

UCLA Undergraduate Education Information Technology Use Guidelines

The UC Electronic Communication Policy may be found on this website:

<http://www.ucop.edu/ucophome/policies/ec/>

Business and Finance Bulletins – IS3

<http://safecomputing.ucla.edu/>

Our office hours are 8am to 5pm, Monday through Friday. We are closed on university holidays.

Please bear in mind that the computers are the property of the university, please treat them with care.

In order to help protect the integrity and security of your files, please remember that your login ID and password should remain private. It is not appropriate to share them with anyone, nor should you use your credentials to log someone else into any UIT computer. Also, please keep in mind that UIT staff will never ask you to supply your password for any reason.

In an effort to provide a secure, robust, and reliable computing environment for everyone, UIT has established a number of guidelines which will help ensure the integrity of our systems.

- Please attach only those devices or equipment that have been provided, installed and/or evaluated by UIT.
- If additional software is needed that is not included in our standard software package, please consult with UIT to discuss options. Please do not attempt to install any software on your own.
- Only UIT provided, university-owned equipment may be connected to the ethernet ports. Personal devices (laptops, mobile devices, etc.) may safely access the internet via the campus wireless network.
- As network storage is a finite resource, quotas are in place for both email and data. UIT will help provide alternative storage options if quotas limits are reached.
- To be in compliance with University of California policies, please do not store copyrighted materials without the appropriate permission. Furthermore, restricted information may be retained on portable equipment only if protective measures, such as encryption, are implemented that safeguard the confidentiality and integrity of the data in the event of theft or loss of the portable equipment.

UIT has partnered with the campus Enterprise Messaging system which provides a web client to access your UIT Email account while away from the office. It is compatible with a wide variety of web browsers, including Internet Explorer, Mozilla's Firefox, and Safari. Instructions may be found on the UIT resources webpage (see below). To login via the web, go to <http://mail.em.ucla.edu>.

There are a number of UIT informational handouts which can be found at the following website – <http://uit.ucla.edu>.

If you have any questions or need further assistance, please call our Helpdesk at extension 64525. Or send an email to: helpdesk@college.ucla.edu

Computer Logon Username: _____

Email Address is your Computer Logon Username@college.ucla.edu

Outlook Username (remember to include the ad\): ad_____

Outlook Web Access Username (UCLA Logon ID Name): _____