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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**

We expect all guest lecturers to bring their own laptop or other computer device. We have no workspace for guest lecturers with computer anymore. 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.

All lecture rooms are equipped with stationary computers connected to a projector. If you prefer you can also use your own laptop in the lecture rooms.

There are 3 computer labs at UNIS where you can log on and use stationary computers that are connected to the UNIS domain and IT system.

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. You should have received a personal username and password from the Study Administration in order to access your computer account on the network. We recommend you to change your password to something that is easier for you to remember. 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 site. Your password last for one year.

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:* (if you log on to a UNIS computer). The common share will be labeled *W:* (if you log on to a UNIS computer). If using your own laptop, you need to create network mappings to these shares manually. You can find out how to do this on the UNIS web.

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 your home institute for instructions.

## **Print & Copy**

Please read the information about printing at UNIS on our website (IT-services).

## **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 DVD or store it on a memory stick. DVDs can be bought from the reception or at Svalbardbutikken. Most computers at UNIS have DVD burners and accompanying software.

As a guest lecturer you should not store any data permanent at UNIS. When you leave UNIS you are supposed to delete all data except course material for the students stored on the student server. You cannot expect to find any data at a later visit at UNIS.

Welcome and best regards,

Heinrich, Kjell Ivar and Stefan