

# UBC IT Services

	Student	CWL Sponsored Student	Paid Student / Student Employee
UBC Email	<b>Student Email</b> <i>(cwl@student.ubc.ca)</i> Students can self-provision a student email <i>(cwl@student.ubc.ca)</i>		
	<p>More Information &amp; How-To:</p> <ul style="list-style-type: none"><li>• <a href="#">How to set up UBC Student Email</a></li><li>• <a href="#">Information: UBC Student Email Service</a></li><li>• <a href="#">How to Alias a FASmail Account</a></li></ul>		<div><b>UBC Generic Email</b> <i>(shared.ubco@ubc.ca)</i> <i>(On Request)</i> On Request<ul style="list-style-type: none"><li>• Access <u>terminated</u> at end of employment</li></ul></div> <div><b>Faculty &amp; Staff Email (FASmail)</b> <i>(cwl@mail.ubc.ca or first.last@ubc.ca)</i> Automatically provisioned for use during employment<ul style="list-style-type: none"><li>• Access <u>terminated</u> at end of employment.</li><li>• Department may apply Grace Period in Workday</li></ul></div>
Print Services	<b>Student Printing</b> Student can use UBC ‘s Swipe-to-Print service, using the UBC Student ID card <ul style="list-style-type: none"><li>• Requires student has positive balance in the meal plan / convenience plan account</li></ul>		
	<p>More Information:</p> <ul style="list-style-type: none"><li>• <a href="#">Student Pay for Print   UBC IT Okanagan</a></li></ul>	<b>Departmental Printing</b>  On Request <ul style="list-style-type: none"><li>• Department must provide IT a PM code during onboarding</li><li>• Access is terminated at the end of appointment</li></ul>	
VPN	<b>myVPN</b> Students may use the Virtual Private Network connection to protect data <ul style="list-style-type: none"><li>• Requires an active Campus Wide Login (CWL) account</li></ul>		
	<p>More Information &amp; How-To:</p> <ul style="list-style-type: none"><li>• <a href="#">Campus Wide Login (CWL)   UBC IT</a></li><li>• <a href="#">myVPN Setup Documentation</a></li><li>• <a href="#">When to use VPN</a></li></ul>	<b>Personal &amp; Departmental VPN</b>  On Request <ul style="list-style-type: none"><li>• Access to specific private departmental VPN pools by request</li><li>• Access to VPN is terminated with offboarding request is submitted to UBC Okanagan IT</li></ul>	



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Network Storage	<b>Student Personal Network Storage</b> While on a UBC computer, students have access to a personal network drive ('H')		
		<b>Faculty &amp; Staff Network Storage</b> On Request <ul style="list-style-type: none"><li>Access to Staff Network drives ('K', 'P') is added or removed upon <i>request</i>.</li><li>Loss of access at the end of appointment or end of Sponsored timeframe</li></ul>	
Online Storage	<b>Student Personal Online Storage (OneDrive)</b> Students may self-provision personal online storage (OneDrive) <ul style="list-style-type: none"><li>Requires UBC student email (<i>cwl@student.ubc.ca</i>)</li></ul>		
	More Information: <ul style="list-style-type: none"><li><a href="#">Microsoft OneDrive   UBC IT</a></li></ul>		<b>Personal &amp; Department Online Storage</b> Departments <i>may</i> add / remove staff to MS Teams for collaboration and shared storage (Departmental Sharepoint) <ul style="list-style-type: none"><li>Requires UBC FASmail (<i>first.last@ubc.ca</i>)</li><li>Access is terminated at the end of appointment</li></ul>
Office 365	<b>Office 365</b> Students are eligible to download Office 365 to their personal computer <ul style="list-style-type: none"><li>Requires UBC Student email address (<i>cwl@student.ubc.ca</i>)</li></ul>		
	More Information: <ul style="list-style-type: none"><li><a href="#">Office 365 for Students   UBC IT</a></li></ul>		<b>Faculty &amp; Staff M365</b> <ul style="list-style-type: none"><li>Accessible with eligible appointment in Workday</li><li><a href="#">Office 365 for Staff</a></li></ul>
Zoom	<b>Student Zoom</b> May be provisioned on request by Professor or Department as a course requirement <ul style="list-style-type: none"><li>Account is terminated at end of term.</li></ul>		<b>Employee Zoom Account</b> On Request <ul style="list-style-type: none"><li>Requires Employee ID is affiliated with student CWL</li><li>Requires UBC email (<i>cwl@mail.ubc.ca</i> or <i>first.last@ubc.ca</i>)</li><li>Access is terminated at the end of appointment</li></ul>

