

Guide to IT Services International College, KMITL

Your IT user account

By now, each of you should have received an SMS message containing the user ID and password for signing in to various IT services in the university.

Your user ID is your 8-digit student ID. The initial password is as stated in the SMS message. You are highly recommended to change the password to a new one. This can be done on the “I AM KMITL” system at <https://iam.kmitl.ac.th>.

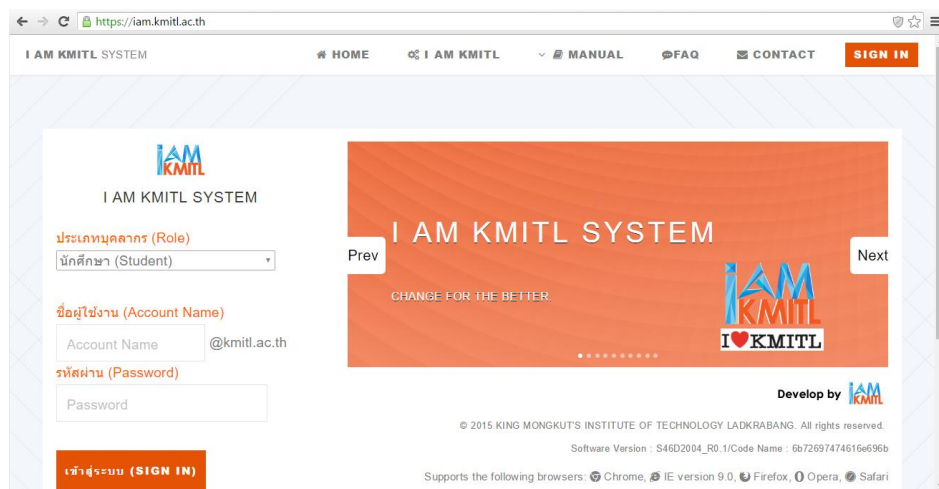


Figure 1 Changing the password for the university IT account can be done on the “I AM KMITL” system

Accessing the Internet from within KMITL

To access the Internet from a computer connected to the computer network within the university (both wired and wireless LAN), you are required to sign in to the authentication system. This system is designed to identify the user and record your Internet usage activities, as required by the Thai law. Normally, after connecting to the computer network on campus, when you open up a browser and try to access some website on the Internet, the web page of the university authentication system will show up automatically. But if this is not the case, you can sign in to the authentication system at

<https://nac.kmitl.ac.th>

Once signed in, you need to leave that web page open, otherwise you will be signed out automatically within a few minutes.

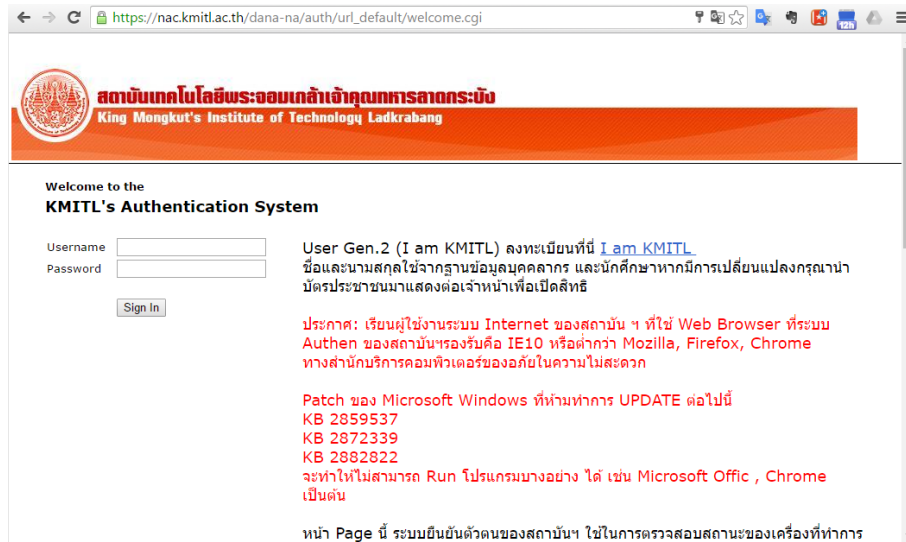


Figure 2 Sign-in page of the university authentication system

Wi-Fi Hotspots

There are a number of Wi-Fi hotspots within the International College and the KMITL campus.

- Wi-Fi hotspots run and maintained by KMITL
 - Hotspot Names (SSID): @KMITL, KMITL-HotSpot, KMITL-Wifi, KMITL-Wifi2
 - No password

Google for Education

Every KMITL student is entitled to an account for Google for Education services, which include Gmail with unlimited space (59xxxxx@kmitl.ac.th), Calendar, Google drive cloud storage with unlimited space, etc.

To use the service, go to <https://www.gmail.com> and sign in using the following username and password

- Google username: <8-digit student ID>@kmitl.ac.th
- Google password: <same password as in your university IT account>

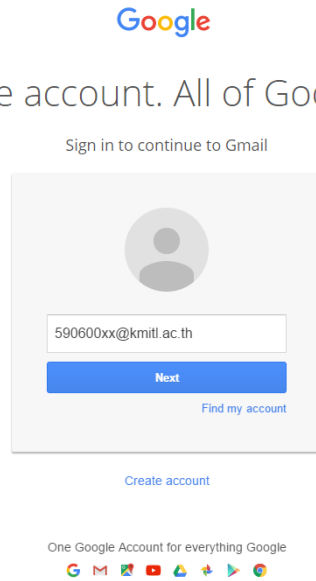


Figure 3 Signing to Google for Education

To keep your Google password and the password for your university IT account synchronized, you must change your password at <https://iam.kmitl.ac.th>. Once your password for your university IT account has been changed, your Google password will be updated to the new one automatically. Do not change your password on the Google account page.

Using your university email address

As mentioned, the Google for Education services come with an unlimited-space Gmail account, with the email address of the form 59xxxxxx@kmitl.ac.th. This is the official university email address. You are recommended to use this email address for communication with the university staff. The College and the university will send you information to this email address regularly. So you are urged to check your university email account frequently, preferably, at least every 4 hours during day time.

If you have a smartphone, it is a good idea to configure your phone to constantly retrieve emails from your university Gmail account. Also, if you already have an email account with some service provider, it is usually possible to configure your existing email service to automatically forward all the emails sent to your old email address to your university Gmail. Please look up on the Internet on how to do this.

Moodle

The International College operates a web-based learning management system, called Moodle. Here are the intended functions of the system:

- There is a homepage of each course offered at the International College where the lecturer can publish course information materials.
- The International College can publish information and announcements to students.
- The lecturer can post the students' scores for tests and other activities.
- The lecturer can set up an assignment submission page for the students to submit their works on an assignment online.
- The lecturer and students can contact each other.

The International College Moodle website can be accessed at

<http://www.ic.kmitl.ac.th/moodle>

You are required to sign in to the system first using your KMITL Google account.

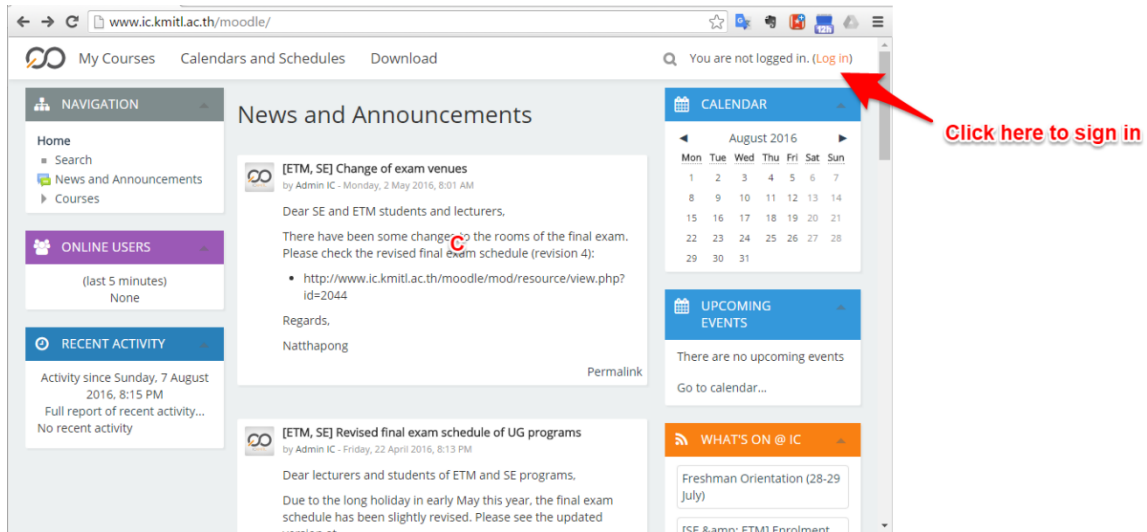


Figure 4 International College Moodle website

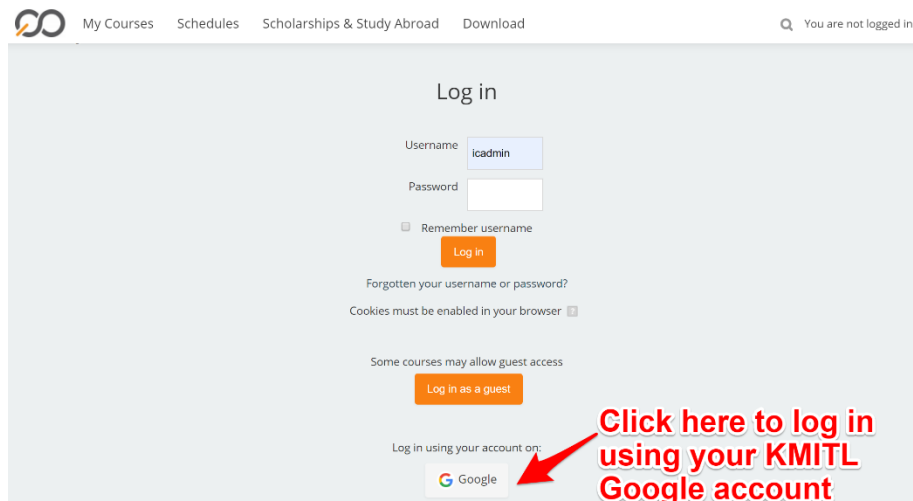


Figure 5 Logging in using your KMITL Google account

Once signed in, you are recommended to add your photo and update your profile information

- 1) Click on your name on the top right corner
- 2) Then click on "Preferences"
- 3) The preference page will show up. Click on "Edit profile".
- 4) The profile editing page will show up. Update and complete as much information as possible. Please upload a photo of yourself to help the lecturers identify you. Also update your contact information, such as telephone, Line, etc., so that the College can contact you in the future.

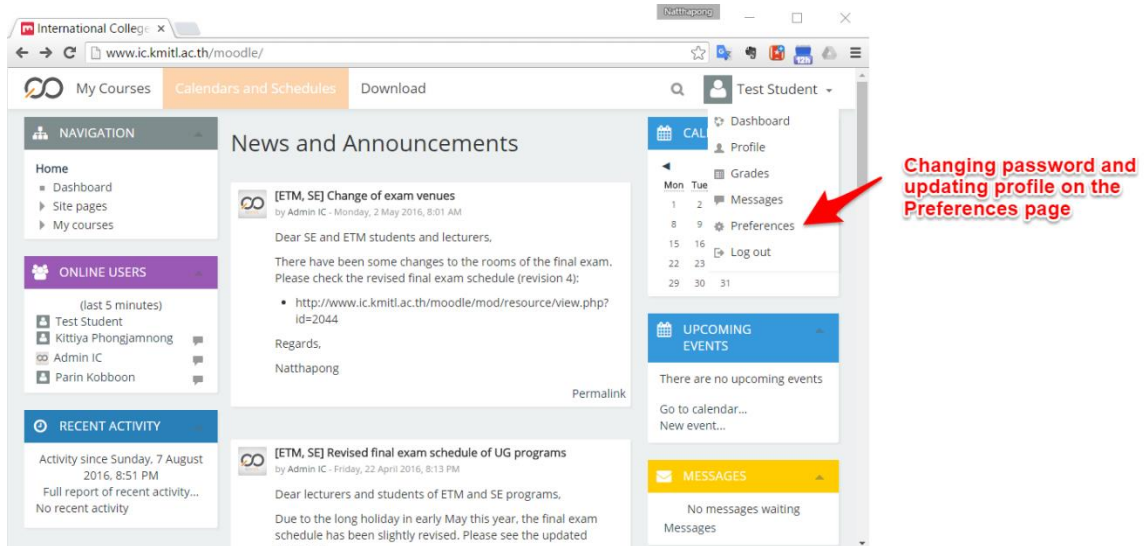


Figure 6 Changing password and updating the user profile on Moodle

Tips on using Moodle

- To see the courses that you are currently enrolled in, click on “My Courses” in the top menu. If you have found some course you have registered missing, please contact the Secretary of Undergraduate Study (Ms. Fee Orathai, orathai.ph@kmitl.ac.th).
- You can download the up-to-date class schedules and academic calendars by clicking on “Calendars and Schedules” on the top menu.
- You can download forms, such as Class Absence Request Form or General Request Form from the “Download” section on the top menu.

Moodle Mobile App

If you are using a smartphone running Android or iOS, you can install a free mobile application of Moodle, called “Moodle Mobile” (published by Moodle Pty Ltd). When you start the application the first time, you will be asked to enter the URL of the Moodle site you wish to access. Enter the following: www.ic.kmitl.ac.th/moodle . You can then sign in using your Moodle username and password.

Connect to Moodle
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Please enter the URL of your Moodle site. Note that it might not be configured to work with this app.

Site address

Figure 7 Accessing International College Moodle from Moodle Mobile App

Contact

If you have any problem in using the IT services provided by the International College, please send an email to ic@kmitl.ac.th or call 02-329-8260, 02-329-8261.