

What you need to do when you first start working in the Geomatics Department

Welcome at Geomatics!

The Departmental LITE has set up a computer for you, the best spare PC at that time. She has installed the Operating System, the standard applications (e.g. Microsoft Office2003, Acrobat Reader 7, Eudora 6.2, FileZilla, WinZip, VirusScan 7.1) and the printer in your area. If the Operating System on your PC is Windows 2000 Professional or Windows XP Professional, you will have an allocated user name and password. Please change your password when asked and do not change the administrator password!

It is the University Policy that all staff, students and visitors use Eudora as the email application. To set up the email password and to log onto the domain (unimelb or student) you will need to go on the University website: <http://accounts.unimelb.edu.au> and to follow the instructions on the screen.

Should you need some specific applications to be installed, please contact your LITE. If the Department has licences available, the application will be installed for you. Otherwise you will need to get approval from your supervisor (if a postgraduate student) for the acquisition of that particular licence/software package. Please provide your LITE with an account number (if staff and postgraduate student).

Should you require a better system, please talk first with your supervisor (if a postgraduate student) the possibility of budgeting of a new PC. The Department has from time to time spare computers (that are not new) and your LITE will re-allocate them to students in accordance with the waiting list. To register your name on the waiting list please send an email to your LITE, providing reasons for the requirement.

Please address all your IT-related enquiries to your LITE Representative (see main page for contact details).