



# Content

- KTH Entré and KTH IT-Support
- User account
- Wireless network
- Email
- Computer lab rooms
- Access card
- Printing
- Software
- Hand out KTH account and activation

- Address: Drottning Kristinas Väg 4
- Opening hours: 8:00-16:30
- Phone: +46 (0) 8 790 6600
- Email: [it-support@kth.se](mailto:it-support@kth.se)
- Web site: [kth.se/support](https://kth.se/support)

To get help with IT on campus Kista, Flemingberg or Södertälje, contact local service center. [kth.se/student/kth-it-support/contact](https://kth.se/student/kth-it-support/contact)





## **KTH account**

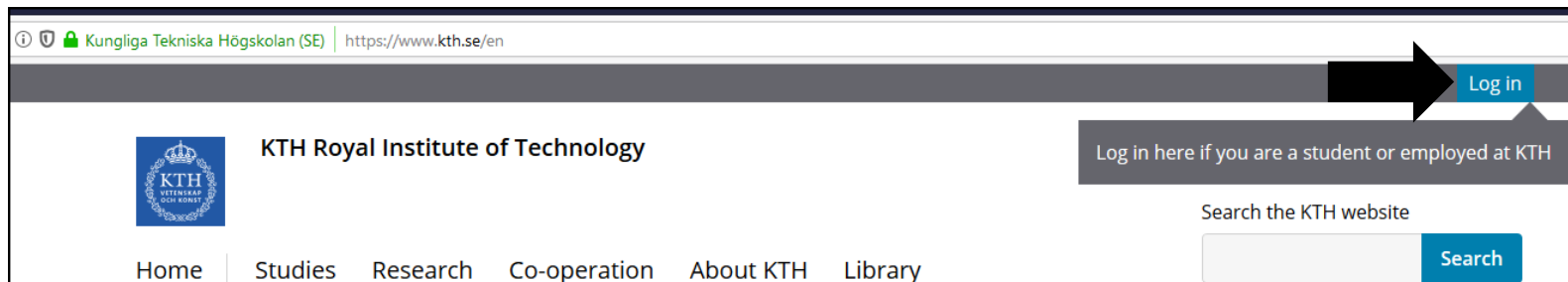
- Log in to KTH's web site [www.kth.se](http://www.kth.se) and Personal menu
- Find the password (Network Secret) for the wireless network - eduroam
- Log in to KTH webmail.kth.se
- Log in to the computer rooms
- Connect the access card to the KTH Print printer system

## **Access Card**

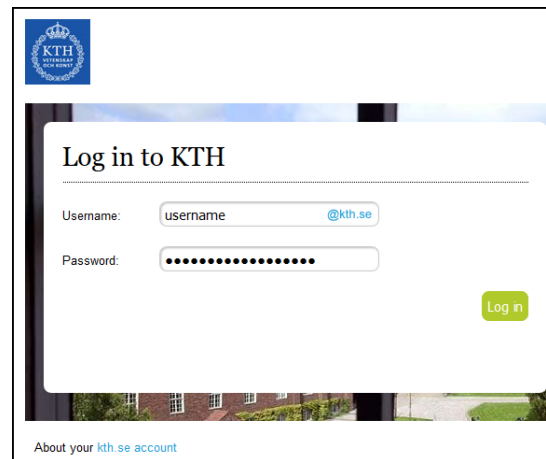
- Access to the computer rooms, public study areas and section rooms
- Pick out prints from KTH Print printers



# Log in to KTH web – www.kth.se



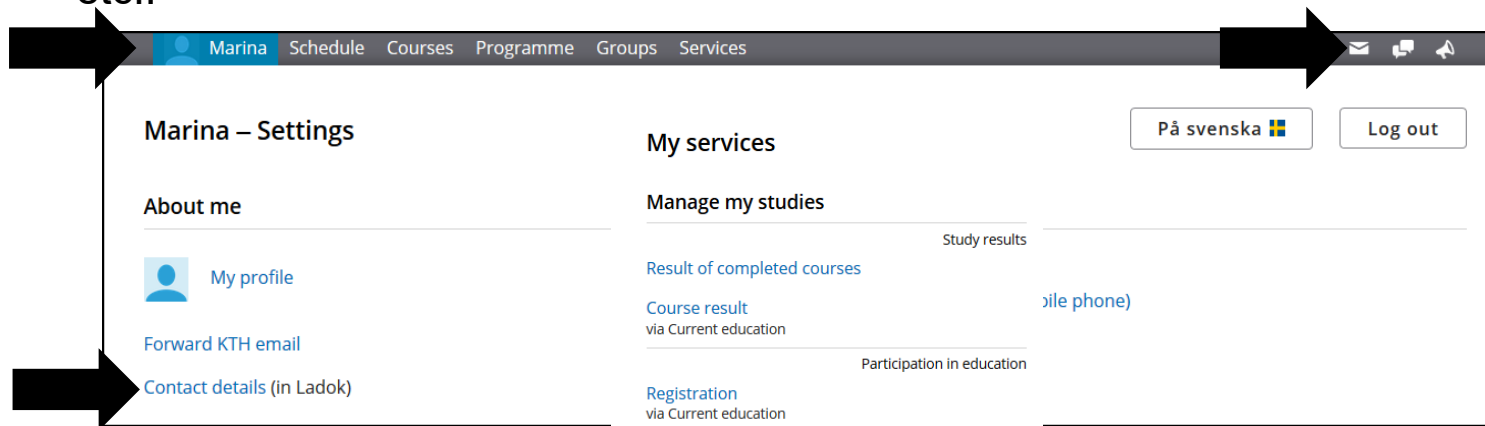
Log in with a KTH user account . Do not follow with **@kth.se**



# Personal menu

The icons to the left are shortcuts to web mail, news feeds and notifications.

Tab contains more information about services like schedule, courses, programs etc..

A screenshot of the KTH personal menu interface. The top navigation bar is dark grey with tabs for 'Marina', 'Schedule', 'Courses', 'Programme', 'Groups', and 'Services'. On the right of the bar are icons for mail, chat, and notifications. The main content area is divided into two columns. The left column, titled 'Marina – Settings', contains links for 'About me', 'My profile' (with a person icon), 'Forward KTH email', and 'Contact details (in Ladok)'. The right column, titled 'My services', contains a 'Log out' button and a 'På svenska' button. Below these are sections for 'Manage my studies' with links for 'Study results', 'Result of completed courses', 'Course result via Current education', 'Registration via Current education', 'Non-completion (studieavbrott) and cancellation via Current education', 'Exam registration via Current education', and 'Written exams'. At the bottom, there are links for 'Certificates' and 'Transcripts'. Large black arrows point to the navigation bar and the settings section.

# Wireless network - eduroam

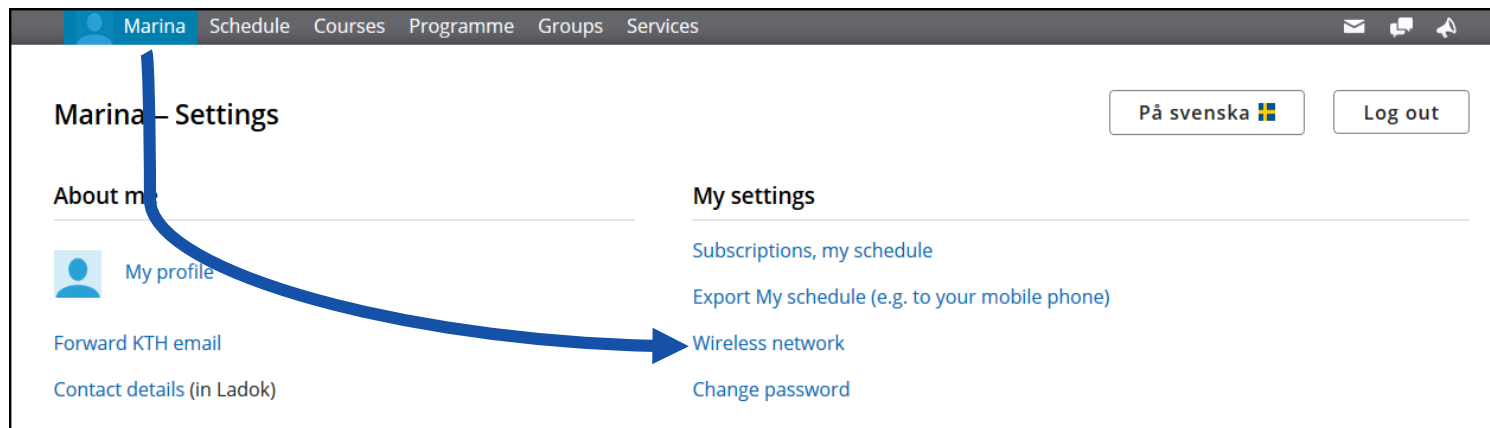
In the Persona menu, in the tab with “Your name” you will find a link to Wireless network.

- User name: username@kth.se
- Password: **Network secret**. It is different from password to KTH-account.

*Where to find eduroam?*

*At all KTH Campuses and:*

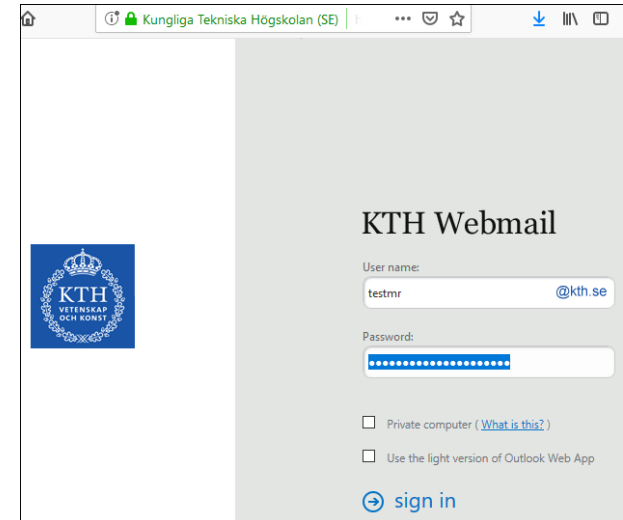
- *Public libraries*
- *Centralstation*
- *Arlanda*
- *Universities in Sweden and abroad*





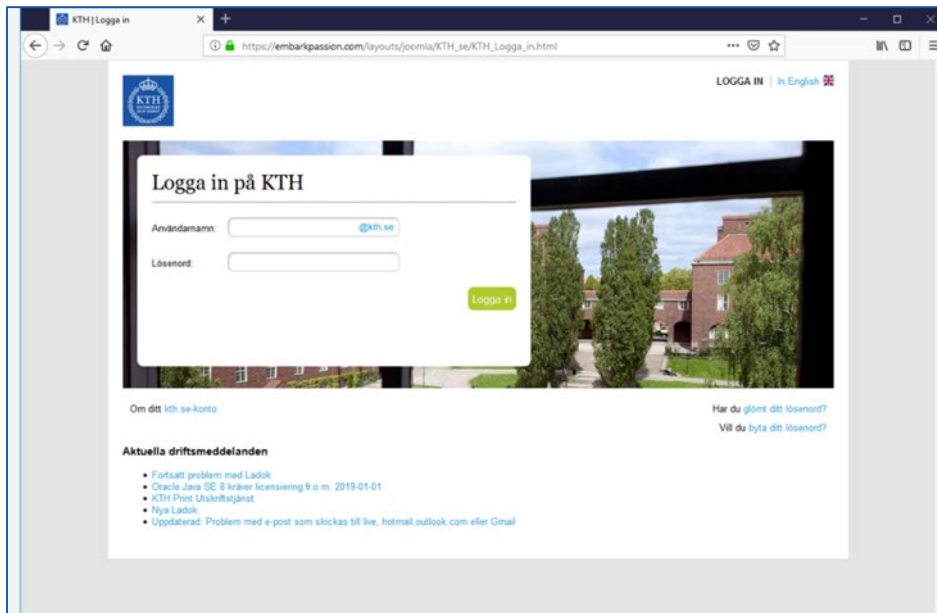
# Email – webmail.kth.se

- Email address is username@kth.se
- Email box is limited to 2 GB
- Save attached files before you start editing
- Be aware of email that contains links or demands your login name and password. This email is aiming to hijack your account and abuse it for spam.





# Links to false web pages and phishing mail



**From:** Disk Message <support@mptechno.com>  
**Sent:** Thursday, August 15, 2019 8:46 AM  
**To:** Dhruv Haldar  
**Subject:** 📧 Action required to avoid missing messages from kth.se

## Kth Mailbox startup disk is almost full

Dear Haldar,

You are running out of disk space on kth.se  
We will walk you through to make more space available

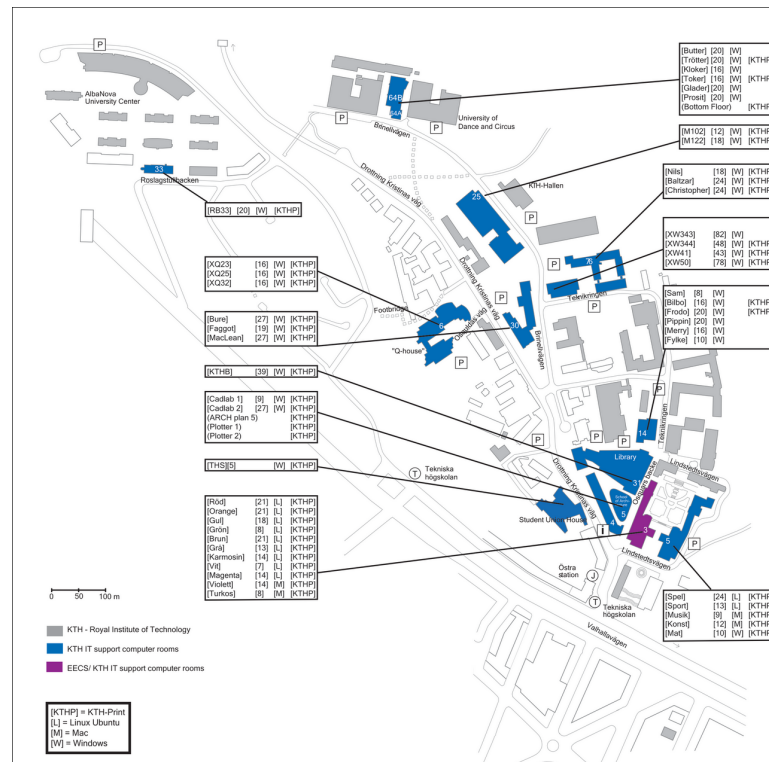
[Begin Now](#)

Failure to create additional space will bring about missing messages

© 2019 Kth Disk Management Team

# Computer lab rooms

- Mac, Ubuntu and Windows
- Opening hours are not the same for all computer rooms
- Keep tidy
- Do not let in unauthorized persons
- Report broken equipment to  
[it-support@kth.se](mailto:it-support@kth.se)





# When you log in to a computer

When log in to computer use your KTH-account not followed by **@kth.se**.

You will get access to:

- Software installed on the computer
- Your home directory H:\. It is limited to 3 GB
- Project catalogs P:\. Send an order to [it-support@kth.se](mailto:it-support@kth.se)
- Printing system KTH Print

To access filers located on H:\ and P:\ from other devices than computer labs use the link [home.ug.kth.se](http://home.ug.kth.se) (specific for Windows file servers)

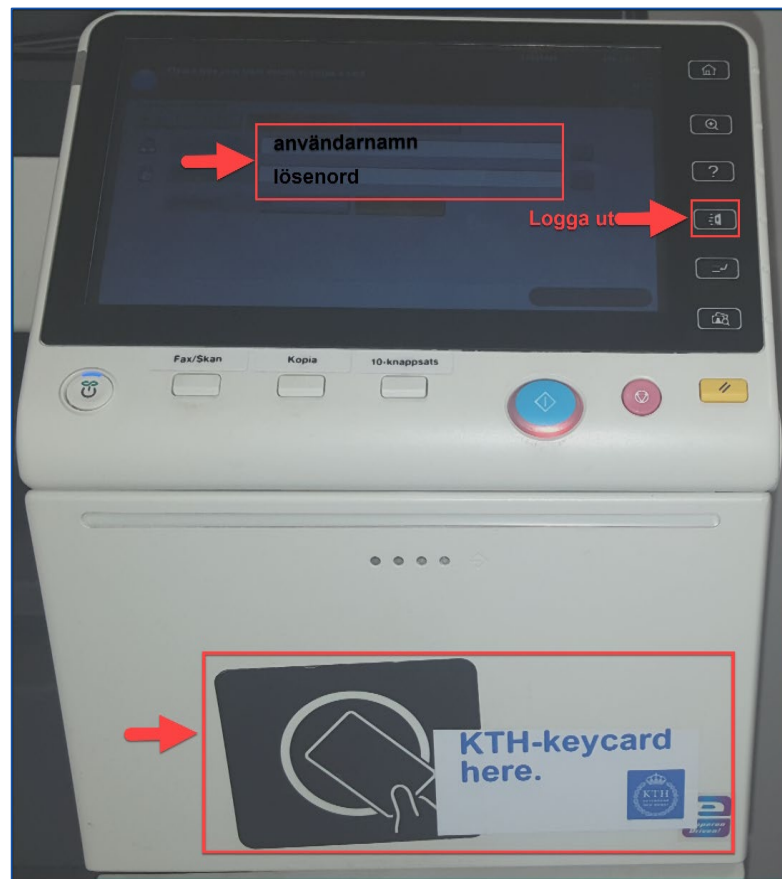
For Mac and Ubuntu home directory is located on AFS file server.



# Access card

- You will get an access card and a “4” digit pin code from your study coordinator.
- Enter computer and study rooms
- Pick out your printouts
- If you lose the card contact KTH IT-Support, during opening hours, or call KTH alarm phone number after working hours +46 (0) 8 790 7700.
- To get a new card or a new pin code visit KTH Entré or a local service center on other campus
- Do not put your pin code on your card.

- Free printing quota is 200 SEK per half year. It is equal to 400 A4, black and white pages
- Register your access card to easily get your print outs
- Print from our own mobile device
- Purchase more printouts on Deps service





# Software

KTH allows you to download software to be installed on your private computer during your studies at KTH.

All software licenses you get from KTH are academic and are not allowed to be used for commercial purposes.

- Microsoft Office 365
- Microsoft Azure for education
- Matlab, Ansys, ChemBioDraw etc.

KTH / Student på KTH / IT-Support / Programvara / KTH Programvarunedladdning / Affinity

Affinity

Affinity

Windows

macOS

## Windows

### Help

1. Read through the [manual](#) carefully.
2. Download the correct [installation files](#).
3. Use the right [license](#) key/file.
4. Having problems [despite](#) following these steps? Contact the [support](#).

### Installation files

▼ Latest version Affinity Windows

Download Affinity Photo 1.7 for Windows [350 MB]

Download Affinity Designer 1.7 for Windows [357 MB]

Download Affinity Publisher 1.7 for Windows [388 MB]

> Earlier versions Affinity Windows

### License

[Download/view Affinity license keys](#)



- Activate your KTH user account:
- Retrieve “Network Secret” for wireless - eduroam
- E-mail:
  - Be aware of Malicious e-mail
  - Be aware of links to faked web pages
- Access card:
  - Register the card to pick out printouts
  - Do not put your pin code on your card



# Activation of KTH account

- Activation code
- Activation link
  - <https://login.kth.se/activate>

The diagram shows a vertical rectangular card representing a KTH account activation card. At the top left is the KTH logo. At the top right is the activation code '123456'. Below the logo is a blue banner with white text. Below the banner is a white section containing the activation link and a QR code. Below this is a dark grey rectangular field. At the bottom is a light grey rectangular field containing the activation code. Two large black arrows point to the card: one points to the activation link, and the other points to the activation code field.

 123456

Innan du kan använda ditt KTH-konto måste du aktivera det.  
Din aktiveringskod finns inne i kuvertet.

Gå in på / Go to:  
<https://login.kth.se/activate> 

Din aktiveringskod / Your activation code:

Linear krypton base coat

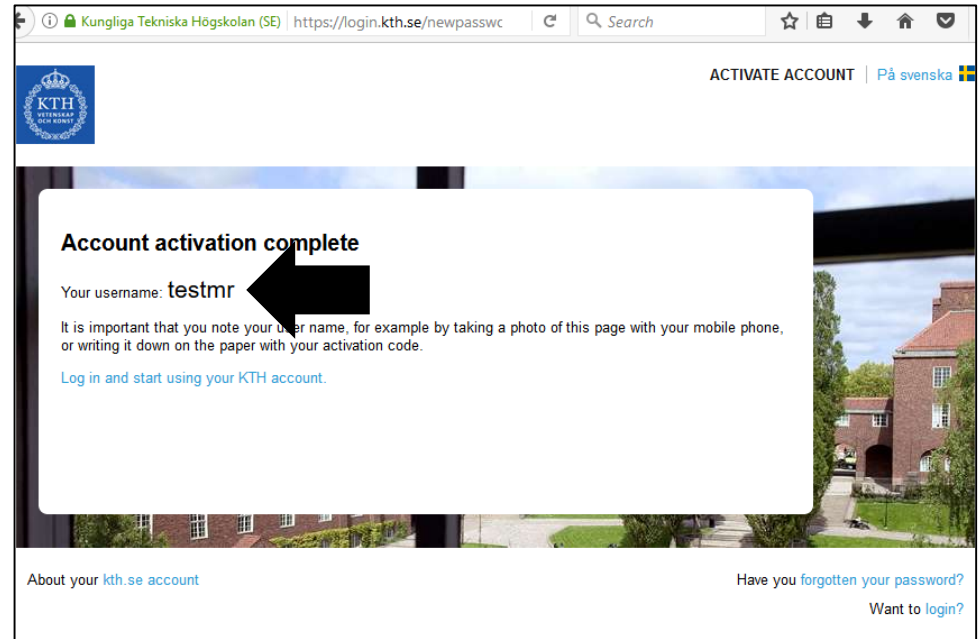




- Before you can start using your account, you have to:

1. Log in with your birth date and the activation code you have received.
2. Agree to the KTH rules for computer, network and system facilities.
3. Choose a password.

You will get your username on the last step.





# www.kth.se/support

[KTH](#) / [Student på KTH](#) / [IT-Support](#)This page in [English](#)

## IT-Support

### IT-Support

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- [KTH-konto](#) >
- [På Campus](#) >
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- [Lärplattformar](#) >
- [Programvara](#) >
- [Kontakta supporten](#) >

## IT-Support

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[Sök](#)

### Aktuellt

[Onlinekurs: Introduktion till datormiljön](#)

### På Campus

[Datorsalar](#)

[Utskrifter](#)

[Passerkort](#)

### Arbeta online

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[WiFi/eduroam](#)

### Lärplattformar

[Canvas](#)

[Personlig meny](#)

### Programvara

[MS Office 365](#)

[KTH Programvarunedladdning](#)

[MS Azure Dev Tools for Teaching](#)

### Kontakta supporten

[KTH IT Support](#)