

Eligibility for computing services in HUJI

The following procedures are based on Administrative Regulation number 23-002 published in the fall of 2004.

1) Opening an e-mail account

All employees, guests and students of the University are entitled to e-mail services.

2) Access to academic databases

All employees, guests and students of the University are entitled to access the academic databases of the University's libraries.

Access to academic databases from **home** requires one of the following:

- Eligibility to connect to the University from home (accessing databases is part of the connection service).
- All University employees, guests and students can use the Tango VPN service (even if there is no eligibility to connect from home)

3) Eligibility to connect from home

a) Useful links

- Request a new account for connecting from home: <http://ca.huji.ac.il/bf/accountform-en.pdf>
- Registration site for connection accounts: <http://rap.huji.ac.il>

b) Academic staff

Any of the following are considered "Academic staff": academic appointments, senior lecturers, clinic appointments, adjunct appointments, fellows*, external teachers, assistants (including BA student assistants), researchers and instructors.

- Members of the academic staff are entitled to an account which provides remote access from home.
- Members of the academic staff are not charged at present, but may be charged in the future.
- Connection privileges of the academic staff will be preserved for 9 months after termination of appointment.

Procedure:

Registration at our site

*Fellows will be treated as guests (see section d)

Procedures for new academic staff members

- Obtain confirmation from human resources
- Verify personal code at the Edmond J. Safra branch (a week after the appointment has begun)
- Registration at our site

c) Retired academic staff

Retired academic staff includes those with an academic appointment, senior lecturers, clinic appointments, adjunct appointments, and researches, who've retired.

Retired academic staff members are entitled to the same rights as members of the academic staff and under the same conditions.

Note: Pensioners from the academic staff that receive their pension from Mivtachim, and not directly from the University, should present their pension slip at one of the branches of the Computation Authority for activation of network access.

d) Guests

Any of the following are considered "Guests of the academic staff": visiting scholars, visiting researchers, and postgraduates who receive an official faculty appointment for a period of a few weeks up to 1 year (longer periods are discussed under "special cases"). Guests are granted the same rights as the rest of the academic staff. They need to fill in a request form and have it signed by the dean of the faculty/school. These accounts are free of charge.

Procedure

- Download and fill in account form
- Obtain authorization from: Dean/Rector/Academic Secretary/ Lady Davis Fellowship Trust/
- Open a user account at a branch of the Computation Authority
- Registration at our site

e) Short term guests

Any of the following are considered "Short term Guests of the academic staff": visiting scholars, visiting researchers, postgraduates or doctoral candidates, who are invited by a member of the faculty for joint research for a period of less than a month.

Short term Guests are granted the same rights as the rest of the academic staff and their accounts are free of charge.

Procedure

- Obtain confirmation from the secretary of the institute, school or faculty (include the name of the host faculty member, the name of the guest and the dates of the visit).
- Open a user account at a branch of the Computation Authority
- Self registration at our site

f) Technical and administrative staff

Members of the technical and administrative staff are entitled to open an account on the administrative servers (including the savion e-mail server) as required for their work.

Members of the technical and administrative staff will be granted a connection from home (annual/semi annual fee), provided the following terms are met:

1. Their job description requires one of the below:
 - I. Daily usage of mail from home (especially relevant to senior managers)
 - II. Support for servers/computing and control systems/websites, etc. (especially relevant to computing staff)
 - III. Frequent use of databases or academic journals for teaching or research.
2. The department director is willing to authorize and pay for the service.

The department director who requests access from home for an employee according to the above criteria, should fill in the request form and receive authorization from the associate dean, the school administrative director, the division head or the director of the authority. The department (and not the worker) should pay for the service.

Procedure

- Download and fill in the account form
- Obtain authorization from the associate dean, school administrative director, division head or authority the of director the from Secure payment from the department (via the faculty in case of academic departments)
- Obtain account activation from the Authority for Computation (Edmond J. Safra)
- Self registration at our site

g) Students

Any of the following are considered "students": a student who is studying for an academic degree (postgraduates included), an unregistered student, oversees student, pre-academic student, and student who is involved in non-academic degree studies such as: senior educator, certificate studies student, supplementary studies, etc.

All students are entitled to a user-code and to access to public computers situated in Student Computer Centers and in libraries.

Graduate students, medical students, veterinary students, dental students in their clinical years, students studying for teaching certificate, students in the programs for overseas students and students in the Amirim program from the second year and above are entitled, in addition, to connect from home.

Students who are studying for an academic degree retain their computing rights until June 30th of the following year. All other students are entitled to computing services during their period of studies only.

Computing services for all students are free of charge.

Procedure: Self registration at our site

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h) External lecturers with special status

The university management has granted privileges to certain external academic groups. The group members are involved in teaching in the university but lack academic status.

- Doctors who teach at the Faculty of Medicine and at the Faculty of Dental Medicine
- Members of the Volcani Institute who were qualified to teach Hebrew University students
- Members of the Veterinary Hospital, who were qualified to teach Hebrew University students.

Members of these groups are entitled to connect from home upon the recommendation of the Dean/School director and with the authorization of the Rector.

Services to external lecturers with special status are free.

Procedures

- Download and fill in the account form
- Obtain dean's recommendation
- Obtain rector's authorization

- Open a user account at one of the branches of the Computation Authority
- Registration at our site

i) **Research Students and Researchers from other Universities**

These users will receive access to campus public computers (including access to databases). They will not have home VPN access or wireless access.

Procedure:

- Download and fill in the account form
- Provide authorization from the other University
- Create a user at a branch of the Computation Authority (receive a personnel code)

j) **Volunteer Instructors**

Instructors who teach with no official appointment (no payment)

These users may receive network access including a computer account and home access upon receiving an authorization from human resources.

These accounts are free of charge.

Procedure:

- Download and fill in the account form
- Obtain authorization from human resources
- Create a user at branch of the Computation Authority
- Registration at our site

k) Support of computation systems from outside sources

External companies may receive a computer account and access to University computers which they need to support, with the authorization of the director of the Computation Authority. The requires that University the within department a from originate should support external for request the support of the external company. VPN access will be granted with the use of an OTP card **only** to computers/servers that require support. Access will not be given to computers on the administrative network. The requesting department should purchase an OTP card from the computation authority. The connection itself is free. The procedure will be processed by the management of the Computation Authority.

Procedure:

- Obtain request from an internal University source
- Download and fill in the account form. Enter the IP numbers of the computers being serviced.
- Obtain authorization from the Director of the Computation Authority
- Purchase an OTP card from the Edmond J. Safra branch.
- Activate the card and open an account with limited access.

4) Closing of accounts upon termination of work

University employees who have terminated their active work will receive a letter two weeks before the closing of the account. The "grace period" before closing an account depends on the following"

Unpaid leave:

- Academic staff – The connection account will not be closed
- Administrative staff- The connection account will be closed after 6 months

Maternity leave:

- Academic and Administrative staff- The connection account will be closed after 1 year.

Dismissal:

- Academic and Administrative staff- The connection account will be closed immediately.

Resignation:

- Academic and Administrative staff- The connection account will be closed immediately.

Death:

- Academic and Administrative staff- The connection account will be closed after 6 months.

Sabbatical:

- The connection account will not be closed (non academic do not have sabbatical)

End of appointment:

- Academic staff – The connection account will closed after 9 months
- Administrative staff- The connection account will be closed after 3 months
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Fees

Payment is for access to the network (whether a regular or VPN connection) and not for opening the connection.

The annual fee is 600NIS. The fee for computing services for a period of 6 months or less is 300NIS.

Payment for administrative workers will be processed through budget transfer from the faculty/school. Payment from external sources will be processed through budget transfer, if there is a University source financing the service, or with a payment voucher.

Only after payment will an OTP card be activated or will the authorization for access to the system be supplied.