

## **The use of Personal Computers on UWA Business School**

Personal computers are not allowed onto the LAN (wired network) for security reasons, so personal laptops need to use the wireless networks on campus.

The following will help you prepare for any visitors who need internet access whilst at the Business School.

### ***Eduroam wireless network***

Is the secure, world-wide roaming access service developed for the international research and education community. Eduroam allows students, researchers and staff from participating institutions to obtain Internet connectivity when visiting other participating institutions.

**Step 1** – Find out if the visitor's university or organization is part of Eduroam. It is preferable to get your visitor to talk to their IT Department before they leave to find out whether they have Eduroam access and what their username and password would be.

If they arrive on campus and have not done so:

- a) Go to the visitor's home institute's website and search for "eduroam", if the institute is a member of Eduroam it will provide details on how they should setup their computer to make the connection and what username and password they need to connect. It is usually their email address with their normal password, but not always.
- b) Or search for their institution on this Website:  
<http://www.eduroam.edu.au/where-is-eduroam.html>

**Step 2** – Visitor connects to Eduroam for Internet access

- a) For Eduroam configuration, please visit <http://www.is.uwa.edu.au/it-help/access/wireless/eduroam/staff-student>

\*If they have any difficulties, please contact helpdesk on ext. 7888

### ***Unifi wireless network (UWA Sponsored I.T Guest)***

**Step 1** – If the visitor will be here for an extended period of time, you can arrange for your visitor to have “category 2 status” with HR, please talk to your admin staff about this.

They will need to fill out a “Commencement of non-university staff” form available from

[http://www.hr.uwa.edu.au/\\_\\_data/assets/pdf\\_file/0006/2172606/Commencement\\_of\\_Non-university\\_Staff.pdf](http://www.hr.uwa.edu.au/__data/assets/pdf_file/0006/2172606/Commencement_of_Non-university_Staff.pdf)

This will give your visitor a UWA staff number, allowing them to connect to Unifi. (Please be aware that this may take a few days to be processed via HR).

**Step 2** – Once they have a staff number they need to activate their pheme account at

[https://www.pheme.uwa.edu.au/ValidateUser.aspx?action=Activate\\_Account](https://www.pheme.uwa.edu.au/ValidateUser.aspx?action=Activate_Account)

**Step 3** - They can now try connecting to Unifi with their staff number and pheme password. Leave the domain field blank.

\*If they have any difficulties, please contact helpdesk on ext. 7888

### ***Unifi wireless network (Un-sponsored I.T Guest)***

This account can be created if the visitors do not have Eduroam access or cannot be sponsored by the University.

**Step 1** - Logon to <https://uwa.service-now.com/>

**Step 2** - Select Service Catalog from the left navigation

**Step 3** - Select Unifi Guest Single User Account OR Unifi Guest Conference Accounts (Bulk)

**Step 4** - When requesting, please include the following information:

- First name:
- Last name:
- Start Date:
- End Date:
- Email address:
- Mobile Number:
- Company:

**Note:** Details of the account will be sent directly to the user via SMS and email. Therefore a Mobile Phone Number is required.