

New User Setup



IT Center
Customer Support
392-3900

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New User Setup

First Things First

- Have your computer re-imaged (a brand new installation of the operating system and software) by the IT Center. This will avoid potential software problems.
- Important Things to Have
 - Username (login) contact ITC or your supervisor for your login name.
 - Password is blank the first time you log in. This allows you to set your own password
- Important Things to Know
 - You have 50meg of network drive space
 - You can check on the status of any computer problem by checking [Keystone](#) which can be reached at the following web address: <http://agnew.vpha.health.ufl.edu/keystone>
- Gatorlink
 - GatorLink is a computer ID and suite of services (e-mail, computer lab use, internet dial up access, and space for web pages: go to <http://help.gatorlink.ufl.edu/acctinfo.html> for details) which allow access to a variety of UF campus computing resources. Every student, faculty and staff member is encouraged to get a GatorLink ID. Some free services (see above list and link) are available to students, faculty and staff. Other campus services require a GatorLink sign on to *authenticate your identity* and there are also some fee-based services (see above link for details).
 - Your username should be the same as your network username; if this does not work, contact the ITC Customer Support Center.
 - Your **initial** password is the first letter of your last name and the last four digits of your social security number. This password must be changed before you can access any [Gatorlink services](#). To change your password, go to the www.gatorlink.ufl.edu website and click on the CHANGE PASSWORD link near the top of the page. Then follow the directions on the screen.
 - If your department does not set your Gatorlink account up for you, you will need to create your own account. Your PIN is initially set to the month and day of your birth (i.e. 0822 for August 22nd). To change your pin, go to the Gatorlink website, www.gatorlink.ufl.edu and click on the CREATE YOUR OWN link. Towards the top of the page click the link to change you PIN and follow the directions on your screen.
- E-mail
 - Addresses
 - username@vpha.health.ufl.edu is your office e-mail account
 - username@ufl.edu is your Gatorlink internet e-mail account which you can check through HSC Webmail: <http://webmail.health.ufl.edu/>
 - Pegasus Mail (for checking your office e-mail: username@vpha.health.ufl.edu) will install the first time it is used
 - See Pegasus Training manual for independent instruction (check back later for a link)
 - Sign up for Pegasus mail training if you need further instruction (check back later for a link)
 - HSC Webmail (for checking your Gatorlink e-mail: username@ufl.edu)
<http://webmail.health.ufl.edu/>
 - This is an account, if not forwarded, that you can check from home or on any internet connected computer. If you would like to forward this account:
 1. Go to www.gatorlink.ufl.edu
 2. Click the Modify link at the top of the screen
 3. Log in with your Username and Password
 4. Click on the E-mail Forwarding link on the top left of the screen
 5. Click the blank box and type the e-mail address you would like to forward your webmail to (usually this goes to your office account; username@vpha.health.ufl.edu)
 6. Click the Forward Mail button
 7. To stop forwarding your mail, repeat these steps, but click the Do Not Forward button
 8. Click the Quit link at the top of your screen.
 - See HSC Webmail Training manual for independent instruction (check back later for a link)

- Sign up for HSC Webmail training if you need further instruction (check back later for a link)
- Phone
 - Phone Number: Your office phone number should be listed on your phone. If not, contact your supervisor
 - Phone mail instructions that *might* work for you:
 - Dial the messaging service system at: 9,334-1200
 - Type in your password (2 and your extension)
 - Press 4 to change your personal options
 - Follow prompts to change your greeting and other options.
 - Other phone numbers you might find useful:

CIRCA	392-HELP
HealthNet	392-7383
ITC Help Desk	392-3900
Main UF Operator	392-3261

Marie Walker (phone issues)	392-7270
Shands OLAN	395-0526
Shands Operator	395-0111

Office Applications

- Your computer, as set up by the IT Center will have various drives “mapped.” This means your computer will point you, via the My Computer, to network places you might find useful. For instance your personal drive is mapped [W:], as well as a “shared” drive [S:]—in this shared drive you can store a file and others will have access to it.
- Your document files and e-mail will be stored in your personal network directory (W:) when you open My Computer, look for your username. Here you can create different folders to suit your needs. Remember you have a 50 meg space limitation on your network drive. This should give you plenty of room for documents—large downloads will fill your drive up quickly, so be sure to delete the setup file after you install your program. If you do find that you need more than the allocated 50 meg, contact the IT Center’s Customer Support
- MS Word has a feature called AutoRecovery which, as the name indicates, automatically recovers your document if the computer crashes, the power goes out, etc. The location that these files will default to will be your personal network drive. Typically, when the AutoRecover feature is turned on, Word automatically opens any recovered documents when you restart Word after a power failure or similar problem.
- When Word starts and you change the “Normal Template”—the way Word opens each time: margins, font, spacing, and such—you will be prompted to *save* the “Normal Template”. You can do so, but make sure you save it to your “User template folder” [W:\msoffice\templates]
- If you are an Excel user, be sure to set the AutoSave feature:
 - Start Excel and click on TOOLS and then ADD INS
 - Click the box next to AUTOSAVE
 - Click on TOOLS and then AUTOSAVE
 - Here you can configure options such as how often your document is saved, if you want to be prompted each time, and if you want just your active workbook or all open workbooks saved
- NERDC
 - Look on the www.nerdc.ufl.edu if you need access to NERDC applications
 - Check with your Department Contact for access.
- Keeping your files on the network drive has many advantages. If your computer harddrive crashes, you will not lose critical data. Also, if you have an internet connection at home, you can access your personal drive. The address is: <ftp://username.vpha.hsc.ufl@ftp.med.ufl.edu/>. Note that there is a period before your username. You will be prompted for you username—DON’T CHANGE THE ONE THAT POPS UP!!!—and your password (this is your network password). You’ll need right click the document you want to work with and “copy to” your computer. Otherwise you’ll be doing a lot of waiting. When you are finished with the file, you can FTP it

back to your personal directory (this is easy using Netscape: FILE, UPLOAD FILE and then navigate to the file you want to upload and send it on it's merry way).

Other Tidbits

- Parking
 - First, good luck
 - Go to <http://www.bsd.ufl.edu/Parking/> and click on DECALS for pricing info. Blue is the closest parking to the HSC. Official Business will allow you to park in Orange and Blue lots.
 - You can also click on the CAMPUS map for limited info on parking. The parking office (trailer) is located on the right hand side of NorthSouth drive, a block or so off of Archer road. There are some pretty good campus/parking maps there.
 - For information on parking for people with disabilities go to the [ADA website](#).
- Gator 1, ID Badge
 - For info go to: http://www.bms.ufl.edu/Pages/bms_gator_1.html
 - Your department should set an appointment for you to have your picture taken for the ID.
- Organizational Chart see [UF Who's Who](#)
- You will run across quite a few acronyms in your daily work life here are a few:\

ARB	Academic Research Building
BMS	Biomedical Media Services
CIRCA	Center for Instructional and Research Computing Activities
HSC	Health Science Center
HSCJ	Health Science Center Jacksonville
ISIS	Integrated Student Information System
ITC	Information Technology Center
MSB	Medical Science Building
NERDC	Northeast Regional Data Center
OIT	Office of Information Technology (now ITC)
TRIPS	Travel Reimbursement???
MSB	Medical Science Building
1329	Administration Building
UFBI	University of Florida Brain Institute