Useful information for staff and researchers

An overview of the Information Services Group (ISG) run services at the University of Edinburgh.

https://information-services.ed.ac.uk

University Login (UUN)

Your University Login (formerly 'EASE') provides access to various restricted resources. If you do not know your University Login, or you need help with registering, please talk to staff at one of the EdHelpdesks in the libraries or contact IS Helpline staff using the details on the last page of this publication. Please provide your UUN, full name and date of birth.

Use your University Login to use the open access computers around the University and to get into the University portal MyEd.

www.myed.ed.ac.uk

Access from off campus

Most online resources can be accessed anywhere in the world by entering your University Login details when requested. However you may need to set up a VPN (Virtual Private Network) connection to access central filespace, a small number of online library subscriptions (journals, databases *etc*) and restricted websites when off campus.

www.ed.ac.uk/is/vpn

University cards

Your University card is used for identification, library services and access to entry control buildings. To find out or change the PIN associated with your card go to the Card PIN channel on MyEd. More information:

www.ed.ac.uk/is/card

Accessibility

Accessible computers are available in certain open access areas. For information on assistive technologies and other related resources:

information-services.ed.ac.uk/help-consultancy/accessibility/assistive-technology/pcs-campus

Your own computer

Information about centrally run computing services

https://information-services.ed.ac.uk/computing

Working from home (and elsewhere)

Remotely access services, computers and file stores from outwith the University:

www.ed.ac.uk/is/off-site-working

Anti-virus

University managed desktops have anti-virus software installed.

www.ed.ac.uk/is/anti-virus

Information Security

Protect yourself against information security threats and understand your responsibilities for this at work.

www.ed.ac.uk/infosec

IS Helpline service alerts and announcements

See known and planned issues. There is an X feed too (see the last page of this publication).

www.ed.ac.uk/is/alerts

Wireless

The secure wireless/WiFi network for University of Edinburgh is called eduroam. Before connecting to eduroam you must configure your device. If your device can successfully connect to eduroam within the University you should not need to make any changes to use your device at other institutions which support eduroam.

information-services.ed.ac.uk/computing/desktop-personal/wifi-networking

IT Support for Staff

IS Helpline staff assist University staff with problems about ISG run IT and e-learning services. Some Schools operate a Local School Helpdesk.

www.ed.ac.uk/is/helpline

IT Support for Students

EdHelp is the portal for students to submit requests for help with IT, Library, Student Finance and Student Administration services.

edhelp.ed.ac.uk

eduroam

Eduroam (JANET Roaming Service) provides access to the internet, without having to register for another username and password, when you visit participating institutions. For countries and institutions that use eduroam:

eduroam.org

Publishing your research

Open access

Help and advice on making your publications open access, including available funding:

www.ed.ac.uk/openaccess

Pure is the University's Current Research Information System (CRIS) and is also used to populate Edinburgh Research Explorer the public view on the University's research activity (see Publication lists below).

library.ed.ac.uk/research-support/research-information-management/pure

Edinburgh Research Archive (ERA) is where theses awarded by the University of Edinburgh are available. ERA accepts other open access output:

www.era.ed.ac.uk

Open journals

A Library-led service for University of Edinburgh academic staff and student groups to publish Open Access books and journals.

http://journals.ed.ac.uk/

Publication lists

Research activity and profiles of University of Edinburgh staff is presented in Edinburgh Research Explorer:

www.research.ed.ac.uk

Research Data

Finding research data

The Research Data Service provides guidance on sources of research data sets:

library.ed.ac.uk/research-support/research-data-service/during/discover-and-re-use-data

Managing, sharing and storing research data

For guidance and support in managing, sharing and preserving your own research data see:

edin.ac/research-data-service

Edinburgh DataShare is a multi-disciplinary, online digital repository of research datasets produced at the University of Edinburgh. The DataVault is a long-term retention service for archived "golden copy" research data.

datashare.ed.ac.uk

library.ed.ac.uk/research-support/research-data-service/after/datavault

Libraries

You can use any of the ISG managed Edinburgh University Libraries at each of which there is a staffed EdHelpdesk. Access to DiscoverEd and information about opening hours, borrowing allowances, *etc* from MyEd's Library tab and:

https://library.ed.ac.uk

Use DiscoverEd to search the Library's print and online collections (books, journal titles, journal articles, and more). Sign in to DiscoverEd for more detail and for services only available to University staff and students:

http://discovered.ed.ac.uk

Library Subject Guides

Guidance on getting the best out of the library with information on finding academic literature, referencing and more. Each written with different subject areas in mind:

edin.ac/library-subject-guides

Recommending Library purchases

If there is a book, video, *etc* which the Library's Collections could usefully make available for general research reading, request its purchase via the online book recommendation form for staff:

edin.ac/book-recommendations

To request a book, video *etc* for teaching purposes, please use the Resource List service (see Reading List software below).

To recommend a journal or other subscription resource, contact your Academic Support Librarian (see below).

Reading List software

The Resource Lists service allows easy assembly of online reading lists with links to relevant DiscoverEd records or online resources. Usage information is available. Resource Lists are also how to request The Library buys new books, videos *etc* for teaching purposes.

Information - **www.ed.ac.uk/is/resource-lists**

Resource List website - **http://resourcelists.ed.ac.uk**

Academic Support Librarians

If you want advice about, or to comment upon, library resources or services, to suggest purchases or get library-run training or support for you or your students, please contact the Academic Support Librarian assigned to your School or Deanery:

library.ed.ac.uk/academic-support-librarians

Inter-Library Loans for document delivery

If the Library does not have what you want, library staff can try to get it for you on Inter-Library Loan (I.L.L.). University staff have 30 free I.L.L.s per year, after this allocation is reached there is a fee of £5 but your School or Deanery may cover the cost:

edin.ac/inter-library-loans

Reciprocal library borrowing schemes, *e.g.* SCONUL Access

If you are visiting another UK University, you may be able to borrow from its library using the SCONUL Access scheme (for possible network access, see the eduroam section above). Participating institutions are on its website, as is the form you need to join:

www.sconul.ac.uk/sconul-access

Heritage Collections

Special Collections (including University Archives), Lothian Health Services Archive and Museums Support operate as Heritage Collections. Contact staff there to use the collections for your own research or to integrate them into teaching:

library.ed.ac.uk/heritage-collections

Equipment loans

Collected from and returned to the Main Library, the Learning Spaces Technology team support equipment loans include cameras, tripods and graphics tablets. Follow the *Audio Visual and Multimedia* link from:

information-services.ed.ac.uk/computing

Multimedia facilities

Resources including graphics and video editing software and scanners and are available from uCreate PC areas on the first floors of the Main Library and the Noreen and Kenneth Murray Library (Murray Library). Poster printing (including A0 printing) in the Main Library and the Murray Library.

library.ed.ac.uk/ucreate

The uCreate Studio is in the Main Library with a Mini-Makerspace in the Murray Library. Available to use and, in some cases, to borrow are 3D printers & scanners and virtual reality, cutting & milling and electronics equipment and more. The Makerspace team run inductions, workshops and other events.

www.ucreatestudio.is.ed.ac.uk

Learning Technology

Advice on online learning software, including Learn, other Virtual Learning Environments (VLEs), lecture recording and virtual classroom environments. Also tools for assessment and feedback, accessing coding environments, in-class electronic voting, surveys, plagiarism detection, digital portfolios.

The Learning Technology team make available advice and guidance on teaching remotely and on assessment continuity a well as training and support resources for the main learning technology services.

information-services.ed.ac.uk/learning-technology

Courses and support for all

There are centrally run workshops and other sessions on a range of topics and software. These sessions may be open to staff and/or students and are advertised on Events for which see the MyEd Events channel or:

www.events.ed.ac.uk/

See also:

IS Digital Skills and Training pages:

www.ed.ac.uk/is/skills

And on the IAD (Institute for Academic Development) webpages:

institute-academic-development.ed.ac.uk

And the University's Careers Service:

careers.ed.ac.uk

Contacting Information Services

Staff with a learning technology, IT or Library enquiry, please contact the IS Helpline:

information-services.ed.ac.uk/help-consultancy/contact-helpline

Email: **IS.Helpline@ed.ac.uk**

Phone: **+44 (0)131 651 5151**

Follow: **IS Helpline Alerts@isalerts - https://x.com/isalerts**

Students should use EdHelp:

www.ed.ac.uk/edhelp

Some Schools provide IT support for their staff:

information-services.ed.ac.uk/help-consultancy/contact-helpline/local-school-helpdesks

There is an Academic Support Librarian for each School or Deanery:

library.ed.ac.uk/academic-support-librarians

There is a Helpdesk in each of the IS managed libraries:

edin.ac/library-locations

v.Apr25