

# Staff Update

Exclusively for staff at The University of Manchester



## MANCHESTER GOLD STAFF MENTORING PROGRAMME

The University is offering a new group of staff the chance to learn from more experienced colleagues, as part of the Manchester Gold Staff Mentoring Programme.

The programme, which has been running for more than seven years, offers staff the chance to benefit from a mentor for a seven-month period.

It is available to all staff – whether academic, technical or administrative. And Denise Fieldhouse, Staff Development Adviser with the Staff Training and Development Unit, says the one-to-one support can help staff to significantly enhance their skills.

“Those who have taken part in the scheme in the past say having access to a mentor has really helped them to develop skills and gain confidence – as well as helping them to make decisions about their future career,” said Denise.

“Mentoring offers staff the chance to talk to someone whose role is outside their direct work area, and offers the chance for staff to network and learn more about the way the University works.”

As well as the benefits offered to the mentees, senior staff who have acted as mentors in the scheme say they have gained greatly too.

Mike Shore-Nye, director of University’s Sport, Trading and Residential Services (STARS), says he found the role personally and professionally rewarding.

“The process offers mentors an opportunity to learn about the challenges facing other areas of the

University and the ability to use and develop their listening and coaching skills,” said Mike.

“I found the whole process very rewarding on a personal level and found a great deal of satisfaction in watching my mentee grow in confidence as I supported them through the scheme.”

The scheme is managed jointly by the MLP, Careers and Employability Division and the Staff Training and Development Unit. And staff can now apply to be mentors or mentees.

During a seven-month period mentors and mentees usually meet up around four times. And the time commitment is estimated to be around 20 hours.

A number of information sessions are being held around the campus to enable staff to find out more about the scheme. The sessions will be held between 12.15-1pm, on Wednesday 4 February, in Room 5.7, Crawford House, Booth Street East (Careers Service); on Monday 9th February, in Room 3.2, Roscoe Building, Brunswick Street; and on Thursday 12 February, in Room F002, Renold Building, off Sackville Street.

Further information is available by emailing Denise. fieldhouse@manchester.ac.uk or can be found at [www.staffnet.manchester.ac.uk/employment/training/mentoring/manchestergold](http://www.staffnet.manchester.ac.uk/employment/training/mentoring/manchestergold)

## UNIVERSITY SIGNS AGREEMENT TO RECRUIT LOCAL STAFF

The University is spearheading a bid to employ more staff from surrounding communities, as part of its commitment to the Manchester City South Partnership.

The Partnership is a new development agency for Manchester which has been set up to drive the knowledge economy and create employment opportunities for people in communities close to the Oxford Road corridor.

It includes the University, Manchester Metropolitan University, the Central Manchester and Manchester Children’s University Hospitals NHS Trust, Manchester City Council and the North West Regional Development Agency.

And it has now officially signed up to a Local Employment Partnership Agreement, which was also signed by Minister for Employment and Welfare Reform Tony McNulty (pictured at the launch).

“Local Employment Partnerships are excellent news for the local community,” said Mr McNulty. “Each agreement is different, tailored to the needs of the individual employer and with the right training and support, people who have previously been on benefits can get back to work.”

“The Manchester City South Partnership is beginning to make a real difference to unemployed people in this area of Manchester and I hope their success continues.”

The Partnership has launched a one-year pilot project with not-for-profit recruitment agency, Aspire, to widen the pool from which partners recruit temporary staff. In the first month of the project 24 local people have been recruited.

More information about the project is available from Alan Davies at Aspire, on **828 3270**.



## FACTS AT YOUR FINGERTIPS

Enclosed with this month’s Staff Update is the 2009 edition of Facts and Figures, which is the definitive guide to university information and statistics.

Alternatively, a PDF version of Facts and Figures can be found at [www.staffnet.manchester.ac.uk/factsandfigures](http://www.staffnet.manchester.ac.uk/factsandfigures)

FURTHER YOUR CAREER WITH

# TrainingUpdate

SEE INSIDE...

## WELFARE TEAM MAKES SURE HALL'S WELL FOR NEW STUDENTS

Creating communities can take years – but not for Brendon Jones and the pastoral care teams in the Halls of Residence.



Every year more than 9,000 students arrive at the University's complex of catered and self-catering residences, with many living away from home for the first time.

The transition to independent living – learning about the practicalities and dealing with pangs of homesickness – can be tough. But the team of specially-trained tutors and wardens at the halls are constantly on hand to make sure students settle in.

As well as offering advice and a listening ear, the pastoral staff work hard to help arrange the vibrant social and sporting scene that makes the Halls so popular. And within weeks the sense of the community in the Halls is strong, sparking friendships and memories that will last a lifetime.

Brendon, General Manager for Pastoral Care, believes the strength and quality of the support offered to students increases the University's retention rate.

And he prides himself on the strength of the communities that are created within such a short space of time.

"Each year we are supporting the building of a community that last for 40 weeks, which is quite a difficult job," said Brendon, who was a tutor at Woolton Hall as a post-graduate student, before becoming Deputy Warden and Warden, before taking on his current role.

"We have to build it really quickly as we want to get the sporting teams out playing and to make sure the social events are ongoing.

"We provide a really important service in the halls of residence because we ensure that first year students settle in to their residences, and settle in to university life and life in Manchester. This definitely helps with retention.

"Inevitably some people will leave. But having people on the ground we can quickly pick up somebody who is unhappy and have a chat with them. If people are struggling with homesickness sometimes they just need somebody to listen."

Many of the tutors – who have to take part in a two-day training course – are postgraduate students, who are close enough to the student experience to be regarded like an older brother or sister.

And they are able to give residents all the help and advice they need or sign-post them to other university services, such as student support, counselling services or academic departments.

"The halls of residence really are a stepping stone between home and moving into the local community and are a valuable experience for students," said Brendon.

"A lot of tutors are post-graduate students who are almost like big brothers and sisters and are able to give advice.

"They are there to provide support and back-up to students. And they work closely with the counselling service and student support and services."

## OBITUARIES

### Ronald Thomas Unsworth

Former Olympic athlete Ron Unsworth has died at the age of 85 having been a supporter of student sport at Manchester for many decades.



Ron came to Manchester in 1942 to study history, but interrupted his studies to serve for a period in Burma, before returning and graduating in 1948.

Whilst a student he was a member of the Football Rugby Union clubs as well as being President of the Athletic Union.

Ron remained President of The University of Manchester Athletic Union until its integration within the department of SPORT, in 2004. And in recognition of his commitment to student sport he was made an Honorary Companion of the University in 2001.

Director of Sport Alison Odell said: "His contribution will not be forgotten and his legacy will live on through the success of sport at The University of Manchester."

### Dr Cristina Merlotti 1957-2008

Dr Cristina Merlotti, who worked as a Research Business Manager in the Faculty of Life Sciences, has died.



Cristina initially trained as a chemical engineer at the Pontifical Catholic University of Rio Grande do Sul, in Brazil, and worked at a government institute in Brazil on projects designing wastewater plants.

But in 1987 a love of biology brought her to the University to study for a PhD, under the supervision of Steve Oliver.

Since then she has worked predominantly at the University, with the addition of some time at the State University, Brazil, and the National Institute of Child Health and Human Development, in the United States.

And in 2003, she was appointed to the newly created role of Research Business Manager.

Cristina, who held dual Brazilian and Italian citizenship, was a strong advocate of the internationalisation of higher education and biological research. And she supported many colleagues in applying for cross-border funding.

Colleagues say she gave great support to researchers in the early stages of their careers, recognising that for many the initial steps as an independent researcher often defined the future.

They say she was always willing to help others and that she was widely regarded by those that worked with her as "a superb colleague".

Cristina leaves a husband, Simon, a son Eduardo and a seven-month-old grand-daughter, Isabella.



## KEEPING AN EYE ON HEALTH

Free eye examinations are available in the student teaching clinic at the Vision Centre in the Moffatt Building.

The clinics run on a Monday, Wednesday and Thursday mornings. And anyone who purchases glasses through the teaching clinic is eligible for a 20 per cent discount.

To make an appointment contact the Vision Centre reception on 306 3860.



## SEARCH FOR DENTAL CARE ENDS ON CAMPUS

Members of staff who are not currently registered for treatment with a general dentist may be able to receive free care from students in the School of Dentistry.

No charge is made for any treatment provided by students, which is supervised closely by qualified staff. And a dentist will assess whether any staff member is suitable for student treatment in advance.

Further information is available from the School of Dentistry on 275 6780.



## COMPUTER SCIENTIST HONOURED BY MICROSOFT

Leading Computer scientist Professor Carole Goble has been recognised for her work on the application of technology to scientific insight and innovation.



Professor Goble, from the School of Computer Science, picked up the \$20,000 Jim Gray eScience Award at the 2008 Microsoft eScience Workshop, in Indianapolis.

Awarded by Microsoft External Research, the award is designed to recognise the achievements of a researcher or scientist in the application of computing technology to scientific insight and innovation.

Tony Hey, corporate vice president of Microsoft External Research, said Goble was chosen for the award because of her work to help scientists undertake data-intensive science.

As director of the UK's myGrid project ([www.mygrid.org.uk](http://www.mygrid.org.uk)), Prof Goble has helped create Taverna open source software that allows scientists to analyze complex data with a standard computer.

Carole Goble is pictured with Daron Green, senior director of eScience at Microsoft Research.

## GRAY'S MATTER FOR MEDICAL EXPERT

One of the University's medical experts has written a section of the latest edition of the world's leading medical text book, *Gray's Anatomy*.

Professor Alan Crossman, from the Faculty of Life Sciences, has edited the neuroanatomy section of the new 40th edition of the book, as he did for the 9th edition.

Professor Crossman is pictured receiving a presentation from Michael Hansen, CEO of Elsevier, Health Sciences Division.

## £260K FELLOWSHIP AWARD FOR FAY

Fay Bradley, a researcher from the Centre for Innovation in Practice in the School of Pharmacy and Pharmaceutical Sciences, has been awarded a highly competitive National Institute of Health Research (NIHR) training fellowship.

The £260,000 award will provide three years' full-time funding for Fay to undertake a PhD, which will explore inter-professional collaboration between community pharmacists and general practitioners.

NIHR research training fellowships are aimed at individuals of outstanding potential early in their research career. Just 12 research training fellowships were awarded nationally.



## KATHY RANKS AS ONE OF WORLD'S MOST ENDURING SKIERS

Dr Kathy England has become one of just three women in the UK to complete a gruelling series of 10 long-distance cross-country ski races.

The Worldloppet Ski Federation operates 15 races in Europe, America, Asia and Australia – ranging between 42km and 90km.

Kathy has completed 10 of the races over the past eight years, which have each taken her to a different country – including events in Germany, Austria, Canada, Norway and Australia

And completion of the 10th race – the 42km Kangaroo Hoppet, in Australia, earlier this year – qualified Kathy for the title of Worldloppet Gold Master.

There are 27 Worldloppet Masters in the UK – just three of which are women. And Kathy says she intends to add more of the races to her already impressive tally.

"I have always been an outdoors sort of person – and cross-country skiing is just an extension of that," said Kathy, who is Project Support Manager at the University's Photon Science Institute.

"It allows you to be outdoors in the middle of fantastic scenery and just enjoy being out in the winter in a way you can't in any other way. You can easily do 30km in a day and that enables you to get to places you couldn't otherwise reach.

Kathy, aged 45, from Stockport, tries to go cross-country skiing two or three times a year. And when she's back home she trains with fellow members of the Manchester Cross-Country Ski Club using special roller skis, which can be used on hard surfaces, such as tarmac.

## THAI MINISTER SIGNS UP TO SPORTING LINKS WITH UNIVERSITY

Thailand is to train its athletes at sports facilities in the North West ahead of the London 2012 Olympic and Paralympic Games.

Thai Minister of Tourism and Sports H.E Weerasak Kowsurat signed a broad agreement on sporting and cultural links between Thailand and North West agencies – including the University – last month.

The University's World Academy of Sport (WAOs), The North West regional Development Agency and Manchester City Council were behind the move.

## TELEFÓNICA O2 UK APPOINTS MBS PROFESSOR

Professor John Murphy from Manchester Business School (MBS) has been appointed as the new Telefónica O2 UK Chair of Customer Management.

Professor Murphy will take up his position in January 2009 and, over a five year period, will advise and help to enhance the customer service capabilities of the organisation.

"This five year investment really demonstrates how committed the company is to customer service," said Professor Murphy. "In this time I will be able to make a positive impact which will have time to filter right through the company, which employs 12,000 people in the UK alone."

## NEW CYCLE SCHEME AIMS TO MAKE THE CAMPUS GREENER

Travel experts at the University are hoping to prove that two wheels can be as good as four – as part of a drive to make the daily commute a bit greener.

The new Cycle Scheme, which is part of the Green Travel Plan, allows staff to make significant savings on the purchase of a bike and accessories.

As part of the scheme payments for a bike and accessories are taken out of a staff member's gross salary over a 12-month period.

And because those payments are not subject to tax and National Insurance it equates to a saving of around 30 per cent.

For those who don't relish the idea of pedalling to work, the University is also promoting the use of Zippe scooters ([www.zippe.co.uk](http://www.zippe.co.uk)), which cost around £900 to buy and then just 0.2pence per mile to run.

The moves are part of package of measures – which also include the promotion of 21-day parking permits – which are designed to encourage staff to think about the way they travel.

Travel Plan Co-ordinator Andrew Hough said: "We appreciate that not everyone can, but there are a good number of staff who live fairly locally and we want to encourage these people to give it a try.

"We also appreciate that people may not want to do it every day, but with help we are looking at ways to help them to give it a try once or twice a week."

To support staff who decide to use bikes or scooters the University has made significant improvements to the availability of secure cycle parking shelters.

And for those who would like to cycle to work on two or three days a week, there are plans at the University to launch a new flexible parking system.

As part of the plans current holders of an annual parking permit would be able to buy a series of 21 credit 'hit-cards' - that will enable them 21 entries to a car park – enabling them to mix cycling with driving.

Staff will be able to buy a maximum of seven of these flexible permits a year, which equates to access to the car park on an average of three days a week.

Andrew says that as well as producing zero carbon emissions cycling can help staff to stay fit and healthy.

More information about the schemes can be found at [www.staffnet.manchester.ac.uk/stafflife/travel](http://www.staffnet.manchester.ac.uk/stafflife/travel)



## CHEAPER RAIL TRAVEL FOR STAFF

Staff members who need to travel for University business can now benefit from cheaper rail charges through the Virgin Rail Travel Charity Line.

Currently standard return travel between Manchester and London during peak periods, can cost staff around £230.

But by ordering tickets through the Charity Line holders of University ID documentation will be able to travel with discounted Saver tickets, even in peak periods.

That will cut the cost of travel between London and Manchester, for example, from around £230 to just £64.40.

And overall the change could lead to significant reduction in the amount the University spends on rail travel.

Further information about the scheme can be found at [www.campus.manchester.ac.uk/medialibrary/internal-comms/staffnet-news/charityline-how-to.pdf](http://www.campus.manchester.ac.uk/medialibrary/internal-comms/staffnet-news/charityline-how-to.pdf)

or is available by contacting the Procurement Office at [procurement@manchester.ac.uk](mailto:procurement@manchester.ac.uk)



## REVAMP FOR CHANCELLORS

The University's flagship hotel and conference centre has undergone a facelift.

Hotel bedrooms at Chancellors, in Fallowfield, have been revitalised with new soft furnishings, improved lighting and new bathroom flooring.

And in the west wing of the building – formerly the old mansion – four rooms have been transformed into boardrooms, with breakout areas.

## SYMPOSIUM ON SCHOLARLY COMMUNICATION

The John Rylands University Library is hosting a one-day symposium entitled 'The Scholarly Communication Landscape: A Manchester Perspective'.

In recent years, scholarly communication has changed significantly. Finding, analysing and publishing research in a digital form has become commonplace. And such change means that researchers are now faced with a need to understand an increasing number of complex issues.

This symposium – on Thursday 23 April, 2009 - will attempt to clarify some of these issues and to help researchers and support staff more aware of the opportunities that these developments enable and the risks that come with them.

For further details and to register interest, please contact Erica Mackay by emailing [erica.mackay@manchester.ac.uk](mailto:erica.mackay@manchester.ac.uk)

## DATE ANNOUNCED FOR 2009 BOAT RACE

Rowers from the Universities of Manchester and Salford are to go head to head in the Two Two Cities Boat Race on Sunday 10 May, 2009.

The race, now in its 38th year, will take place at Salford Quays, along the traditional River Irwell course, which starts at Sam Platt's Pub and finishes at the Lowry Bridge. The event will also feature the spectacle of Dragon Boat Racing.

Information about the event and how to enter a team in the Dragon Boat Racing can be found at [www.twocitiesboatrace.co.uk](http://www.twocitiesboatrace.co.uk)



# Training Update

Exclusively for staff at The University of Manchester

## STAFF TRAINING AND DEVELOPMENT UNIT – OPEN PROGRAMME

To book a place, go online at [www.manchester.ac.uk/training](http://www.manchester.ac.uk/training) or by email to [courses-stdu@manchester.ac.uk](mailto:courses-stdu@manchester.ac.uk)  
Please provide your full name, and payroll number / date of birth, or there may be a delay in processing your request.

### FEBRUARY 2009

**P29: Building Confidence**

3 February 2009  
10am-4pm with follow up sessions on  
17 February and 2 March 2009, 1.30pm-4.30pm

**HS18: Manual Handling Risk Assessment**

3 February 2009  
9.30am-12.30pm

**HS7: Compressed Gases Workshop**

4 February 2009  
9am-12noon

**HS7A: Cryogenic Gases Workshop**

4 February 2009  
1pm-3pm

**HS7B: Practical Sessions Workshop**

4 February 2009  
3.15pm-4.30pm

**OE2: Pre-Retirement Course**

5 February 2009  
9.15am-5pm

**BF25: Project Management**

6 February 2009  
9.30am-4.30pm

**HS17: DSE Assessment/Workplace Assessment**

10 February 2009  
10am-12pm

**BF41: Speedwriting**

10 February 2009  
9.30am-4pm

**P30: Presentations for Beginners**

13 February 2009  
9.30am-4.30pm

**BF50: Higher Education Institution Seminars**

16 February 2009  
12.30pm-1.45pm

**BF46: Writing in a Clearer Style**

17 February 2009  
2pm-3.30pm

**AP6: PDR-A Briefing for Reviewees (all)**

26 February 2009  
10am-12pm

**P2W: Assertiveness for Women**

27 February 2009  
10am-4pm with a follow up session on  
13 March 2009, 1.30pm – 4.30pm

### MARCH 2009

**MS9: Training in Equality and Diversity Issues (TEDI)**

3 March 2009  
9.30am-1pm

**TL32: Organising Introductions to Academic Articles**

3 March 2009  
2pm- 3.30pm

**BF6: Customer Service for Front Line Staff**

4 March 2009  
10am-4pm

**MS15: Communicating Effectively with Your Staff**

6 March 2009  
10am-4pm

**HS2: Manual Handling**

6 March 2009  
9.30am-11.30am

**HS42: Laser Safety Training**

9 March 2009  
1.30pm-4.30pm

**HS78: IOSH Working Safely**

11 March 2009  
9am-5pm

**HS41: Fire Awareness Training**

12 March 2009  
10am-12.30pm

**HS47: Fire Evacuation Marshal Training**

12 March 2009  
1pm-4pm

**HS26: Safe Use of Genetically Modified Organisms**

12 March 2009  
10am-1pm

**BF37: Business Writing**

13 March 2009  
10am-4pm

**TL22: Introduction to Teaching Learning and Assessment**

13 March 2009  
9.30am-4.30pm

**TL43: Writing Discussion Sections**

17 March 2009  
2pm-3.30pm

**MS53: Developing Excellence in Internal Communications**

19 March 2009  
10am-4pm

**P30: Presentations for Beginners**

19 March 2009  
9.30am-4.30pm

**P42: Interview Skills**

20 March 2009  
9.30am-1pm

**BF25: Project Management**

24 March 2009  
9.30am-4.30pm

**HS30: Safe Use Ladders and Steps**

24 March 2009  
9.30am-12.30pm

**HS35: Accident Investigation**

26 March 2009  
1pm-4pm

**HS85: GM Training for Principal Investigators**

27 March 2009  
10am-1pm

**P32: Presentation Practice**

28 March 2009  
9.30am-1pm

### APRIL 2009

**BF48: University of Manchester Secretaries Workshop**

2 April and 9 April 2009, 2 day course and must be  
available for both dates 9.30am-4pm

**HS3: Office Safety**

4 April 2009  
9.30am-12.30pm

**TL9: Voice Management**

7 April 2009  
9.30am-5pm

**HS42: Laser Safety Training**

20 April 2009  
1.30pm-4.30pm

**MS9: Training in Equality and Diversity Issues (TEDI)**

21 April 2009  
9.30am-1pm

**BF50: Higher Education Institution Seminars**

24 April 2009  
12.30pm-1.45pm

**P26: Speed Reading**

28 April 2009  
9.30am-1pm, with a follow up session on  
19 May 2009, 9.30am – 1pm

**P37: Mind Mapping**

30 April 2009  
9.30am-1pm

### MAY 2009

**P29: Building Confidence**

5 May 2009  
10am-4pm, with follow up sessions on  
15 May and 2 June 2009, 1.30pm-4.30pm

**AP6: PDR-A Briefing for Reviewees (all)**

7 May 2009  
10am-12noon

**HS12: IOSH Managing Safely**

4-day course on 8, 15, 22 and 29 May 2009  
9.30am-4.30pm

**HS42: Laser Safety Training**

11 May 2009  
1.30pm-4.30pm

**HS26: Safe Use of Genetically Modified Organisms**

13 May 2009  
10am-1pm

**MS9: Training in Equality and Diversity Issues (TEDI)**

13 May 2009  
9.30am-1pm

**BF45: Achieving Flow in Writing**

20 May 2009  
2pm-3.30pm

# CLIENT SERVICES TRAINING – CORPORATE AND DESKTOP APPLICATIONS

## FEBRUARY-APRIL 2009

### BLACKBOARD (VIRTUAL LEARNING ENVIRONMENT)

Selection of sessions running throughout, to include:

- Blackboard Introduction

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/bb](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/bb)

### CAMPUS SOLUTIONS (STUDENT ADMINISTRATION)

Variety of sessions running throughout to include:

- Introduction to Campus Solutions
- Assessment and Progression related courses
- Student Records related courses
- Both UG and PG Admissions courses

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/campus)

### DESKTOP (OFFICE APPLICATIONS)

Variety of sessions running throughout to include:

- Getting Started with Computers
- Courses in the various Microsoft Office Applications

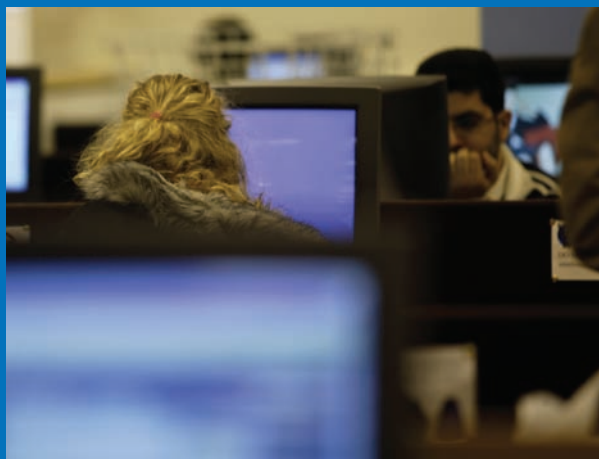
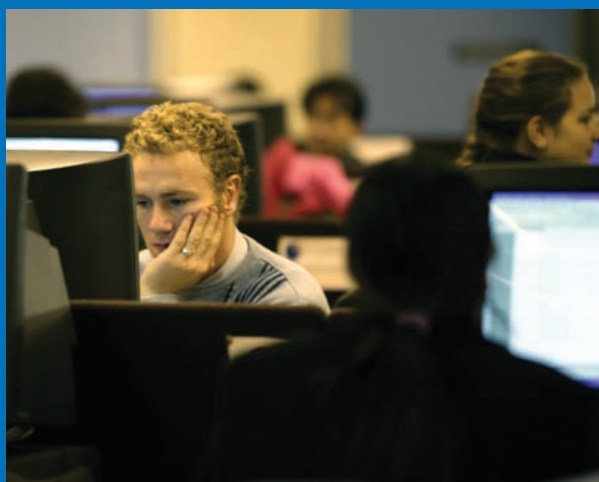
For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff/](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff/)

### DISCOVERER (REPORTING)

Selection of sessions running throughout, to include:

- Discoverer Student Records
- Discoverer Admissions
- Discoverer Remedy Helpdesk

For full courses timetable (updated monthly) and booking information, please see:  
[www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer](http://www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/discoverer)



## LATEST COURSE NEWS

### Microsoft Access and PowerPoint Sessions

We now have new Foundation level training courses for both Access and PowerPoint. Each of these is split across two half-day sessions and both are suitable for users who are either new to these applications, or are in need of a refresher. The content of all of our Desktop training sessions are also mapped to the relevant ECDL exam syllabus, so as to ensure that the course content is also suitable for those studying towards the ECDL (*although it must be noted that these sessions do not replace the actual ECDL training sessions offered by the STDU*). For further information on the Access and PowerPoint courses, please refer to the web link detailed in the 'Desktop' course listing above.

### Blackboard Training

Introductory training sessions on Blackboard are now running regularly each month and are open to all. The new 'Blackboard Introduction' replaces the former 'Blackboard Kickstart' session and so anyone that has previously attended one of these does not need to re-attend. Conversely, anyone who was on the 'Kickstart' course waiting list has now been transferred onto the 'Introduction' waiting list. Further (intermediate level) training sessions for Blackboard are also to be re-launched soon. For more details on all Blackboard training, please refer to the web link detailed in the 'Blackboard' course listing above.

### New Discoverer Pre-Training Requirements

In accordance with the Data Protection Policy of the University, it is now *essential* that anyone attending a Discoverer training course already has their own Discoverer login account. Training logins & accounts are no longer able to be provided and users who attend a session without their own access will unfortunately have to be turned away. For further details on this, along with instruction on how to gain access, please refer to the following link:

[www.itservices.manchester.ac.uk/trainingdocumentation/corpapps\\_access\\_reqs\\_disco.pdf](http://www.itservices.manchester.ac.uk/trainingdocumentation/corpapps_access_reqs_disco.pdf)

## CONTACTS / USEFUL LINKS

### BAS ACCESS REQUEST

This is an online facility whereby you are able to request access to any of the Corporate Applications. When you submit an Access Request a BAS Access Request ID will be generated for you – this is usually a string of zeros with 4 digits at the end. You will sometimes need to have been granted access to a system prior to attending training (see notes above on Oracle Financials and Livelink).

<http://helpdesk.man.ac.uk/cgi-bin/BASUserAccess/controlpanel.cgi>

### Course Enquiries / Bookings

**Email** [training.corpapps@manchester.ac.uk](mailto:training.corpapps@manchester.ac.uk)

**Web** [www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff/](http://www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff/)