IT Inductions

Abbie McGregor, Faculty IT Manager
Arts and Humanities
CiCS
- CiCS IT Inductions for all staff at UoS
- FoAH Students
- FoAH Staff
- CiCS Staff induction (for CiCS Staff) process
CiCS Staff Inductions

- Under Review
- Poorly Attended
- Welcome ideas from Depts/Faculties
Faculty of Arts and Humanities Staff Inductions

- One to ones
- Presentation to small groups
- Webpage
Faculty of Arts and Humanities

IT Overview
Abbie McGregor
Faculty IT Manager (Arts and Humanities)
Meet the Team

https://sites.google.com/sheffield.ac.uk/arts-it/the-team
The University takes information security very seriously
Confidentiality, Availability and Integrity
Information Security Training is now Mandatory (in MUSE)
Procurement

- Faculty IT Budget
- NDNA/preferred suppliers
- Recommended equipment
- Business Class over cost
- Talk to us about your requirements
Google suite includes:

- **Mail** - For all your University email.
- **Calendar** - Used to set up meetings, view colleagues' calendars and add external calendars.
- **Drive** - A secure cloud storage service to keep all your work, create documents and easily collaborate.
- **Sites** - Easy Web design
- **Groups** - Use as an email list or a web forum to communicate and collaborate with your peers.
- **Hangout** - Using the Gmail web interface start an instant message conversation with any of your contacts.
- **Google+** - Allows people to collaborate and communicate on a social platform.

[https://www.sheffield.ac.uk/cics/google](https://www.sheffield.ac.uk/cics/google)
Software

- University desktop software center
  - Request additional software
- Software download service
  - Licensed software
  - Office 365

www.sheffield.ac.uk/cics/software
Printing

- My Sustainable Print (MSP)
- Mobile print
- Print and design solutions

www.sheffield.ac.uk/cics/printing
File storage

Provide secure mechanisms for saving your work

- University Filestore
- Google Drive
- Research Data Storage
Additional services on request

Many additional services available including

- Video conferencing
- Corporate information systems
- Creative media
- Room bookings

www.sheffield.ac.uk/cics
Help and Support

- Arts and Humanities
  IT Support Team
  Extension 29700
  arts-it@sheffield.ac.uk
- CiCS helpdesk 21111
  helpdesk@sheffield.ac.uk
- www.shef.ac.uk/cics/status
- Staff/PGR Drop in (CC)

https://sites.google.com/sheffield.ac.uk/arts-it/staff-induction
Faculty of Arts and Humanities Student Inductions

- Sheet for depts to put in all Student induction packs
- Induction drop in session in intro week
- Website
CiCS Inductions for CiCS Staff

- Information sent at confirmation of appointment
- Induction checklist