

MYLEAVE

Leave Portal

Payroll will get you set up within two weeks of starting at Lincoln. Your username will be your Lincoln email address and have a different password from your computer logon. The link to the leave system is on the HUB.

HUB

Lincoln Intranet

The Hub is the homepage for staff and PGs. . It is constantly updated with news about upcoming events and other useful information.”

HOW TO CONTACT ITS

Single point of contact

Email in the first instance, include your PC's asset tag (MB) number found on barcoded sticker on front/side of PC

Urgent IT assistance is available at the IT Service Desk (located on the Ground Floor of the Library)

Email: ithelp@lincoln.ac.nz

Tel: 034230100

Urgent Teaching Support: 0800 10 70 10

Web: ithelp.lincoln.ac.nz

QUICK LINKS

IT Help

ithelp.lincoln.ac.nz

Web Mail (Email access off campus)

owa.lincoln.ac.nz

Student Learning System/Moodle

learn.lincoln.ac.nz

Update Personal Details

lucas.lincoln.ac.nz

Microsoft OneDrive

onedrive.live.com/

Reset Password

selfservice.lincoln.ac.nz/

Help About Office 365

ithelp.lincoln.ac.nz/Office365

Print Info and Charges

ithelp.lincoln.ac.nz/printing

LU Dropbox Service

dropbox.lincoln.ac.nz/

Lincoln Intranet

hub.lincoln.ac.nz/



For more information visit
ithelp.lincoln.ac.nz



New Zealand's specialist land-based university

Staff

Getting Started Guide

Information Technology

LOGON

ITS will never ask for your password. Passwords expire every 90 days. Remember to set up your secret questions at selfservice.lincoln.ac.nz this will enable you to change your password yourself if you forget it.

OFFICE 365

These free services are available while you are employed by Lincoln University

Office 365

Get your free copy of Office here: lu.ac.nz/office

Onedrive - 1 TB Online Storage

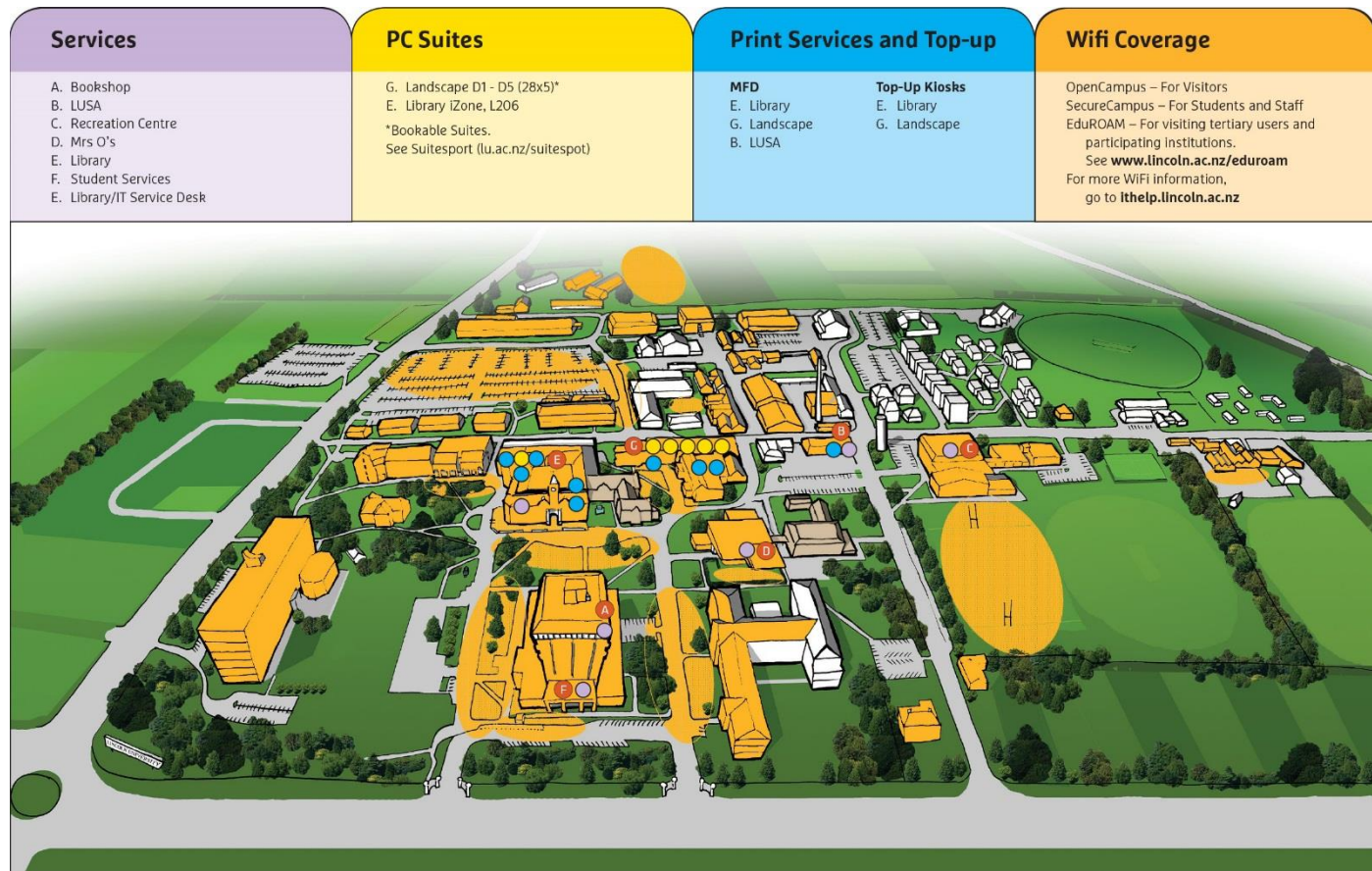
Check it out here: lu.ac.nz/onedrive

LU PHONE SYSTEM

We use **Skype for Business** across campus for 99% of calls and video conferencing and it is run on your computer. You need a headset and ideally a webcam to run SfB. See lu.ac.nz/phones

ACCESSING THE INTERNET

By accessing the internet from Lincoln University resources you agree to abide by the acceptable use policy, which is available here: lu.ac.nz/policy
Please note that all internet access is tracked.



FREE WIRELESS ACCESS

Free internet access is available via the wireless network. The main areas of coverage are pictured on the map above. See lu.ac.nz/wifi for more info

PERSONAL DEVICES (BYOD)

Travel for work? Connect, access the net, learn and print from your laptop, tablet & phone. See lu.ac.nz/connect or see IT Service Desk.

PASSWORD

1. To change your password off site, go to selfservice.lincoln.ac.nz
2. To change your password on campus, log on and click on the Network Information icon on your desktop.



3. ...or press Ctrl + Alt + Delete then click on Change a password