

Staff IT tips



Software for staff home computers

Staff members can get software for personal use at the following addresses:

<http://metropolia.onthehub.com>

Available on the site are e.g. Windows 10 operating system and Microsoft Office products. Some programs also as Macintosh versions.

- [Ordering instructions](#)
- [Installation instructions](#)

Staff members have been able to download Microsoft Office Suite for free. [Download instructions](#).

Some free software for staff members: <http://metroddv.edu.metropolia.fi>

The most important IT links to make life easier at Metropolia:

OMA

<https://oma.metropolia.fi>

All teaching information in one place!

User Accounts and Passwords

<https://amme.metropolia.fi>

Change your User Account password here. By logging in you can also see your User Account ID and email address at Metropolia. Change your password periodically. Staff members can also create guest's accounts [here](#).

Service Requests

<https://hd.metropolia.fi>

Electronic customer service and request management system used for requesting help in IT problem situations, custodial service matters and for making purchase propositions. Log in with Metropolia user account, i.e. the same as you log in to TUBE.

Custodial Services (key tags and keys)

<https://www.metropolia.fi/yhteystiedot/> (location specific search)

Staff members are given an ID card which can be used as a key in most of the campuses.

E-mail

<https://mail.metropolia.fi>

You can log in to e-mail with your Metropolia user account. Access e-mail either with the browser at <http://mail.metropolia.fi> or with Outlook client which is installed on all Metropolia workstations. All Metropolia related e-mail is sent to your Metropolia e-mail address so you should check your e-mail regularly. If you do not use your Metropolia e-mail, please redirect your e-mail to the e-mail address that you use.

Schedules

<https://lukkariit.metropolia.fi>

Most Metropolia schedules can be found at lukkariit.metropolia.fi.

IT Services site

<https://itservices.metropolia.fi/>

IT Services information pages. If a system does not work, you may find an answer to your question here. On these pages you will also find other useful information about Metropolia systems and services.

HR System

<https://www.sympahr.net/metropolia>

Metropolia has a staff information management and announcement system that is used for reporting and auditing e.g. vacations, training applications and sick leaves.

Remote Access Service (Virtual Private Network)

[VPN Remote Connections](#)

[Using Remote Desktops](#)

You can access some of Metropolia's internal services using the remote access service.

Changes coming to remote access services on January 26, 2024. Follow announcements, including in [OMA! The latest announcement](#).

Contact information

<https://www.metropolia.fi/yhteystiedot-henkilosto/>
<https://oma.metropolia.fi/people-finder>

Staff contact information and competence.

Cloud Apps

[Google Workspace for Education and Microsoft Office 365 Education](#)

Library

<http://libguides.metropolia.fi/>

Metropolia LibGuides consists of guides, where you'll find information on library services, printed and electronic resources on your field of study, and tips for information seeking.

<https://metropolia.finna.fi/>

Find library's printed and e-materials.

[Henkilökunnan IT-vinkit](#)

Photo: Caroline Feelgood, Unsplash, CC0

Quick Links

- [Software for staff home computers](#)
- [OMA](#)
- [User Accounts and Passwords](#)
- [Service Requests](#)
- [Custodial Services \(key tags and keys\)](#)
- [E-mail](#)
- [Schedules](#)
- [IT Services site](#)
- [HR System](#)
- [Remote Access Service \(Virtual Private Network\)](#)
- [Contact information](#)
- [Cloud Apps](#)
- [Library](#)