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## Introduction to the UNIS Computer System for UNIS staff

**Note!** You are requested to read and adhere to the UNIS IT Policy whenever using the computer system. You can find it on our website: <http://www.unis.no/resources/it-services/>

### Computer availability

All UNIS staff will be given an office space with a desktop computer. Included is basic software such as Office 365 and other software related to the position at UNIS. All employees are given admin rights on their own computer and are expected to be able to install the tools and software they need for their work themselves. UNIS have some common campus licenses like ArcGis, Clue, Endnote, Matab etc.

If you rather want to use your own laptop, you may do so. However, as a general rule only one computer will be supported per person. Therefore, if you choose to use your laptop, it is recommended that you connect your laptop using a docking station or a port replicator. This allows for permanent connection of network, external monitor, keyboard, mouse and other peripheral devices. We will then remove the desktop pc if not needed.

If you want to order your own laptop you should contact us and we will do this for you. If you want to use a laptop you have to pay for it yourself.

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

### Computer system access

You should have received a personal username and password from UNIS HR in order to access your computer account on the network. You are required to change your password once a year. The password has to be at least 16 characters long, contain both lower and UPPER case letters, at least one numeric character and at least one special character (!"#\$%& etc.). Log in to one of our computers and press ctrl-alt-del and select 'Change a password' to change it.

Each computer account will provide access to OneDrive to store own files, and to a common share to read and store common staff related material. Also, staff will have a mapping **W:** to the students' common share, in order to store student related documents.

Your personal share is private and will have the drive letter *OneDrive – Universitetsenteret på Svalbard AS* on your computer: The common share will be labeled **V:**. If using your own laptop, you will need to create network mappings to these shares manually. You can find out how to do this on our website.

### Storage

**NEVER** store files on the DESKTOP, in MY DOCUMENTS, MY PICTURES, etc., use your OneDrive.

Note: Leave the computer turned on, but feel free to log out before leaving for the day.

## **E-mail**

To receive and send e-mail we use Microsoft Outlook. Outlook will automatically be set up for you the first time you log on to the network if using an UNIS computer.

## **Print & Copy**

You find information about printing etc. in separate documents on this website.

## **Scanning**

You are able to scan your documents on any of the multifunctional devices (print/copy/scan) at UNIS.

## **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 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 offer very limited support to OSX and Linux.

## **Leaving UNIS**

Before leaving UNIS, you are responsible for making a copy of personal data you want to keep.

**Your user account, email account and data will be deleted 2 weeks after your last work-day.**

If you need to keep your user account longer you need to agree a later date with UNIS HR.

Welcome and best regards,

Kjell Ivar and Petter