

Staff Update

Exclusively for staff at The University of Manchester



GUIDANCE ON HANDLING SENSITIVE DATA

New guidance on handling sensitive data at work is being issued to staff by IT Services.

In the light of increased concerns nationally about the security of sensitive information, the large amounts of sensitive data handled by the University (including staff and student records, NHS records and research) as well as the increasing capacity of small devices to hold vast quantities of data, the University has reviewed, updated and, in some cases, introduced new IT Security policies – these can be viewed at the weblink at the bottom of the page.

To accompany and support the new policies, practical advice and guidance has been produced for all staff on data handling, sensitive data and encryption tools and is available online at:

www.manchester.ac.uk/secure-it

Mike Vale of IT Services, said: "The purpose of the information systems security policies and data handling guidance is not to constrain people working, but to enable them to work securely without putting themselves or the University at risk of disclosing sensitive data.

"This is fully in line with other large organisations. Colleagues who work with other organizations such as the NHS Trusts already have to comply with NHS guidelines on IT security including the use of encryption tools.

"Increasingly as a public body the University will need to be able to demonstrate it is complying with relevant data handling legislation including the Data Protection Act and the Freedom of Information Act."

Along with this issue of Staff Update you should have received a leaflet called "Guide to data handling" if you do not have a copy please visit the website.



IF YOU HAVE TEN MINUTES TO SPARE...

What do you think of your University Library? The John Rylands University Library aims to find out. And, as an incentive, you could win an iPod!

Throughout March, an online survey will be available for all Library customers to give their views on a variety of topics – from customer services through to the Library environment.

There are also questions covering specific aspects of the service which the Library feels are particularly important to its customers – among which, service hours and Library web pages are sure to attract a large number of responses.

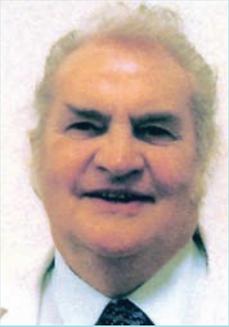
The Survey takes around 10 minutes to complete and will be available from Monday 2 March to Friday 3 April.

To take part, simply go to the Library web site and follow the link from the front page. All responses will be treated as anonymous.

Please contact jrul.survey@manchester.ac.uk if you have any questions about the survey.

www.library.manchester.ac.uk

OBITUARIES



John Davies
1945 – 2009

John Davies joined the University of Manchester in 1969 where he worked until his early retirement in 2007. John joined the Department of Anatomy under Professor George Mitchell as a technician in the anatomy teaching laboratory

He ran one of the largest anatomy teaching facilities in the UK and thus contributed to the education of many thousands of doctors in training, many of whom, now qualified and scattered across the globe, will remember him with affection – and perhaps a little trepidation.

Under the Anatomy Act, the teaching facility was audited annually by HM Inspector of Anatomy and John served under several incumbents of this position. John was invariably complimented on all aspects of his organisation of the facility.

John was held in high regard by his peers in other institutions across the country, with whom he regularly interacted through his membership of the Institute of Anatomical Sciences and, indeed, by all the staff with whom he came into contact at the University.

John was a gentle and private person. His outside interests centred on his family. He was a passionate gardener and a devotee of classic motorcycles and the '60s music of Elvis Presley.

John's funeral took place on 12 February 2009 at the Chapel of Manchester Crematorium, followed by interment in Manchester Southern Cemetery. The service was attended by family and friends and by professional colleagues, past and present.

John was pre-deceased by his wife June. He is survived by his daughter Karen and grandchildren Matthew and Liam.



Professor Ken Green
1946 – 2009

Friends and colleagues have paid tribute to Professor Ken Green, who passed away on Thursday 12 February after a short illness.

Ken was Professor of Environmental Innovation Management and Deputy Director for Strategy and Management at Manchester Business School (MBS). His high profile research included work for DEFRA, the Tyndall Centre, and the Sustainable Consumption Institute.

As a science student at the University in the late 60s – Ken argued that science degrees should include courses on the role of science in society and the dilemmas involved in the application of technology.

He joined MBS in 1971 as a research associate, then in 1973 became a lecturer and key figure in the then Department of Liberal Studies in Science. Professor Rod Coombs remembers him from those days as first a PhD supervisor, and then as a collaborator on many projects.

In 1988 Ken moved to UMIST's Manchester School of Management. Professor Jill Rubery remembers Ken's achievements there: "He set up the School's doctoral training programme, applying successfully for ESRC recognition and took a leading role in the 1991 RAE, when it achieved the top grade for research."

Professor Michael Luger, Director of MBS, noted that Ken's natural leadership style and ability to communicate across a wide spectrum made him an invaluable colleague. "Few people represented the spirit of MBS more than Ken - he was steeped in the tradition of UMIST but enthusiastically embraced the merger and post-merger developments. We will all greatly miss his dry humour, wit and positive approach to life."

Ken is survived by his two sons and their families.



Aidan Loyns

Aidan Loyns from Computer Science and the EPS Faculty IS Team died on 28 December 2008

Aidan had a long association with the University - graduating from UMIST Computation in July 1976 before starting his career in the School of Computer Science at The University of Manchester undertaking a variety of roles including Duty Programmer, Research Assistant, SEO, and as Computer Services Manager. Aidan was also very active outside the University in a range of community activities including Rotary and local government.

STUDENT TO FACE MARATHON DESERT CHALLENGE



Britain may have been in the grip of its coldest winter for years but life for a Manchester researcher-turned-student is about to hot up as he attempts the world's most gruelling footrace – a 150-mile run through the Sahara desert.

Andrew McMaster (pictured above) will have to endure temperatures in excess of 50 degrees Celsius when he competes in the Marathon des Sables, running an energy-sapping six marathons over six days in the Moroccan desert.

Andrew, who is studying Medicine, has completed a number of marathons, but the 29-year-old from Disley says even that race cannot fully prepare him for the immense challenge ahead: "The Marathon des Sables is widely considered the hardest footrace in the world," said Andrew, who is raising money for St Ann's Hospice in Manchester.

"Competitors must run four single marathons and one double marathon over five days with one day's rest in the middle. All the running is done during the hottest part of the day and we have to carry the supplies we will need to survive for six days."

Andrew, who was a Research Associate before deciding to study Medicine, is currently running 50 miles a week, including one marathon-long session in the Peak District.

The Marathon des Sables takes place at the end of March and Andrew is currently trying to raise as much money as possible to pay towards costs and raise funds for St Anne's Hospice. Anyone wishing to sponsor him can visit: www.justgiving.com/desertmarathon2009

NEW WASTE AND RECYCLING OFFICER APPOINTED



The Environmental Services Unit in the Directorate of Estates has recently appointed Charlotte McHugh to this post in order to help the University to manage its waste in a more sustainable way.

Charlotte graduated from the University in July with a first class degree in biology from the Faculty of Life Sciences.

She has already been involved in the implementation of a number of recycling schemes, including the installation of two new recycling stations on the ground floor of Booth Street West Car (see photo).

Charlotte is a committed environmentalist and cycles to work. Her office desk was rescued from a skip and is now being re-used after a few minor repairs!

SCHOLARSHIP OPPORTUNITIES

The GE Foundation, the philanthropic arm of GE, has launched its 6th annual scholarship programme in the UK designed to give seven accomplished students access to both funding and GE expertise.

The scholarship, run in conjunction with the Institute of International Education across 14 countries around the globe, is open to first year undergraduates studying engineering, technology, management or economics at one of six UK universities – Birmingham, Bristol, Leeds, Manchester, Sheffield and London (UCL).

In order to apply for the scholarship, students must be able to demonstrate a high level of academic achievement and be receiving a minimum of £1400 in UK Government Higher Education Maintenance Grant. Successful applicants will receive a £6000 scholarship (over a two-year period) to cover education-related expenses, the opportunity to shadow a senior GE executive in the UK, participate in a three-day Leadership Development Workshop and be involved in a number of community and team work projects with GE employees.

Full details on applying for the scholarship may be found at www.iiie.eu/ge_uk
The application deadline is March 18 2009.

BUY AND SELL WITH THE UNIVERSITY'S NEW ONLINE ADVERTISING SERVICE.

Houses, herbalists, and heating engineers – they're all to be found at The Marketplace, the University's new online advertising service, where members of staff, students and external advertisers can buy and sell (almost) anything!

If you've previously used the StaffNet Small Ads service, The Marketplace's forerunner, you'll notice the following changes:

- Better, cleaner design
- Improved usability (ads are summarized under categories so you can see at a glance whether the item or service you want is there)
- Longer adverts allowed (up to 100 words)
- Image uploads (now you can show buyers exactly what you're selling)
- Shortened approval time (ads usually go online within 24 hours of receipt)
- Featured items (this home page section randomly displays two items with pictures)
- Latest items (a second home page section displays the last eight items to be posted)
- New search tool

All the essentials are there too: online submission form, advertising cost and policy.

So come and see what's in store at:

<http://themarketplace.staffnet.manchester.ac.uk>



STUDENTS' UNION HOSTS FIRST CONFERENCE ON STUDENT REPRESENTATION

The Students' Union's first conference dedicated to student representation took place last month. The event brought together student representatives from programmes across the University to discuss common issues and hear about proposals for increasing student engagement across the campus.

More than 60 students attended the conference, taking part in discussions on various issues including higher education funding, using National Student Survey results and broadening the curriculum. Presentations were heard from Chris Davies, Associate Dean (Teaching and Learning), Faculty of Humanities; Emma Hilton Wood from the Teaching and Learning Support Office; and Jenny Wragge and Karen Badat from the Student Experience Office.

Chris Jenkinson (Students' Union Academic Affairs Officer) was very encouraged by the turnout, he said: "It was fantastic to see so many students passionate about the Learner Voice and Student Representation at this event, and I hope the Union and University can build on this success for the future".

Louise Walmsley, Head of the Teaching and Learning Support Office commented: "Staff in the Teaching and Learning Support Office were delighted to work with the Students' Union on this important conference. We are keen to continue working in partnership with the Union to explore opportunities for making the conference an annual event".

For further information on events for Student Representatives, please contact Chris Jenkinson (academic@umsu.manchester.ac.uk).

WILL WRITING SERVICE

Irwin Mitchell Solicitors are offering University staff a will writing service at a cost of £69 (plus VAT) for a single will and £99 (plus VAT) for a mirror will.

More information about the service can be found at:

www.extranet.irwinmitchell.com/willsandtrusts/university_of_manchester



CELEBRATING THE CITY'S RICH HERITAGE

What do football clubs, family history and folk musicians have in common? They all feature in a new and exciting event celebrating Manchester's rich heritage.

Manchester Histories Festival is a novel partnership between The University of Manchester, Manchester Metropolitan University and Manchester City Council. The one-day festival will be held at the Town Hall on Saturday 21 March 2009.

Activities will include exhibits, performances, walking tours, lectures, archive films, and a café. Contributors to the Festival include the many fantastic museums and galleries in the city, as well as local societies and community organisations. In addition, historical research by the universities will be showcased alongside local school outreach projects.

The Festival welcomes everyone to come along and find out more about Manchester's vibrant past. Admission is free.

For more information and to book talks and walks, visit: www.manchesterhistoriesfestival.org.uk

MANCHESTER MUSEUM LAUNCHES DISABILITY EQUALITY ACTION PLAN

Manchester Museum held a special event to celebrated the launch of its Disability Equality Action Plan.

The Museum has been working on a Disability Equality Action Plan over the last 12 months with a dedicated team of representatives from Greater Manchester Coalition of Disabled People (GMCDP), Henshaws Society for Blind People, Arts About Manchester, The University of Manchester, Museum staff and members of the Museum's Community Advisory Panel.

The event celebrated the work that the Museum has done and will continue to do on the Disability Equality Action Plan. It included an exhibition from the Greater Manchester Coalition of Disabled People (GMCDP) and short talks from the Museum's Director Nick Merriman and Professor

Aneez Esmail of the University about the ambitions of the Museum and University. Brian Hilton of GMCDP also spoke about collaborative working between disabled community groups and cultural organisations.

Nick Merriman commented: "Access is at the heart of the Museum's agenda to become the leading university Museum in the World. We want to promote greater access to the Museum and make it a place that's friendly and inclusive. The completion and launch of this plan takes us one step closer to achieving that goal."

The Museum also presented its suite of accessible guides which included a floor map of the Museum in braille, tactile tour and audio guide to the Egyptian and Pre-historic Life galleries.

GREEN GOWN AWARDS

The Green Gown Awards reward excellent environmental performance and social responsibility within the further and higher education sector.

Last year the University won the 'Residences' award and was highly commended in the 'Courses' category. They are now open for 2009 and are looking for entries. The categories are:

- Carbon Reduction
- College and Smaller Institutions
- Continuous Improvement – Specific Area
- Continuous Improvement – Institutional Change
- Courses

- Green ICT
- Research
- Residences
- Social Responsibility
- Student Initiatives
- Sustainable Construction and Refurbishment

For more information visit: www.eauc.org.uk/2009_green_gown_awards

If you are aware of any potential prize-winning entries please contact Lucy Millard, Environmental and Sustainability Officer, on ext. 55563 or email Lucy.Millard@manchester.ac.uk

PRINTER CARTRIDGE RECYCLING

Staff and students can now recycle inkjet cartridges at the following locations in the specially designed recycling points.

1. Ground floor of University Place adjacent to computer consumables vending machine
2. 1st floor of the Main Library adjacent to computer consumables vending machine
3. Joule Library (main entrance), Sackville Building
4. Steve Biko Building/Students' Union, Oxford Road
5. Students' Union, Barnes Wallis Building

Staff can also post any inkjet cartridges in the internal mail to Simon Atkinson or Charlotte McHugh in the Environmental Services Building, ensuring the cartridges are securely packaged.

The Directorate of Estates will be launching an official scheme for the recycling of toner cartridges in the near future.

In the meantime, toner cartridges can be recycled by placing them in clear plastic bags (no more than five cartridges per bag) and leaving them at the local office paper/blue bag recycling point. This will ensure they are collected by the Campus Cleansing Unit for subsequent recycling. Anyone wanting clear plastic bags for this purpose should contact Charlotte McHugh (Waste and Recycling Assistant) on ext. 50343 or email charlotte.mchugh@manchester.ac.uk

OPT OUT OPTION

Staff who wish to opt out of receiving a printed copy of both Staff Update and Unilife each month can do so by completing the online form at: www.staffnet.manchester.ac.uk/optout

If you wish to keep up with the news, you can view the magazines online at:

www.staffnet.manchester.ac.uk/news/unilife
www.staffnet.manchester.ac.uk/news/staffupdate

Training Update

Exclusively for staff at The University of Manchester

STAFF TRAINING AND DEVELOPMENT UNIT – OPEN PROGRAMME

The following courses are available at STDU. Places can be booked online at www.manchester.ac.uk/training or by email to courses-stdu@manchester.ac.uk. All enquiries should include your staff number/date of birth to help us process your enquiry promptly.

MARCH 2009

MS15: Communicating Effectively With Your Staff
6 March 2009
10am-4pm

P39: Image Course
6 March 2009
10am-4pm

HS2: Manual Handling
6 March 2009
9.30am-11.30am

BF50: Higher Education Institution Seminars: Moving the HR agenda forward
9 March 2009
12.30pm-1.45pm

HS42: Laser Safety Training
9 March 2009
1.30pm-4.30pm

BF11: Minutes, Meetings and Agendas
9 March 2009
10am-4pm

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 GMOs
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

BF47: Productive Partnerships – Managers and PAs
18 March 2009
9.30am-4pm

MS9: Training in Equality and Diversity Issues (TEDI)
18 March 2009
9.30am-1pm

AP8: PDR Reviewer Training (Academic Related+Support)
19 March 2009
9.30am-1pm

P30: Presentations for Beginners
19 March 2009
9.30am-4.30pm

HS15: Principles of Risk Assessment
19 March 2009
1pm-4pm

HS4: Slings Safely
19 March 2009
10am-4.30pm

P42: Interview Skills
20 March 2009
9.30am-1pm

BF52: Problem Solving and Decision Making
20 March 2009
9.30am-12.30pm

TL9: Voice Management
20 March 2009
This course comprises of a 50-minute individual tuition session, allocated between 9.30am and 3.30pm

MS55: Managing in the Round
23 March 2009
1pm-4pm

BF25: Project Management
23 and 24 March 2009
9.30am-4.30pm

BF56: Proofreading
24 March 2009
9.30am-4pm

HS30: Safe Use of Ladders and Steps
24 March 2009
9.30am-12.30pm or 1pm-4pm, please state clearly which session you prefer

P25: Improve Your Memory
25 March 2009
9.30am-1pm

HS35: Accident Investigation
26 March 2009
1pm-4pm

HS4: Slings Safely
26 March 2009
10am-4.30pm

HS85: GM Training for Principal Investigators
27 March 2009
10am-1pm

MS42: Performance Coaching for Line Management
27 March and 6 April 2009 (2-day course, you must be available for both dates)
9.30am-5pm

P32: Presentation Practice
30 March 2009
1pm-4.30pm

MS11: Sickness and Absence Management
30 March 2009
10am-1pm

BF25: Project Management
31 March and 1 April 2009
9.30am-4.30pm

APRIL 2009

HS54: Introduction to Risk Assessment
2 April 2009
1pm-4pm

BF48: University of Manchester Secretaries Workshop
2 April 2009 and 9 April 2009 (2 day course, you must be available for both dates)
9.30am-4pm

HS3: Office Safety
3 April 2009
9.30am-12.30pm

TL9: Voice Management
7 April 2009
This course comprises of a 50-minute individual tuition session, allocated between 9.30am and 3.30pm

MS5: Effective Recruitment and Selection
8 and 9 April 2009 (2 day course, you must be available for both dates)
9.30am-4.30pm

HS43: Health and Safety Train the Trainer
15 and 16 April 2009 (2 day course, you must be available for both dates)
9.30am-4.30pm

AP5: PDR Reviewer Briefing (Academic)
16 April 2009
9.30am-1pm

MS40: ILM Level 5 Award in Management Studies
20 April 2009, then 27 April, 5 May, 11 May, 18 May, 1 June and 29 June. You must be available for all dates.
9.30am-4.30pm

HS42: Laser Safety Training
20 April 2009
1.30pm-4.30pm

TL41: Presenting at Conferences
21 April 2009
9.30am-12.30pm

MS9: Training in Equality and Diversity Issues (TEDI)
21 April 2009
9.30am-1pm

BF50: Higher Education Institution Seminars: Financial Issues, a local/Faculty perspective
24 April 2009
12.30pm-1.45pm

HS44: Safety for Biological Safety Officers
24 April 2009
10am-1pm

HS12: IOSH Managing Safely
27-30 April 2009 (4-day course, you must be available for all dates)
9.30am-4.30pm

P26: Speed Reading
28 April 2009
9.30am-1pm
Follow up session 19 May 2009, 9.30am-1pm

BF46: Writing in a Clearer Style
28 April 2009
2pm-3.30pm

BF11: Minutes, Meetings and Agendas
29 April 2009
9.30am-4pm

P37: Mind Mapping
30 April 2009
9.30am-1pm

BF49: Touch Typing Skills
8 sessions commencing 30 April 2009 then 5, 7, 12, 14, 19, 26 and 28 May 2009
10am-12pm (you must be available for all dates)

MAY 2009

P2W: Assertiveness for Women
1 May 2009
10am-4pm
Follow up session 15 May 2009, 9.30am-1.30pm

P29: Building Confidence
5 May 2009
10am-4pm
Follow up sessions 15 May and 2 June 2009, 1.30pm-4.30pm, you must be available for all dates.

HS108: When An Inspector Calls
5 May 2009
10am-1pm

AP6: PDR - A Briefing for Reviewees (all)
7 May 2009
10am-12pm

HS12: IOSH Managing Safely
8, 15, 22 and 29 May 2009 (4-day course, you must be available for all dates)
9.30am-4.30pm

HS15: Principles of Risk Assessment
8 May 2009
9.30am-12.30pm

HS98: Laser Awareness
11 May 2009
11am-12pm

HS42: Laser Safety Training
11 May 2009
1.30pm-4.30pm

HS71: Health and Safety for Managers
13 May 2009
10am-4pm

HS26: Safe Use of GMOs
13 May 2009
10am-1pm

MS9: Training in Equality and Diversity Issues (TEDI)
13 May 2009
9.30am-1pm

BF50: Higher Education Institution Seminars: More than just a place to sleep; Halls of Residence and the student experience
15 May 2009
12.30pm-1.45pm

HS15: Principles of Risk Assessment
15 May 2009
9.30am-12.30pm

HS11: COSHH to Work with Biological Material
18 May 2009
10am-1pm

BF45: Achieving Flow in Writing
20 May 2009
2pm-3.30pm

HS2: Manual Handling
20 May 2009
9.30am-11.30am

HS55: Risk Assessment Refresher Training
21 May 2009
1pm-3pm

TL11: Academic Writing for members of staff whose first language is not English
27 May 2009
10am-1pm

CLIENT SERVICES TRAINING – CORPORATE AND DESKTOP APPLICATIONS

MARCH-MAY 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

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

DESKTOP (OFFICE APPLICATIONS)

Variety of sessions running throughout to include:

- Getting Started with Computers
- Courses in the various Microsoft Office Applications (Word, Excel, PowerPoint and Access)

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

DISCOVERER (REPORTING)

Variety 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

LIVELINK (DOCUMENT MANAGEMENT)

Single session running throughout:

- Livelink Basics

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

ORACLE (FINANCIALS)

Variety of sessions running throughout to include:

- Raising Requisitions
- Approving Requisitions
- Projects
- Sales Invoices and Credit Memos

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

REMEDY (SUPPORT DESK / INCIDENT LOGGING)

Single session running throughout:

- Submitting Incidents

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

RESOURCELINK (HR/ TRAINING ADMINISTRATION)

These session schedules vary, depending on demand:

- New Starter (5 days)
- HR Refresher
- Training Administration

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



LATEST COURSE NEWS

ECDL – Update

We have recently passed our annual BCS (British Computing Society) audit for reaccreditation as an authorised ECDL testing centre and so would like to remind staff that registrations for ECDL are still welcome. Client Services Training offer the ECDL qualifications at reduced prices and this can be funded by your relevant school/faculty, privately or you may even be eligible for funding from Staff Training and Development Unit (please see our ECDL web site for further information). ECDL training is available via our Desktop based courses (all of which map to the ECDL exam syllabus) or via the dedicated STDU course.

Information on ECDL; what it involves, fees and possible funding can be found at:

www.itservices.manchester.ac.uk/trainingcourses/ecdl

Blackboard Training – Continues

We continue to run Introductory training sessions on Blackboard regularly each month. 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 visit:

www.itservices.manchester.ac.uk/trainingcourses/corporateapplications/bb

Discoverer Pre-Training Requirements – Reminder

We would just like to remind all staff that 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 and 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

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 need to have been granted access to systems such as Discoverer, LiveLink and Oracle Financials prior to taking training.

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

Course Enquiries / Bookings

Email training.corpapps@manchester.ac.uk

Web www.itservices.manchester.ac.uk/trainingcourses/coursesforstaff