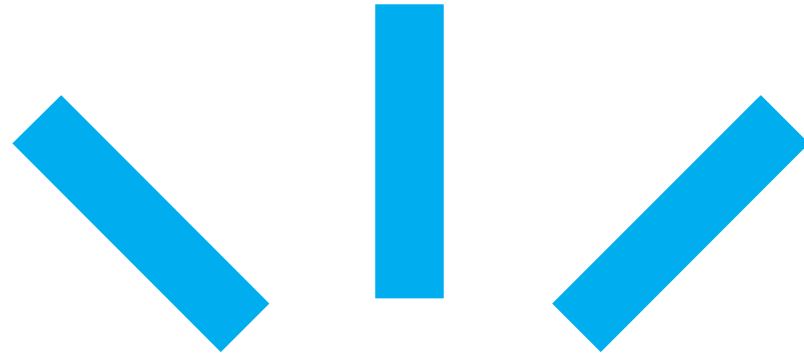




How to publish a mobile application under the University of Oulu account

- Play Store & App Store -

24.1.2024



General

ICT-services offer the possibility to publish mobile applications under the account of the University of Oulu in Apple's App Store and Google's Play store.

In the following pages it will be told:

- What should a person who wants to publish an app find out before contacting ICT-services
- What ICT-services do and what is the criteria for publishing the mobile application
- What the person publishing the mobile application is expected to do
- What is good to keep in mind and what problems can occur during publication process

After reading the instructions, you can contact us via email: digihankkeet@unioulu oulu.fi, and the process will start.



What doings must be clear before contacting ICT-services? (1/2)

Anyone who wants to publish a mobile application needs to find out if the mobile application is generally eligible for publication in application stores. For example, responsive web applications require PWA packaging to be published in the Google's Play Store, and Apple does not even publish them with full functionalities. Note! There must always be both iOS and Android versions of the application.

Designated responsible person:

- Gets familiar with stores' publishing processes or already has knowledge about them.
- Makes sure that the updates required by the application stores are made to the mobile applications and the updated mobile applications are republished.
- Implements or orders the necessary changes to the mobile application and takes care of the publication process within the framework of the granted rights.
- Taking care of the appropriateness of the access rights of other responsible persons. Removal and addition requests for ICT services. Also informs about the need to delete the entire application.
- Gets an e-mail address that ends other than oulu.fi, e.g. edu oulu.fi or gmail.com. Instructions for using the @edu oulu.fi address: <https://patio oulu.fi/fi/palvelut-ja-ohjeet/it-palvelut/jarjestelmat/google-workspace-education>



What doings must be clear before contacting ICT-services? (2/2)

Other persons who can add information to the stores, e.g. an application developer or a deputy responsible person.

- An email address that ends other than oulu.fi, e.g. edu oulu.fi or gmail.com. Instructions for acquiring the edu oulu.fi address: <https://patio oulu.fi/fi/palvelut-ja-ohjeet/it-palvelut/jarjestelmat/google-workspace-education>

The mobile application's official name as it appears in stores.

If the application developer or the responsible person is an external e.g. representative of the supplier, then the person responsible for the project will order the necessary UFO IDs. You can apply for credentials using the form found in Patio at: <https://patio oulu.fi/fi/palvelut-ja-ohjeet/it-palvelut/kayttajatunnukset/maaraaikainen-ufo-kayttajatunnus>

If the application uses services provided by a third party, e.g. api libraries, the license, password, etc. issues required by these must be known to the designated responsible person and handled appropriately.

In addition, before starting the publishing process, it is important to be prepared to save the source codes of the application under University of Oulu's Gitlab. You can get the rights and credentials there by sending an email to: digihankkeet@unioulu oulu.fi.



What does ICT-services do?

- Evaluate whether the mobile application is suitable for publication under the account of the University of Oulu. (Criteria: A responsible person has been designated for maintenance, the application is useful to more than one person, and it is expected to remain in the store for more than a few months).
- Creates the mobile application according to the given name.
- Add users and grant the necessary rights to publish the mobile application.
- Removes and adds users at the request of designated responsible persons. Four people will be added to stores maximum in addition to the designated responsible person.
- Removes mobile applications that are no longer updated so that they remain available in the stores. Google and Apple actively communicate their requirements, and if these requirements are not met, they remove the applications from stores.
- Creates a group for an application under the Oulu university's Gitlab, where the responsible person for the project can create the necessary repository for storing the source codes.



What does the mobile application's publisher do?

The publisher of the application is responsible for all data input required for publishing the application, such as:

- Addition of logo, presentation images and texts
- Downloads software packages to the stores
- Providing the necessary Data Protection Statements / Privacy Policies and similar information to the stores, according to what the stores in the process require
- Solving problems and answering questions which are popped-up during the review rounds of the stores.
- Takes care of license, password, etc. requirements of third-party services used by the application, e.g. api libraries.
- Creates the required repository in Gitlab with the credentials he/she has received and stores the source codes of the mobile application there.



Good to know and possible problems during the publishing process

- Publishing on the App Store requires the publisher to have an Apple Mac for publishing with the latest version of Xcode.
- ICT-services do not have Macs available. For short-term use, the device can be rented from Netox as a service machine, but in terms of maintaining the application, your own device is certainly necessary.
- **IMPORTANT:** When there is feedback from the app store or information about repair needs in the app, the responsible person must ensure that the repairs are done professionally and with familiarity with the store's requirements and instructions. If, after the correction prompts, publishing is attempted frequently or carelessly, the entire University of Oulu account can at worst be closed and all applications deleted.



Thanks/Passiipa/Kiitoksija/Tattista vaan!