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## Introduction to the UNIS Computer System for UNIS guest lecturers

**Note!** You are requested to read and adhere to the UNIS IT Policy whenever using the computer system. If you have not got a copy of this policy, you find it here on the UNIS web.

### Computer availability

If you have contacted the UNIS reception and asked for a workspace with a computer, you should find a desktop on your desk. Otherwise, you may have been assigned a workspace where you can connect your own laptop. If you need a network cable or assistance in order to connect your laptop, contact technical support.

Information regarding how to reach network resources as wireless network, printers, Internet and file services from a laptop can be obtained from technical support or found on the UNIS web.

### Computer system access

The first time you are coming to UNIS you should have received a personal username and password from the reception, in order to access your computer account on the network. Every 90 days you will be requested to change your password. The password you choose will have to be at least 8 characters long, contain both small and capital letters and one or more numeric characters. You can find out how to change your password on the UNIS web. Since some of you will not visit UNIS very frequent, your password may have expired since your last visit. Then you will be prompted by the system to change password during the first login. If you don't remember your previous password, please contact technical support.

Your user account will stay active for one year at a time. Your status as a guest lecturer at UNIS will be revised once a year, and your network account will be deleted or reactivated for another year according to this.

Each computer account will provide access to a personal share to store own files, and to a common share to read and store common study related material. This is the same common area as the students have access to.

Your personal share is private and will have the drive letter **U:** on your computer: The common share will be labeled **W:**. If using your own laptop, you may need to create network mappings to these shares manually. You can find out how to do this on the UNIS web.

**NEVER** store files on the DESKTOP, in MY DOCUMENTS, MY PICTURES, etc. See also the document "**What to do if you exceed your profile space**".

Note: If using a UNIS computer, leave it turned on. However, always log out from the computer whenever you are finished working.

### E-mail

You will not get an e-mail account at UNIS. It is expected that you will use the e-mail account given you from your home institute/employer. You are expected to be familiar with

how to access your e-mail from a remote location over the internet. If not, you should contact IT support at you home institute for instructions.

### **Print & Copy**

You should get a personal 4-digit code to use for printing and copying when starting at UNIS.

### **Scanning**

You are able to scan your documents on any of the multifunctional devices (print/copy/scan) at UNIS. Information about how to do this can be found on the web page.

### **Technical Support**

Note: Contact technical support by e-mail at [support@unis.no](mailto:support@unis.no).

We expect everyone to be familiar with basic software like Microsoft Word, Excel, PowerPoint and Outlook. However, you are always welcome to ask technical support or fellow students or staff for assistance.

The technical support personnel's main task is to monitor and maintain the computer park, the installed standard software, our servers, printers and the computer network - to ensure a stable and effective IT environment.

The computer software platform supported is based on Microsoft products. We do not provide support i.e. to Macintosh OS or Linux computers.

### **Leaving UNIS**

If you need to bring with you any of the data you produced while at UNIS, you can burn a CD or store it on a memory stick if you got one. CDs can be bought from the reception or at Svalbardbutikken. Most computers at UNIS have CD burners and accompanying software.

Welcome and best regards,

Heinrich, Frank and Roy-Erik