

## Postgrads and IT

Once enrolled, all UWS students are automatically granted an individual email account and access to student computing systems. However, there are occasions when postgrads, particularly research postgrads, need staff like access to our IT systems.

## AMIS

To obtain staff like access, postgrad students need to apply for an AMIS account. The UWS Associate Management Information System is used to create MyUWSAccount logins for “associates” of UWS, allowing them staff like access to our systems.

AMIS will give postgrads:

- Staff style email address – [j.bloggs@uws.edu.au](mailto:j.bloggs@uws.edu.au) rather than 11111111@student.uws.edu.au
- Staff levels of data storage – not automatically wiped at the end of each year, provided approval is extended.
- Access to approved staff systems, including school shared drives.

**Note:** AMIS accounts are automatically suspended when their approval expires (maximum 12 months). ITD notifies unit delegates and AMIS account holders prior to account expiry. Ongoing students will need to re-apply sufficiently in advance to ensure unbroken access.

All users of the UWS IT systems must abide by relevant IT policies, in particular the IT Acceptable Use of Resources Policy. UWS policies can be found at: <http://www.uws.edu.au/policies/a-z> - most IT policies are prefixed with IT.

## How do I have an AMIS account created for a postgrad?

Postgrad supervisors must satisfy themselves that the postgrad has a genuine need for staff like access as well as normal student access. An ITD User and Services Request Form must be completed, signed by both Supervisor *and* postgrad, and faxed or posted to the ITD Helpdesk (fax: 02 9678 7191). Current ITD forms can be found at: [http://www.uws.edu.au/staff/adminorg/academic/itd/it\\_forms](http://www.uws.edu.au/staff/adminorg/academic/itd/it_forms)

Students granted AMIS accounts will have two logins, their AMIS login, and their student login. They will need to use the correct login to access the different systems.

## Software installations

UWS site licensing allows postgrads to have some UWS software legally installed on their personally owned computer. However, installation costs must be met by the postgrad’s supervising unit, at standard chargeout rates if ITD is requested/required to do this work (2006: \$120 ph or part thereof, minimum \$120). To save costs, it is recommended that the supervising unit contact their local ITD Campus Support Coordinator to book a time for concurrent installations. Our Microsoft licences do not allow installation on private computers.

# it fact sheet #4

## **Computers**

ITD does not supply computers for postgrad use, other than our General Purpose Computer Laboratories, which are available 22 hours per day on all campuses. If postgrads need access to a dedicated computer, they will need to discuss their needs with their supervising unit.