

# Welcome @ IFI

**Hello and welcome!** In the following you'll find basic information to facilitate your beginnings at the IfI.

## 1st step: Setup your IfI account credentials

Learn here how to setup your account password and how to set up 2-factor authentication (the later is currently in the testing stage and therefore not yet required).

**Password Authentication:** On account creation, we sent you an **initial password** or a **link to reset your password** – together with instructions on how to set a password. Please act accordingly and you are set and ready to continue.

### 2-factor Authentication (2FA):

This is right now in the testing/migration stage. This means, if you do not have a second factor configured, you will not need to provide one when logging in. If you would like to test our 2FA, all you need to do is to setup a second factor/token (see below).

To manage your second factors, or tokens, go to [pi.ifi.uzh.ch](https://pi.ifi.uzh.ch).

NOTE: the instructions on how to setup 2FA for your UZH account was (or will be) sent to you by postal mail.

## Further steps

1. Read about the distinction between your [IfI account](#) and your [UZH account](#).
2. Glance through the list of [IfI and UZH Services](#) in order to learn what you can do with these accounts.
3. **Important:** do not confuse your IfI and UZH accounts. Use your UZH account credentials for logging in to UZH services, and your IfI account credentials to access IfI services. The rule of thumb is:
  1. for services with URLs like `servicename.ifi.uzh.ch` use your **IfI account** credentials to log in
  2. for services with URLs like `servicename.uzh.ch` use your **UZH account** credentials
4. Invest some time into the [guidelines and security rules](#) of the UZH. As a member of the IfI you are also a member of the University of Zurich, and as such you have to comply with these guidelines. *Not knowing them is no excuse.*
5. If you have an IfI e-mail address, find out about IfI [e-mail](#) setup and usage.
6. If you have an UZH account, learn how to work with [Office 365](#) (UZH e-mail, calendars, Teams, etc.).
7. If you have an UZH account, learn how to setup [UZH VPN access](#) in order to work from outside

the UZH network.

8. Setup [Seafile](#) and make yourself familiar with it's features.
9. Install [printers](#) according to your needs.

If you have any questions on IT infrastructure we are happy to [help](#) you.

For any request involving facility assets, such as disposal of electronic devices, light or air conditioning related issues, please file a report at the [UZH Facility Management Services](#).

## Other sources of information

- [IFI Homepage](#)
- [IFI Intranet](#) (use your IfI account credentials to log in)
- [UZH Central IT](#) (often reffered as "ZI")
- [Research Groups](#)

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<https://moritz.ifi.uzh.ch/> - **Welcome to the IT documentation of the Department of Informatics (IfI)**

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