

Digital guide for guests or outside speakers



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Source: Obtain and manage your user account at the Unistra
[https://documentation.unistra.fr/Catalogue/Gestion_Identite/Obtenir_Gerer_son_compte/co/guide.html]

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INTRODUCTION

Subject

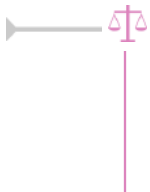
The aim of this guide is to make the digital services available to persons having a **temporary account** at the University of Strasbourg.

Public concerned

It is intended for any person:

- who needs to work at the university on an ad hoc basis (for example in connection with a conference);
- who uses a digital service (e.g. Wi-Fi) or requires access simply to a training or lecture room at a given time t.

It is also intended for persons in continuing education at the ESPE.



Digital services are used in compliance with the Acceptable Use Policy in respect of Digital Resources [<https://services-numeriques.unistra.fr/les-services-aux-usagers/services-osiris/cert-osiris/charte-des-bons-usages-des-moyens-numeriques-de-luniversite-de-strasbourg.html>]

CHAPTER 1

HOW TO OBTAIN A USER ACCOUNT

The administrative officer, the data protection and network officer or any member of the personnel appointed locally in the contact structure are authorised to create temporary accounts.

They provide you with login details - username and password. The account is active as soon as it is created. It does not require activation.

The password cannot be changed.



Directory of personnel

annuaire.unistra.fr [<https://annuaire.unistra.fr>]

CHAPTER 2

DURATION OF THE ACCOUNT

The account is valid for 45 days, without any possibility of extension.

Upon expiry, all the data associated with the account are immediately deleted.

CHAPTER 3

ASSOCIATED SERVICES

A temporary account provides access to the following services.



For personal or generic accounts:

Connection to the Osiris Wi-Fi network

Wireless connection is available over the whole of the university campus.

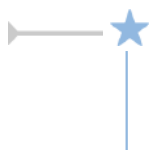
Choose "Osiris" for unconfigured login via the login portal wifi.u-strasbg.fr [https://wifi.u-strasbg.fr/]



For personal accounts only:

Login to computer workstations

To start your work session on a public computer workstation (training rooms, amphitheatres, lecture rooms, libraries) of the university managed by the IT Department^[p.10], enter the username and password of your temporary user account.



- The login username is here followed by @AD (e.g. sonia.durantin@AD) You
- have 1 GB of document storage space.

Login to the applications server

The applications server hosts software (or applications) and allows them to be executed - used - from a virtual desktop.

It is accessible whatever the place of login (campus or off campus).

Further information

[https://documentation.unistra.fr/Catalogue/Services_pedagogiques/ServeurApplications/co/guide.html]

CHAPTER 4

ASSISTANCE

Support

Support [<https://services-numeriques.unistra.fr/contacter-le-support.html>] is the help service for users to support them in their day-to-day use of the digital services.

It can be contacted from Monday to Friday from 7:45am to 6:00pm

- via an online form [<https://sos.unistra.fr/sos/pub/demande>],
- by email: support@unistra.fr [<mailto:support@unistra.fr>],
- by telephone: 03.68.85.43.21 (**54321** from an internal extension)

CHAPTER 5

COMMENTS, SUGGESTIONS

Let us know what you think!

In order to help improve the quality of the documentation, please send your comments and suggestions to sn-documentations@unistra.fr (remember to provide the name of the documentation and, if possible, the consultation URL).

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GLOSSARY

Computer workstations managed by the IT Department

Computer workstations managed by the IT Department are identified by a **black, grey or white** label with a **barcode** , the support hotline number 03 68 85 43 21 and an inventory number for the machine.

