Union

IT GUIDELINES AND PROCEDURES

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Reviewed and Amended by Academic Board December 2018

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Reviewed 29/11/2022

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1. UST PORTAL

UST portal page has access to our email, Union Cloud, library. These can all be accessed at
www.ust.ac.uk/students/student-portal

2. EMAIL

E-mail facilities are provided for all students for the duration of studies at the School and afterwards. Your e-mail address will be: 'your-name'@UST.ac.uk. E.g. jamesjones@ust.ac.uk.

UST staff will use your e-mail address to contact you regarding your studies and any matters relevant to you. You must therefore check your UST mailbox daily.

Whilst using the e-mail facilities please remember to do so in a manner that will not bring disrespect to UST. Do not attempt to send e-mail in anyone else's name or to send mail which is abusive, threatening or contains bad language.

3. UNION CLOUD

Union cloud Is accessed using your email account this will give access to UST's course management system, Union Cloud. Resources and vital information for programmes are provided on Union Cloud, as well as regular messages to give you new information, updates and reminders. This is an important means of communicating with you, especially if you study at a distance, and it is your responsibility to log into Union Cloud at least once a week during term-time to check for programme

information. Failure to access the Union Cloud will not be accepted as an excuse for not meeting deadlines or any other requirements of the programme which have been explained via Union Cloud.

4. COMPUTERS

There are Desktops available for use in the library.

5. WIRELESS ACCESS

UST operates a wireless network that is monitored. All network traffic is monitored. UST operates an acceptable use of internet policy that applies to all that use UST's Services.

To access the wireless network please use the details below

Access point name   Access code

User account details

Cloud Username

Password

UST emails username

Version	Author	Review Date	Reason for change	Equality Impact Assessment check (and comment)	AB Approval date *
1.3	Iain McGee	Nov 2022	No changes	Checked	29/11/2022