

**This fact sheet covers additional services provided to UWS postgraduate students by ITS, and is aimed at postgrad students and their supervisors.**

Once enrolled, all UWS students are automatically granted an individual email account and access to student computing systems. However, there are occasions when postgrad students, particularly research postgrads, need staff like access to our IT systems.

## AMIS

To obtain staff like access, postgrads need to apply for an AMIS account. The UWS Associate Management Information System is used to create MyUWSAccount logins for associates of UWS, allowing staff like access to our systems.

AMIS provides postgrads with:

- Staff style email address – [j.bloggs@uws.edu.au](mailto:j.bloggs@uws.edu.au) rather than 11111111@student.uws.edu.au
- Staff levels of data storage – not automatically wiped at the end of each year, provided approval is extended.
- Access to approved staff systems, including school shared drives.

**Note:** AMIS accounts are automatically suspended when their approval expires (maximum 12 months). ITS notifies unit delegates and AMIS account holders prior to account expiry. Ongoing students will need to re-apply sufficiently in advance to ensure unbroken access.

All users of UWS IT systems must abide by relevant IT policies, including the IT Acceptable Use of Resources Policy. UWS policies can be found at:

<http://www.uws.edu.au/policies/a-z> - most IT policies are prefixed with IT.

## How do I have an AMIS account created for a postgrad?

Postgrad supervisors must satisfy themselves that the postgrad has a genuine need for staff like access as well as normal student access.

A User ID and Services Request Form must be completed, signed by both Supervisor **and** postgrad, and faxed or posted to the IT Servicedesk (fax: 02 9678 7191). Current ITS forms can be found at:

<http://www.uws.edu.au/itforms>

Students granted AMIS accounts will have two logins, their AMIS login, and their student login. They will need to use the correct login to access the different systems.

## Do AMIS passwords expire?

Yes. Like all MyUWSAccount passwords, those created for AMIS accounts expire a set period after creation, or when approval for the account expires – whichever occurs earlier. [More information.](#)

## Software installations

UWS site licensing allows postgrads to have some UWS software legally installed on their personally owned computer. However, installation costs must be met by the postgrad's supervising unit, at standard chargeout rates, if ITS is requested/required to do this work. To save costs, it is recommended that the supervising unit contact their local ITS Campus Support Coordinator to book a time for concurrent installations.

Our Microsoft licences do not allow installation on private computers.

## Computers

ITS does not supply computers for postgrad use, other than our General Purpose Computer Laboratories, which are available on all campuses, 22 hours per day. If postgrads require access to dedicated computers, they should discuss their needs with their supervising unit.

## Help

Contact the [IT Service Desk](#):

**Ph:** 02 9852 5111 (ext 5111)

**Fax:** 02 9678 7191 (ext 7191)

**Email:** [its servicedesk@uws.edu.au](mailto:its servicedesk@uws.edu.au)

**Self service  
job requests:** <http://itsm.uws.edu.au>

**IT Services  
Catalogue:** <http://www.uws.edu.au/its>