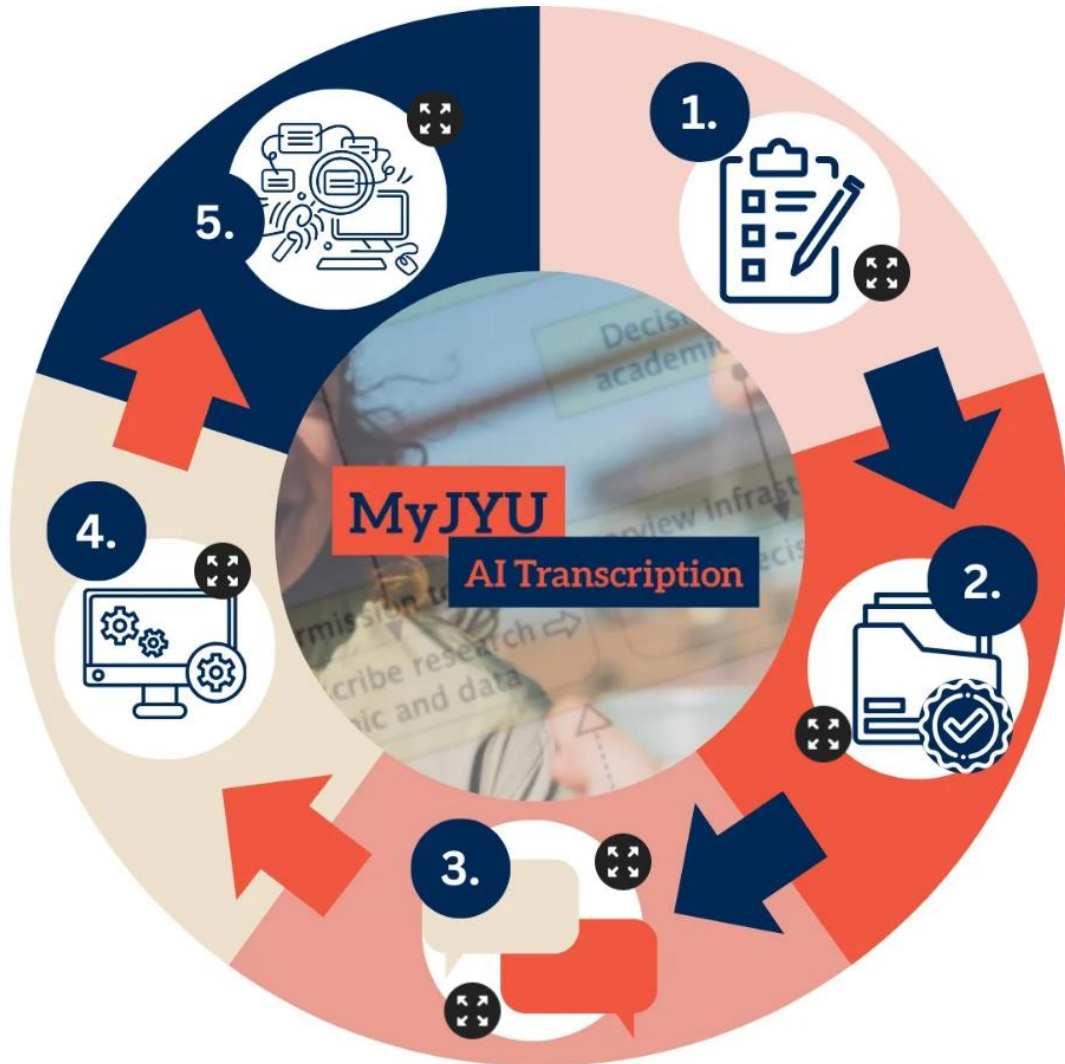


# MyJYU User Guide



## Contents

Before getting started .....	2
1. Describe your dataset in the Vasara system .....	2
2. Granting of access to MyJYU to students and grant researchers .....	3
3. Install and login to the MyJYU app .....	3
Recording interviews by using the MyJYU app .....	3
Recording instructions .....	4
4. Transcribe with AI .....	5

<b>5. Start using the dataset</b> .....	5
Researchvideo service .....	5
Instructions on how to log in to Researchvideo .....	6
Duo Mobile for MFA .....	6

## Before getting started

Familiarize yourself with OSC’s instructions regarding the use of MyJYU AI Transcription and Researchvideo services: [Recording and transcribing surveys and interviews | University of Jyväskylä](#)

### IMPORTANT INFORMATION:

Always use JYU work phone when recording sensitive data with MyJYU.

If you are a student and need to transcribe data containing sensitive information, please start by contacting OSC Research Data Services at [researchsupport-osc@jyu.fi](mailto:researchsupport-osc@jyu.fi).

Data falling under secondary use of health and social data should not be processed in the MyJYU AI Transcription and Researchvideo systems.

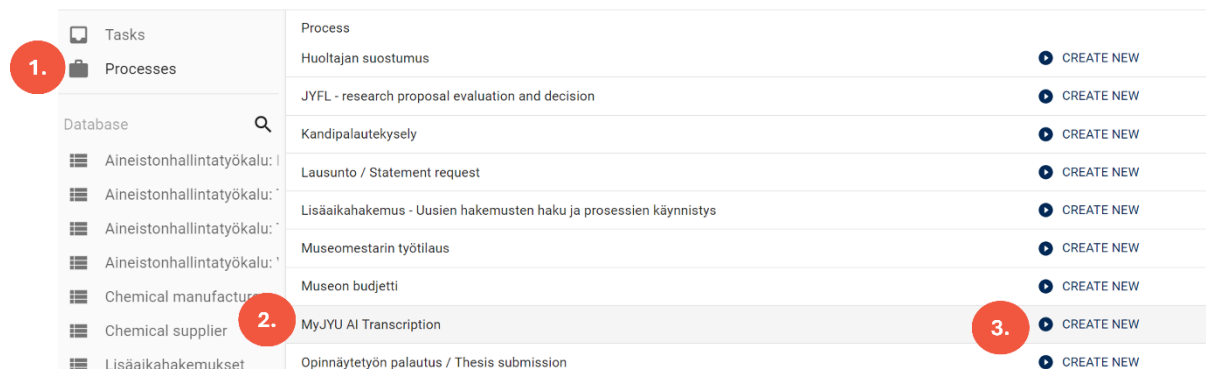
The files recorded and transcribed by using MyJYU will be stored for a maximum of 6 months. Please, store your data in a secure JYU storage service as soon as possible after making the recording and sending it for transcribing. Remove the data from the app when it is no longer needed there.

## 1. Describe your dataset in the Vasara system

Get started by filling in the metadata for the transcribed dataset in [JYU's Vasara system](#).

Log in with JYU credentials.

You can find the MyJYU order form by doing the following:



1. Choose tab '**Processes**'
2. Find '**MyJYU Transcription**' from the process list
3. Choose '**CREATE NEW**'
4. Fill in the required metadata. Remember to fill in carefully how many interviews the dataset contains.
5. In case you are a student or a grant researcher: choose your supervisor, course teacher or project PI from the list provided on the form.
6. After filling in the metadata, press the '**SUBMIT FORWARD**' button
7. You can also cancel the process by pressing the button '**CANCEL THIS APPLICATION**' in case you do not need to use the MyJYU service after all

**Note: Is the MyJYU AI Transcription process missing from the Vasara process list?**

Contact JYU digital services via [HelpJYU portal](#). Describe the issue in detail so that we can help you with it as soon as possible.

## **2. Granting of access to MyJYU to students and grant researchers**

If you are a student or a grant researcher, your form will first be sent to the supervisor, project PI or course teacher you have filled in as the person who will check your metadata form. They can also return the form for further editing. You will be informed of this via email. You will also be notified via email when the controller has accepted the use of the transcription service.

## **3. Install and login to the MyJYU app**

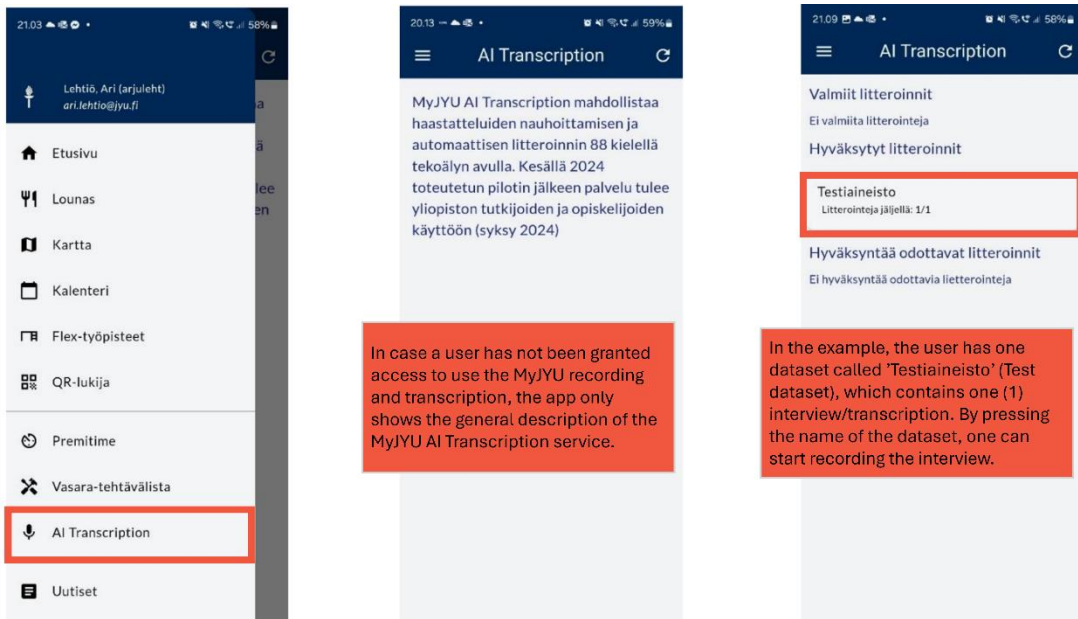
In order to record and transcribe your interviews with the MyJYU service, you need to have JYU credentials and download the MyJYU app on your phone. Remember to also update your MyJYU app before interviewing.

You can download the app via your phone's app store and via the following links:

- [MyJYU download page for Apple iPhone](#)
- [MyJYU download page for Google Android](#)

## **Recording interviews by using the MyJYU app**

Open the MyJYU app and select 'AI Transcription' from the left side navigation menu.



## Recording instructions

After you have selected the dataset for recording from the MyJYU app, the recording view will open. In case there are already existing recordings within the chosen dataset, they will be listed in this view.

Additional guidance on how to use the app can be viewed from the question mark symbol in the top right corner the app's user interface.

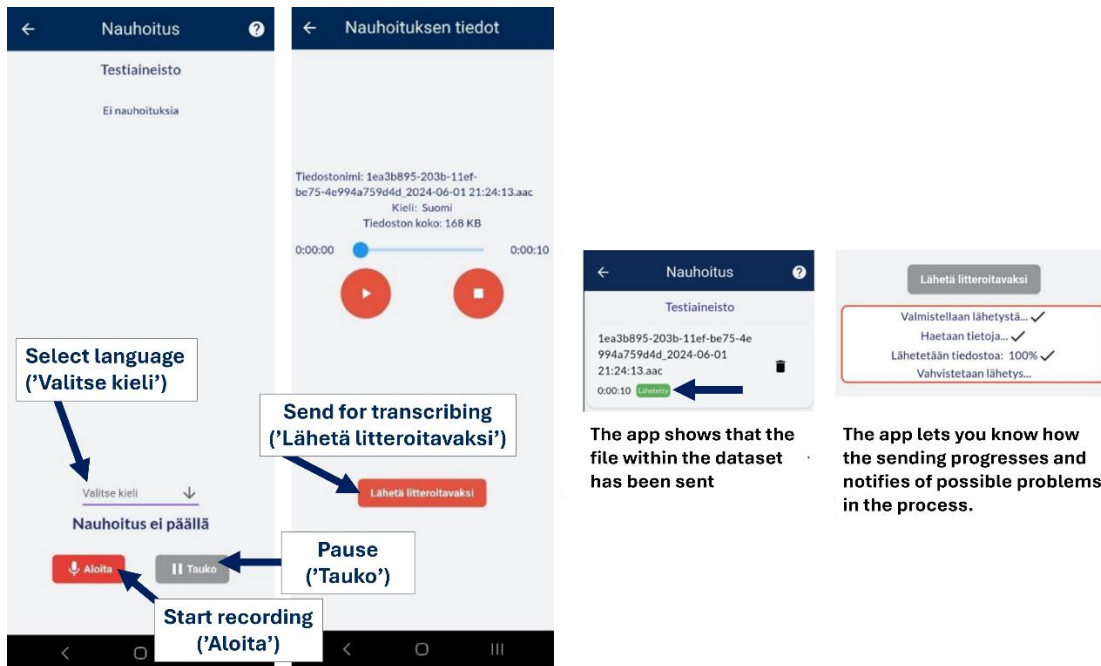
**It is recommended that you do a short test recording before the actual interview (the test recording will not be sent for transcribing).**

By testing and listening to the test recording you can make sure that the device is working and the microphone used for recording is directed well in the interview situation. The interview can be carried out e.g. by placing the phone on a table or by using the phone 'like a microphone'.

## Recording process

1. Select the main language for the interview.
2. Start recording by pressing 'Start'. After this, you can begin the interview.

After the interview is finished, you have the possibility to listen to the recording. You can then decide if you want to send the recording to be transcribed.



**A recording belonging to a dataset should be sent for transcribing as soon as possible. Sending the file ensures that the audio file is safe even if your phone would disappear or break.**

After sending, the audio file remains on your phone. Remember to remove the file from the app when it is no longer needed.

## 4. Transcribe with AI

The transcription happens fast by using an AI model and the computing power of fast GPU graphics cards. The audio files are processed in order of arrival and the system will automatically send the user an email notification when the transcription is ready. This might take a moment.

## 5. Start using the dataset

### Researchvideo service

The original interview audio and AI generated transcription will be available in JYU's [Researchvideo service](#).

After logging in, the audio and transcription can be downloaded from 'MY MEDIA' page available in the navigation menu in the top part of the page. You can find more instructions on Researchvideo from the '[GUIDE](#)' page.

Note: Instructions on how to move a dataset created by using MyJYU under an existing Researchvideo project are provided on this instruction page and on the ['GUIDE' page of Researchvideo](#).

### **Instructions on how to log in to Researchvideo**

Log in to the service via the 'Log in' button available in the top right corner of the web page. It is recommended to use Researchvideo on computer instead of a mobile device to ensure better user experience.

When logging in, select the option '**JYU MFA**'.

### **Duo Mobile for MFA**

You need Duo Mobile application in order to login to the service. If you do not yet have it, [here are instructions on how to get started](#).