

IT introduction

International students 2025

Lars Nellemann
Educational IT Supervisor



Agenda

Your account

Username: The text in front of @ EX: 25097

Password: You have received a password via email to your private email address before arrival.

Mail: username@dmjx.dk EX: 25097@dmjx.dk



Wi-Fi – on your devices

When you are at DMJX, you can use the wireless network called DMJX

On your phone

1. Choose the network DMJX
2. Log in with your Username and Password.
3. Accept the certificate.

If you use the Android operating system, you may need more information - find it here:
<https://tes.dmjx.dk/index.php/beta/wifi-on-dmox/>



Mail

- You can access your mail from Microsoft 365.
- In Itlearning you will find a shortcut to your mail: mail.dmjx.dk
- Log in with your mail account (ex. 25097@dmjx.dk)

You must check your mail every day. This is the official communication channel for DMJX

Microsoft Teams

At DMJX, Microsoft Teams is used as a complement to our learning platform Itlearning.

Teams are used for a number of online video meetings, as well as some project work.

You can find Microsoft Teams at office.dmjx.dk - here you can open it - and / or download a client from which you can run Teams. DMJX recommends using the client.



Print

- At DMJX you can print through your student account.
- You must log in via your browser at webprint.dmjx.dk
- You will find a link to print on the DMJX dashboard - on the right.
- Log in using your username and password.



Microsoft 365

- Your:
 - Mail
 - Calendar
 - Office (Word, Excel, PowerPoint, Outlook)
 - Online storage (OneDrive)
 - Teams (video meetings)

Microsoft 365 is the school's official office suite, which means we have GDPR agreements on it. Therefore, you must use this package - including OneDrive - when you work with school material that contains personally identifiable information.



VPN

- When you are connected to the school network, you have access to many services ex. online databases at the library (bibliotek.dmjx.dk).
- You can get the same access from home - by installing the DMJX VPN solution.



Itlearning – log in

You log in at: itlearning.dmjx.dk



Communication from DMJX

There is a guideline on communication inside Itlearning under the "Help" menu. But overall:

- DMJX Dashboard - Useful info from the communications department
- Messages on Itlearning - things that are important and urgent. It is possible to make settings in Itlearning, so you can receive mail when there are new and Push notifications on your phone via Itlearning App.
- Mail - see your mail every day.
- Notifications in courses - important info about your lessons that you need to keep an eye on. It is possible to receive mail when new things happens.



Your account

Username: The text in front of @ EX: 25097

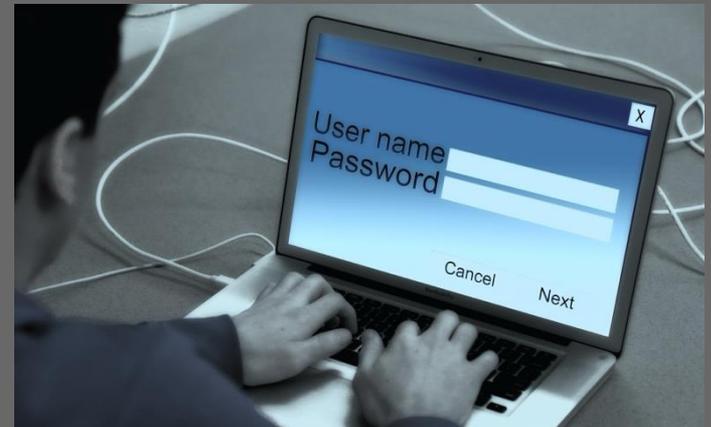
Password: You have received a password via email to your private email address before arrival.

Mail: *username@dmjx.dk* EX: 25097@dmjx.dk



Change password

1. Go to <https://password.dmjx.dk/>
2. Log in - either with your DMJX ID (your username) or with. MitID/the one-time password you have received in an email.
3. Select "My profile"
4. Select "Password - Change your password"
5. Type your new password twice and select "Save" at the end. The password requirements are described on the page.
6. You have now changed the password for a number of systems on DMJX, including Itslearning, WAYF (including Wiseflow) and your mail.



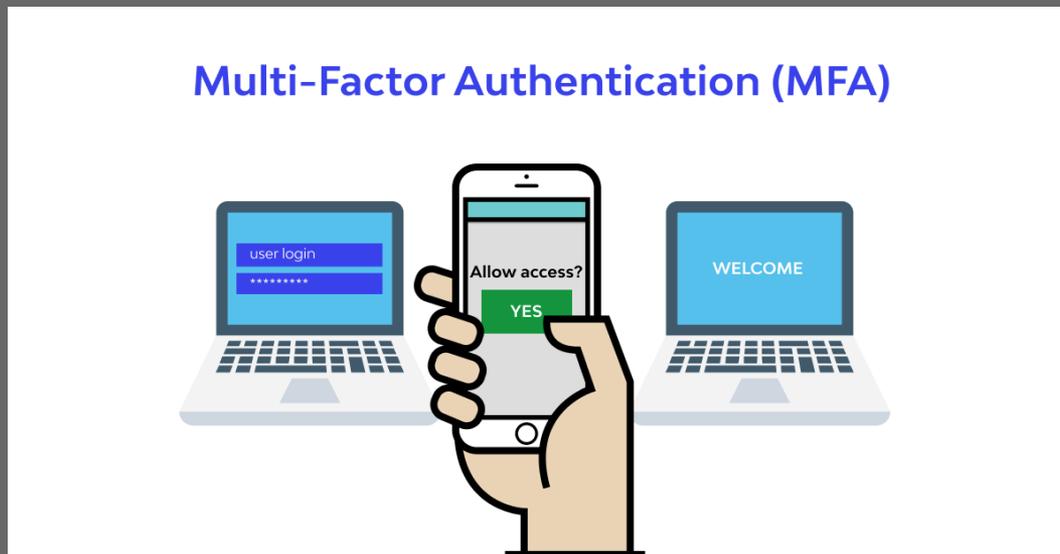
Multi-factor authentication

We have made a guide here: <https://faq.dmjx.dk/index.php/dwkb/mfa-eng/>

The goal of Multi-factor authentication (MFA) is to increase the security and therefore secure, that the right person has ben logged in.

When MFA is activated, you must have a username, password and an additional "device" on which you approve the login.

The additional device is typically your mobile phone, where you have installed Microsoft Authenticator – an app on which you can approve your login.



Wi-Fi – on your devices

When you are at DMJX, you can use the wireless network called **DMJX**

On your phone

1. Choose the network DMJX
2. Log in with your Username and Password.
3. Accept the certificate.

If you use the Android operating system, you may need more information - find it here:

<https://faq.dmjx.dk/index.php/dwkb/wifi-on-dmjx/>



Mail

- You can access your mail from Microsoft 365.
 - In Itslearning you will find a shortcut to your mail: mail.dmjx.dk
 - Log in with your mail account (ex. 29097@dmjx.dk)
- You **must** check your mail every day. This is the official communication channel for DMJX

Microsoft 365 mail/kalender

1. We recommend that you use the Outlook app, as you can get it for both iPhone and Android.
2. Outlook app for phone is easier to use than the built-in apps, as the Outlook app handles 2-factor authentication better than the built-in apps.

The above is only a recommendation - but we strongly recommend that you have mail on your phone, as we find that you, as a student, do not miss messages via mail.

PS: If you use an app other than Outlook and you are asked which "server technology" we use - then we use: Exchange

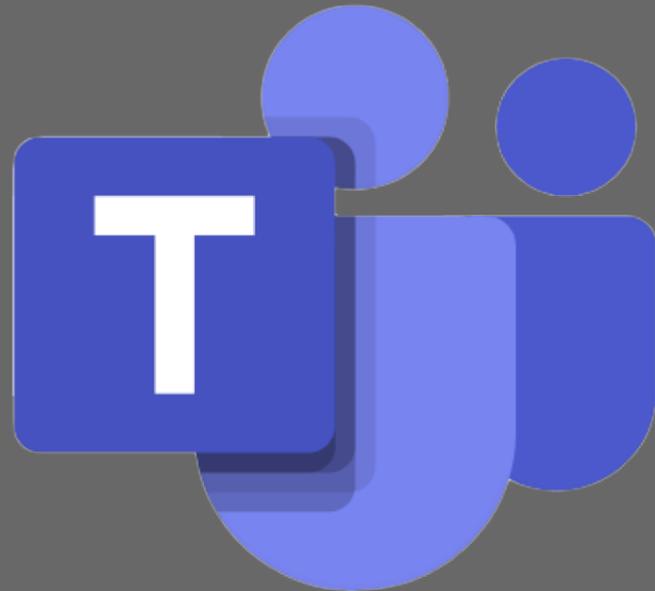


Microsoft Teams

At DMJX, Microsoft Teams is used as a complement to our learning platform Itslearning.

Teams are used for a number of online video meetings as well as some project work.

You can find Microsoft Teams at office.dmjx.dk - here you can open it - and / or download a client from which you can run Teams. DMJX recommends using the client.



Print

- At DMJX you can print through your student account.
- You must log in via your browser at webprint.dmjx.dk
- You will find a link to print on the DMJX dashboard - on the right.
- Log in using your username and password.



Print – extra options

- If you forgot your student card, you can create a PIN that you can log in with. The PIN code is generated at print.dmjx.dk
- You can deposit money into your account.
- You can print via a "driver" at school computers. Used if you need to make advanced prints.

A4	
B/W	0.60 DKK
Colour	1.40 DKK
A3	
B/W	0.70 DKK
Colour	1.70 DKK

Print – Shortcuts in Itslearning

You must have money in your account in order to print. You can deposit money through the link in Itslearning – DMJX Dashboard.

Links for printing in Campus Copenhagen and Campus Aarhus

Printing

[Webprint + Put money on your account](#)

[Your Print receipt](#)

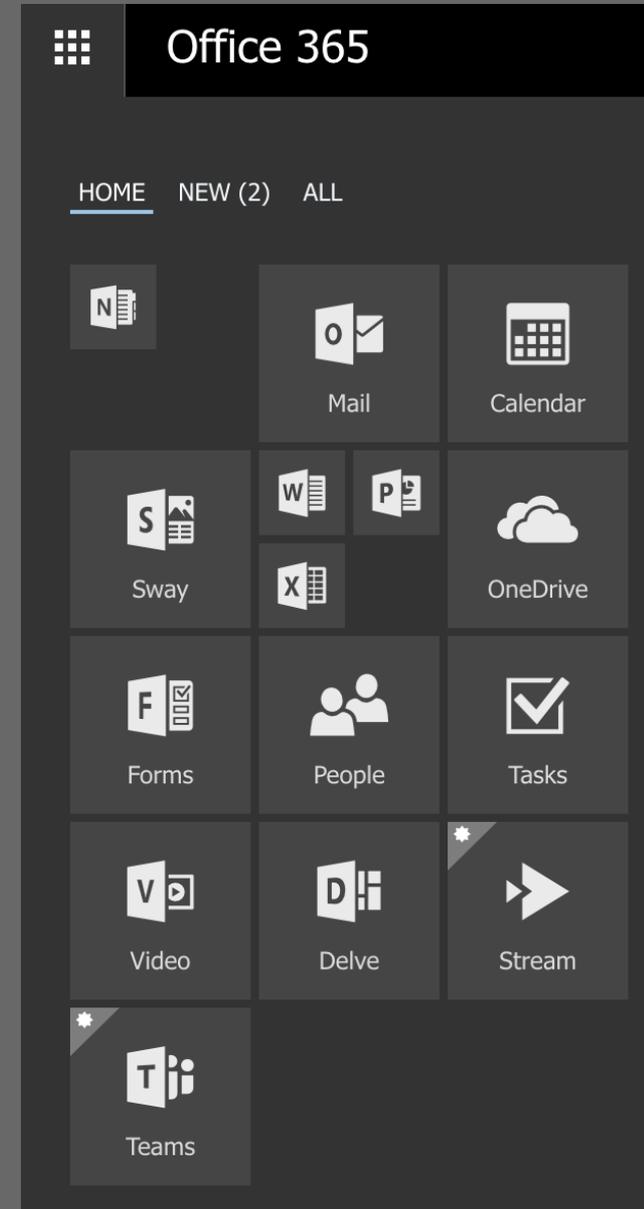
[Printmanual - KBH](#)

Here you can put extra money to your account
Here you can see how much you have on your account

Microsoft 365

- Your:
 - Mail
 - Calendar
 - Office (Word, Excel, PowerPoint, Outlook)
 - Online storage (OneDrive)
 - Teams (video meetings)
 -
 - ...

Microsoft 365 is the school's official office suite, which means we have GDPR agreements on it. Therefore, you must use this package - including OneDrive - when you work with school material that contains personally identifiable information.





Microsoft 365 - login

- Use shortcut from Itslearning or go to: office.dmjx.dk
- Sign in with your mail (ex. 29097@dmjx.dk) and password (same password as in Itslearning).

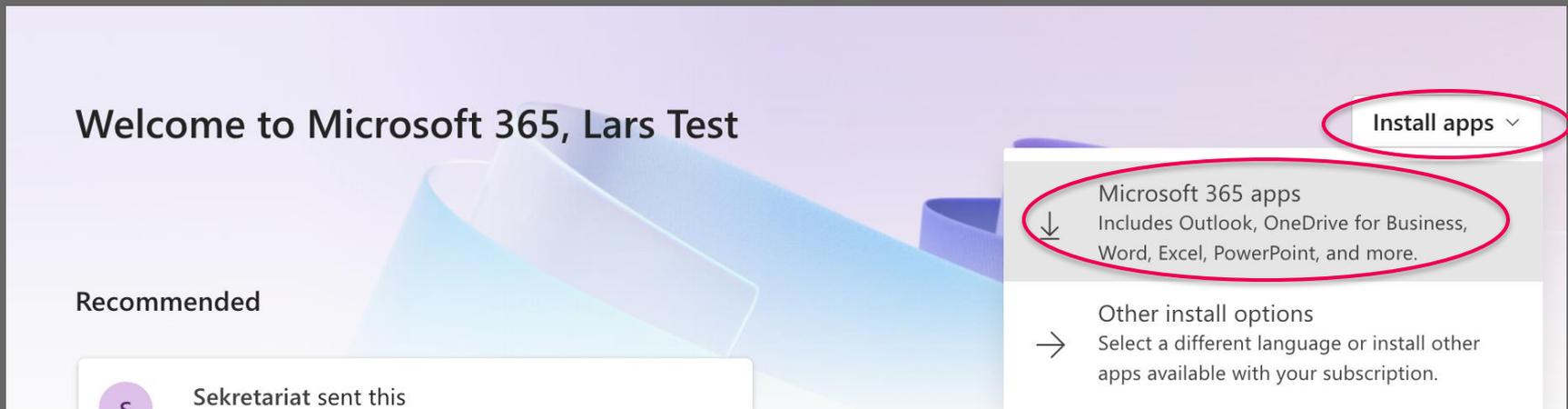
Danmarks Medie- og Journalisthøjskole

Log på med din organisationskonto

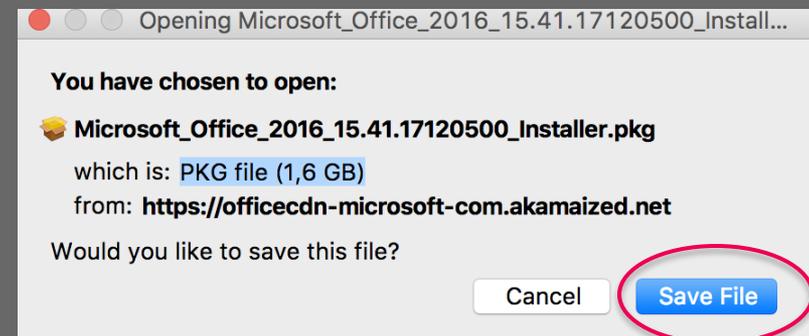
Log på

Install Microsoft 365

- If you want – you can install Microsoft 365 on your own computer.
- Log in to: office.dmjx.dk
- Click the button “Install Office apps” – shown below (the screenshots below is for mac – windows looks a bit different).



- Now you are asked to download a file. When downloaded – install the file on your computer.



Microsoft 365 on your phone

Today you can download one app to use Microsoft 365 on your phone. It's called: Microsoft 365 Copilot – and it looks like the one below.



AI – Microsoft Copilot Chat

- At DMJX, we have a license for Microsoft Copilot Chat as part of our Office 365 suite.
- You can use it for all types of data (public, internal, confidential, and sensitive). However, it requires that you are logged in with your DMJX-ID.
- Therefore, remember – if you use other AI programs, you may ONLY use public data.
- See more about Copilot here: <https://faq.dmjx.dk/index.php/dwkb/copilot-dk-studerende-ansat/>
- You can view our data classification model here: <https://dmjx.nu/public/D2024-0025630.pdf>



VPN

- When you are connected to the school network, you have access to many services ex. online databases at the library (bibliotek.dmjx.dk).
- You can get the same access from home –by installing the DMJX VPN solution.

DMJX Bibliotek

E-ressourcer

Brug biblioteket



Øvrige materialer



Hjælp og vejledning



Ophavsret



Om biblioteket

Når du laver FoU projekter



International students

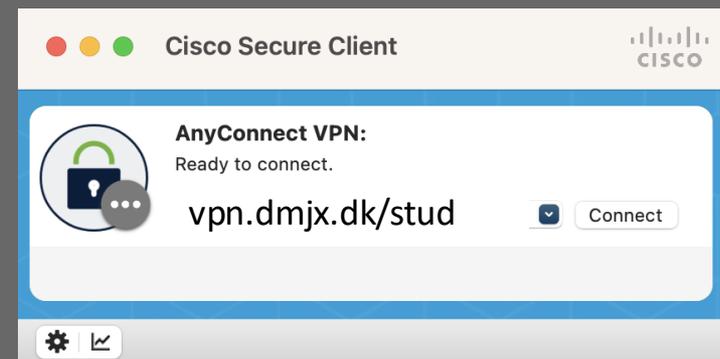


SSO – Single Sign On

Remember: You can only install the SSO, from outside the school network.

The instructions on [FAQ](#):

1. Download the program "Cisco Secure Client" – from vpn.dmjx.dk
2. Choose from the dropdown "06 DMJX studerende"
3. Log in using your username and password.
4. Install the program.
5. When asked for a VPN connection/network type: vpn.dmjx.dk/stud
6. Connect to the VPN.
7. Now you can use the services as if you were on the premise of DMJX.





Itslearning – log in

You log in at: [Itslearning.dmjx.dk](https://itslearning.dmjx.dk)

Danmarks Medie- og Journalisthøjskole

Log på med din organisationskonto

Log på

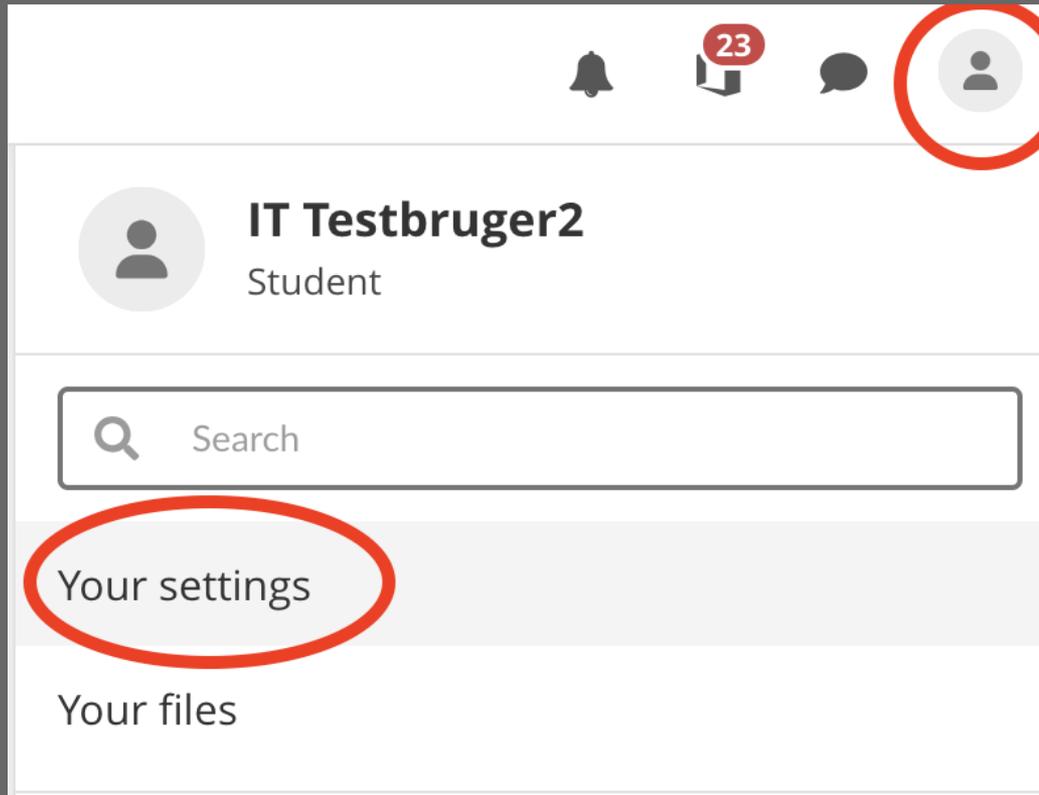
We go live...

Here I show - and you do the same 😊

1. Go to itslearning.dmjx.dk and log on
2. Set so you get mail by messages and by new lookups
3. Demonstration of:
 1. Change Itslearning to English and other settings
 2. DMJX dashboard
 3. Calendar
4. Back to slides about Courses, Topics, plans



Your Account





Your account

Here you can adjust the language

Your settings ⋮

Your account

-  **Change details**
Manage your personal information by changing your e-mail address, personal picture, description, contact information and more.
-  **Customise itslearning**
Customise itslearning by selecting your preferred language, standards and formats, text editors and more.
-  **Manage applications**
Manage external applications that communicate with itslearning, such as mobile itslearning apps.
-  **Manage mobile login**
Create or change PIN codes for easier login with mobile devices.
-  **Connected accounts**
Manage the external services connected to your itslearning account.

Messaging

-  **Alerts**
Manage your alerts, which allow you to be notified about changes in itslearning.
-  **E-mail notifications**
Be notified by e-mail when you have new messages.

Here you can adjust whether you want to receive mail about new entries, tasks, etc.

Here you can adjust whether you want mail when you receive a message

DMJX

Dashboard

- You can find many usable shortcuts on the right side of the DMJX dashboard
- You can find information from the Communications Department.



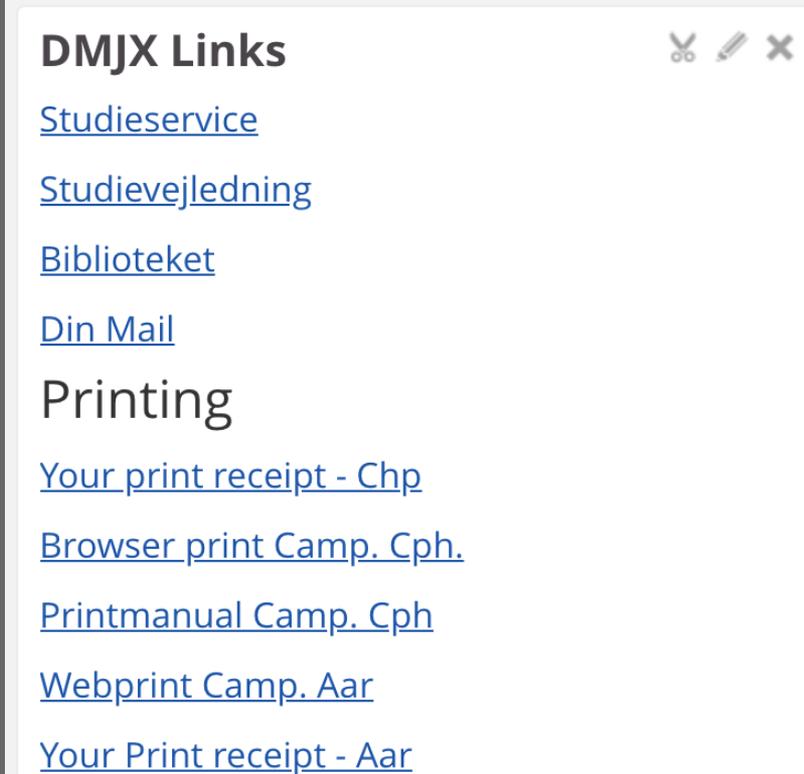
✂ ✎ ✕

DMJX DANMARKS MEDIE- OG
JOURNALISTHØJSKOLE



Driftinformation ✂ ✎ ✕

[Klik her for at redigere og tilføje tekst](#)



DMJX Links ✂ ✎ ✕

- [Studieservice](#)
- [Studievejledning](#)
- [Biblioteket](#)
- [Din Mail](#)
- Printing**
- [Your print receipt - Chp](#)
- [Browser print Camp. Cph.](#)
- [Printmanual Camp. Cph](#)
- [Webprint Camp. Aar](#)
- [Your Print receipt - Aar](#)

Itslearning - Calendar

- In the calendar you will find your meeting times and where to meet.
- You can export your calendar to eg Office 365
- You can view the calendar in the Itslearning App (more on that later)





Calendar Schedule Plans



<< Hide sidebar Search

Add event Show weekend **List** Day Week **Month**

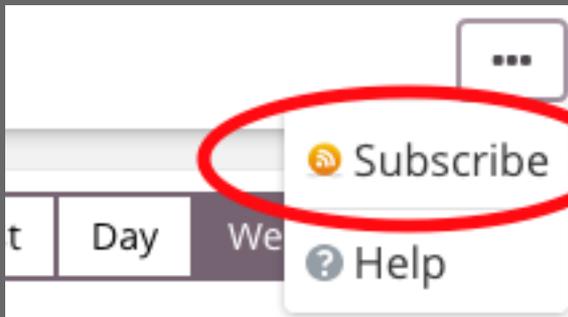
YOUR CALENDARS **2. december — 6. december 2019** < Today >

- Personal
- Starred courses**
 - Demo - Kommunikatio...
 - demo-EksternUvis
 - demo-ITSL-intro-studer...
- Favourite projects**
 - Nyt projektrum

Week 49	ma 2	ti 3	on 4	to 5	fr 6
08:00					
09:00					
10:00	Demo - Kommunikationsstuderende Lokale XXX	Demo - Kommunikationsstuderende A2.36	Demo - Kommunikationsstuderende A2.36		
11:00					
12:00				Demo - Kommunikationsstuderende A2.36	
13:00					
14:00					
15:00					
16:00					
17:00					

Calendar/Schedule

The teachers make the schedule as you can see in Itslearning. If you want, you can subscribe to the schedule in your own calendar - eg Microsoft 365, Google etc.



Calendar address

You can use the following address to access your itslearning events from other calendars. Copy the URL and paste it into any other calendar that supports the iCalendar format.

<webcal://dmjx.itslearning.com/Calendar/CalendarFeed.ashx?Locatio...>

All events from starred courses and projects, as well as personal events, will be included in the feed.

Outlook

+ New event

2019 June

M	T	W	T	F	S	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
1	2	3	4	5	6	7

Add calendar

Import calendar

My calendars

- Kalender
- Helligdage i Danmark
- Fødselsdage

Itslearning - Courses

- Itslearning Courses is where you find material for your classes
- You will find your personal Courses in the top menu Courses
- All Courses are, as a starting point, favorites (starred).
- We work with the following concepts
 - Courses = Your class/subject
 - Topic = A division into sections in your courses
 - Plans = A specific teaching plan for a date.

Itslearning - Courses - startpage



Plans

Monday TEA FOR TWO :)

What is a TV-format? Introduction to the world of Formats. In this lecture I will introduce you to the world of formats. I will cover: what is - and what is not a

Start →

8. aug. 11.00-14.00 0/5

Tuesday TEA FOR TWO :)

Format genres 1 (Gameshows/Social experiments/Talents competitions)

Start →

9. aug. 09.30-12.30 0/3

Announcements

Ukendt Ukendt
19-12-2019

Flere af jer har henvendt jer, fordi bogen "Hvem spiser boller i karry?" ikke er med i bogpakken. I kan hente den nu hos Pernille Madsen i lokale XXX

Write comment

Latest changes

[Subscribe to RSS feed](#)

Lars Nellemann added 25 resources to [Demo - Kommunikationsstuderende](#)
9 minutes ago

Tasks

Active Completed

Due later 6

Genre assignment 2

Deadline: 19. august

OPGAVE - refleksion over enkeltinterview som metode

Deadline: 27. august

GRUPPEARBEJDE - fokusgruppe-case

Self-study · Deadline: 28. august

Genre assignment 1 week 1

Deadline: 28. august

Aflevering

Deadline: 29. august

Aflevering

Deadline: 11. september

No deadline 3

Events

Itslearning - Courses - Plans

Demo - Kommunikati...

Overview

Plans

Resources

Reports

Participants

Apps ▾

Plans

Current (18)

Past (0)

Without date (3)

Topic (5)

Table view

Start →

Monday TEA FOR TWO :)

What is a TV-format? Introduction to the world of Formats. In this lecture I will introduce you to the world of formats. I will cover: what is – and what is not a format format definitions How TV formats are traded The main

8. aug. 11.00–14.00 0/5

UPCOMING PLANS

Start →

Tuesday TEA FOR TWO :)

Format genres 1 (Gameshows/Social experiments/Talents competitions)

9. aug. 09.30–12.30 0/3

Start →

Monday TEA FOR TWO :)

What is a TV-format? Introduction to the world of Formats. In this lecture I will introduce you to the world of formats. I will cover: what is – and what is not a format format definitions How TV formats are traded The main

15. aug. 11.00–15.00 0/5

Start →

Tuesday TEA FOR TWO :)

Format genres 1 (Gameshows/Social experiments/Talents competitions)

19. aug. 09.00–16.00 0/3

Itslearning - Courses - Plans



← Back to plans



TITLE

3 dages study

DATE

25. jul. 08.00-12.30

TOPIC

IMMERSIVE READER

DESCRIPTION

Study for the next three days

RESOURCES AND ACTIVITIES

1/4  Continue →

-  Fyrtøjet.docx
-  Fyrtøjet.pdf
-  ITSL-Basic.pptx
-  Afsluttende opgave om "Internationale trends og tendenser"

Itslearning - Courses - Plans

← Back to Plan

📁 3 dages study

✓ Fyrtøjet.docx

○ Fyrtøjet.pdf

○ ITSL-Basic.pptx

○ Afsluttende opgave om "Intern..."

📄 Fyrtøjet.docx

📄 Open in Word for the web 📄 Download

Word

Fyrtøjet ▾

⚙ IT Testbruger2

🔊 Accessibility Mode 📖 Immersive Reader ⬇ Download 🖨 Print ...

Fyrtøjet

Et eventyr af Hans Christian Andersen

Der kom en soldat marcherende hen ad landevejen: én, to! én, to! Han havde sit tornyster på ryggen og en sabel ved siden, for han havde været i krigen, og nu skulle han hjem. Så mødte han en gammel heks på landevejen; hun var så ækel, hendes underlæbe hang hende lige ned på brystet. Hun sagde: "God aften, soldat! Hvor du har en pæn sabel og et stort tornyster, du er en rigtig soldat! Nu skal du få så mange penge, du vil eje!"

"Tak skal du have, din gamle heks!" sagde soldaten.

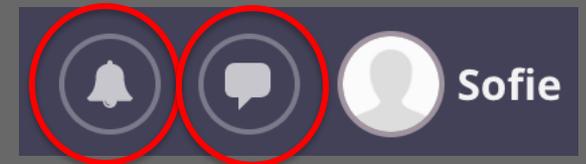
Page 1 of 1

100% Give Feedback to Microsoft

⏪ Hide

✳ Mark as unread Next →

Itslearning – Notification and messages



- In the top menu you will find icons for:
 - Notifications (The bell): Here you will be notified when, for example, a new task arrives, you get a response, join a group, etc.
 - Messages (the small speech bubble): Here you will receive an urgent message from your teacher eg in case of illness, relocation of rooms, delay etc.



Itslearning - Help

- In the top menu you will find the menu item "Help"

Index of help topics

If you are a new student - please watch the videos below in the order in which they appear.

English

- Intro – get started with Itslearning - [Click Here >>](#) (6:30)
- Personal settings - [Click Here >>](#) (1:28)
- Self Attendance – [Click Here >>](#) (1:36)
- Email – Connect your DMJX mail to Itslearning - [Click Here >>](#) (1:09)
- Translations: Danish/english - English/danish - [Click Here >>](#)
- Step-by-step guide in English - [Click Here >>](#)

Itslearning – App

- Through your App Store you can download the Itslearning App, where you can get an overview of your teaching.
- It's NOT the same as watching it on a computer - but providing a good overview while on the move



Itslearning – App

- We recommend that:
 - You are downloading the Itslearning App
 - You turn on Push Notifications.
 - You choose how you want to view your calendar and possibly integrate it into your phone.
- REMEMBER that you can only see your favorit (starred) courses in the Itslearning App



Attendance

- At DMJX you must attend classes.
- During the lesson, the teachers will record attendance using functions in Itslearning.
- The teachers will explain what you must do, when attendance is registered.



Itslearning - Remember

- Itslearning is not an archive. If you want to save material, download it yourself on your own computer.
- Remember to activate your mail so you can get notifications by mail.

Communication from DMJX

There is a guideline on communication inside Itslearning under the "Help" menu. But overall:

- DMJX Dashboard - Useful info from the communications department
- Messages on Itslearning - things that are **important and urgent**. It is possible to make settings in Itslearning, so you can receive mail when there are new and Push notifications on your phone via. Itslearning App.
- Mail - see your mail every day.
- Notifications in courses - important info about your lessons that you need to keep an eye on. It is possible to receive mail when new thing happens.



IT Support

- Personal assistance in local IT department
- Send mail to helpdesk@dmjx.dk
- Remember to send from your DMJX-mail



SMS service

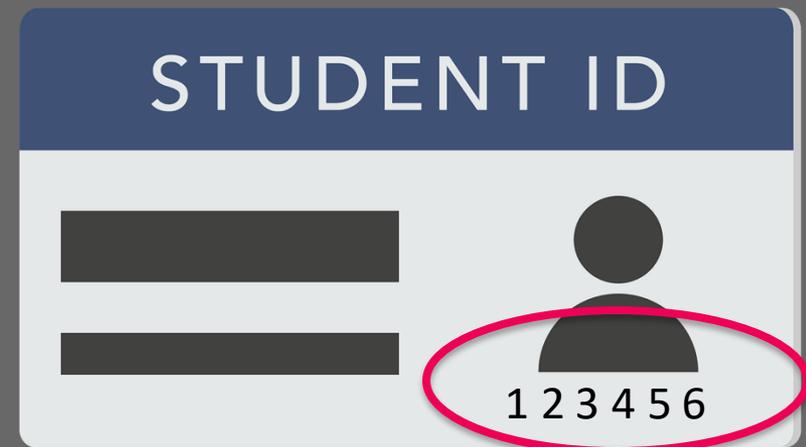
- If you wish to receive an SMS in connection with serious breakdowns in DMIX's IT systems, you can send an SMS to 1245 with the text ITINFO

ITINFO

1245

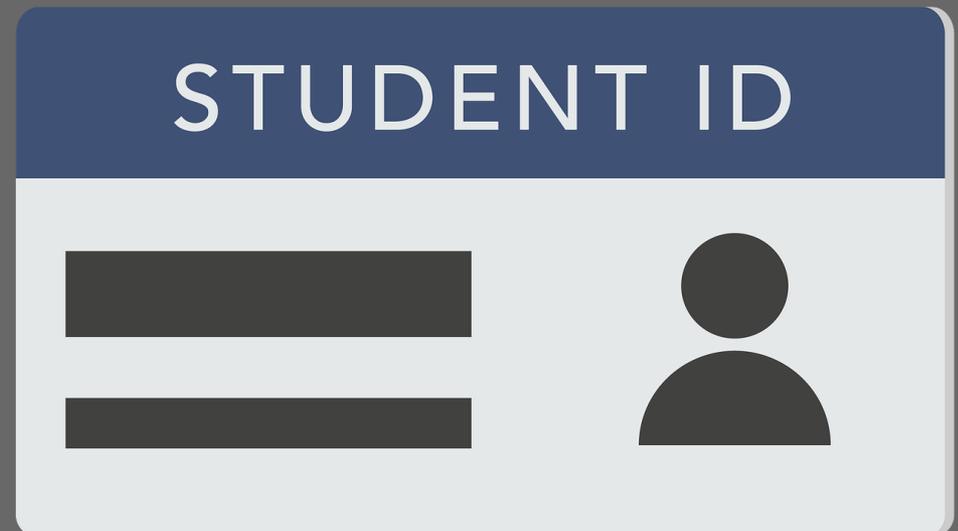
Student card in Aarhus

- Building and Facility provide cards for all students (you must be photographed as part of your introduction to the school).
- As a starting point, you have access to the school between 7am and 5pm on all weekdays.
- If you need access to the school outside normal opening hours, you can get access by writing to Building and Facility . Applying for access here: <https://faq.dmjx.dk/index.php/studentcard-at-campus-katrinebjerg/>



Copenhagen - Student Card

Building and Facility comes out in all classes and tells about the building and study card.



How do I progress myself?



Home

Courses

Groups

Calendar

Your students

Admin

Your videos

Help

Distance Learning

- At Itslearning you can find a number of videos about Itslearning. See them in the order they are listed.

Studerende/Students



Er du ny studerende? Gennemgå da denne læringssti, hvor du kommer gennem de centrale funktioner i Itslearning - [Klik her >>](#)

Og her finder du læringsstien for introduktion til IT på DMJX - [Klik her >>](#)

Indholdsfortegnelse over hjælpeemner

Dansk

- Intro for studerende - [Klik her >>](#) (10:02)
- Dine Videoer - [Klik her >>](#) (3:33)
- E-mail - tilknyt den til Itslearning - [Klik her >>](#) (1:19)
- Kalender - [Klik her >>](#) (3:42)
- Opgaveaflevering incl. Peer-feedback - [Klik her >>](#) (2:52)
- Personlige indstillinger - [Klik her >>](#) (3:40)
- Projektrum - [Klik her >>](#) (4:00)
- Skriftlig manual til Itslearning - [Klik her >>](#)

Index of help topics

If you are a new student - please watch the videos below in the order in which they appear.

English

- Intro - get startet with Itslearning - [Click Here >>](#) (6:30)
- Personal settings - [Click Here >>](#) (1:28)
- Email - Connect your DMJX mail to Itslearning - [Click Here >>](#) (1:09)
- Translations: Danish/english - English/danish - [Click Here >>](#)
- Step-by-step guide in English - [Click Here >>](#)



Help – from IT

- At the address below you will find many helpful guides from the IT department:

FAQ.DMJX.DK

Search for

New Student

<http://faq.dmjx.dk/index.php/dwkb/new-student/>

?