

Honorary Contract holder– User Guide

Welcome!

As a BU Honorary Partnership member of staff, you have been provided an Honorary Contract which allows you to access BU resources.

This guide is designed to provide you with information on each of the resources available to you and will also answer some frequently asked questions.

As an Honorary Contract Holder you are expected to abide by the same rules and regulations as all BU staff regarding the use of these resources. Information on these expectations is also noted in the guide.

Your username and password will be sent to your college email address following the request (and approval if you are an academic) made by your HE Administrator to the BU Academic Partnerships team.

Key Contact details

- **BU IT Service Desk**
01202 965515 (The desk is staffed 24 hours a day, 7 days a week.)
BU IT Services requests online: [BU Service-Now](#)
- **Academic Partnerships**
01202 961276
academicpartnerships@bournemouth.ac.uk
- **Learning Technology**
learningtechnology@bournemouth.ac.uk
- **Library and Learning Support**
01202 965959
LibSupp@bournemouth.ac.uk

Access to the BU Staff Intranet

To log-in to the BU Staff Intranet via the BU Website, scroll to the bottom of the home page and click on the 'Information for Staff' link.

Use your BU username and password to login.

Initial Log-in

You will need to change your password by accessing the 'Outlook' screen.



Click the email icon at the bottom of the Staff Intranet page and log-in using your BU username and password..

Once you have loaded the mail screen, choose 'options' from the top right hand corner, and then 'Change Password' from the options menu on the left. You will need to enter the password provided and then your new password twice.

Bournemouth University implements a domain password policy for staff accounts. Passwords must meet the following criteria:

- Minimum length of 8 characters
- Your previous 5 passwords will be remembered and you will not be able to re-use them Your password needs to be made up of at least 3 of the 4 character types below:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)
- Complexity requirements must be met and you will be notified if your password does not meet the requirements,

Your password will expire after 90 days (a reminder to change your password will be sent to your BU email account 14 days before)

You cannot change your password again for at least 2 days after changing it

Your account will be locked after 50 failed login attempts you will need to contact the BU IT services if this occurs (contact details below)

If you forget your password please contact the IT Help desk on 01202 965515 who will be able to re-set your password.

By logging in to our systems you are agreeing to abide by the University Rules and Regulations.

**This includes the BU Code of Practice – Use of Communication Facilities.
This code is available on the [staff intranet](#).**

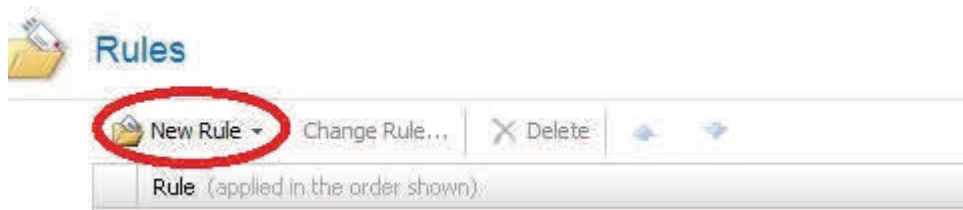
BU email account

Your BU email address will be your username followed by @bournemouth.ac.uk.

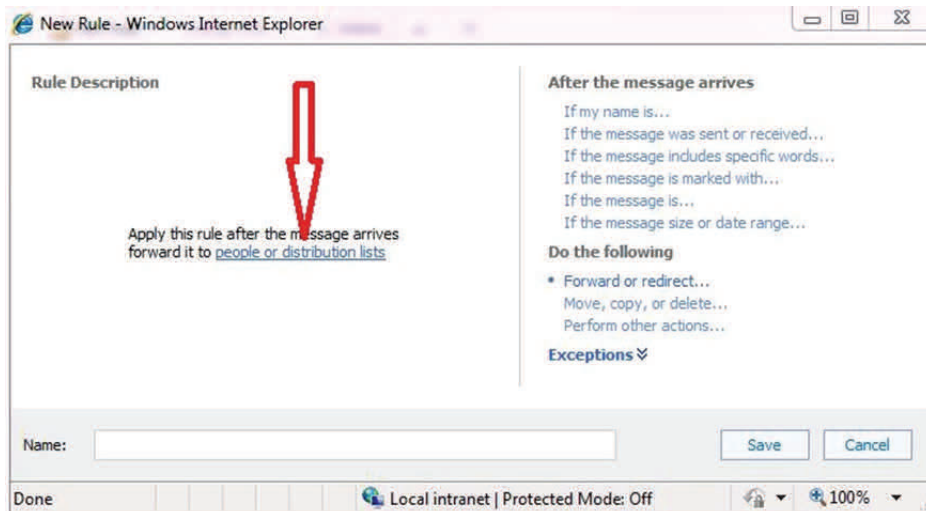
We recommend that you forward your BU email account to your college account if you will not be accessing your BU account on a regular basis.

To do this, complete the following steps:

1. Login to your email by inserting your username and password. Your BU email is available via Outlook Web Access (OWA).
2. Create a rule to redirect your email:
 - Click **Options** - top right hand corner of the screen.
 - From the left hand navigation bar click **Rules** and select **New Rule**



- The **Rules** window will appear.
- Click **New Rule** and select **Create a new rule for arriving messages** at the bottom of the list.
- The **Rules Description** window will open (see below image) and you can now choose what you want to happen after a message arrives.



- Click on **Forward or redirect...** which you will find beneath the **Do the following** heading and select the option to **Forward the message to people or distribution lists**.
- You will notice that the words **people or distribution lists** is added to the text in the window
- Click on the **people or distribution lists** link indicated above.
- This will open your Address Book - in the lower area of the window that has opened you will see the text **Message recipients: To -->**. Enter the email address you that you want your BU emails to be forwarded to and the click **OK**.
- You are now back at the **New Rule** window. You need to give this rule a name and then click **Save**.
- You will need to confirm the rule you have created is to be applied to every message that you receive. Click **OK**.
- You will see the rule is listed.
- If you want to delete this rule at any time, select it and click **Delete**.

Document storage and Access to the shared BU Drive

From the Staff Intranet you can access document storage in your personal 'H:Drive'.



The icon appears at the bottom of the Staff intranet home page in the grey tool bar. Document and files stored on the home directory will only be accessible to the allocated owner. All Staff have a H:drive storage quota of 10GB

You can also access the BU 'iDrive'.



The BU iDrive is a shared area divided into folders for Faculties and Professional Services. Your permissions will determine which areas of the iDrive you can access.

Should you require access to any area of the iDrive which you are not currently set up to access, please contact the IT Service desk in the first instance, They will be able to either inform you who you need to contact to arrange permissions or will log a job and request approval from the relevant owner.

Please be aware; If you are accessing either drive off-campus you will need to prefix your User ID with STAFF

Getting Help from BU IT Services

If you need help accessing any BU IT resources or are experiencing any problems please contact the BU IT Service Desk on 01202 965515

The desk is staffed 24 hours a day, 7 days a week.

Your call will be logged and you will be given a job number, you can use this job number to find out the progress of the job.

Alternatively, you can use the 'Self-service' function to Log or track a new job. On the main page of the Staff Intranet choose 'Raise an IT request or incident', log in to the [IT Service Management Suite](#) with your BU username and password and then select 'Raise a Request or Incident'.

IT services have created a series of IT Help sheets, one of which is a document called [Using Exchange 2007](#) which details how to use email whilst way from the University, which may be of particular use to you. The IT help sheets can be accessed via the 'Knowledge' section of the [IT Service Management Suite](#).

Please refer to the [BU IT Services web site](#) for more information.

myBU – BU's Virtual Learning Environment (VLE)

Please note:

myBU is only used by specific programmes across our partners. Please check with your HE Administrator in the first instance if you are unsure if students on your programme will have access.

Within myBU, eligible students can access announcements, learning resources and activities. myBU hosts online communities for both staff and where relevant, students.

Access to myBU is via <https://mybu.bournemouth.ac.uk> using your BU username and password.

A BU Learning Technologist will be allocated to your programme if you are using myBU for teaching and learning purposes.

The Learning Technologist will be responsible for providing myBU staff training and development. Partner staff should contact learningtechnology@bournemouth.ac.uk in the first instance to arrange any required training.

If you have any queries relating to the units attached to your myBU account please contact the Academic Partnerships team

The Library tab in myBU provides access to the BU **mySearch** tool allowing you to search the entire Library Catalogue and also the available e-resources.

Queries regarding which learning resources are available to students at partners through myBU should be directed to the Service Development Manager, Rachel Geeson, rgeeson@bournemouth.ac.uk.

Users experiencing problems **accessing library learning resources** through myBU should contact Library and Learning Support Enquiries: Telephone: 01202 965959, Email: LibSupp@bournemouth.ac.uk

If you have any technical issues relating to myBU, please contact BU IT Services.

BU Libraries

Your BU staff ID cards allows you to borrow resources from either of the [BU Libraries](#).

Your card will need to be activated at first use so please contact a member of the Library staff during your first visit.

Staff are entitled to borrow up to 26 items from the Library.

For opening times and more information please visit the [Library and Learning Support](#) pages on the BU website.

BU Policies and Procedures

You are expected to familiarise yourself with all the BU Academic Regulations, Policies and Procedures (ARPP) relevant to your role.

All of the ARPP documents are located on the [BU staff intranet](#).

These documents are reviewed and updated on an annual basis. Information on the changes to the documents are provided by the University's [Educational Development and Quality](#) team.

BU bus service

As a BU ID card holder you will be able to travel on the campus shuttle bus (between the Lansdowne and Talbot campuses) for free.

Please show the driver your ID card.

Information on the BU bus service is available on [The Bus for Bournemouth University](#) webpage.

Staff Development Workshops

As a member of Honorary partner staff you are able to attend a variety of staff development sessions provided by BU. These include various sessions aimed at both academic and administrative staff.

The BU Organisational Development team manage all of the BU staff development sessions, for further information on what is available and how to book please visit the [Staff Development intranet pages](#).

Important to Know- BU Rules that apply to you

The following articles are all applicable to you as an Honorary Contract Holder. We recommend that you familiarise yourself with these.

[Code of Practice – Use Of Communication Facilities](#)

[Copying of Copyright Material](#)

[University Equipment, Facilities and Property](#)

[Social Media Policy and Procedures - Employees](#)

[University Rules Relating to Library Use](#)

If you have any queries relating to these Rules please contact the Academic Partnerships team in the first instance.

Administrative Staff

Administrative staff who support the delivery of BU programmes at partners will, in some cases, be given access to the University Student Records System. This will allow you to undertake all the administrative functions expected of you.

Account details, training sessions and all relevant information will be provided on an individual basis.

Frequently Asked Questions

My account is locked– what do I do?

In the first instance please call the IT service desk on 01202 965515. They should be able to re-set your account. If there is a problem with your account they may need to contact Academic Partnerships on your behalf to remedy the problem. All account issues will be resolved as quickly as possible.

I can access the iDrive folder where I need to save documents, how do I get access?

Please contact the IT Service desk in the first instance, They will be able to either inform you who you need to contact to arrange permissions or will log a job and request approval from the relevant owner.

I don't have the right units on myBU can I get some added?

Please contact Academic Partnerships regarding additional units for myBU. It will speed up your request if you have the names of the additional units available as they appear in the [Programme Specification](#).

I am a new member of staff– who do I contact about getting an account set up?

Please contact your HE Coordinator or Administrator in the first instance. They will either request the account on your behalf or be able to explain the procedure in place at your college.

I have lost my ID card– can I get a new one?

Please get in touch with Academic Partnerships. Replacement of electronic cards will incur a £10 charge.

My role is changing and I am going to be teaching on a new programme, what do I need to do?

The annual audit of Honorary Contract holder accounts should pick up these changes but if you have any doubt please contact your HE Coordinator or Administrator. If your role changes in the middle of an academic year you will need to ask you HE Coordinator or Administrator to contact Academic Partnerships and update your account. If your role is changing from a support role to a delivery role you will need to be approved by the relevant Link Faculty. Your HE Coordinator or Administrator will be able to advise if you need to take any action or if they will process this on your behalf.

How can I find out more information about development sessions at BU?

Details of all available sessions are available on the [BU Staff Intranet](#).

What happens to my account if my role supporting or delivering BU programmes ends?

Your account will be closed. This is usually picked up as part of the annual audit of Honorary Contract holder accounts but if you are leaving in the middle of the academic year please confirm this with your HE Coordinator/ Administrator who will inform Academic Partnerships on your behalf.