

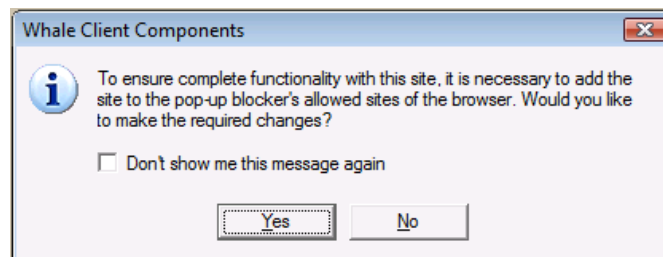
# HiBu Portal – User Guide

In order to run applications and database services through the HiBu portal, the computer must have an updated antivirus and the local firewall must be turned on. For example, you can use AVG Free for antivirus and Windows firewall. (AVG Free antivirus can be downloaded from <http://free.avg.com/download-avg-anti-virus-free-edition> )

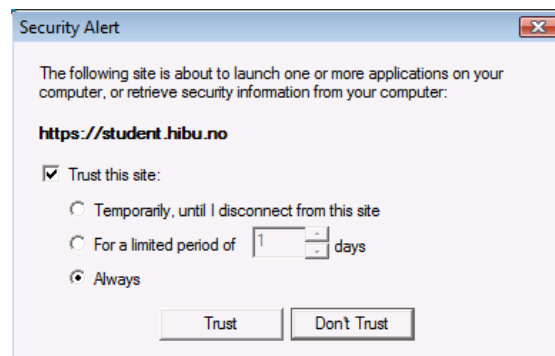
Open Internet Explorer and enter <https://student2010.hibu.no> or <https://ansatt2010.hibu.no>

**NB: All the links point to the same Portal, so it does not matter which you choose since HiBu Portal are for both students and employees. You will only see the services you are allowed to access by group policy.**

You get a dialog box:



Click Yes



Mark **Trust this site** and choose **Always**. Click **Trust**.



Enter your Username and Password that you received after you delivered the signed IT contract.

## Toolbar:

Portal toolbar is located under the tabs / tab 's Internet Explorer and looks like this:



Here is an overview of the main icons on the toolbar:



**Home page:** Click on the house to go to the first page of the portal where you can choose between different applications.



**Change Password:** By clicking this icon you can change the domain password.



**Drop Down:** This is a drop-down list where you can choose between the applications you have available. It's the same applications as you see in the image on the main portal.



**Information:** Computer with a magnifying glass provides information about necessary components are installed on your computer has updated anti-virus and the firewall that is used.



**Portal Components Installation:** Click this icon installed the necessary components as mentioned earlier in this document.



**Help:** By clicking here you can send e-mail to the IT help desk via your email client



**Log Off:** Click here to log off your Portal Session

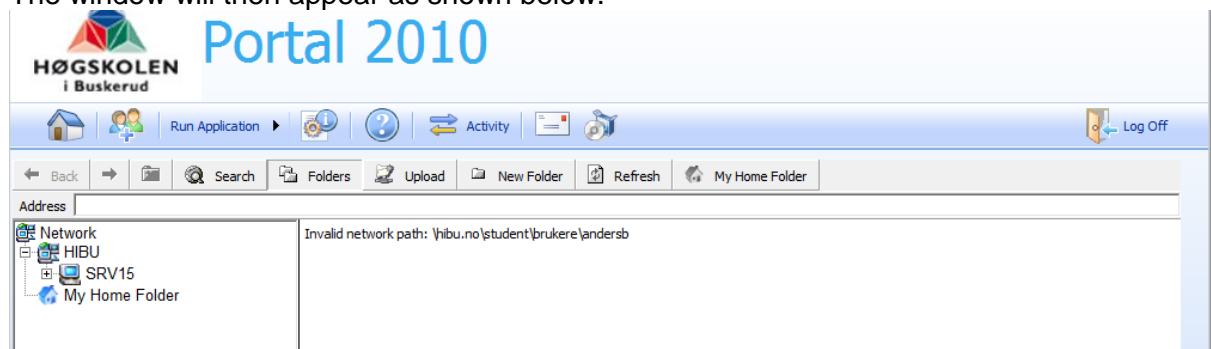
## These services are available in the Portal:

**Note: Services are applied to users by group membership. So some services might not be available for you (example: only employees will see and have access to the Web Mail Service)**

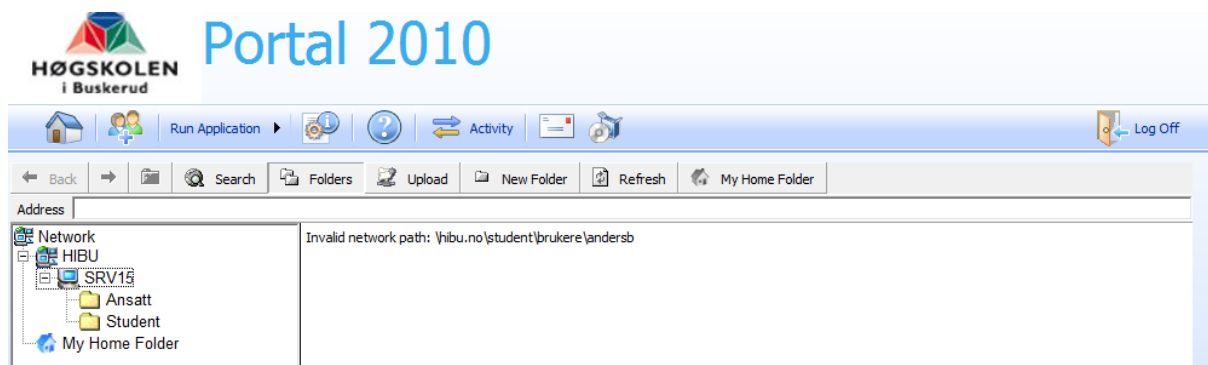
- **File Access**  
Gives you access to all folders and files that are located in public areas, and your personal user area
- **Outlook Web Access (Webmail – Employees only)**  
Internet Explorer must be used for full functionality. Provides access to your HiBu mail account.
- **Hent Live@Edu brukernavn og passord**  
Retrieving your username and password to your personal e-mail account students).
- **Published TS Applications (Working at HiBu from home)**  
Here you can access applications from HiBu's Terminal Server. The "Internet Explorer" application lets you surf as you where on campus (you can access library databases ++). You can also access Mamut, PASW Statistics, LirRel and Minitab from this Terminal Server.  
It is a more detailed guidelines for how to use TS Published Applications later in the document.
- **PPS**  
Provides access to the database service for students of nursing program from home and on Campus
- **Full VPN (Windows Only)**  
Full VPN is used when you want your computer network card to connect to HiBu's network. All your internet traffic will then be routed through HiBu's network and applications will see you as a part of the HiBu's network. Note that your local network will be unavailable while you are connected with Full VPN.
- **Software Nedlasting**  
Here is software that can be freely downloaded by students, including "HIBU login", Endnote, Paint.NET and Refman
- **Published TS Applications (MAC BETA)**  
This is Published TS Applications for MAC File Access. Its only BETA and we cant guarantee that it work on your MAC.

## File Access - Files in the home and common area on HiBu File Server

To gain access to the home area and common area you can click on the icon File Access. The window will then appear as shown below.



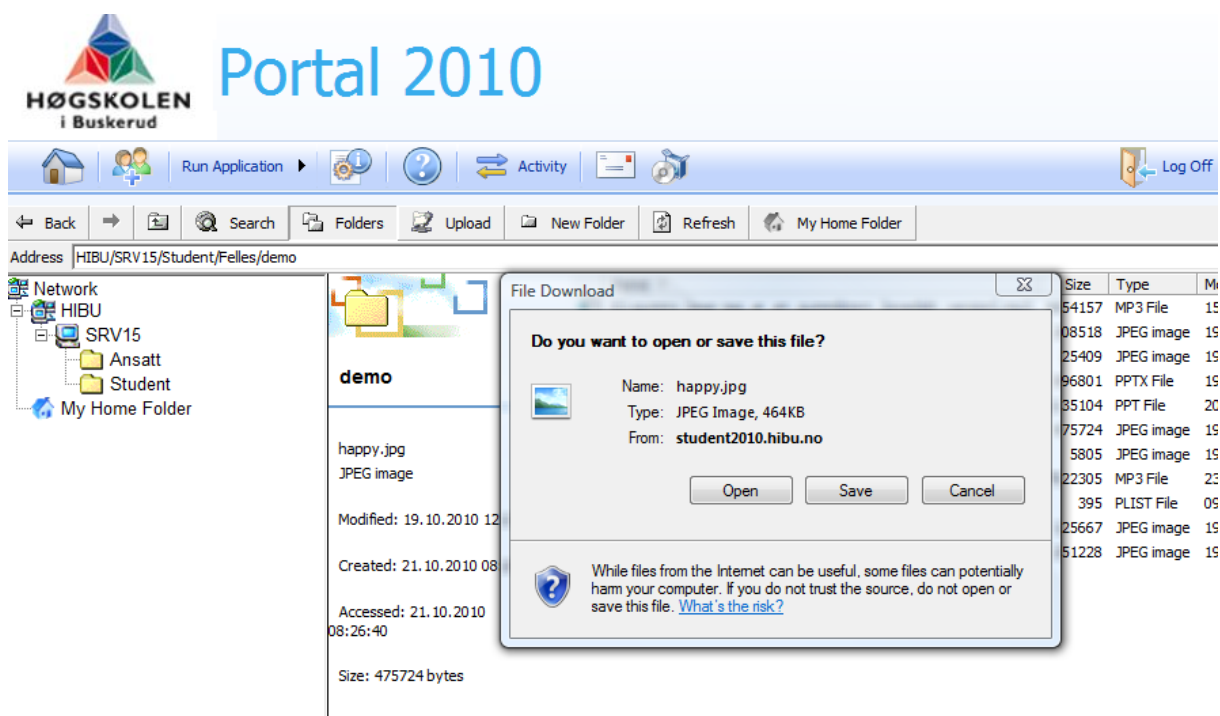
Click the plus sign next to SRV15 access the common area and home range.



After extended SRV15, you can see the areas Employee and Student. Click on **Student or Employee** and you see the following areas in the right hand column; “Users”, “Public”, “Programs” and “Projects”.

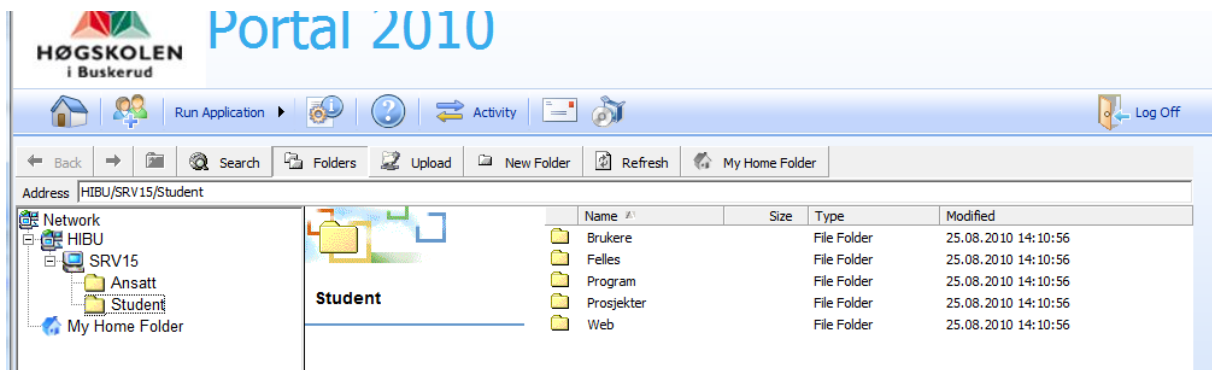
**Home Directory (U:):** Double-click the “Users” to access your home directory  
**Common Directory (S:)** double-click on the “Public” to access the common areas.

## Open or Download Files

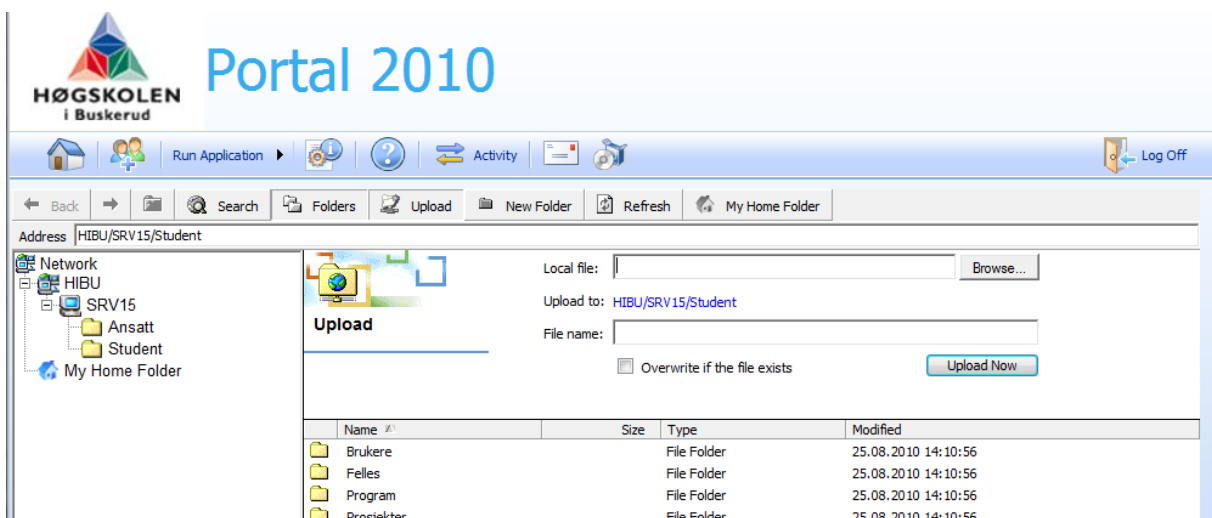


If you open or download a file to your computer, go to the correct file and double click on it. This will bring up a new window that asks if you want to open or save the file. Select the option that suits you. If you choose to save, you must specify the file location on your local computer.

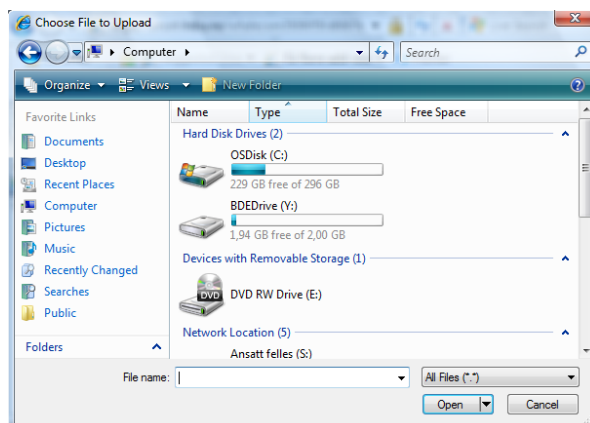
## Upload Files:



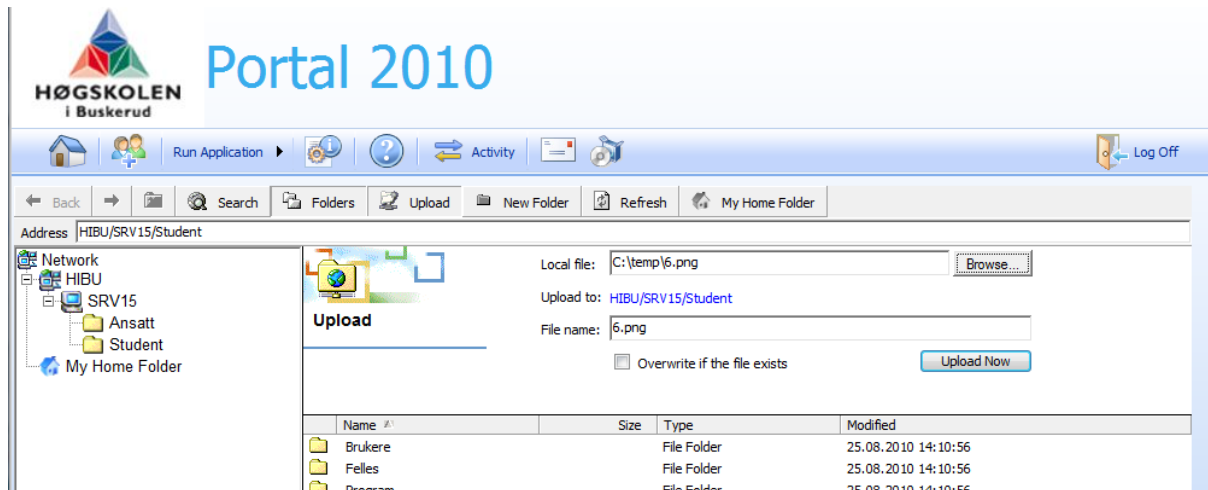
To upload a file, you must first browse to the folder you want to upload it to! Click on the **Upload** on the toolbar.



At the top of the right column will now see a new field, where it says **Local file**: Here you can enter the file path or press **Browse** to browse to the correct file. You will get a new window;



Scroll to the right file locally on your computer, select it and press Open, or double-click the file.



Choose **Upload Now**.

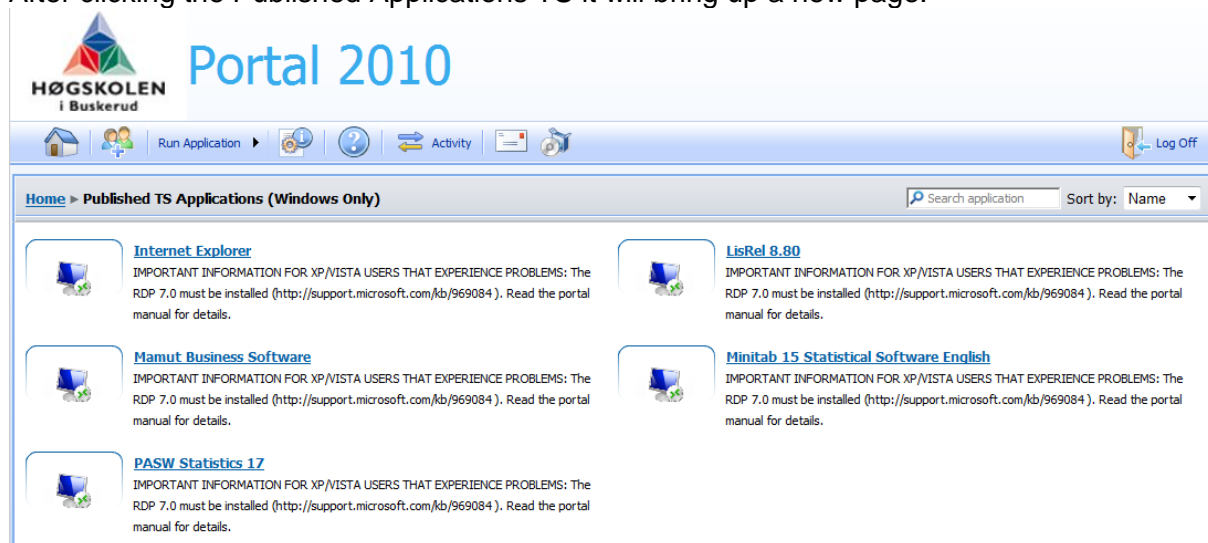
**NB!** You have the option to choose whether to overwrite the file if it already exists on the site you upload to. If you want to overwrite the existing file, tick the **Overwrite if file exists**.

## Published TS Applications

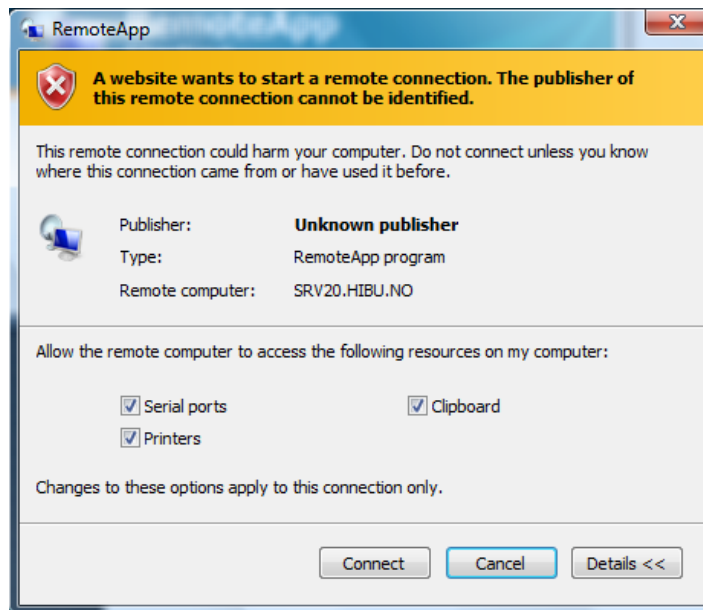
To use Published Applications TS requires the computer have RDP 7.0 installed. RDP 7.0 is in XP Service Pack 3 and Vista. If you do not have RDP 7.0 installed, you can download it from here: <http://support.microsoft.com/kb/969084>. **Windows 7** users do not have to do anything because it is installed by default.

When you start a Published Applications TS, it will start a terminal server session on a server that's in HiBu's internal network. This means that you will work on HiBu's internal network and using the "Internet Explorer" application will for example make sure you can access library databases (This is because the Internet Explorer window is actually on a HiBu Server).

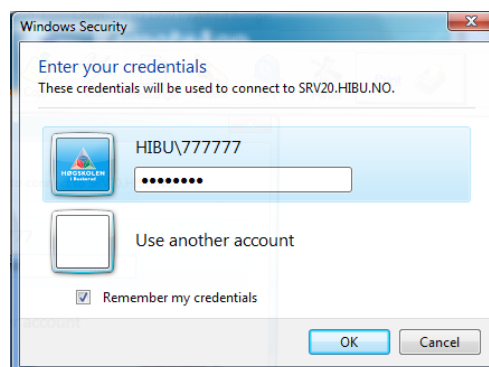
After clicking the Published Applications TS it will bring up a new page:



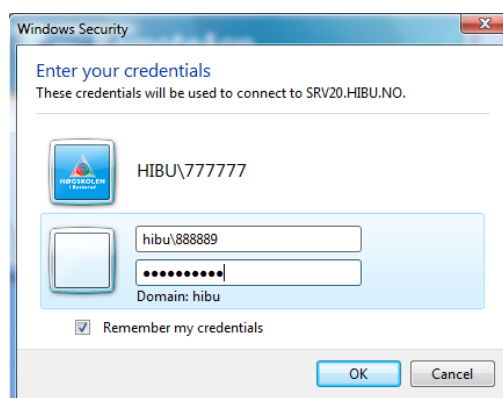
Example: Click Internet Explorer to start a Internet Session through from HiBu network.



If its not done, mark the **Serial Ports**, **Clipboard** and **Printers** and then click **Connect**.

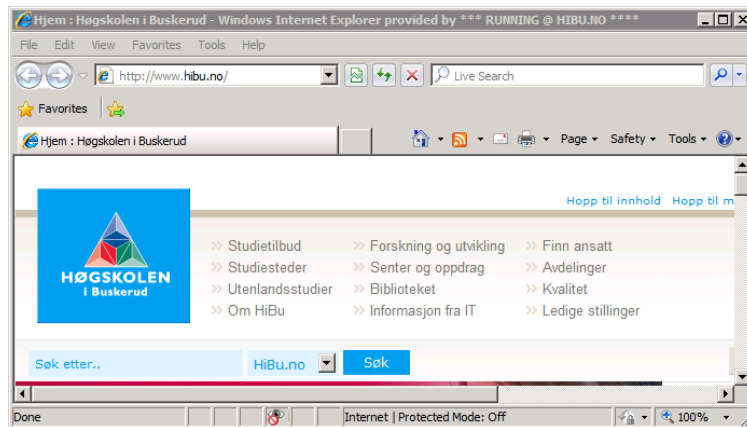


If it is your username that appears, enter HiBu password and mark the **Remember my credentials** so you do not have to authenticate with username / password next time. Press **OK**. If it is not your username that appears, click on '**Use Another account**'.



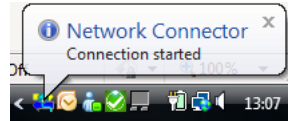
In the top field, enter **HiBu\'username'**, in the bottom field, type your **password**. Remember to tick the **Remember my credentials** so you do not have to authenticate with username / password next time. Press **OK**.

You will get a window that is running Internet Explorer. From here you can browse the library databases, PPS, etc. The addresses of these sites is as favorites in the Internet Explorer session. Note also that it says **\*\*\* RUNNING@HIBU.NO \*\*\*** on Internet Explorer session you run through the Portal Terminal Server.



## Full VPN (Windows Only)

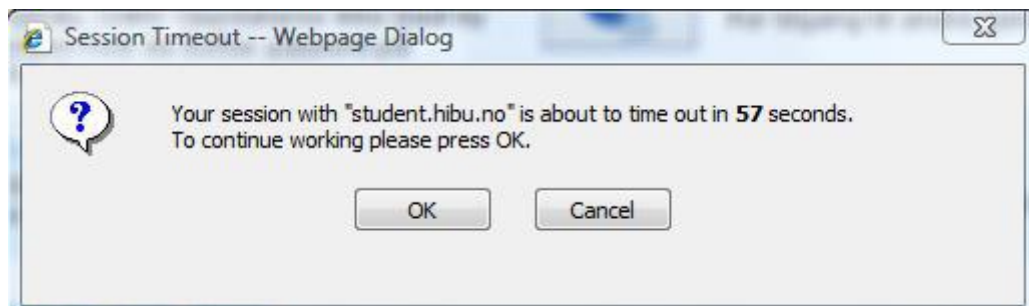
Full VPN are used when you want access to services such as library databases from your personal computer **off campus**. When connecting, you will see the message "Network Connector. Connection started" from an icon down in the system tray. The icon will remain in the system tray while you are online. Do you want to disconnect from the VPN Full right-click on the icon and select **Disconnect Network Connector**. Full VPN is automatically disconnected when you log off the portal.



## Important to know

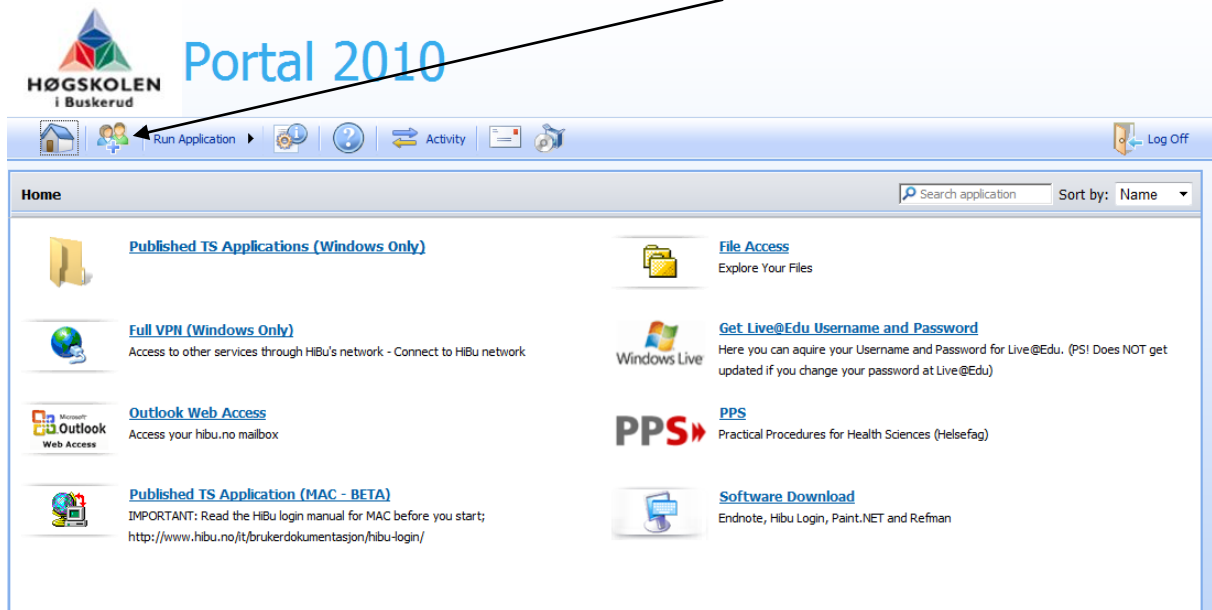
### Login Time

For security reasons, the login time of the portal is set to 30 minutes. This means that it will log off automatically after 30 minutes. Before the automatic logoff you will get a dialog box saying that the session will be logged out within 60 seconds. If you wish to continue working through the Portal, press OK. The log off session is then interrupted.

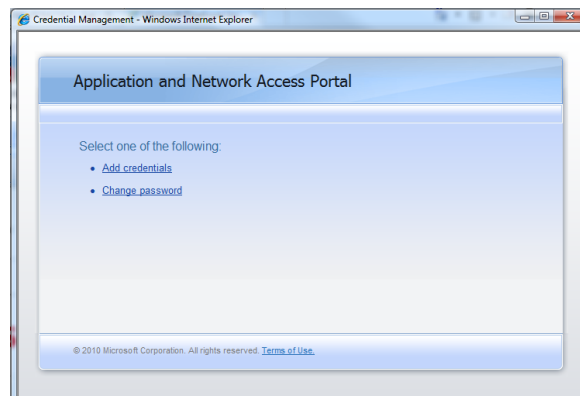


## Change Domain Password from Portal:

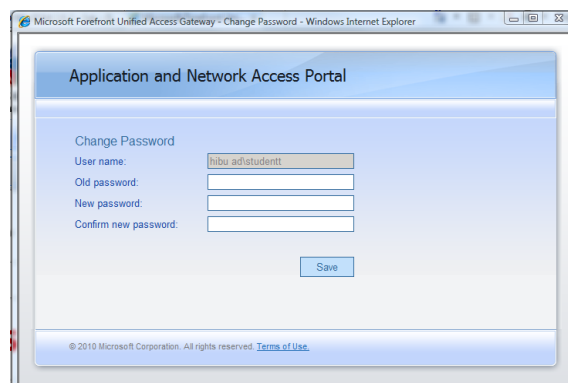
Log on to the portal with your username and password. To change your password, click on the icon **Credentials Management** (the icon that the arrow points to).



You will get a new window



Choose **Change Password**.



Enter your **old password**, and then add a **new password** in the **New password** and **Confirm new password**. Click **Save**.

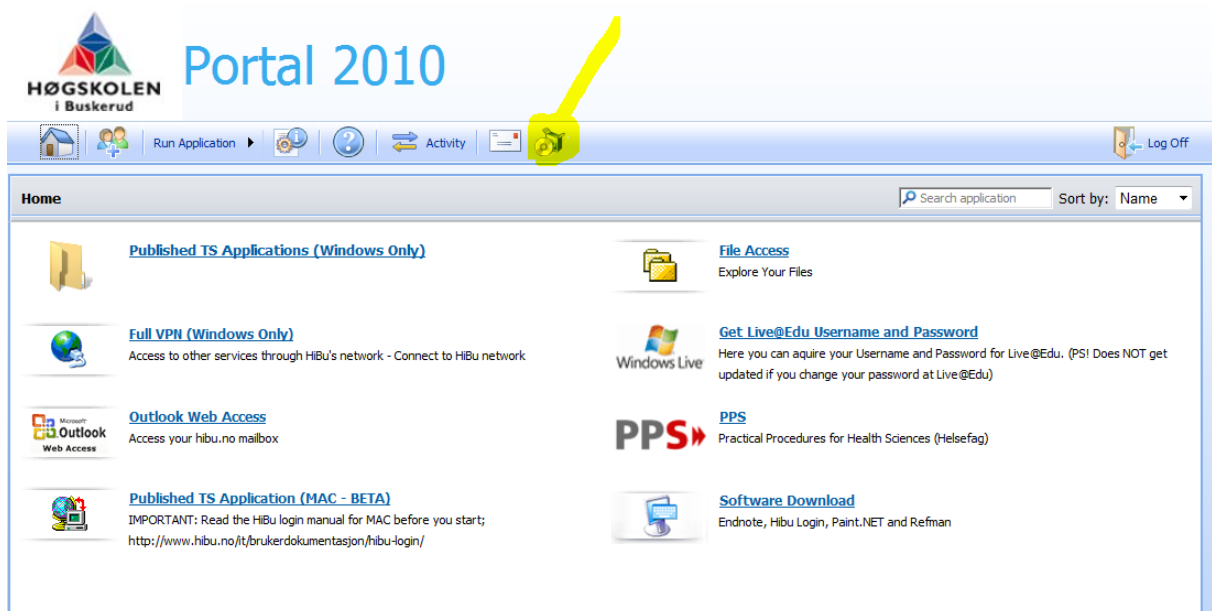
The password **MUST** meet the following criteria to be approved:

- Contain UPPER and lower case letters
- Contain special characters or numbers !"#\$%&/()=?.,-\_\* 0123456789
- Be at least 8 characters

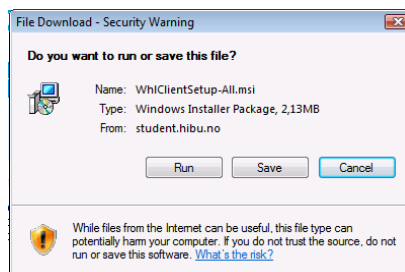
**NB!** This changes only domain password. Password on the Live @ Edu (e-mail) and Fronter is unaffected by this.

## TROUBLESHOOTING

NB! Should you experience any problems with applications in the portal you can re-install the components manually as follow: Press the icon that are pointed out in yellow on the picture below.



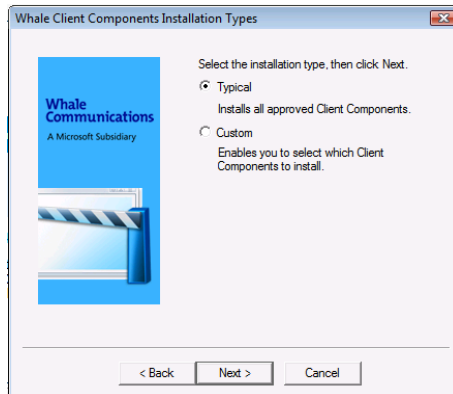
You will get the following Dialogbox



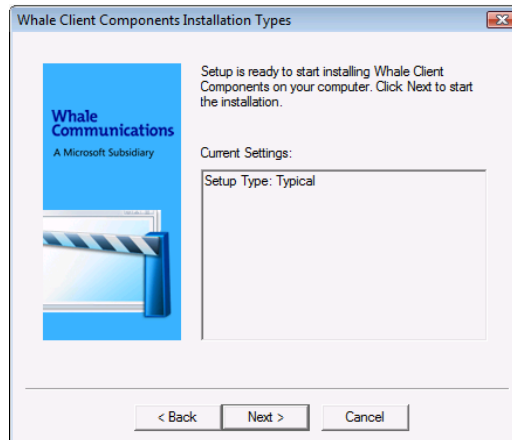
Click **Run**. The components are installed and you must go through an installation procedure. Leave all options as they are and click Next throughout the installation.



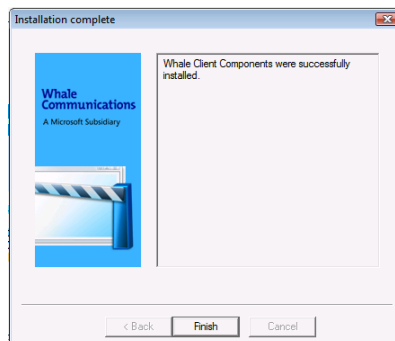
Click **Next**.



Click **Next**.



Click **Next**.



Click **Finish**.

# COMPATIBILITY OVERVIEW

<b>32 Bits Windows:</b> XP SP2/SP3 - Vista SP1 - Windows 7	
Internet Explorer 6, 7, 8 or Firefox 3.0.x, 3.5.x or Safari 3.2.x, 4.0.x	
Published TS Applications (Windows Only)	X
File Access	X
Full VPN (Windows Only)	X
Published TS Applications (MAC – BETA)	
Get Live@edu username and password	X
PPS	X
Software Download	X

<b>64 Bits Windows:</b> Vista SP1 - Windows 7 - Server 2008 R2	
<b>ONLY 32 Bits Browsers:</b> Internet Explorer 6, 7, 8 or Firefox 3.0.x, 3.5.x Safari 3.2.x, 4.0.x	
Published TS Applications (Windows Only)	X
File Access	X
Full VPN (Windows Only)	X
Published TS Applications (MAC – BETA)	
Get Live@edu username and password	X
PPS	X
Software Download	X

<b>MAC:</b> 10.4 and up (PowerPC and Intel)	
Safari 3.2.x, 4.0.x or Firefox 3.0.x, 3.5.x ( <b>LIMITED SUPPORT FROM HIBU HELPDESK</b> )	
Published TS Applications (Windows Only)	
File Access	X
Full VPN (Windows only)	
Published TS Applications (MAC – BETA)	X
Get Live@edu username and password	X
PPS	X
Software Download	X

<b>32 Bits Linux:</b> RPM based: Red Hat Ent. 5, Fedora 10+ - Debian 5+, Ubuntu 8,04 LTS and 9.04 + ( <b>NONE TESTED – NO SUPPORT FROM HIBU HELPDESK</b> )	
Published TS Applications (Windows Only)	
File Access	X
Full VPN (Windows Only)	
Published TS Applications (MAC – BETA)	
Get Live@edu username and password	X
PPS	X
Software Download	X