**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

**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)

**SHARED 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

**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

**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

**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
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.

Address:  wwwfbm.unil.ch/si/wifi
Help :  wwwfbm.unil.ch/si/support

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
Help :  wwwfbm.unil.ch/si/support

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.

Address:  wwwfbm.unil.ch/si/vpn
Help :  wwwfbm.unil.ch/si/support