SOFTWARE
The common office software (Microsoft Office) is installed by default on all FBM computers. The complete list of available software at UNIL (Adobe Suite, EndNote, Overleaf, SnapGene, MATLAB, FileMaker, etc.) is published on our website. To complete this offer, the FBM IT Service also provides other specialized programs such as:

- GraphPad Prism (statistics)
- LimeSurvey (survey)

For the installation of software for professional purposes, please contact us.
Help:  wwwfbm.unil.ch/si/soft

IT PURCHASES
Professional purchases
All IT purchases (Hard- and Software) connected to the network must be validated by the FBM IT Service. Please contact us before ordering. This also includes scientific equipment connected to a computer and servers.

Private purchases
Discounts are available on the private purchase of computer hardware and software. The Neptun offer (16-18% discount) is proposed twice a year at the beginning of the semester and the Poseidon offer (12-13% discount) is available all year round, except when the Neptun discounts are open. Please note that private purchases are not supported by FBM support.
Help:  wwwfbm.unil.ch/si/purchases

PRINTING
Every department manages its own printers and supplies. The list of FBM printers is available on the website of the FBM IT Service. On your Windows computer, install your printer in one click with FBM Utility. For Mac users, please contact the FBM support.
Help:  wwwfbm.unil.ch/si/print
        wwwfbm.unil.ch/si/printwindows (installation)

USING A PRIVATE COMPUTER
In the exceptional case where you would not have access to a UNIL computer, it is possible to add your personal computer to the UNIL’s inventory. This initiative must be approved by the Director of the department, before being considered by the FBM IT service. To do so, please contact us.
Help:  wwwfbm.unil.ch/si/inventory

SHARE RESOURCES
The FBM IT Service has developed special web applications for the Faculty.

FBM Booking calendar
The FBM reservation system allows you to book rooms and shared resources (setups, instruments in animal lab, etc.).

Laptops and accessories loan
You can consult the loan computer equipment available in your department in the loan catalogue.

Scientific instruments inventory
In the department, scientific instruments are listed in the setups inventory web app. (under implementation).
Address:  wwwfbm.unil.ch/calendar
          wwwfbm.unil.ch/prets
          wwwfbm.unil.ch/setups

END OF CONTRACT AT THE FBM
When your contract at the FBM is going to end, please remember the following points:

Extension of your IT access
Upon written justification provided by your line manager, it is possible to extend the validity of your IT access after the end of your UNIL contract.

Management of your data
Please make sure you have transferred all your professional data from your work computer to an appropriate shared folder of the folder trees available to you on UNIL institutional storage infrastructures. Your computer will be reinstalled and all unsorted data left in any nominal folder on the institutional storage infrastructures will be deleted within 30 days.
Help:  wwwfbm.unil.ch/si/goodbye
**FBM IT SERVICE**

The FBM IT service's mission is to offer quality and proximity services based on existing resources within UNIL and CHUV. It does not replace neither the services of the UNIL's IT Center (Ci) nor those of the CHUV Information systems (DSI) but it enhances and adapts its services to FBM's special needs.

It gathers departmental IT managers who provide IT support to users and three IT specialists in infrastructure, applications and projects management.

All the practical information and a full description of our services are available on our website.

Address:  wwwfbm.unil.ch/si

**IT CHARTER**

The IT Charter defines the rules and conditions of the IT support at the FBM. We invite you to read and validate this document online.

To begin, we draw your attention to the following provisions:

- Data resulting from the employee’s work is protected by copyright but remains UNIL’s property.
- Equipment provided is dedicated to professional or academic use. Only a limited personal use is allowed.
- Moving or changing the configuration (hardware and software) of the provided equipment must be approved by the FBM IT Service.
- Non-compliance with this charter may lead to administrative measures.

Address:  wwwfbm.unil.ch/si/charter

**IT SUPPORT**

If you have any question about IT, please contact the FBM IT support, from Monday to Friday between 8 am and 5 pm:

- by phone:  + 41 21 692 50 94 (central phone number)
- by email: supportfbm@unil.ch

Help:  wwwfbm.unil.ch/si/support
       wwwfbm.unil.ch/si/vnc

**DATA MANAGEMENT**

The IT Center of UNIL (Ci) provides different storage and scientific calculation infrastructure to users. These servers are backed up daily and can be access from everywhere (see chapter Working outside UNIL).

**NAS server - administrative data**

Only the administrative data of users or groups can be stored on the central NAS server (\nas.unil.ch\FBM) of UNIL. The most important folders are:

- GROUPS where you can share data with your administrative unit or group.
- PRIVATE which is inside a USER or GROUP folder and whose access is restricted to the user or to the group.
- PUBLIC which is inside a USER or GROUP folder and which allows you to share data with all users of the department.

**Computing and research server - research data**

The data generated within a research project must be stored on the RESEARCH NAS server (\nas.unil.ch\RECHERCHE). A project directory on this infrastructure is open on request only.

Like the RESEARCH NAS server, access to high performance computing resources requires a prior request.

Research-related services are managed by Ci and their use is charged to research groups.

**Backup of the work computer**

Free of charge, CrashPlan allows you to back up the data on your work computer. Every user benefits of a quota of 100Gb. If you are interested in this software, please contact the FBM support who can help you configure it on your computer.

Address:  \nas.unil.ch\FBM\ (administrative NAS server)
       \nas.unil.ch\RECHERCHE\ (research NAS server)

Help:  wwwfbm.unil.ch/si/storage
       wwwfbm.unil.ch/si/backup
       wwwfbm.unil.ch/si/faq_research

**E-MAIL AND CALENDAR**

You can check your e-mails and your calendar with your Web browser using the UNIL Webmail. For a more user-friendly access, you can configure your e-mail address on Outlook, Apple Mail or your smartphone.

Preferably use Exchange whatever equipment (smartphone, computer, tablet, etc.).

Address:  owa.unil.ch (Webmail)
Help:  wwwfbm.unil.ch/si/email

**WIFI**

**Eduroam**

When you are at UNIL or on a trip to an SWITCH partner institution, you can access the internet and all UNIL services with Eduroam. This network offers an encrypted connection and can be automatically configured on any kind of device with the configuration assistant tool EduroamCAT.

Public-unil

Individual visitors at UNIL who cannot connect to Eduroam can request an access code by SMS to use the public-unil network.

Guest-unil

Whenever you organize a conference with guests without a UNIL account or with no access to the Eduroam project, the FBM IT Service can activate the guest-unil network for a period of time from one day to four weeks. For more information, please contact us in advance.

Help:  wwwfbm.unil.ch/si/wifi
Address:  https://cat.eduroam.org/

**WORKING OUTSIDE UNIL**

You can work from outside UNIL as if you were at UNIL with the UNIL’s VPN (Virtual Private Network): crypto.unil.ch. This secured connection allows you to access all FBM and UNIL resources (personal files, FBM applications, etc.). You can configure your VPN access on any kind of equipment (computer, smartphone, tablet, etc.) with Pulse Secure application.

Help:  wwwfbm.unil.ch/si/vpn