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## Getting Started with IT in the MRC WIMM

Welcome to the MRC Weatherall Institute of Molecular Medicine from the IT team.

We hope that these notes will make your use of the systems in the Institute as easy as possible.

The WIMM IT are always ready to help and can be contacted via email using

[help@imm.ox.ac.uk](mailto:help@imm.ox.ac.uk)

Or by visiting room 217 during office hours.

### First steps

- Activate your University Single Sign On (SSO) account. This account gives you access to your University of Oxford email and a number of Oxford only based services. Your SSO is assigned to you when you get your University card. Details of how to activate your account are sent via the post to your College or Department. If you have not received these details within 2 or 3 days of receiving your University card please come to the IT Office and we will assist. Your SSO is linked to your University card and will expire when your card expires.
- Complete the Novell Network Account Application form in the Welcome Pack and get it counter-signed by your PI. This account allows you to store files on a secure server and have access to your lab's shared folder.
- Complete the mandatory online Security Training Awareness module – WIMM IT will need to see your certificate prior to setting up your Novell account.
- If you are using your own laptop and/or mobile device and want to get the device on the wired or wireless networks in the WIMM please bring the device to the IT Office and we will assist.

### Understanding your User Accounts

#### Email, "Single Sign On" (SSO) and Remote Access

Your SSO and Remote Access accounts have identical usernames but should have different passwords. These accounts are managed by Oxford University IT Services (formerly known as OUCS) and are linked to your University card and will expire when your card expires, so it's important to get your card updated if your leaving date changes. Email and "Single Sign-on" (SSO) services are set up automatically when you receive your University Card, for details of the services you can access with your SSO account see:

<https://help.it.ox.ac.uk/webauth/oxfordusername>



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Once you have activated your SSO account you are then able to enable a Remote Access account. A description of the Remote Access account is given at:

<https://help.it.ox.ac.uk/network/remote/index>

The account enables you to use the wireless networks in the WIMM and across the University. Your Remote Access credentials are used to configure the VPN (Virtual Private Network) client to allow you to access the Oxford-only services from the wireless networks.

### **Novell Network Account**

A Novell network user account is required in order to access MSD IT network services. This account will allow you access to a networked folder to store your data in and access to your lab's shared folder. The data stored on the Novell servers is backed up overnight. The application for the account is provided in the WIMM Welcome Pack. You will need to complete the application form, include your University Card number and have it signed by your lab head (this last requirement does not apply to new senior staff). You also need to complete the mandatory online Security Awareness module (details are included on the application form). Your account will expire when your University Card expires.

If you have any queries, please email us at [help@imm.ox.ac.uk](mailto:help@imm.ox.ac.uk) or by coming to Room 217 (IT Office).

### **Centre for Computational Biology (CCB)**

If your lab is involved in bioinformatics, you may have an account with the Centre for Computational Biology (known as CCB). They have information about their services on their website at

<http://www.cbrg.ox.ac.uk/>

and

<https://www.imm.ox.ac.uk/research/units-and-centres/mrc-wimm-centre-for-computational-biology>

You can email them for advice at [ccb@imm.ox.ac.uk](mailto:ccb@imm.ox.ac.uk)

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Service	Username Format	Manage the account – WIMM IT can assist with any problems regarding any of these accounts
Single Sign-on (SSO)	immd1234 or clme2345	to activate account/change password <a href="https://webauth.ox.ac.uk/">https://webauth.ox.ac.uk/</a> to log into account <a href="https://register.it.ox.ac.uk/">https://register.it.ox.ac.uk/</a>
Remote access	immd1234 or clme2345	<a href="https://register.oucs.ox.ac.uk">https://register.oucs.ox.ac.uk</a> (nb password must not be the same as for Nexus/SSO)
Novell Network Account	jsmith or johns	<a href="https://userdb.imsu.ox.ac.uk/pwm/private/Login">https://userdb.imsu.ox.ac.uk/pwm/private/Login</a>

## Connecting to the Internet

### Wired connections

If you wish to use a wired connection to the Internet (which will be faster and more secure, and allow access to certain “WIMM only” facilities), your computer will need to be seen by someone in the WIMM IT team. This is to ensure that it has up-to-date antivirus software and all the latest patches to the operating system installed. When this has been checked your device will be granted access to the WIMM Ethernet network.

### Wireless connections

There are two wireless networks presented in the WIMM: OWL and Eduroam.

<https://help.it.ox.ac.uk/network/wireless/index>

describes these networks.

You will need to register for a Remote Access account:

<https://register.it.ox.ac.uk/>

It is necessary to provide the VPN (Virtual Private Network) client with your Remote Access credentials in order to access the Oxford-only services (journals etc.) from either OWL or Eduroam.



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Eduroam allows you to make wireless connections in other academic institutions that have signed up for the Eduroam service in the UK and overseas.

You will get much better performance of a wired connection if you switch off your wireless card.

## Backing Up your Data

It is your responsibility to back up your data. It is essential that you keep backups of all your data in case of hardware failure or malicious software, e.g. Ransomware.

It is strongly recommended that you maintain more than one current back up of all your devices. Both Microsoft Windows and Apple Macintosh systems have built-in backing up programs that would allow you, if used, to swiftly recover your data from an external hard disk in the event of disaster.

The Microsoft Windows software is called File History. You will need to purchase an external hard disk in order to create a File History backup. A comprehensive description of how to use File History can be found at:

<https://www.pcworld.com/article/2974385/windows/how-to-use-windows-10s-file-history-backup-feature.html>

The Apple Macintosh software is called Time Machine. You will need to purchase an external hard disk in order to create a Time Machine backup. A comprehensive description of how to use File History can be found at:

<https://support.apple.com/en-gb/HT201250>

You can also back up your data by copying it to your home directory on the Novell network storage (where all data is backed up each week, and any new or changed data is backed up each night).

In addition to all of the above you should also use the University of Oxford Hierarchical File Service (HFS), which is free to all members of the University, to create an additional offsite backup of your data. Recovery of data from the HFS is slow (the data is stored on tape) but provides a last resort for data recovery. A description of the service is given at:

<https://help.it.ox.ac.uk/hfs/index>

The WIMM IT team can assist you with any of the abovementioned backup mechanisms.

## Rules and Regulations affecting ICT usage in the WIMM

Your signature on the Novell Network Account Application form in the Welcome Pack indicates that you have agreed to abide by the Regulations and Policies set out at

<https://infosec.ox.ac.uk/guidance-policy>



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and in the WIMM Information Security Policy

<https://imm.medsci.ox.ac.uk/internal/it/information-security-policy>

You are also required to complete the mandatory online training module:

[www.infosec.ox.ac.uk/module](http://www.infosec.ox.ac.uk/module)

The WIMM reserves the right to log all network connections and login times as a part of its duty to ensure legal compliance and smooth running of the Institute networks.

## Software licences

Software licensing is complicated.

Some software is licensed to the University, some to the Institute, and some licences are available to users to install on either University-owned, or (less frequently) on personally-owned computers. The different software manufacturers have different rules – what is permissible for one product may not be for another.

Before you install software, please contact the IT Office for advice on the licensing, and do not copy or install illegal software.

## PC and Apple Mac purchasing

The Institute benefits from a number of advantageous purchasing agreements with suppliers of PCs, Apple Macs, printers and peripherals. The IT team are happy to provide pricelists, obtain quotes and advise on the purchase of IT related equipment, and comment on its suitability to work on the WIMM network.

## Anti-virus

All computers connected to the network require anti-virus software. This is part of the conditions for connection to the University network. Apple computers are vulnerable to viruses too; there is no exemption for MacOS.

## Whole Disk Encryption

The WIMM IT team can assist you with the encryption of both Apple and PC computers. If you store confidential or sensitive data, then you must protect it in line with the University's Information Security Policy, which is found at <https://www.infosec.ox.ac.uk/guidance-policy - d.en.81709>



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## Staff training in IT

The University of Oxford IT services provides an extensive range of IT courses for staff and students. You can find a list of them and a booking form here <http://www.it.ox.ac.uk/do/training-and-facilities>. Specialist courses for bioinformaticians are provided by CBRG, and details can be found at <https://www.cbrg.ox.ac.uk/cbrg/training.html>, and forthcoming courses will be notified to staff through the WIMM email lists.

## Website updates

It is the responsibility of each PI or lab head to ensure that their entry on the WIMM website is up to date. You can send corrections to the team that maintains the site or you may have a member of your unit staff who has been trained in updating the site. New publications are best notified to the web editors in the form of a PubMed search result. Newly arrived PIs will need to provide website content about their research.

## Members of the WIMM IT team

There are currently two members of the WIMM IT team. The team as a whole can be reached by email at [help@imm.ox.ac.uk](mailto:help@imm.ox.ac.uk) and this is the preferred method of contacting them in the first instance.

Simon Ellis (room 217) email [simon.ellis@imm.ox.ac.uk](mailto:simon.ellis@imm.ox.ac.uk) tel 22358

George Paschalis (room 217) email [george.paschalis@imm.ox.ac.uk](mailto:george.paschalis@imm.ox.ac.uk) tel 22618

## Members of the CCB team

David Sims

Simon McGowan

Ewan Mac Mahon

contact them via [genmail@molbiol.ox.ac.uk](mailto:genmail@molbiol.ox.ac.uk)

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