Use of Computing Facilities at the University of Aberdeen
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**IT Services**
The computer classrooms and public clusters sited in the University Libraries and other University buildings are provided and maintained by **IT Services**.

Use of computing facilities at the University of Aberdeen requires a personal **username** and **password**, obtained through registration with IT Services. The following notes describe who may apply for a username and what registration procedures they should follow.

**Use of computing facilities at the University of Aberdeen are subject to our Conditions for using IT Facilities**

**eduroam**
The University of Aberdeen offers the *eduroam* wireless service throughout its campus buildings. Visitors to the University whose own institution participates in eduroam may connect their own equipment to the wireless network using credentials supplied by their own organisation. For more information, see [www.abdn.ac.uk/wireless](http://www.abdn.ac.uk/wireless).

1. University Purposes

1a. Aberdeen University staff (including honorary)
   - for work in connection with their departmental or other University duties
   - excluding consultancy work or services leading to commercial exploitation
   This applies to full-time, part-time and honorary staff, provided the work is related to their University duties.

1b. Aberdeen University students
   - for work in connection with their University education,
   - excluding work of significant benefit to the employer of a student on industrial placement or part-time course.

2. Education and Research

2a. Students and staff from other institutes of Higher Education
   - for moderate amounts of work connected with their studies or duties at that institute
   - provided the work is of an educational or research nature and not for commercial gain
   This applies to visiting staff and students from non-UK academic institutes.

2b. Research institutes and other public sector
   In special circumstances, a person not connected to or collaborating with an institute of Higher Education may be granted permission to use the University computing facilities,
   - provided the work is for educational or academic research purposes
   - is not for commercial gain
   - and is of benefit to the academic (Higher Education) community
   There may be a charge for usage in this category. Applications should include a covering letter describing the nature of the work.

2c. NHS staff
   NHS staff must have official honorary status with the University to be eligible for using University computing facilities.

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1 All IT policies are published on the IT Services web pages [www.abdn.ac.uk/dit/student/get-started/policies](http://www.abdn.ac.uk/dit/student/get-started/policies) and in the Policy Zone on StaffNet – see [www.abdn.ac.uk/staffnet/governance](http://www.abdn.ac.uk/staffnet/governance)
3. Visitors

There are two types of computing account available for visitors to the University, Guest Accounts and Temporary Accounts.

- **Guest accounts** are for short-term use by visiting academics, researchers, business partners, collaborators or conference attendees.
- **Temporary accounts** are specifically for groups on short courses or summer schools who require access to computing classroom software.

See [www.abdn.ac.uk/dit/visitors.php](http://www.abdn.ac.uk/dit/visitors.php) for more.

4. How to Register

4a. Aberdeen University – new members of staff

Complete form [RF1: Staff computing account – new user registration form](http://www.abdn.ac.uk/local/staffreg/). This online form is available at [www.abdn.ac.uk/local/staffreg/](http://www.abdn.ac.uk/local/staffreg/)

New members of staff will need to know their staff ID number before they can register.

4b. Aberdeen University – undergraduate, taught postgraduate and research postgraduate students

Register using the self registration program available in all the PC classrooms and public clusters or via [www.abdn.ac.uk/ereg](http://www.abdn.ac.uk/ereg)

4c. Students and staff from other institutes of Higher Education

Application for Guest or Temporary accounts must be made on behalf of the staff/student by the relevant University host, e.g. an academic/administrative section.

For more information and access to the online request form, see [www.abdn.ac.uk/dit/visitors.php](http://www.abdn.ac.uk/dit/visitors.php)

4d. Visitors

Application for Guest or Temporary accounts must be made on behalf of the visitor(s) by the relevant University host, e.g. the Conference & Event Office or an academic/administrative section.

For more information and access to the online request form, see [www.abdn.ac.uk/dit/visitors.php](http://www.abdn.ac.uk/dit/visitors.php)

4e. Research institutes and other public sector

Email the IT Service Desk describing the nature of the work, servicedesk@abdn.ac.uk

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Registration forms are available from the IT Services website (click on the Additional Accounts tab): [www.abdn.ac.uk/staffnet/working-here/it-account.php](http://www.abdn.ac.uk/staffnet/working-here/it-account.php)

**Further information and help**

Contact the Service Desk on servicedesk@abdn.ac.uk