

GETTING STARTED WITH IT

BEFORE YOU ARRIVE...

Before your arrival at Green Templeton College you will receive an email from University IT Services sent to your personal email, which contains details for the activation of your Oxford account. This account is called Single Sign-On (**SSO**), and it will allow you to access many University resources including email and WiFi. You can activate your SSO account as soon as you receive your account details.

Email

Once your SSO account has been activated you will be able to use your browser to access your university email, which is called Nexus365. To login, use the link below with your SSO account.

- <https://outlook.office365.com/ox.ac.uk>

WiFi Access

You will use your Remote Access account to connect to the University's WiFi service. You will need to create a Remote Access password for this account which you can do from the Self-Registration web page below. This account can be set up before you come to Oxford.

- Log into <https://register.it.ox.ac.uk/self/index> with your SSO account.
- Click on the **Request a Remote Access Account** link and create a password.

ONCE YOU ARE HERE...

Welcome to Green Templeton College! This guide will present most of the things you will need to know about the IT facilities provided by the College and University.

IT Department

Green Templeton has its own IT department which provides support to all users of the College's IT systems during their association with the College. If you would like to receive assistance with setting up your devices or have any particular questions with regard to the IT provision at GTC, then we recommend that you book an appointment with the IT department within the first few weeks of your arrival.

To book an appointment email it-support@gtc.ox.ac.uk and include your full name and student number if you have it.

College PCs

There are 6 PCs available for your use within the Walton Building and 1 PC in the Hayloft. Colour printing, copying, and scanning facilities are also available. To log into a PC, enter your SSO username followed by [@OX.AC.UK](#) so your username will take the form [grtexxxx@OX.AC.UK](#) (with capital letters where indicated) and your **SSO password**.

Using WiFi in Oxford

Once you have set up a Remote Access account, you will be able to use Eduroam and GTC WiFi to connect wireless devices to the network. Eduroam is the wireless access service used by the research and education community around the world so you can use eduroam at any organisation

that makes the service available. It is widely available across Oxford University buildings. GTC WiFi is only available in College buildings (including accommodation) where you will find it provides the better service.

Connecting your device to either of these wireless services should not require any additional configuration. When the service is in range, simply enter your Remote Access account credentials to connect. We recommend that you use GTC WiFi when it is available.

For further information follow this link:

<http://help.it.ox.ac.uk/network/wireless/services/eduroam/index>

If you experience any problems please contact the IT department.

Software

- Firewall software

All devices connected to the University and GTC IT network must have firewall software installed and configured. This comes standard with all PCs and Macs. Please ensure it is running when using our networks.

- Anti-Virus software

Similarly, all computers must have up to date anti-virus software. If not already installed, the University can provide a free copy of Sophos Anti-Virus software for PCs and Macs.

This and other software can be downloaded from the Self-Registration site

<https://register.it.ox.ac.uk/self/index>. Log in with your **SSO account** and click on the “**Software**” link, on the left of the screen.

Computer repairs

For the repair of other IT equipment, including Microsoft Windows computers, University IT Services uses Equinox Maintenance Ltd. This is an out of warranty service. Further details can be found at: <https://help.it.ox.ac.uk/helpcentre/pcsupport/hardware-service>

DOs

- Ensure you follow the Acceptable Use policies when using the University and College IT networks. These will be made available to you during account set up. Please ensure you read Terms and Conditions carefully.
- Backup your data regularly. You can backup data to external devices like USB drives, but it is strongly recommended that you also use the backup service provided by the University: <http://help.it.ox.ac.uk/hfs/index>. This will provide a much more resilient backup than using USB drives etc.
- Make sure your anti-virus software and operating system’s security patches are kept up to date. Without these your equipment, the University network and the College network are exposed to vulnerabilities like viruses and you run the risk of losing your data.

- Ask the IT Department if you have any questions regarding policies, issues, or just general help. We are here to help you and will do our best to make your IT experience as smooth as possible so you can enjoy your time here.

DON'Ts

- We take the security of the IT systems, and the security of your data very seriously. This is dependent on the use of strong passwords that are never shared. Please do not use weak passwords and under no circumstances allow anyone else to use your account. Guidance on passwords can be found here: <http://help.it.ox.ac.uk/iam/registration/passwords>
- Install peer-to-peer file sharing software such as uTorrent, Napster, LimeWire etc. It is an illegal copyright infringement which means you will be liable for costs and fines. You will lose your web access for the duration of your time in Oxford, and you will face possible expulsion from the university.

Useful Websites

- The College intranet: <http://www.gtc.ox.ac.uk/intranet.html>
- The College website: <https://www.gtc.ox.ac.uk/>
- Oxford University IT Services: <https://www.it.ox.ac.uk>
- Self-Registration: <https://register.it.ox.ac.uk/self/index> Amend passwords, set up email forwarding, spam settings, and download software.

We hope you have a wonderful time with us. Please let us know if there is anything we can do to improve the service we offer you, or if we can help you in any way. We want to provide an IT environment that is stable, secure, and flexible to meet your on-going needs.

THE IT Team

Jim Wilde, Alex Clark & Rob Greenock

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