Guideline for new employees and students at IFT

You can find all main information about IT services and creating a user account under: https://it.uib.no/Hovedside

Further information is available under:
http://www.uib.no/en/ift/62596/information-new-eployees

1. Create a user account and access to the university computer system

A user account provides access to IT services such as email, storage and backup of data, printing access, software, access to Internet from UiB, as well as other IT services (https://it.uib.no/Tjenester_fra_IT-avdelingen).

UiB has different account types for different user groups and with slightly different support activities. The main account types are:

- Students
- Employees
- Guests

1.1. SEBRA

It is UiB's central user management system and you can create your account under: https://sebra.uib.no
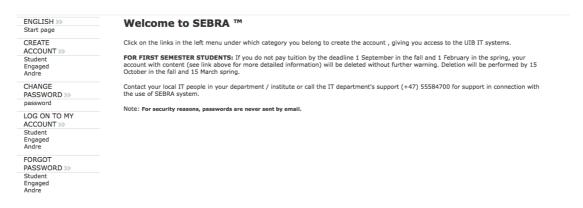

Figure 1: Sebra main page

On the left side of the main page you find the option to create a new account and to change your password. If you need support using SEBRA call the IT-department at (+47) 55584700.

<u>Student</u>

Before creating your account you have to accept the "ICT Regulations for the University of Bergen" and you must have registered for this semester on studentweb.

To create the account you need your ID number (11 digits Personal ID no.), student number and pin code. You can find the student number and pin code to on the copy of your receipt for payment of tuition. Make sure you have these available.

<u>Employee</u>

Follow the detailed instructions on SEBRA. For the first step of the process you need the following personal information:

- Name
- Telephone number (if applicable)
- Date of birth
- Social security number (if any)
- Pin code
- Work place
- Position

After successfully creating an account you will have access to email, printing, and Internet.

2. Access card

Access cards are programmed with different access as needed.
Contact Card Centre:

Student Centre, Parkveien 1
Hours: Weekdays from 9am – 14pm
E-mail: kortsenteret@eia.uib.no
Telephone: 55 58 99 07 Fax: 55 58 99 26

<u>Employees</u>

- New employees must go to the card center to take photos (bring ID!).
- Lost / defect cards: If the card is lost or defect, employees should contact the card administrator at the department who will contact the card center to purchase a new card.

<u>Student access card</u>

- All registered students at UiB can order cards in person at the card center (bring ID).
- Lost / defect cards: Students must go to the card center to order a new card.

<u>Access to building, offices and laboratories</u>

A 4 digit code is necessary to enter the laboratories and offices and also to enter the buildings after 4 pm. Go with your card to **Gjert Furhovden or**

Grete K. Ersland and you will get a "visitor" card + code and after a few days your personal code and your card will be activated. Keys and key cards (for the main entrance door) are picked up at the front desk reception, room 346. For access to local recourses please contact **Gjert Furhovden**.

3. Email

There are different ways to read your Email:
- With University computers, which are standardized on thunderbird or Outlook. NB! Outlook is only available to employees.
- With private computers, where you can set up the email system.
- Via webmail.uib.no

You can find more information (how to set up your email account for your phone, outlook, etc.) on https://it.uib.no/E-post.

If there are problems with your Email account, please contact the Head of Administration **Grete K. Ersland.**

4. Office supplies and Mail

Supplies are handed out at the front desk at the administration. This is where all out going mail is delivered. Incoming mail is placed in post shelves in room 130 on the first floor, to the right from the main entrance door, and mail must be picked up there.

5. Private Computer

The IT department offers **no support for private IT equipment**. You can connect your private computer to the Internet via eduroam using your username (*e.g.* xyz@ansatt.uib.no) and password.

6. Free software

UiB uses a large amount of different software and some are for free. Students and employees have different 'free' software available. Further information you can find under: https://it.uib.no/Programvare

7. Printing, copying and scanning

The University's printing services are available via network printers.

Pullprint

Pullprint is a special type of network printing. You can send your document to a Pullprint print queue, and go to the desired Pullprint-linked network printer. Your documents will be printed when you log in with your student/employee card.

Network printing

You can find operating instructions for how to add a network printer under https://it.uib.no/Kategori:Pullprint

Note: private computers with windows must use eduroam or VPN; Mac user must use eduroam. All students have access to printing with Pullprint via student cards with money in your account.

8. Storage and Backup

All staff and students at the University of Bergen have a storage area on the University's file servers. Employees have 50 GB of storage, students only 10 GB.

Laptop and synchronization

Laptops set up by the IT department uses synchronization services. This allows you to recover files if your computer crashes, gets stolen or deletes files accidentally. Note: the IT department is not backing up files you have lying locally on the PC. Further synchronization is only for laptops with Windows. Mac and Linux user must remember to backup regularly.

Expansion of storage

There is the possibility to purchase for additional space (https://it.uib.no/Prisliste_IT_tjenester).

You can find help under https://it.uib.no/BRITA if you need to restore files.

9. Office place
Your supervisor will allocate a place for you.

10. Salary

Wages are paid on the 12th every month. The first payment is normally delayed due to slowness in the system. For foreign citizens an advance payment can be arranged (ask at the administration). In such a situation a written check can be issued and picked up at the salary office, Christiesgt. 18.

Others must wait for the ordinary payment.

Foreign citizens must fill in the form "**Søknad om skattekort for utenlandske borgere**". Request as soon as possible for a tax card for foreign citizens and deliver it to the tax office "Bergen likningskontor",Nonnesetergaten 4, 5015 Bergen. ***Until the tax card has been dealt with, you will be charged 50% tax from your pay. You can apply for tax payback in summer.***

11. Other information - administration
The administration offices are located on the 3rd floor of Allegaten 55.