

IT and UNIVERSITY CARD

Last Updated : Sep 2016

OCDEM

Factsheet No.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 and where access control or other automated systems are in use. It also serves to identify those entitled to use University facilities and services.

Your HR team will usually send you an application form before the start of your employment. You will be able to collect your University Card from your HR team, usually within five days of starting your new role.

If your card is due to expire and your contract of employment has been extended please send your request to the HR team (e-mail: ocdem.personnel@ndm.ox.ac.uk).

Oxford IT and 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 internal post.

University Regulations and Policies

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

ICT at the University is subject to a number of regulations and policies www.it.ox.ac.uk/rules

A Guide to IT at Oxford for New Staff and Students

www.oucs.ox.ac.uk/welcometoit/

Medical Sciences Division IT Services details these.

On receiving your University card, go to www.imsu.ox.ac.uk and use the "Online Username Request Form" to request a username and e-mail address. MSD IT will contact you within a day or two to inform you of your username and password.

Your Local IT Contact



If you experience problems with your computer, please contact the MSD IT Services helpdesk:

help@imsu.ox.ac.uk

or

Tel : (731) 89405

DTU staff please contact:

Anne Gilligan

anne.gilligan@ocdem.ox.ac.uk

Tel: 57234

MSD **it** services

Oxford Centre for Diabetes, Endocrinology and Metabolism

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). Where physical security is insufficient MSD IT offers a Whole Disk Encryption (WDE) service in conjunction with the WIMM. Details can be found at www.imsu.ox.ac.uk/services/encryption.

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

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.

Useful Policies 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

More information on how to protect yourself, your computer and your data can be found at www.it.ox.ac.uk/infosec/protectyourself



telephones is permissible only in an emergency, when the call should be kept to a minimum duration.

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

For More Information Contact

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