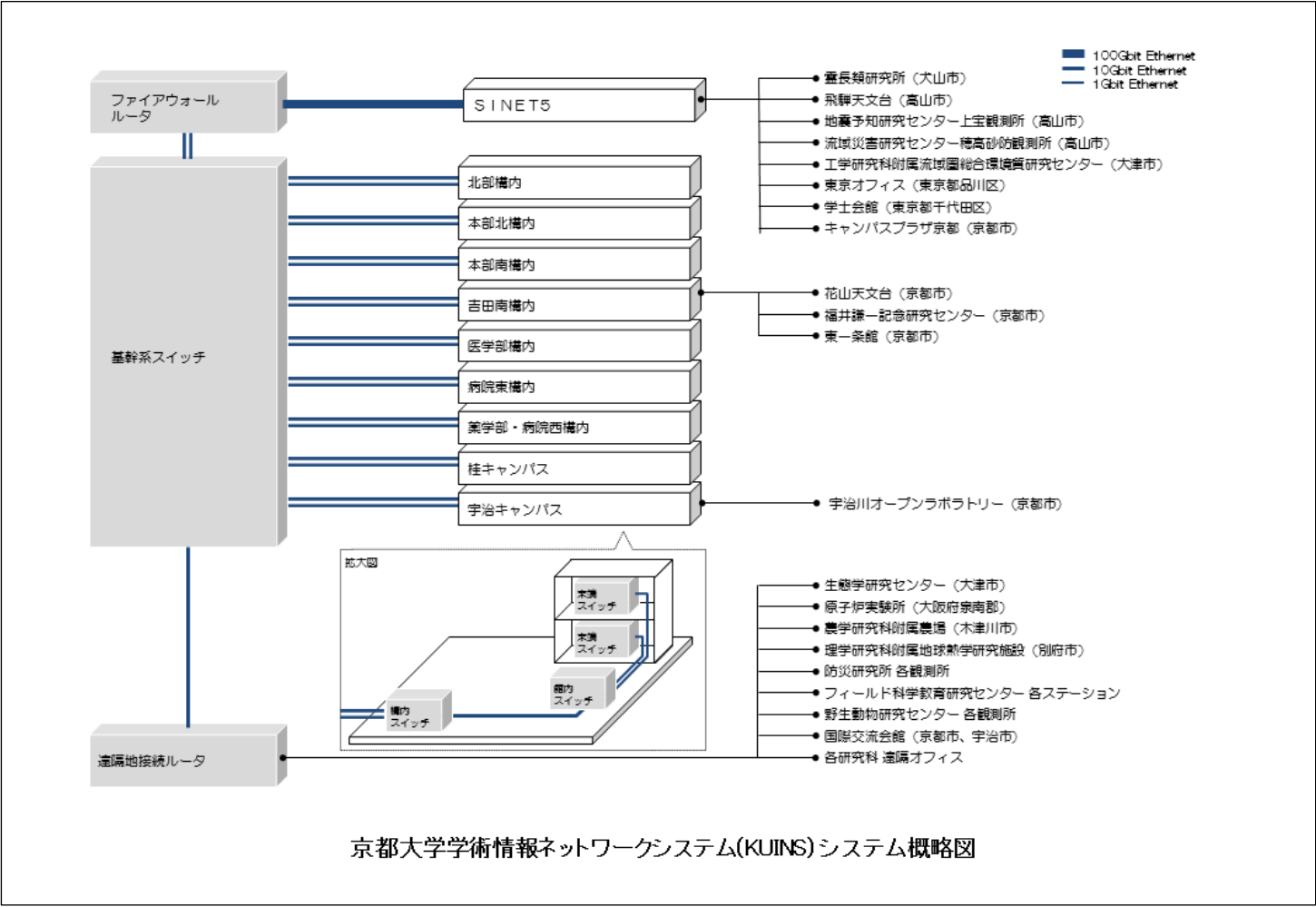
System chart Kyoto University Integrated Network System

Usage guide for the system　　KUINS user account is required for "Manager" and "Person in charge of payment" separately.

Eligibility	Faculty and Staff	
Usage charges	Required	KUINS-II ： \1,500/month per 1 IP address
		KUINS-III ： \300/month per 1 information consent
Available budget	Research expenses, Educational expenses, Research grants, General management expenses, Education and research support expenses,	
Application	Electronic application from KUINS Database to register the equipment connection (KUINS-DB)	

※Faculty and Staff Groupware<Work・Official regulations <Online Application <KUINS Database to register the equipment connection

KUINS-II Connection	Object persons	Faculty and Staff
− Connect server to the Internet − http://www.iimc.kyoto-u.ac.jp/ja/services/kuins/kuins/	Contact	Network Management Group, IT Services Division q-a@kuins.kyoto-u.ac.jp

KUINS-II is the network to use global IP address. Mail server to communicate with users from off-campus directly and Web server will be connected to the network of KUINS. The device to connect to KUINS-II enables you to connect to the network from the terminals after registering the management supervisor in each server or PC and the inherent information of the server, which builds the high security level. The KUINS-II subnet was assigned per building or per division in principal, and the subnet contact person in each subnet manages the global IP address.

In connecting device, you are required to attach the information socket you want to use to the subnet and register the information of IP address or that of connection device o KUINS-DB. The fixed fee will be charged per a global IP address.

In case that your information outlet is attached to the department's subnet
Subnet is created every department or building
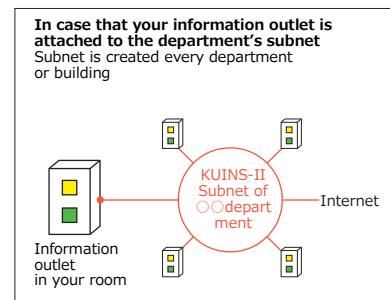
Example KUINS-II usage

How to apply for KUINS-II

Applicant *1 → Check the subnet of a building *2 → Apply for the subnet connection *3 → Acquire an IP address → Decide on a manage representative and a person in charge of payment *4 → Apply for the host registration from the database → Connect a device to an information outlet (The completion of the procedure) *5

*1 Please confirm the number of the using information outlet. Information outlets are mainly set on the walls in rooms.
*2 Please contact if you don't know the contact person of subnet who manages a building subnet or an IP address.
*3 Application form for the subnet connection
*4 A manage representative and a person in charge of payment need a KUINS user account.
*5 Notification of the setting completion will be mailed. Please refer to "Kyoto University Integrated Network System" in IIMC webpage when the connection is failed after the setting is completed
http://www.iimc.kyoto-u.ac.jp/en/services/kuins/

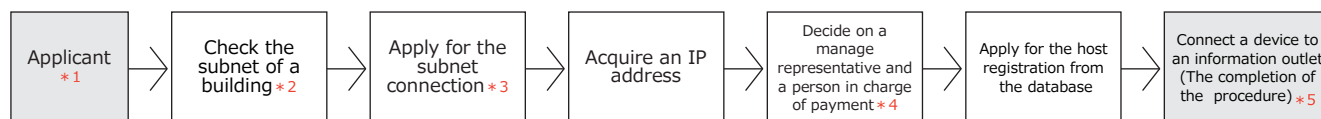| KUINS-III Connection − Connect PC to the Internet −	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/ja/services/kuins/kuins/	Contact	Network Management Group, IT Services Division q-a@kuins.kyoto-u.ac.jp

KUINS-III is the network to use private IP address. The personal PC which doesn't communicate with the users off-campus directly will be connected. The communication between KUINS-III and outside will be carried out via proxy server. You can make the logical subnet called VLAN (Virtual LAN) with the information socket set in the room of each facility. You can build up the VLAN per one labo as well as building up the VLAN for Faculty and Staff and for students to reflect on the managing policy for manager.

IP address assigned by DHCP and the fixed IP address will be available.

KUINS-II assigns the subnet per buildings or per divisions in advance and LABO or each user is required to apply for the use of VLAN in KUINS-III. Application has to be submitted from KUINS-DB as well as that of KUINS-II.

You can connect several terminals to one information socket using HUB.

The fixed fee will be charged per one port of the registered information socket.

1) In case that you create a VLAN in your lab
You can apply for a VLAN every lab
※IO…Information outlet
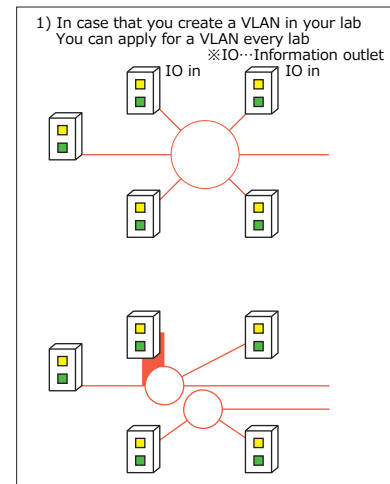
Example KUINS-III usage

How to apply for KUINS-III
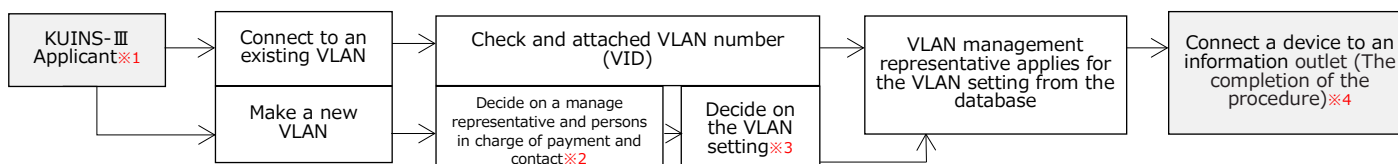
KUINS-III Applicant※1 → Connect to an existing VLAN / Make a new VLAN → Check and attached VLAN number (VID) / Decide on a manage representative and persons in charge of payment and contact※2 → Decide on the VLAN setting※3 → VLAN management representative applies for the VLAN setting from the database → Connect a device to an information outlet (The completion of the procedure)※4

*1 Please confirm the number of the using information outlet. Information outlets are mainly set on the walls in rooms.
*2 A manage representative and a person in charge of payment need a KUINS user account.
*3 KUINS-III's VLAN has two kinds of setting, OPEN space setting and CLOSE space setting. If you communicate from the information outlet of OPEN space setting's VLAN, you need to set PPTP on the device. (for authentication with ID)
    OPEN space setting : rooms with unlimited access (lecture room, conference room, self-study space etc.)
    CLOSE space setting : rooms with limited access (laboratory, office etc.)
*4 Notification of the setting completion will be mailed. Please refer to "Kyoto University Integrated Network System" in IIMC webpage when the connection is failed after the setting is completed
http://www.iimc.kyoto-u.ac.jp/en/services/kuins/

VPN Services	Object persons	Student, Faculty and Staff
― Connect to the on-campus network from off-campus ― http://www.iimc.kyoto-u.ac.jp/en/services/kuins/vpn/	Contact	Network Management Group, IT Services Division q-a@kuins.kyoto-u.ac.jp

There are three ways to connect from off-campus to the campus network.
・PPTP Connection
・SSTP Connection／ Open VPN Connection
・SSH Port Forward Connection
This service enables you to set the off-campus (home, workplace etc.) network to the connection environment of connection to standard KUINS-III (on-campus use) CLOSE space setting VLAN. And you can access to online service provided to on-campus only (browsing e-journals, use of Groupware) safely.

・PPTP Connection
PPTP connection is a service with PPTP (Point to Point Tunneling Protocol) which is one of the VPN (Virtual Private Network) for the safe access from off-campus network, campus wireless LAN, OPEN space setting VLAN etc.
This service includes two kinds of services, one is PPTP connection service and the other is PPTP-VLAN fixed connection service. PPTP connection service is available only by the PC setting without application and PPTP-VLAN fixed connection service requires application by a management representative of KUINS-III VLAN. The latter enables the access from off-campus network and different campuses to the normally used VLAN. This service requires that TCP protocol (1723 port)　and GRE protocol (47 port) can communicate.
Usage・Connection setting manual： http://www.iimc.kyoto-u.ac.jp/ja/services/kuins/vpn/use/pptp.html

※"Kyodai Rakuraku tool" is provided to iPhone users, iPad users, and MacOSX users. You can set it easily. Please use it.
◆To Faculty and Staff (SPS-ID)
https://www.rd.iimc.kyoto-u.ac.jp/apps/kyodairaku2/index-sps.html
◆To students (ECS-ID ）
https://www.rd.iimc.kyoto-u.ac.jp/apps/kyodairaku2/index-ecs.html

・SSTP Connection／ Open VPN Connection
SSTP (Secure Socket Tunneling Protocol) Connection and Open VPN Connection are connection services using SSL for the safe connection from off-campus network by VPN.
SSL is a protocol to encrypt information on the Internet and transmit and receive it. It encrypts the data of widely used WWW and FTP and transmits and receives the restricted information or information about privacy etc. safely. These connections might work even if PPTP connection does not work because they use TCP protocol (443 port).
Usage・Connection setting manual：
SSTP Connection：http://www.iimc.kyoto-u.ac.jp/en/services/kuins/vpn/use/sstp.html
Open VPN Connection：http://www.iimc.kyoto-u.ac.jp/en/services/kuins/vpn/use/openvpn.html

・SSH Port Forward Connection
SSH (Secure SHell) is a protocol for the encrypted communication with another host via the network. Port Forward is a function to forward encrypted data with SSH to any host or port. This Port Forward function enables you to directly connect from the device on the off-campus network to the on-campus server.
Using this service, the data on the network is encrypted, so you can access safely to the on-campus network via the Internet.
Usage・Connection setting manual：http://www.iimc.kyoto-u.ac.jp/en/services/kuins/vpn/use/sshportforward.html

Wireless LAN Connection Services	Object persons	Student, Faculty and Staff etc.
− KUINS-Air for members on campus, eduroam for visitors −	Contact	Network Management Group, IT Services Division q-a@kuins.kyoto-u.ac.jp

In connecting to the Wireless LAN available in Kyoto University, you can use KUINS-Air for on-campus users and eduroam for off-campus users.

The on-campus and off-campus network will be available connecting to KUINS-III in authenticating "KUINS-Air" with SPS-ID or ECS-ID.

"eduroam" is available with the off-campus internet because it connects to off-campus network, not KUINS, however, it doesn't connect to the services limited on-campus such as groupware or e-journals. The temporary visitors can use it with visitor's account. Also, it's available with the account provided by eduroam affiliated institute due to the collaboration of the services which provides Wireless LAN loaming(mutual use) environment called eduroam(http://www.eduroam.jp/) between several universities or some educational research institutes. The Faculty and Staff of Kyoto University can use the Wirelss LAN of other eduroam affiliated institute including that of Kyoto University if the eduroam account was acquired from the following. https://eduroamshib.nii.ac.jp/

The setting spot of Wireless LAN device
http://www.iimc.kyoto-u.ac.jp/ja/services/kuins/wifi/use/wifi_ap.html

Account for visitors	Object persons	Faculty and Staff
− Provide temporary users with the Internet access −	Contact	Network Management Group, IT Services Division q-a@kuins.kyoto-u.ac.jp

We issue KUINS visitor accounts for the Internet access to temporary visitors who belong to the institute off-campus. With the accounts, you can use the wireless LAN connection by eduroam and Information socket with Web authentication.

How to apply and issue KUINS visitor account
  Log in to Faculty and Staff Groupware (https://www.tam2.adm.kyoto-u.ac.jp/portal/) with your SPS-ID.
    ⇒ Choose "Business links" at the top menu
    ⇒ Choose "Issuing system for KUINS visitor account" in "Network Applications"
    ⇒ In "Account Setting", set the following items and click "Submit"
      Start date of use (Designation available until 31days ahead)
      Available days (less than 31days)
      Number of account (62 accounts/day)
    ⇒ A printing screen will come out, so save and print it
    ⇒ Distribute the printed paper to applicants after writing their information down
      (Please keep it for 3 months after the end date of use.)
    How to use： http://www.iimc.kyoto-u.ac.jp/en/services/kuins/kuins/use/visitor.html

Switch rental service	Object persons	Faculty and Staff
− Use the Internet in common space −	Contact	Network Management Group, IT Services Division q-a@kuins.kyoto-u.ac.jp

"Switch rental service" is the service to connect to the Internet from KUINS information socket in a hall or conference room in on-campus facilities.

The off-campus internet connection will be available if you authenticate with the screen displayed in connecting to the optional site with Web browser, however, it won't be connected to the service limited on- campus such as groupware or e-journals. Please use VPN service if needed.

This service covers the following places; lecture rooms, conference rooms, seminar rooms, self-studying space for the common use of department, major and course in Yoshida, Uji and Katsura campus area and laboratories for the common use of nationwide and inter-university. However, it doesn't cover the following places; offices, laboratories, student rooms and seminar rooms, conference rooms, self-studying rooms, laboratories for the exclusive use in research projects etc.

How to apply

For the use, "Technical manager of information security in department" needs to fill in the inquiry form of IIMC and apply for.

1．Name of applicant
2．Name of "Technical manager of information security in department"
3．VLAN manage number (already registered)
4．Name of information socket, building, room number, name of room, use of room
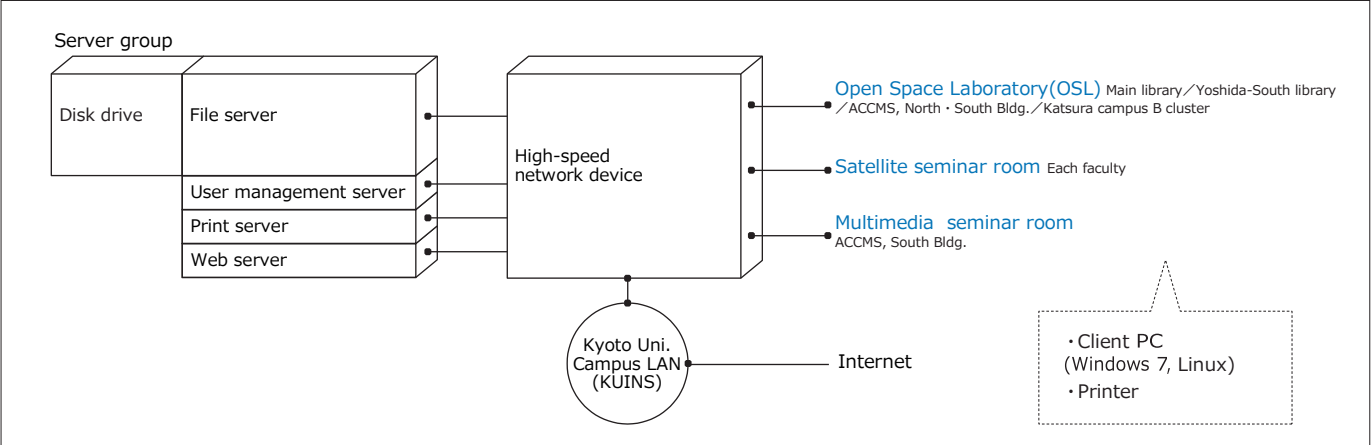5．Name, affiliation, contact information of questioner

How to use

For the use, one of the following user accounts is required; SPS-ID, ECS-ID, eduroam account, KUINS visitor account.

Please prepare beforehand.

Educational Computer System

Educational Computer System is a system provided for information education in our university. To support information education, we established laboratories for information education and language study in the South Building of Academic Center for Computing and Media Studies and some satellite seminar rooms in each department. For students' self-study, we provide "Open Space Laboratory" in the North/South Building of Academic Center for Computing and Media Studies, the Main Library, Yoshida-South Library, Funai Center at B Cluster in Katsura Campus. There are PC terminals available with SPS-ID (for Faculty and Staff) and ECS-ID (for Student) in these satellite seminar rooms and OSLs. Windows and Linux are available on those PC terminals as Operating System (OS). Besides, they are connected to the file server so that you can read and write your files on any PC terminals. Printers are also available for submitting assignments and papers of classes in these satellite seminar rooms and OSLs (Except for some satellite seminar rooms and OSLs).

Educational computer system System structure chart

Use of PC terminal	Object persons	Student, Faculty and Staff
− Use PC terminals in OSL or seminar rooms in satellites of each department − http://www.iimc.kyoto-u.ac.jp/en/services/ecs/terminal/ http://www.iimc.kyoto-u.ac.jp/en/services/call/autonomous/	Contact	Learning Media Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

In satellite seminar rooms of each department, a class is carried out with a focus on a major subject concerning information education of the department. Some departments open their satellite seminar rooms for the students belonging to their departments when there is no class in the satellite seminar rooms. Please ask the staff in charge of academic affairs for the details. In the OSLs, you can use the PC terminals free regardless of classes when they are open. Storing limit of My Document (M drive) is 300MB. If it is over, some applications might not work normally. Please use it within the limit bringing a USB memory.

Besides, those PC terminals are available as CALL terminals for autonomous learning. The terminals have foreign language teaching materials installed on them, which you can use freely whenever the building is open. You are asked, however, to bring in your own headphones.

＊CALL＝ Computer-Assisted Language Learning

＊OSL and Satellite laboratory Layout (Please refer to the next page)

Usage of OSL

＊You can check the vacancy of OSL by reading the QR code at right.

  Laboratories may be closed or more terminals may be in use when you arrived at a laboratory.

Appendix 6. Map of Satellite Laboratories

1	Faculty of Agriculture	Main Bldg. W222, W228
2	Faculty of Science	Bldg. No.6 208, 210
3	Faculty of Letters	Main Bldg. L312
4	Faculty of Education	2nd Floor Computer Room, 4th Floor Research Computer Room
5	Faculty of Law	Hou-Kei North Bldg. 2nd Floor (or "Law-Economics")
6	Faculty of Economics	East Bldg. Information Laboratory 1, 2
7	Faculty of Engineering	Bldg. No.3 Laboratory 1, 2
8	Faculty of Engineering	Engineering Science Depts Bldg. 124, 230
9	Faculty of Integrated Human Studies	Human Studies Bldg. 1206
10	Faculty of Medicine	Center of Anatomy 2nd Floor
11	Faculty of Pharmaceutical Sciences	Lecture of Bldg. Information Processing Terminals Room
12	School of Human Science, Faculty of Medicine	West Bldg. 1st Floor, Terminals Room
13	Kyoto University Library	3rd Floor Reading Room, Information Terminal Corner
14	Kyoto University Yoshida-South Library	2nd Floor Reading Room
15	Academic Center for Computing and Media Studies, South Bldg.	OSL, Multimedia Language Laboratory
16	Academic Center for Computing and Media Studies, North Bldg.	OSL,

— — — — — — — —

Katsura Campus

B Cluster, Funai Center E study room at the 3rd floor
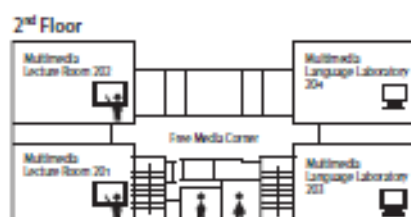
Academic Center for Computing
and Media Studies, South Building

Printing Service	Object persons	Student, Faculty and Staff
− Print assignments or papers etc. − http://www.iimc.kyoto-u.ac.jp/en/services/ecs/printer/	Contact	Learning Media Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

You can use the printers located in OSLs and satellite seminar rooms of each department (except for some satellite seminar rooms) and can print out up to 200 sheets per year (400 pages on duplex printing, a term of counting is from April to March in the following year and counters are reset on April 1st every year.) .

In case you reach the limit of printing, you can print out (fee required) a PDF file saved on a USB flash memory at Kyoto University Co-op shops (Yoshida South area shop and Clock Tower shop).

Software install for classes	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/ecs/class/	Contact	Learning Media Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

We are installing and providing the software needed in classes according to the application from the faculty and staff in charge of the classes.

Also, we are operating the license server.

For the software to be installed, the application is accepted twice a year. (The first semester : December/ The second semester : June).

Providing shared folders	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/ecs/other_service/	Contact	Learning Media Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

We provide the shared folders accessible from Linux to distribute materials on classes.

Issuance of temporary user account for Educational Computer System	Object persons	Faculty and Staff
− Use Educational Computer System for open lectures or seminars − http://www.iimc.kyoto-u.ac.jp/en/services/ecs/use/tempaccount.html	Contact	Learning Media Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

Members of the public, as well as members of Kyoto University, can use the Educational Computer System, for participation in events such as open lectures and seminars. For such events, members of the public can get a "Temporary ECS-ID". Use of a "Temporary ECS-ID" is under control of the applicant of the ID. However, a Kyoto University faculty member must make an application for the "Temporary ECS-ID" on behalf of the members of the public. Please note that Printing Service is not available with "Temporary ECS-ID".

If you wish to get a "Temporary ECS-ID, you should consult ahead of time about the time planned to use the "Temporary ECS-ID" and the number of users. After consultation, you should submit a 'Temporary ECS-ID Application.' Since it normally takes four days for in-campus mail to send and return mail, you should submit an application at least a week before you plan to use the "Temporary ID". Please submit an application form to "ICT Support Center at South Building of Academic Center for Computing and Media Studies".

Regarding the use of satellite laboratories, contact the academic affairs section of the department in charge of the satellite laboratory. For the use of the laboratory of the Academic Center for Computing and Media Studies, South Building, contact ICT Support Center at South Building of Academic Center for Computing and Media Studies.

Remote Desktop Service	Object persons	Student, Faculty and Staff etc.
http://www.iimc.kyoto-u.ac.jp/en/services/ecs/rd/	Contact	Learning Media Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

Remote Desktop Service provides some part of the educational computer system from a distant place like one's home or laboratory for our university student and the faculty. Members can use this service for self-instruction at home or preparations for class from distant place.

It's the service limited on-campus. VPN setting is required in using from the network on-campus in using it from off-campus network. There is a period of use for the service and after the term of service the service will be unavailable automatically. Period of use is optional but it is up to 30 days. If you want to use this service longer, you need to apply an extension.

Have distance education and tele-conferences	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/distlearn/lecture/	Contact	Learning Media Management Group (In charge of distance education), IT Services Division dl-qa@media.kyoto-u.ac.jp

We provide support for lectures and conferences held between distant locations as well as seminars and symposia.
High-definition distance education system located in about 20 places on-campus is based on the international standard regulating called H.323 and can connect to the domestic and international various distance education and tele-conference system. By making full use of devices that are compatible with a variety of network environments and drawing on the knowhow we have accumulated over many years, we maintain the smooth operation of distance education lectures and classes. We accept a consultation about the operation of inter-campus, domestic, and international tele-conference as well. To carry out distance education, we have to prepare equipment and secure personnel ahead of time. We ask that you consult with Distance Education Support Services as early as possible. It is not necessary to give us concrete information on the time and content of the lectures or classes.

Learning Support System (PandA)	Object persons	Student, Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/lms/	Contact	Educational System Management Group, IT Services Division edu-qa@media.kyoto-u.ac.jp

We started to operate Learning Support System (PandA) in the first term of 2013. Faculty members and students use contents connected with their classes from Web browser in this service. This is introduced to support the activity of Faculty members and students in managing their classes. It enables the faculty members to distribute handout for classes, to conduct mini test, and to figure the submission of tasks from the students. A part of the function overlaps the one of KULASIS and users can choose which function to use in each class. Unlike OCW, this is the system which requires the authorization of faculty members and students and is for supporting the class activities.
The entrance of Learning Support System (PandA)： https://panda.esc.kyoto-u.ac.jp

Supercomputer System

Use a Supercomputer	Object persons	Student, Faculty and Staff etc.
http://www.iimc.kyoto-u.ac.jp/en/services/comp/	Contact	ICT Support Center (Supercomputer help desk) zenkoku-kyo@media.kyoto-u.ac.jp

The Computing Services provide large-scale scientific computations on our large-scale supercomputer systems. Our systems support computational chemistry, structural analysis, statistical processing and visualization application programs for researchers of Kyoto University as well as academic researchers nationwide. We also provide technical consultations on programming and tuning, and seminars that help users to learn programming technology and how to use the application programs.
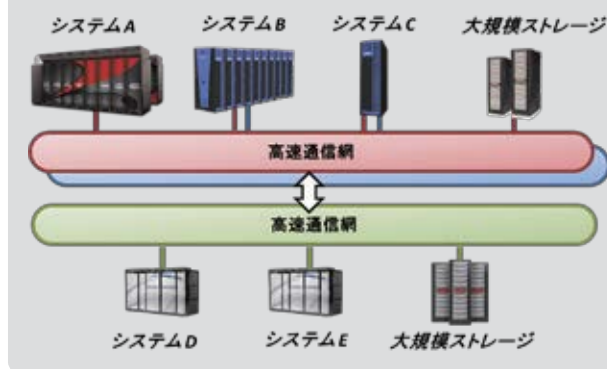
Our Supercomputer Systems consist of three machines: the System A with a performance of 300.8 teraflops, the System B with a performance of 242.5 teraflops, and the System C with a performance of 10.6 teraflops as well as various application software including computational chemistry, structural analysis, statistical processing, and visualization. In the fiscal year 2014, two new machines, the System D with a performance of 428.6 teraflops and the System E with a performance of 583.6 teraflops, have been added to strengthen our current systems.

・Use Application Software

We provide many variety of application software such as Computational Chemistry, Structural Analysis, Statistical Processing, Visualization etc. You can download at low cost the latest versions difficult to implement and maintain at laboratories.

Visualization	AVS/Express、Tecplot、IDL、Exceed on Demand
Remote Sensing	ENVI
Formula Manipulation	Maple、Mathematica
Technical Computing	MATLAB
Structural Analysis	Adams、Nastran、Patran*、Marc、Marc Mentat*、LS-DYNA　ANSYS
Computational Chemistry	Gaussian、GaussView*、MOPAC
Statistical Processing	SAS
Debug	TotalView

* Pre-post software : Software which performs auxiliary processing to application software before and after the main computation such as creating calculation model and displaying results.

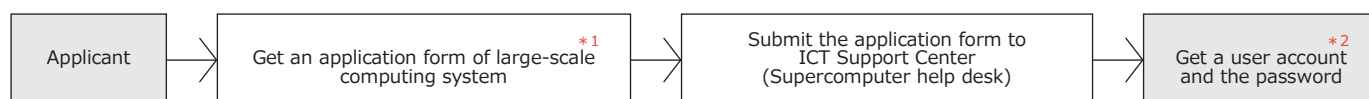Supercomputer system structure chart

・Use Large Format Printer

For Supercomputer users, we provide Large Format Printer Service which enables color printing on 36 inch width paper for making materials of poster sessions at academic conferences.

System Usage guideline

❗ User account for large-scale computing system is required for the usage.

User Eligibility	Applicants must meet either one of the following conditions. 1. Faculty members or any other equivalent persons of university, junior college, college of technology, or Inter-University Research Institutions 2. Graduate students or any other equivalent persons 3. Researchers exclusively dedicated to academic studies belonging to national or local government institutions 4. Researchers engaging in academic studies funded by scientific research funds, such as the Grant-in-Aid Scientific Research 5. Any other persons deemed necessary by the director of ACCMS
Usage fees	required (Note that individual user's expense is unacceptable.)
Application counter	ICT Support Center (Supercomputer help desk), IIMC 1st floor of South Building of Academic Center for Computing and Media Studies TEL 075-753-7424 E-mail zenkoku-kyo@media.kyoto-u.ac.jp

How to get an account (User account for large-scale computing system)

| Applicant | → | Get an application form of large-scale computing system *1 | → | Submit the application form to ICT Support Center (Supercomputer help desk) | → | Get a user account and the password *2 |

＊1　Please download an application form from the following URL.
　　　http://www.iimc.kyoto-u.ac.jp/en/services/comp/apply/

＊2　User account for large-scale computing system: : one alphabet+a five-digit number

Hosting Services

Academic Information Infrastructure services are hosting services using dedicated and shared virtual machines (VMs) on the general-purpose computer system for delivering or sharing information relating to academic research and education.

With these services, users can install software, put up web pages, and create e-mail accounts without setting up real servers themselves. Users also do not need to worry about server maintenance and security issues.

Application flow for using these services

These services can only be obtained by applying online through the Application Billing System. The application flow is as follows.
Application Billing System : http://sabs.iimc.kyoto-u.ac.jp/

Hosting service user's portal

https://hsp.d02.iimc.kyoto-u.ac.jp/

It's the portal for the users of VM hosting and Web hosting service and provided the following function.

１．Browsing the informative matters concerning service
The informative memo per user's virtual host and the informative matter from IIMC will be displayed in the "TOP page". Users and joint users can write down the matters about virtual host free in the informative memo. It's the function to use as contact between person in charge or to take over the management of host.

２．Confirmation for the use of service
If you click "Virtual host management" in the user's menu, the list of virtual host of users or joint users will be displayed. You can check the condition of use in pressing "Display the details" in the list.

３．Editing the mail forwarding setting by .forward+file
.forward+file for the forwarding mail address setting of mail forwarding function can be set more rapidly from the portal(setting will be reflected on the spot) if you press the "Mail forwarding" button from the list of the virtual host or "mail forwarding setting" button in the "Display the details of virtual host".

VM ホスティングサービス	WEB ホスティングサービス
申請負担金システムへ SPS-ID でログイン	
申請負担金システムに必要事項を入力しサービス利用申請	
申請内容と支払責任者の承認を確認	
VM 作成	WEB 環境を用意
利用者へ「申請受付完了」メールを送付	
サーバ設定	コンテンツをアップロード
KUINS 接続機器登録データベースで 新規ホストとホスト管理責任者の登録	
サーバ運用	**WEB 公開**

申請者に行っていただく手続き　　機構側で実施する手続き

４．Application for the creation of Mailman mailing list
If you press "Application for the mailing list" in "Display the details of Virtual host" screen, you can make a new application for creating mailman mailing list in Web hosting service (The content of the application doesn't reflect on the spot).

５．Adding and Deleting the ID(Joint users) connectable to FTP server
If you press "users" button from the virtual host list or "Joint user" button from the "Display the details of virtual host" screen, you can set the joint user's ID connectable to FTP server. Please press "Add" button for adding ID. After entering ID, please press "Check the existence of ID" button to distinguish if it's the ID to be added or not.
The registered data will be reflected in ten minutes and it's connectable to FTP server after pressing "Register" button. Also, the portal will be available with the registered ID as a joint user.
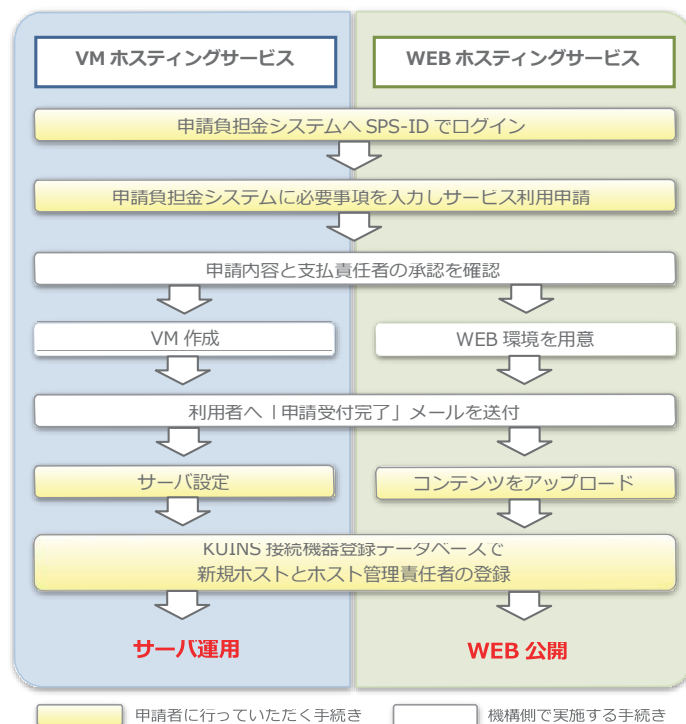
６．Application for trader's ID
"Trader's ID application" in the user's menu is the link to "Trader's ID application form".
※ You can log in with SPS-ID or ECS-ID.
※Not only users but joint users can use the function 1 〜 3.
※Only users can use the function 4 〜 6 .

Virtual Machine Hosting Service	Object persons	Faculty and Staff
− Use a dedicated server with administrator authorization − http://www.iimc.kyoto-u.ac.jp/en/services/whs/vm/	Contact	Cloud Computing Group IT Services Division whs-qa@media.kyoto-u.ac.jp

Virtual Machine Hosting permits users to set up unique domain computer environments (servers) on dedicated virtual machines (VMs). The service permits users with administrator (root) authorization to freely configure and install software. In addition to optional database and streaming services, VM resources can be expanded as desired.

-Virtual Machine Hosting (NAS package)-
Virtual Machine Hosting (NAS package) provides the computing environment which enables you to use VM as a files sharing server in the department.
 NAS package is equipped with the OS for sharing files, FreeNAS, and you can carry out the various setting from the Web browser, similar to treating the NAS storage at the shop. Therefore those who have no knowledge about the complicated Linux can manage and operate the file sharing server easily.

Web Page Hosting Service	Object persons	Faculty and Staff
− Put up web pages without server management − http://www.iimc.kyoto-u.ac.jp/en/services/whs/web/	Contact	Cloud Computing Group IT Services Division whs-qa@media.kyoto-u.ac.jp

Web Page Hosting provides an environment enabling users to put up web pages and forward e-mails with their unique domain names using a shared server. With this service one can put up a web page or create a web application using PHP or CGI without setting up a dedicated server.

・Web Page Hosting (CGI/PHP package)
　CGI/PHP package allows you to publish Website with not only HTML contents but also Web Application and CMS which operates
　with the script languages of PHP/Perl/Ruby/Python. As a database to operate them, MySQL and PostgreSQL are also available.

・Web Page Hosting (WordPress package)
　WordPress package has WordPress, which had setting of initialization parameter such as a database, is installed in the contents
　publishing space and you can install CMS from the browser with a simple installation.

Housing Service

Place your server in the data center	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/dcs/	Contact	ICT Support Center support@iimc.kyoto-u.ac.jp

Housing service is for providing space to be equipped for server in department, power plant, air-conditioning plant, and information consent at the data center of IIMC. (Usage fee is required.) Besides, we also provide information security measures support for the server and data backup support as optional service. (Usage fee is required.)
We prepare two types of computer rooms for housing service, one is for research and the other is an uninterruptible computer room. The latter has a generator and it enables server operation even in case that commercial power supply is unavailable at the large-scale disasters and at the planned power outage. However, you should prepare for UPS to switch power source. Campus-wide server consolidation at the data center enables the efficient and effective operation and management such as the reduction of investment expense of air conditioning etc., the reduction of CO2 by reducing power consumption, physical security reinforcing, the cost cut for information security measures, improvement in credibility and so on.

Please feel free to contact us if you are interested in this service.

Advantage of this service
・No investment for the maintenance of power, air-conditioning and network information consent necessary for the server setting.
・It enables you to use the space effectively because you can use the space your server occupied as other space like a laboratory etc.
・Cost cut for maintenance and update of ancillary facilities such as air conditioning facility etc.
・Reduction of the load related to information security measures and data backup.

ご存じですか？ハウジングサービス
部局保有のサーバをお預かりします！

サーバをお手元に保有することによるこのような問題を・・・

- サーバを新規調達したいが、設置する場所がない
- サーバと空調機のせいで部屋が狭い、寒い、うるさい
- 空調機などの維持費がかさむ
- 計画停電や災害時停電に備えたい
- 入退室管理が不徹底で不安

ハウジングサービスが解決します！

- サーバ単位 or ラック単位でお預かりし、設置スペース・電源・空調・情報コンセントを ご提供します
- 自家発電機による最長72 時間の電源バックアップが可能
- IC カードによる入退室管理 防犯カメラを設置 24 時間 365日の有人建物管理

まずはお気軽にご相談ください。
情報環境支援センター　075-753-7840 support@iimc.kyoto-

Mail Hosting Service

Use Mail Hosting Service	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/mail/mail_hosting/	Contact	ICT Support Center (KUMail Help Desk) kumail-qa@mail2.adm.kyoto-u.ac.jp

This is the service to receive the mails for the department domain and forward them to the registered mail address(No charge), however the forwarding address has to have an incoming mail server because this service has no incoming mail server (spool function: place to save mails). This service enables the following use, so the current department mail address can be used even if the department mail server is abolished.

・Transmitting the mails for the department address to All-university mail (KUMail, KUMOI)
(ex) Transmitting the mails for "tkyodai@media.kyoto-u.ac.jp" to "kyoudai.taro.9z@kyoto-u.ac.jp".
・Transmitting the mails for the department address to the address NOT to All-university mail (Can be the address off- campus)
(ex) Transmitting the mails for "tkyodai@media.kyoto-u.ac.jp" to "kyodaitaro@gmail.com"
・Transmitting the mails for the department to plural mail address (Mailing list function)
You can use the present department mail address with this service even though the server in department was abolished.

It's possible to set transmitting in Web Interface and from the CSV style data for large amount of mails.
Please feel free to contact us if you are interested in this service.

Applicable mail address and Regulations
・Applicable mail address: Department mail address. Limited to the sub-domain of subordinates kyoto-u.ac.jp
(ex) [@media.kyoto-u.ac.jp].
・Applicants: Limited to the application from the Information security technical supervisor.
・Users: Limited to the Faculty and Staff in the department.
・The term of use: From the date of approval till the fiscal end of year.
You need to submit application in using next fiscal year, otherwise the service will be stopped.

e –Learning Training Support Services

e-Learning Training Support Services	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/cyberlearningspace/	Contact	ICT Support Center support@iimc.kyoto-u.ac.jp

This is the support service to conduct the following course (1)～(3) for Students, Faculty and Staff in Kyoto University in e-learning system, which use SAKAI, the System for learning management.

(1) The course for all-university Faculty and Staff or Students conducted by organization.
(2) The course for all-university Faculty and Staff or Students conducted by the division, section in head office, and other organization equivalent.
(3) The course for all-university Faculty and Staff or Students in concerned department.

This service offers the support such as attendance states management, management of applicants, registering teaching materials to the system, consulting to create teaching materials.

If you have any request to conduct e-learning training in department, please contact ICT Support Center.

e-Learning Training System (Kyoto University Cyber Learning Space) https://ds.iimc.kyoto-u.ac.jp/portal/

Content Production Support Services

Get support for content production	Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/en/services/content/	Contact	Content Production Group cpt@media.kyoto-u.ac.jp

We offer the support for contents creation as a support service for national common use.
In creating contents with excellent appeal performance, it's considered to be required to make use of the various skills thinking about the feature of the media, and the staff with technical knowledge of visual design, such as Website design, photograph, image, and 3DCG, is in charge of creating and support creating contents. To support creating the better quality contents, we plan, create and offer these services communicating with clients. Generally, it requires to have enough members, equipments and budget in advance in creating contents.
Also it's concerned not to be able to accept the support if you create the contents for very short period.
If you think of getting support, please consult the contents creating support service as soon as possible during conceptual phase.

Supportable fields
・Graphic designs like printed material
・Spatial designs like event sites and exhibition
・Web content designs
・Creation of video contents
・Image creation with 3DCG etc.

The example of social collaboration event space design

The example of image contents creation

iPad Paperless conference system

iPad Paperless conference system(ECO Meeting)	Object persons	Faculty and Staff
	Contact	Office of Electronic Administrative Services, Computerized Planning Division e-office@mail2.adm.kyoto-u.ac.jp

Saas (Software as a Service) type paperless conference system using iPad is provided for the purpose of reducing the work of making materials and reducing the cost by Paperless of conference materials.
This service is available with iPad without preparing for the personal server. The use of this service is limited to Department unit and is managed by 20 departments and more than 900 iPad as a total as of 2015.

For the wireless LAN required in iPad conference system, the on-campus wireless LAN provided by KUINS is available. The departments don't have to prepare for the new wireless LAN environment and can held paperless conference without specifying the place.

As another feature, implements the needy function starting with Agenda function and Voting function, and carry out the high quality of security measures.

Software License Management

Manage software license		Object persons	Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/ja/services/ismc/		Contact	Software License Management Group ismc@mail2.adm.kyoto-u.ac.jp

Using illegal copy software or using the same software by users over the number of accepted license become an object of a license violation, which increase risk of compliance violations or a claim for an expensive fine. To avoid these risks you need to manage software license properly. Each department takes responsibility for software license management in Kyoto University. Department general manager and a manager to organize each major group or laboratory are elected for license management of each department. We get a report of the usage twice a year from administrative office (including technical office) and once a year from education research office. We provide ASSETBASE made in Uchidayoukou Co., Ltd. as a tool to manage computer software. Please access ASSETBASE from Faculty and Staff Groupware or from the following URL.
https://sam.adm.kyoto-u.ac.jp/portal/index.asp
We give a login ID and the password to each department general manager. (Please note that there are two kinds of IDs and the passwords; for administrator and for user.) You can access ASSETBASE only on campus. If you access off campus, please connect the campus LAN using PPTP connection etc.
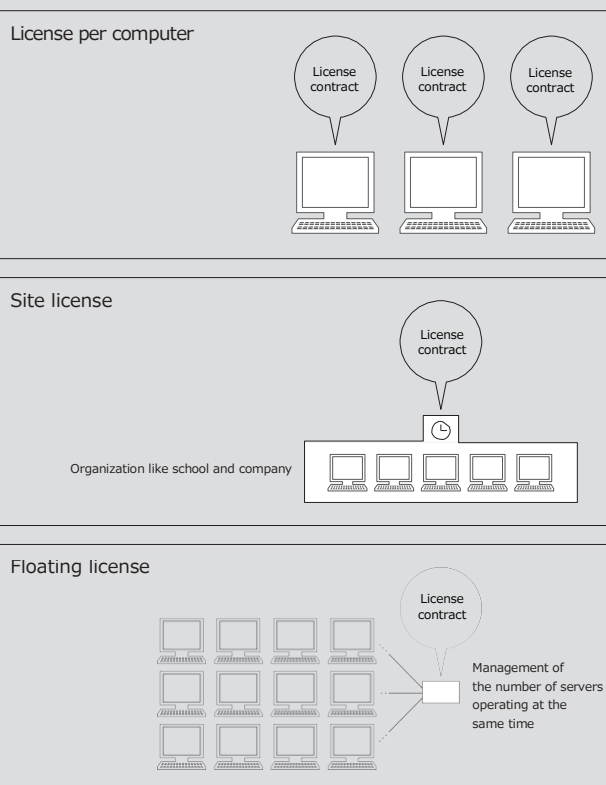
・Orientation for ASSETBASE manager
　We give an orientation for ASSETBASE manager. It includes the information about the updating of ASSETBASE. For managers, please attend an orientation.

Form of software license

Computer software is seen as an authored work, and the author's rights are protected by copyright law. When using it, you must accept the usage license that enters you into an agreement with the software provider. There are many forms of software license. In addition to individual user agreements per computer, there are user agreements for use at a whole organization (site license) and floating licenses, whereby the software is installed on multiple computers, and the number of instances of the software that can be operated simultaneously is managed by the server.
Suitable use based on the user agreement is requested in using software.

License per computer

License contract　License contract　License contract

Site license

License contract

Organization like school and company

Floating license

License contract

Management of the number of servers operating at the same time

Support of software license contract	Object persons	Student, Faculty and Staff
http://www.iimc.kyoto-u.ac.jp/ja/services/ismc/	Contact	Information promotion section, Research promotion group 740kenkyujoho@mail2.adm.kyoto-u.ac.jp

There is various software as follows.
・General software
　① Electronic stationary software, ② Multimedia design software, ③ Communication software, ④ Educational software・Dedicated software,⑤ Numerical formula signal processing software, ⑥ Large scale high speed computation software, ⑦ Statistical processing software, ⑧ Chemical analysis software, ⑨ Geographical information analysis software
　These software used to be purchased by each laboratory or office on its own as necessary. Regarding general software (①～④), we get campus license as a university and purchase it, which reduces the cost of purchase of software. Also, regarding dedicated software(⑤～⑨), if the laboratories purchasing the same software get group license, it will reduce the cost. We adjust on campus, negotiate and contract with a business operator to get software license.

Software consigned sale to Co-op of one made a campus license contract as Kyoto University
　・Microsoft blanket license
　　The detailed information is published in the website of Kyoto University Coop.
　　http://www.s-coop.net/information_seikyo/017722.php
　・Adobe CLP license
　・JUSTSYSTEM license for educational institution
　・Symantec anti-virus license
　・National Instruments Corporation (LabVIEW campus site license, LabVIEW E-Learning course, Multisim campus site license)
　・Morisawa font license
Software that laboratories gathered up and made a group license contract
The more laboratories participate in, the cheaper the software is.
　　・MAPLE
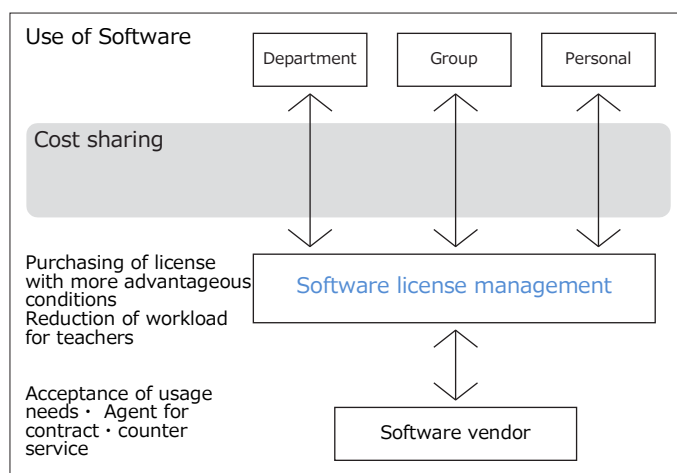　　・ChemBioDraw Ultra
　　・ArcGIS
Software that laboratories gathered up and made a group license contract
The usage fee doesn't change even if the number of laboratories participating in increases.
　　・MATLAB
※Other license agreement
　・Volume Purchase Program (VPP) for educational institution by Apple Inc.

Education Enlightenment Activity
We carry out education enlightenment activities to Copyright and Related Rights and License System of software such as holding a seminar related to copyright for Faculty and Staff and Students and making and distributing posters related to the proper use of software and so on. Please contact Software License Management Group for requesting the posters and brochures.

Activities
・Seminar related to the proper use of software
・Seminar about Education copyright
・Distribution of posters and brochures

IIMC Facility Guide

IIMC provides the following facilities. Please contact ICT Support Center for inquiring on the usage.

Contact ICT Support Center TEL 075-753-7840 support@iimc.kyoto-u.ac.jp

North Building, ACCMS

Open Space Laboratory (OSL)

Approximately 30 free access PC terminals are set for private study with consideration for class use software and secure operation and a non-charging printer is set. The terminals have foreign language teaching materials installed on them, which you can use freely whenever the building is open. Teaching assistant (TA) who always stays at the OSL in the South Building of Academic Center for Computing and Media Studies responds to user's inquiry through the extension telephone.

Opening hours: 10:00-17:00, Weekdays

Who can access: Students, Faculty and Staff in Kyoto University

Application for use: Non-required

The Output Room of Large-Format Printer

Large-Format Printer (up to A0 size) is located as the output service for users of supercomputer system.

Opening hours: 9:00-17:00, Weekdays

Who can access: Users of supercomputer system

Application for use: Non-required

South Building, ACCMS

Open Space Laboratory (OSL)

Approximately 100 free access terminals are set for private study with consideration for class use software and secure operation and a non-charging printer is set. The terminals have foreign language teaching materials installed on them, which you can use freely whenever the building is open. And furthermore, teaching assistant (TA) responds to user's inquiry on weekdays

Opening hours: 10:00-20:00, Weekdays
            10:00-18:00, Saturdays

Who can access: Students, Faculty and Staff in Kyoto University

Application for use: Non-required

Language practice CALL Classroom

In the classroom with the advanced next generation type CALL(Computer-Assisted Language Learning:) system, approximately 130 PC terminals, AV devices, and 100-inch rear projection screen are equipped with and available to various language education.

Opening hours: 8:45-18:00, Weekdays

Who can access: Students, Faculty and Staff in Kyoto University

(only for class use)

Application for use: Required

Multimedia Lecture Room

This room has 120 seats equipped with information consents, 100-inch rear projection 3 screens, electronic blackboard, video camera for recording lectures, microphone, and so on. It is available to lectures with multimedia materials, distance education with various systems, automatic creation of lecture archive synchronized with a video of lecturer・slides・electronic blackboard, and so on.

Opening hours: 8:45-18:00, Weekdays

(accept time consultation for outside of opening hours)

Who can access: Students, Faculty and Staff in Kyoto University

(only for class use)

Application for use: Required

Multimedia Seminar Room

This room has 71 PCs, 100-inch rear projection type projector and front projection type projector, material presentation device, and audio equipment. It enables to conduct a seminar linked with video and sound between adjacent seminar rooms.

Opening hours: 8:45-18:00, Weekdays

(accept time consultation for outside of opening hours)

Who can access: Students, Faculty and Staff in Kyoto University

(only for class use)

Application for use: Required

General Information Counter : ICT Support Center

Institute for Information Management and Communication (IIMC) provides various IT services such as Kyoto University Integrated Network System (KUINS), Integrated Authentication Infrastructure, Kyoto University Mail (KUMOI, KUMail), etc. as a Kyoto University's service organization to promote the enrichment of the university's information infrastructure, the arrangement of information environment based on this and so on.
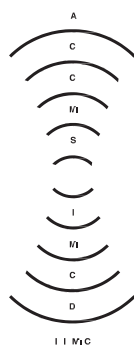Please feel free to contact us if you have any inquiries on IT services provided by IIMC or demands on IIMC.

ICT Support Center
   Contact: Academic Center for Computing and Media Studies, South Building 1F
            Yoshida-Nihonmatsu machi, Sakyo-ku, Kyoto 606-8501
            TEL : 075-753-7840 FAX : 075-753-9001
            E-mail : support@iimc.kyoto-u.ac.jp

Kitaooji St.

Shirakawa

Imadegawa St.

Keihan Railway

Kitaooji St.

Demachiyanagi

Research Bldg. No.5

ACCMS, North Bldg.

Kamo River

Kyoto Univ.

University Head Office

Kyoto Imperial
Palace

Higashi Ichijyo St.

ACCMS, South Bldg.

Marutamachi St.

Konoe St.

Marutamachi

Jingu marutamachi

Oike St.

Shiyakusho Mae

Karasuma Oike

Sanjyo St.

Sanjyo Keihan Higashiyama

Shijyo St.

Kyoto Municipal Subway

Sanjyo

Shijyo St.

Karasuma

Kawaramachi

Hankyu Railway

Gion Shijyo

Shijyo

Gojyo St.

Gojyo

Kiyomizu Gojyo

Nanajyo St.

Shiokoji St.

Shichijyo

JR

N
▲

Kyoto

Karasuma St.

Horikawa St.   Kawaramachi St.   Kawabata St.   Higashi Ooji St.