

## USJNet Sphere

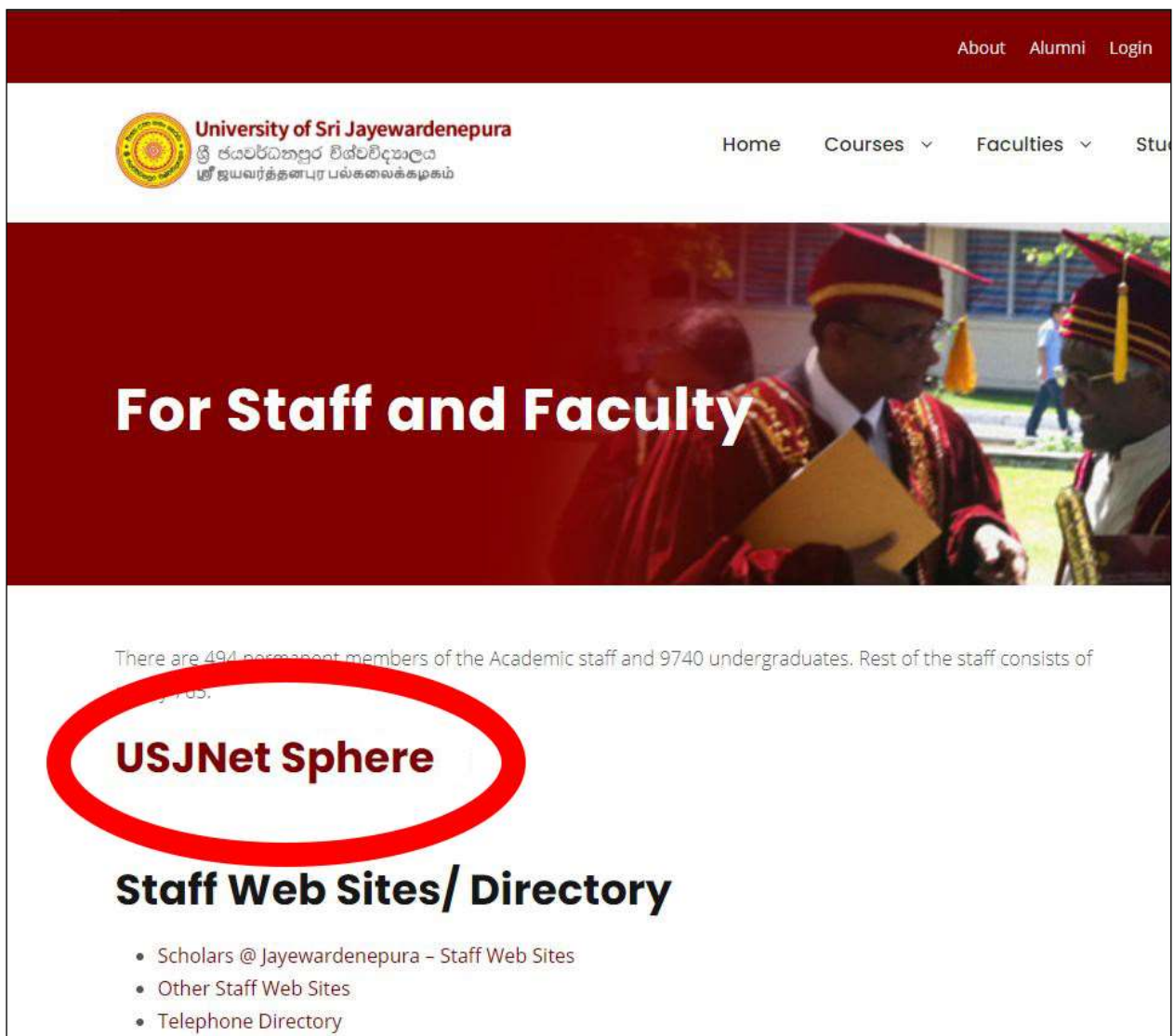
**USJNet Sphere (version 2.0)** is the latest single sign-on system of the university. Being a member of the USJNet Sphere, you will get a unique **ID** and a **Password** to access various web services of the University.

### User Guide to Access USJNet Sphere

Visit <https://usjnet.sjp.ac.lk/> at once.

OR

Visit the University website <https://www.sjp.ac.lk/>, go to the “**Staff**” page, and click “**USJNet Sphere**” as shown below.



The screenshot shows the top navigation bar of the University of Sri Jayewardenepura website. The header includes the university logo and name in English and Sinhala, along with navigation links for Home, Courses, Faculties, and Students. Below the header is a large banner image of graduates in red and gold regalia. The main content area features a red background with the text "For Staff and Faculty" in white. Below this, there is a paragraph of text about staff and students, followed by a red oval highlighting the "USJNet Sphere" link. Underneath the link is the heading "Staff Web Sites/ Directory" and a list of links: "Scholars @ Jayewardenepura – Staff Web Sites", "Other Staff Web Sites", and "Telephone Directory".

There are 494 permanent members of the Academic staff and 9740 undergraduates. Rest of the staff consists of 2703.

**USJNet Sphere**

**Staff Web Sites/ Directory**

- Scholars @ Jayewardenepura – Staff Web Sites
- Other Staff Web Sites
- Telephone Directory

OR

Visit the **CITS** website <https://cits.sjp.ac.lk/> and click “**USJNet Sphere**” as shown below.

**Centre for IT Services**  
UNIVERSITY OF SRI JAYAWARDENAPURA

UNI HOME HOME SERVICES OUR TEAM CONTACT US

**Centre for IT Services**

The Computer Centre which is now known as the Centre for IT Services (CITS), manages the Campus-wide IT Infrastructure, Server Administration and maintains e-Services & Applications while providing Technical Support and Solutions for university students and staff.

**Here you can find all services in one place:**

- University E-Mail Service
- Maintenance of ICT Equipment

**USJNet Sphere**

Portal to University

Then, USJNet Sphere web page will appear.

To be a member of the **USJNet Sphere**, select “**Sign Up to be a member**”.

**Centre for IT Services**  
UNIVERSITY OF SRI JAYAWARDENAPURA

**USJNet Sphere**

**What is USJNet?**  
USJNet is the sphere of web services provided by the University.

**What are the services I can access through USJNet?**  
Services available in USJNet sphere are as follows.

- USJNet Wi-Fi
- eduroam
- Zoom
- E-Resources

**Sign In for USJNet Sphere**

USJNet ID  
USJNet ID

Password  
Password

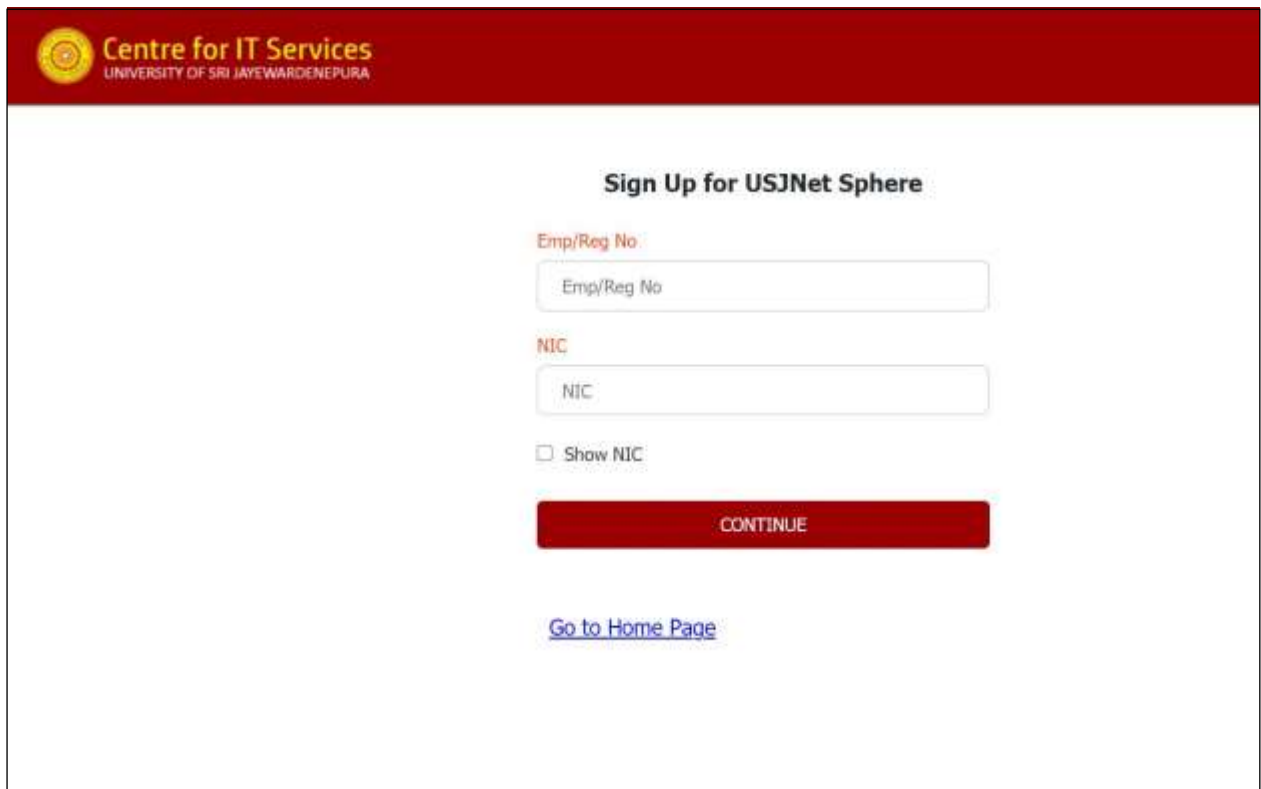
Show Password

CONTINUE

[Sign Up to be a member](#)

Features

Enter your **Employee Number & NIC** number and click **“CONTINUE”**.

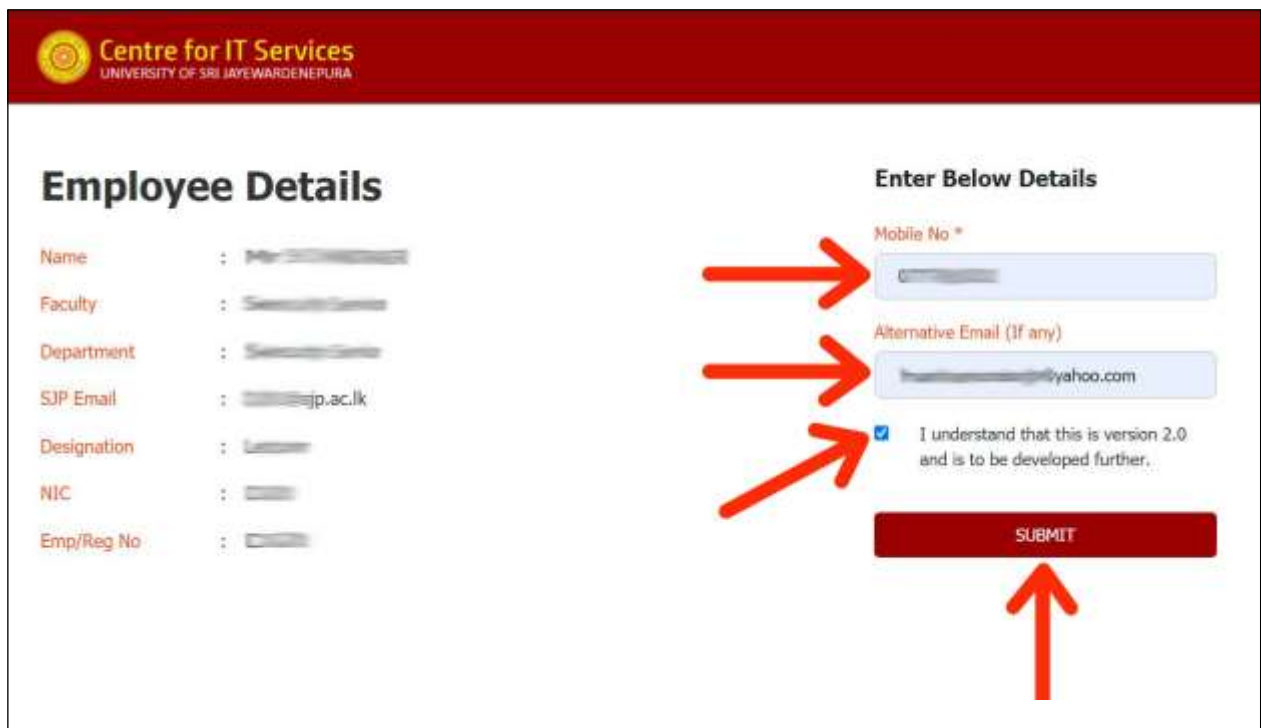


The screenshot shows a web form titled "Sign Up for USJNet Sphere" from the Centre for IT Services, University of Sri Jayewardenepura. The form contains two input fields: "Emp/Reg No" and "NIC". Below these fields is a checkbox labeled "Show NIC" which is currently unchecked. A prominent red "CONTINUE" button is positioned below the checkbox. At the bottom of the form, there is a blue hyperlink that reads "Go to Home Page".

Employee Details will appear as shown below.

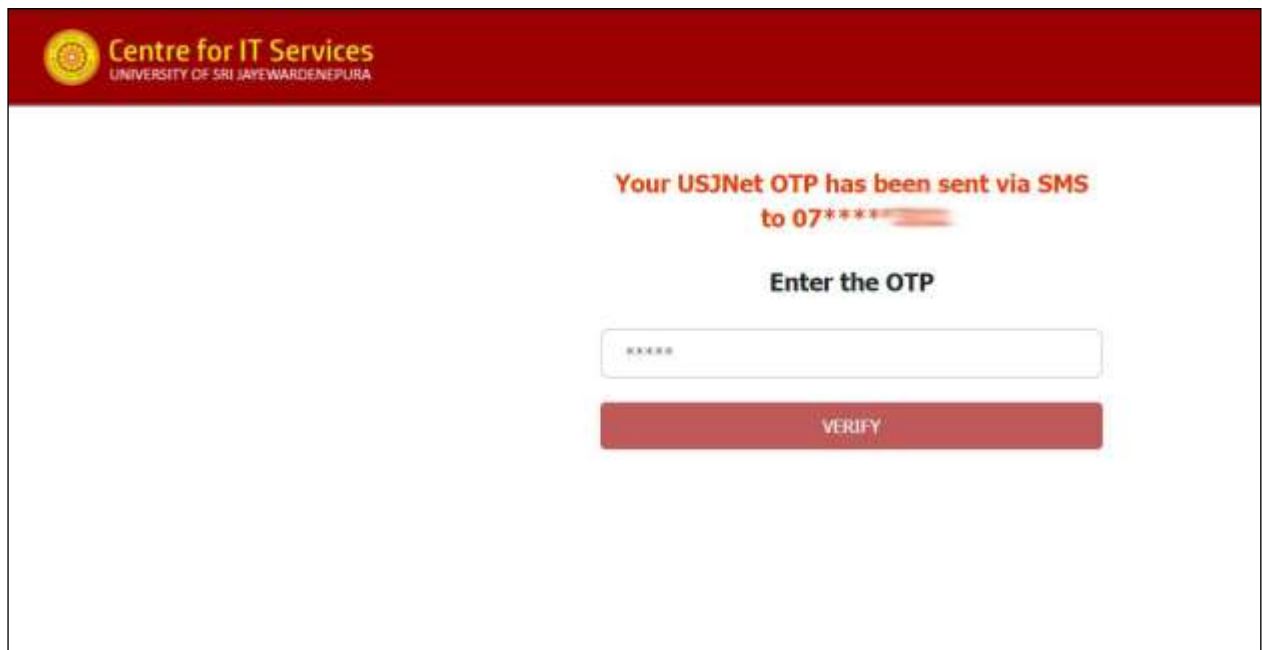
Enter the **Mobile No.** to receive the password via SMS and an **Alternative Email Address** (if any). Then, click **“SUBMIT”**.

Do not forget to **Tick** “I understand that this is version 2.0 and is to be developed further”.



The screenshot displays the "Employee Details" form. On the left, a list of fields is shown with redacted values: Name, Faculty, Department, SJP Email (ending in @jp.ac.lk), Designation, NIC, and Emp/Reg No. On the right, under the heading "Enter Below Details", there are three input fields: "Mobile No \*\*", "Alternative Email (If any)" (with a @yahoo.com address), and a checkbox. Three red arrows point from the left towards the Mobile No, Alternative Email, and checkbox fields. Below these fields is a red "SUBMIT" button, with a fourth red arrow pointing upwards towards it. The checkbox is checked, and the text next to it reads: "I understand that this is version 2.0 and is to be developed further."

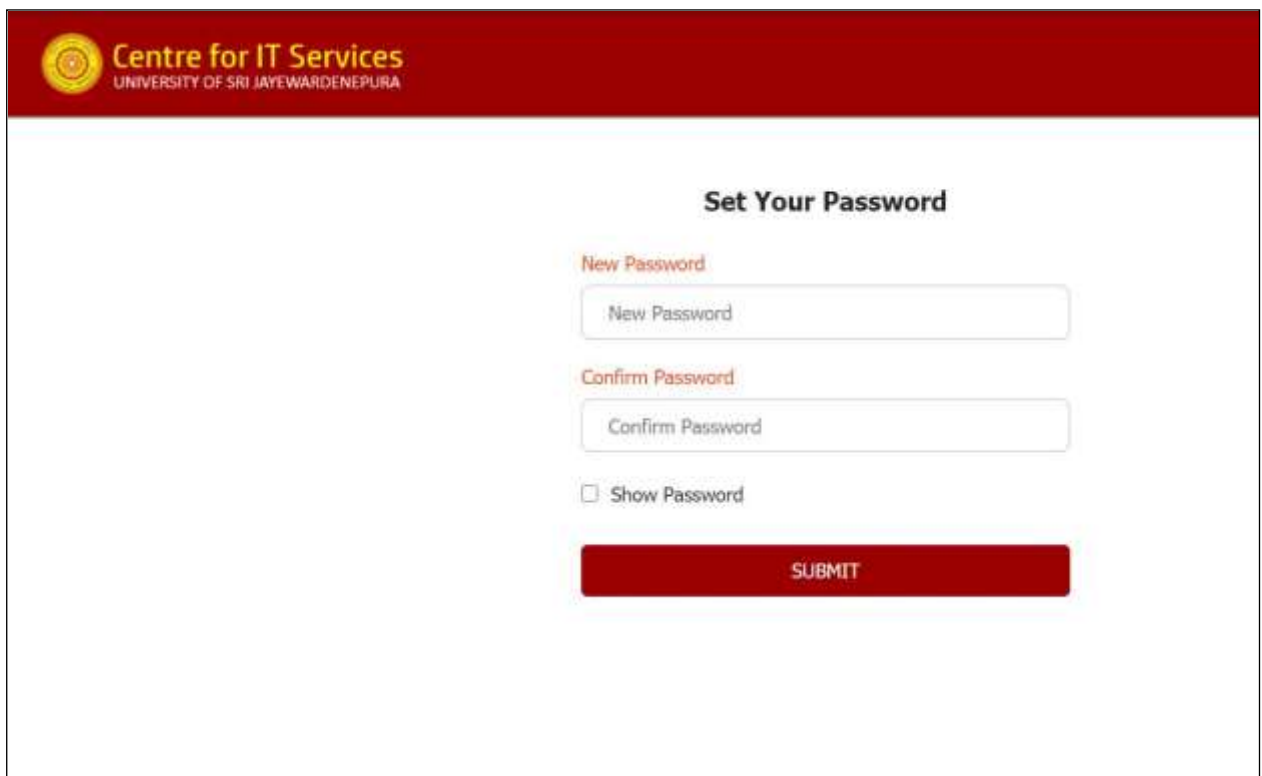
You will receive an **OTP** via SMS and the following page will appear. Enter the received **OTP** and click **“VERIFY”**.



The screenshot shows a web page with a dark red header. On the left, there is a logo for the Centre for IT Services, University of Sri Jayewardenepura. The main content area is white and contains the following text: "Your USJNet OTP has been sent via SMS to 07\*\*\*\*". Below this, it says "Enter the OTP". There is a text input field with "XXXX" as a placeholder. At the bottom, there is a dark red button labeled "VERIFY".

The following page will appear.

Enter a **Password** and confirm by typing it again. Then, click **“SUBMIT”**.



The screenshot shows a web page with a dark red header. On the left, there is a logo for the Centre for IT Services, University of Sri Jayewardenepura. The main content area is white and contains the following text: "Set Your Password". Below this, there are two text input fields. The first is labeled "New Password" and the second is labeled "Confirm Password". Below the second field, there is a checkbox labeled "Show Password". At the bottom, there is a dark red button labeled "SUBMIT".

The following page will appear displaying your **USJNet ID**.

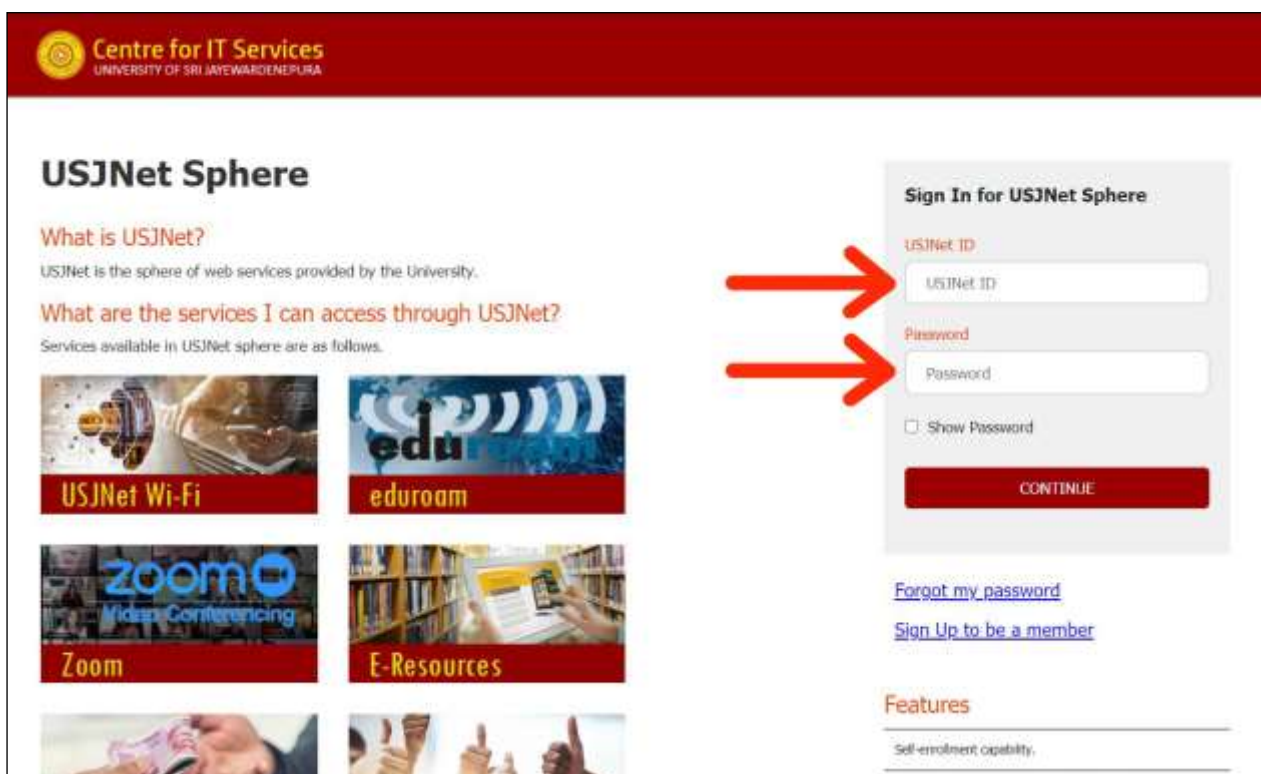
You may notice that your USJNet ID is the 1<sup>st</sup> part of your university email.

(eg: **USJNet ID**@sjp.ac.lk).



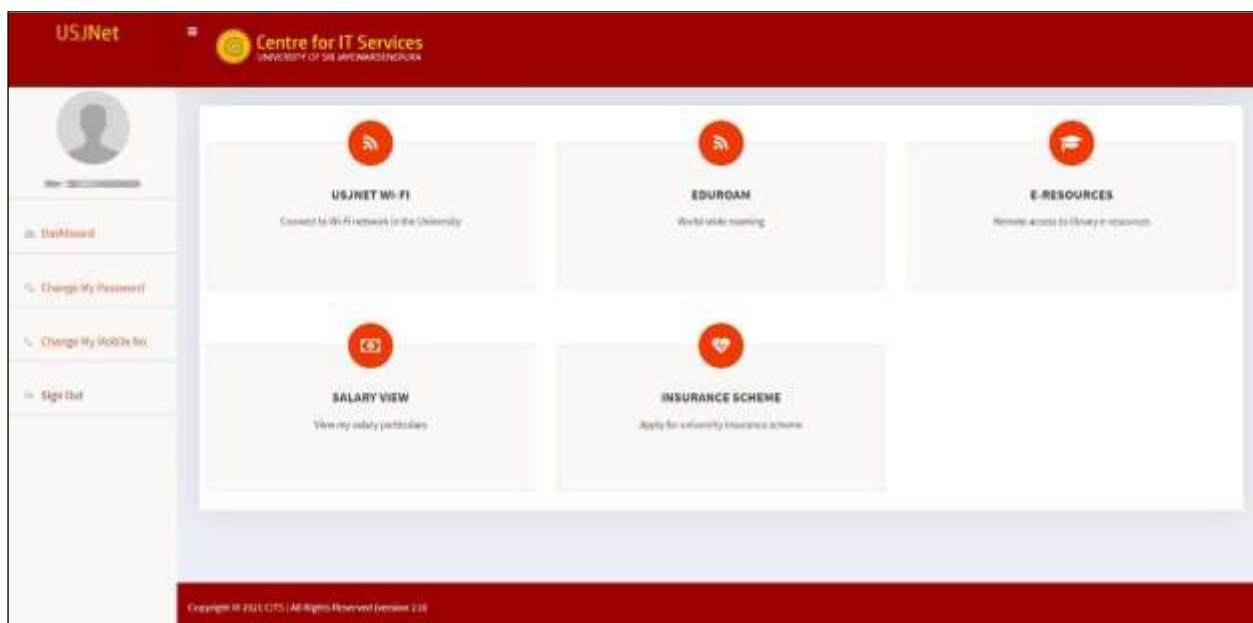
Click "**Go to Home Page**".

The following page will appear. **Sign In** for USJNet Sphere by entering the **USJNet ID** and **Password**.



Click "**CONTINUE**".

Your **USJNet Dashboard** will appear as shown below.

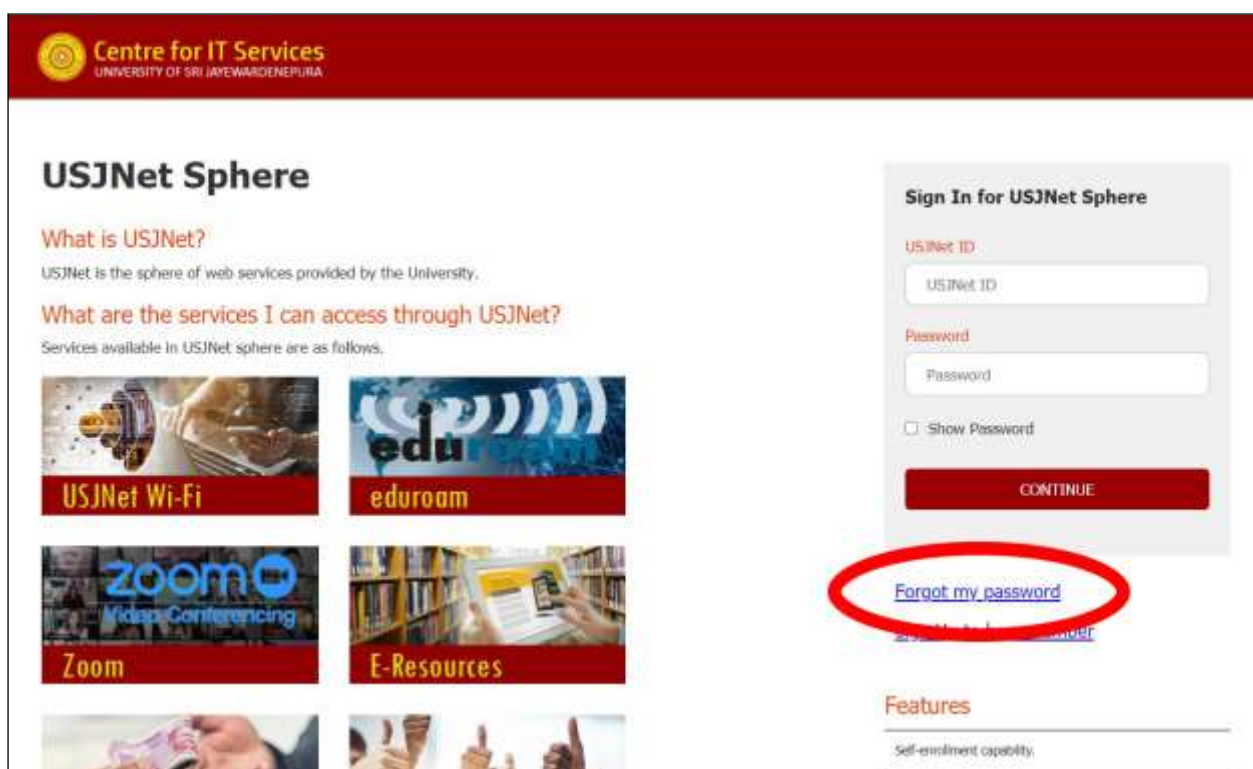


**Web services that are entitled to you will appear on your dashboard.**

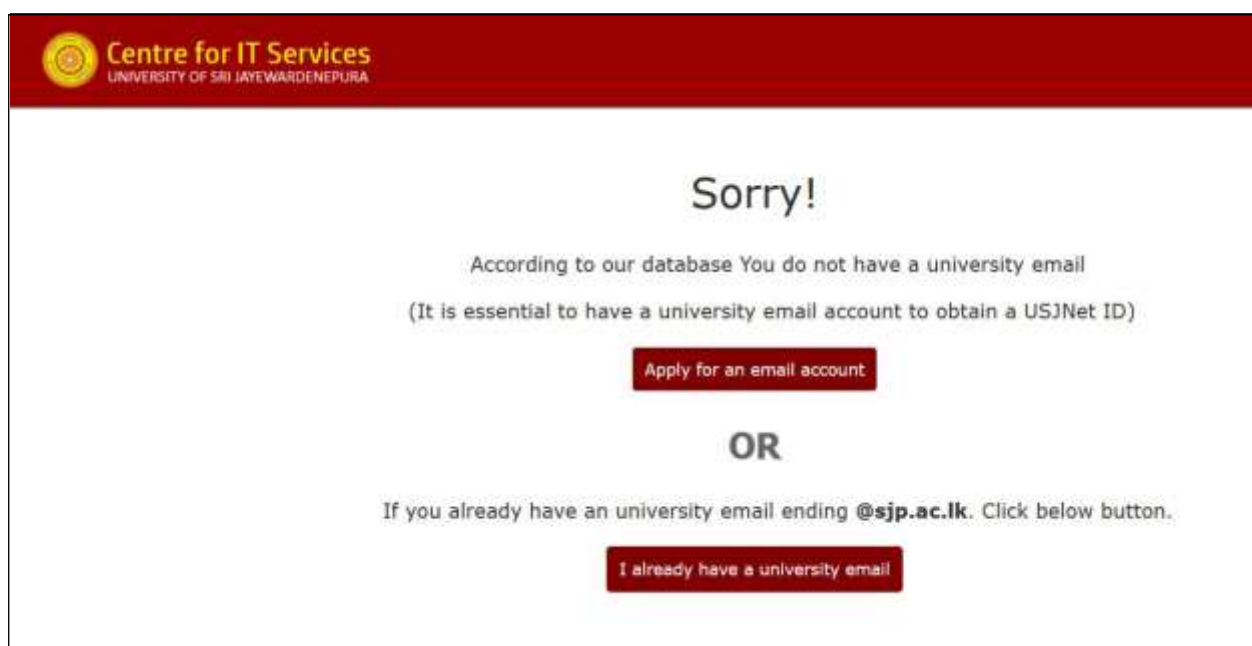
Facilities to change your password and mobile number are also available here.

A profile picture can be uploaded by clicking the dummy image.

**If you forgot your Password, click “Forgot my password” and continue.**



If you do not have a university email account, the following screen will appear after entering the **Employee No.** and the **NIC**.



Click “**Apply for an email account**” and “**SUBMIT**” after entering the required employee details to obtain a personal university email account.

You will receive an email from “**The Google Workspace Team**” after creating your personal university email account in a few hours.

Then, sign up to be a member of the USJNet Sphere and experience the web services provided to you.

If you already have a university email account, and still the above screen appears after entering the **Employee No.** and the **NIC**.

Click “**I already have a university email**” and continue.

06<sup>th</sup> of January 2021