



IT and University Card

WIMM

Updated
Oct-16

(Nuffield Division of Clinical Laboratory Sciences)

Factsheet 5

University Card

Staff, students and invited academic visitors require a University card to gain access to libraries, computing services and some college and University buildings.

The card is used for security purposes, particularly where access control or other automated systems are in use.

Your HR team will usually send you an application form. If your card is due to expire and your

Oxford Nexus email account

The University email service is called Oxford Nexus. You are registered automatically for an account as soon as you are issued with your University Card. To access your email account, you first need to activate your Single Sign On (SSO) login: www.it.ox.ac.uk/want/get-started/account. You will receive an activation code and instructions from IT Services by post.

A Guide to IT at Oxford for New Staff and Students

www.it.ox.ac.uk/want/get-started

contract of employment has been extended, please notify HR on wimm.hr@imm.ox.ac.uk before it expires. If you allow your card to expire IT access will be lost.

For students, the University Card application is processed through the relevant college.

University cards should be worn at all times. Please report any lost or stolen card to HR. The replacement of a lost card will incur a £10 fee.

NHS Hospital card procedure

Please refer to factsheet 4 'Getting started'.

Medical Sciences Division (MSD) IT Services

To access MSD IT networked file storage and printing services, you will need to request an MSD IT network username. Complete the application form in your welcome pack and return to reception. Your log in details will be sent to you in the internal post.

University Regulations & Policies

IT at the University is subject to a number of regulations and policies (www.it.ox.ac.uk/rules), including the University Information Security Policy

Your local IT contact

If you experience problems with your computer, please contact your local IT staff in the first instance:

help@imm.ox.ac.uk

If you are unable to contact the IT Officer and the problem is urgent, please contact the MSD IT Services helpdesk:

help@imsu.ox.ac.uk

or tel. (2)21323 (JR Hospital)



www.it.ox.ac.uk/policies-and-guidelines/information-security-policy). Adherence to the University Information Security Policy is mandatory and forms part of an employee's terms and conditions.

Confidential information

Any matter of a confidential nature, including, but not limited to, information relating to the diagnosis and treatment of patients, individual staff records, and details of contract prices and terms must under no circumstances be divulged to any unauthorised person or persons.

Encryption services

Staff can purchase encrypted USB flash drives from the MSD IT Office in the John Radcliffe Hospital (Room 3A25B, access via the Cairns Library on Level 3). Where physical security is insufficient MSD IT offers a Whole Disk Encryption (WDE). Details can be found at www.imsu.ox.ac.uk/services/encryption.

IT Services Training Courses

IT services operates, develops and supports the University's primary computing systems, such as the

network backbone and Oxford Nexus, and supports core business systems e.g. R12 Oracle Financials. It also offers a range of IT training courses, many of which are free to attend. Further details can be found at www.it.ox.ac.uk/want/course.



Telephone System

To dial an outside line, dial 9 followed by the number. Internal extensions are five digits.

If dialling a hospital extension number from the University network, prefix the extension number with 553. If dialling a University number from the hospital network you need to add a prefix of 731.

Personal use of departmental telephones is permissible only in an emergency.

More information on how to protect yourself against IT crime can be found at <http://help.it.ox.ac.uk/infosec/protectyourself/index>

Useful Polices and Guidelines

University Information Security Guide: www.it.ox.ac.uk/policies-and-guidelines/information-security-policy

Computer Disposal: www.it.ox.ac.uk/policies-and-guidelines/computer-disposal

Data Protection: www.admin.ox.ac.uk/councilsec/compliance/dataprotection/

Freedom of Information: www.admin.ox.ac.uk/councilsec/compliance/foi/

Handling of Illegal Material: www.it.ox.ac.uk/policies-and-guidelines/handling-illegal-material

Records Management: www.admin.ox.ac.uk/iso/statutes/recordsmanagementpolicy/

Regulations relating to the Use of Information Technology Facilities: www.admin.ox.ac.uk/statutes/regulations/196-052.shtml

For more information contact

WIMM, Radcliffe Department of Medicine
University of Oxford, John Radcliffe Hospital
Headington, Oxford OX3 9DS
Tel: +44 1865 222443 fax: +441865 222737
Website: <http://www.imm.ox.ac.uk/home>