



Miyazaki International College

IT Manual

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## 1. Introduction

This manual was created to give you basic information on how to use MIC's workstations and IT resources. Here you will find relevant information about our file server (SEKAI), database server (MICDB), email system (SKY) and more.

Feel free to send suggestion/critics to [network-admin@miyazaki-mic.ac.jp](mailto:network-admin@miyazaki-mic.ac.jp).

## 2. MIC Intranet (SEKAI)

MIC computers are setup to go to the Intranet when Firefox is opened. If you are using a personal device, you can access the Intranet by going to <http://sekai.miyazaki-mic.ac.jp>.

Many important links are available there, so make sure to be familiar with its contents.

## 3. Email and Calendar System (SKY)

### **How to access MIC's SKY system**

- ① Open your browser and type the following into the address bar:  
<http://sekai.miyazaki-mic.ac.jp> (from inside MIC network only)  
<https://mail.google.com/a/sky.miyazaki-mic.ac.jp/> (For ILA department)  
<https://mail.google.com/a/edu.miyazaki-mic.ac.jp/> (For EDU department)
- ② MIC's Sky account offers personal calendar management in addition to email.
- ③ You can also subscribe to other calendars. Because the events of the subscribed calendars appear with your personal calendar, you can manage your schedule more efficiently through one interface.
- ④ MIC's Community Calendar lists information relevant to all MIC members, students and employees alike (holidays, Monday class schedule days, events, meetings, etc.) so it is a good idea to subscribe to this Calendar.

## 4. MIC Database (MICDB)

### How do I access MICdb?

- ① Enter **https://MICDB.miyazaki-mic.ac.jp** in the address box of the Firefox browser window and click 'Go' or hit your Enter key. Login using your MIC username and password. You can also use the 'MIC' folder of bookmarks.
- ② The database was developed to be supported by Mozilla Firefox browser. You may use another browser but some functionalities may not be available.
- ③ Make sure to keep your information up to date.

## 5. Moodle/Mahara (portfolio) Website

### MIC's Online Course System

- ① Moodle is an online course delivery software that allows teachers and staff to create online courses, including grading, homework delivery, etc.
- ② Mahara is the electronic portfolio system.
- ③ MIC Portfolio is available at <http://portfolio.miyazaki-mic.ac.jp>

## 6. Institutional Restrictions and Limitations

- ① Only hardware and software provided by MIC for faculty and student workstations will be supported. Individually-acquired computers and software (including those purchased with faculty research funds) will not be supported.
- ② MIC computer services like the online course delivery program and the MIC Database are targeted for the Mozilla Firefox browser. No other browsers will be supported.
- ③ P2P software (Kazaa, Napster, BitTorrent, etc.) is not allowed on the MIC network. Please refrain from using this type of software. Download managers are allowed, but **file sharing software is forbidden**. Regular system scans to find P2P activity are made on the MIC network and on MAIS (Miyazaki Area Internet Society) network through which MIC accesses the world-wide internet.
- ④ Only active MIC faculty, staff and students are entitled to email accounts. Once you graduate (students), retire or move to another institution (staff and faculty), you will be given a grace period in which you must move all your personal documents and emails to another account.