UBC IT Services

	Student	CWL Sponsored Student	Paid Student / Student Employee
UBC Email	**Student Email** *(cwl@student.ubc.ca)* Students can self-provision a student email (*cwl@student.ubc.ca*) • Students retain access to email after graduation		
	More Information & How-To: • How to set up UBC Student Email • Information: UBC Student Email Service • How to Alias a FASmail Account		**Faculty & Staff Email (FASmail)** *(cwl@mail.ubc.ca or first.last@ubc.ca)* Automatically provisioned for use during employment • Can create alias *first.last@ubc.ca* • Access **_terminated_** at end of employment. Department may apply Grace Period in Workday
Print Services	**Student Printing** Student can use UBC 's Swipe-to-Print service, using the UBC Student ID card • Requires student has positive balance in the meal plan / convenience plan account		
	More Information: • Student Pay for Print | UBC IT Okanagan		**Departmental Printing** On Request • Department must provide IT a PM code during onboarding • Access is maintained until offboarding request is submitted to UBC Okanagan IT
VPN	**myVPN** Students may use the Virtual Private Network connection to protect data • Requires an active Campus Wide Login (CWL) account		
	More Information & How-To: • Campus Wide Login (CWL) | UBC IT • myVPN Setup Documentation • When to use VPN	**Personal & Departmental VPN** By Request • Access to specific private departmental VPN pools by request • Access to VPN pool is maintained until offboarding request is submitted to UBC Okanagan IT	

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Updated: June 12, 2024

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Network Storage	**Student Personal Network Storage** While on a UBC computer, students have access to a personal network drive ('H')		
		Faculty & Staff Network Storage Access to Staff Network drives ('K', 'P') is added or removed upon *request*. • Student loses access at the end of appointment or end of Sponsored timeframe	
Online Storage	**Student Personal Online Storage** (OneDrive) Students may self-provision personal online storage (OneDrive) • Requires UBC student email (*cwl@student.ubc.ca*)		
	More Information: • Microsoft OneDrive | UBC IT		**Personal & Department Online Storage** Departments *may* add / remove staff to MS Teams for collaboration and shared storage (Departmental OneDrive) • Requires UBC FASmail (*first.last@ubc.ca*) • Student loses access at the end of appointment
Office 365	**Office 365** Students are eligible to download Office 365 to their personal computer • Requires UBC Student email address *(cwl@student.ubc.ca)*		
	More Information: • Office 365 for Students | UBC IT		
Zoom	**Student Zoom** May be provisioned on request by Professor or Department as a course requirement • Account is terminated at end of term.		**Employee Zoom Account** On Request • Requires Employee ID is affiliated with student CWL • Requires UBC email (*cwl@mail.ubc.ca or first.last@ubc.ca*) • Account is maintained until offboarding request is submitted to UBC Okanagan IT

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