IT and University Card

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.

A Guide to IT at Oxford for New Staff and Students
www.it.ox.ac.uk/want/get-started

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 notify your RDM Admin contact in good time before your card expires (e-mail: felicity.green@rdm.ox.ac.uk).

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 internal post.

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. On receiving your University card, go to www.imsu.ox.ac.uk, 'Registration' and open the 'New User' link. MSD IT will contact you within a day or two.

University Regulations & 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.

Your local IT contact

If you experience problems with your computer, please contact your RDM Admin contact in the first instance:

Felicity Green
Felicity.green@rdm.ox.ac.uk

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

help@imsu.ox.ac.uk

or tel. (2)21323 (JR Hospital) / (731) 89405 (Old Road Campus & Churchill Hospital)

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.

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 dialing 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. The call should be kept to a minimal 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 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 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/lso/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 http://help.it.ox.ac.uk/infosec/protectyourself/index

For more information contact

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