




# IT Quick Start for Staff


## GETTING HELP

 01642 342220 Business Hours  
0330 024 0153 Out of Hours

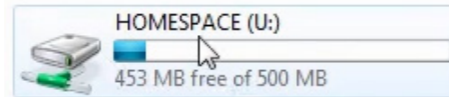
 e: [ithelp@tees.ac.uk](mailto:ithelp@tees.ac.uk)  
w: <https://ithelp.tees.ac.uk>

 Athena Building Reception  
Centuria Building H1.02  
Clarendon Building CL2.51  
Europa Building IT1.13  
Stephenson Building IC1.48  
Middlesbrough Tower M1.25

 <https://www.tees.ac.uk/campusmap>

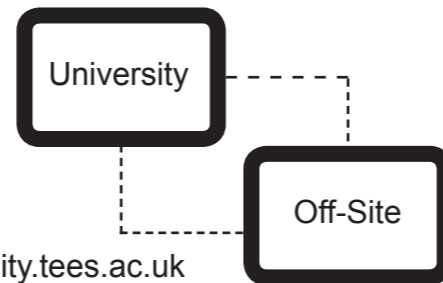
 Mon - Thurs 08:30 - 17:00  
Friday 08:30 - 16:30

## SAVING YOUR WORK



Remember

- Save only to U Drive
- Use Folders & Descriptive Names



<https://unity.tees.ac.uk>

## WARNING

USB Memory Sticks  
Portable Hard Disks

To...  
Cc...  
Subject

**SAVE your email ATTACHMENTS to your HOMESPACE before you make CHANGES!**

## EMAIL

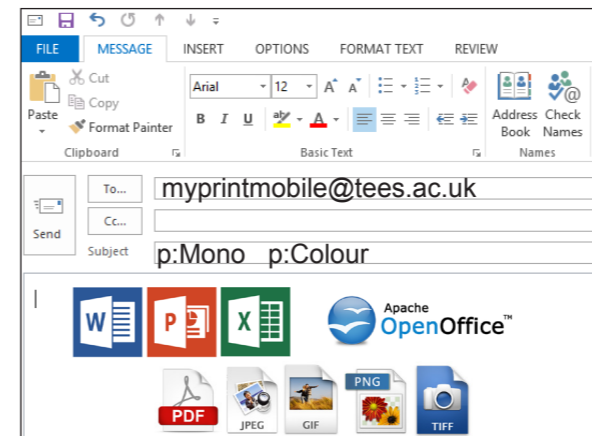


[t.bloggs@tees.ac.uk](mailto:t.bloggs@tees.ac.uk)

<https://stone.tees.ac.uk>

## PRINTING (MYPRINT)

	A4		A3	
	Simplex	Duplex	Simplex	Duplex
Mono	4p	7p	8p	14p
Colour	12p	23p	24p	46p



Make sure you SIGN OUT

## E-VISION



- Apply, Register and Re-enrol
- Edit your details
- Confirmation of attendance (SLC)
- Graduation Ceremony
- Council Tax Certificate
- Enrolment letters
- Results and Assessments
- Request / Receive a CAS Number for renewing your VISA
- Passport / Visa information (overseas students)

<https://e-vision.tees.ac.uk>

## NOTES

## TEESSIDE UNIVERSITY SMART CARD

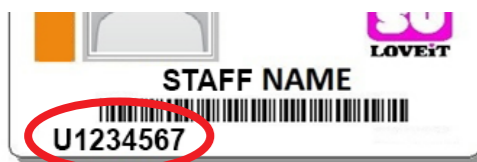


<https://mytusc.tees.ac.uk>

## LOGIN PROCESS

Remember

- Change Password
- Register Security Details



<https://mylogin.tees.ac.uk>

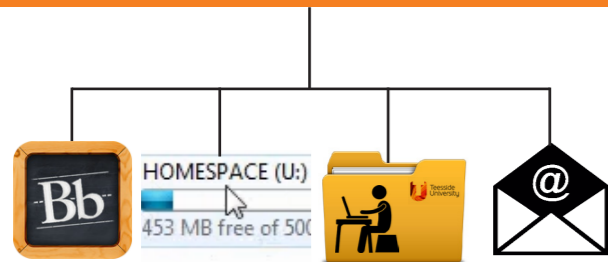
# IT Quick Start for Staff

## BLACKBOARD (E-LEARNING)



<https://eat.tees.ac.uk>

## UNITY



<https://unity.tees.ac.uk>

## FREE SOFTWARE



<https://ithelp.tees.ac.uk>

## CASHLESS CATERING



**NO TRANSFER between Accounts**

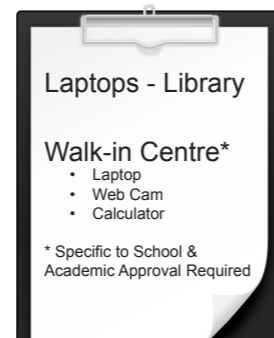
## WI-FI (EDUROAM)



Username: t.bloggs@tees.ac.uk  
password: XXXXXX

<https://ithelp.tees.ac.uk>

## EQUIPMENT LOAN



## SELF HELP



<https://ithelp.tees.ac.uk>

## IT POLICY



<http://url.tees.ac.uk/pol.htm>

## COMPUTER SECURITY

### WARNING

**REMEMBER to Logout**  
**NEVER let others use your account**  
**STORAGE for Academic Use ONLY**  
**REMOVE Memory Stick / Portable HD**

## NOTES