

## **COMPUTER SUPPORT**

Online instructions for accessing EASE, login, email etc. can be found at the link below.

<http://edin.ac/1DHTpl>

This document will help you to get started using the computer systems within the Deanery of Biomedical Sciences. All new staff and students joining the Deanery should read this document in full.

### **Contacting the IT Services**

IT Services are based in Central Library in George Square. Routine requests should be submitted to the IS helpline at [is.helpline@ed.ac.uk](mailto:is.helpline@ed.ac.uk). If your request is urgent then you can contact the helpdesk on 515151.

### **University terms and conditions of use.**

If you use a computer that is connected to the network via cable or wireless (even personal equipment) you will need to comply with the University Computing regulations. A full transcript can be found at the following link: <http://www.ed.ac.uk/schools-departments/information-services/about/policies-and-regulations/computing-regulations>

Please take time to review these, as an employee, student or visitor you are bound by these regulations.

### **Getting your login details.**

If you have not already received your login, then please contact Laura Thomas to obtain your UUN & password - [Laura.Thomas@ed.ac.uk](mailto:Laura.Thomas@ed.ac.uk). The username & password we supply will gain you access to any University-managed desktop or Active Directory computer. It is also needed for setting up your EASE access.

### **Accessing EASE.**

EASE is a web-based authentication method used throughout the University and is a prerequisite for using email, Webcentral, library services etc. This should be the first task you carry out once you have access to the network. Please visit the following link to register.

<https://www.ed.ac.uk/information-services/computing/computing-infrastructure/authentication-authorisation/your-university-login/entitlement-sign-up>

Click the link to “Set up Your University Login” and enter your UUN or matriculation number and password as per the document supplied. Make sure you accept the University’s computing regulations. Now continue to the next step. If you forget your password it can be very difficult to recover it if you do not remember the questions and answer you gave, so you might want to take notes. Follow the onscreen instructions to completion. Once completed you now have access to EASE-enabled services. To clarify EASE is NOT the same as Active Directory. EASE is generally used for web based services and AD is for computer and network services.

### **Office 365**

Microsoft's Office 365 suite combines email, calendar, OneDrive file storage, Office Online apps and Skype for Business, as well as other collaboration products available to all University staff and students.

Log in at <http://www.office365.ed.ac.uk>

## **Changing passwords**

This task is not required, we only describe the process here for your information. As mentioned EASE and Active Directory are separate and we do recommend that you keep your passwords separate as well. To change your AD password when using a supported desktop computer press **CTRL ALT DELETE** you will see a button to 'Change a password'. To modify your EASE password visit [www.ease.ed.ac.uk](http://www.ease.ed.ac.uk) and click on the relevant link. Make special note of the tick for **Also set Windows (Active Directory) login password?** Do not tick this if you wish to keep your EASE and AD passwords separate, as per our recommendation. You should use a strong password; names, dictionary words etc. are not considered secure.

If you would like to learn more about setting strong passwords then information is available at the following link: <https://www.ed.ac.uk/infosec/how-to-protect/lock-your-devices/passwords/choosing-strong-passwords>

## **Registering for the Wireless / VPN / LapLAN2 services**

You will need to register to use these services, further information and to register please visit the following link: <https://www.ed.ac.uk/information-services/computing/desktop-personal/wifi-networking>

Please note that when you attempt to load this page, you will be first redirected to the EASE authentication service - the reduced sign-on service of the University of Edinburgh. If you have not already registered with EASE, then you will need to do so before you can register for the Wireless/VPN/LapLAN2 service.

## **Important links**

The links below are ones which you should bookmark as you will likely use them regularly throughout your stay.

- ▶ <http://edin.ac/1DHtTpl> - MVM Information Services Induction
- ▶ <http://www.ed.ac.uk/home> (University web site)
- ▶ <http://www.ed.ac.uk/schools-departments/biomedical-sciences> (School web site)
- ▶ <https://www.wiki.ed.ac.uk/display/bioscienceswiki/School+IT+Services+-+General+Information> (School IT Services web site)
- ▶ <https://www.ease.ed.ac.uk/> (full details on EASE service)
- ▶ <https://www.myed.ed.ac.uk/> (University staff portal)
- ▶ <http://www.ed.ac.uk/schools-departments/information-services> (University Information Services)

This document is subject to change at any time and without notice.