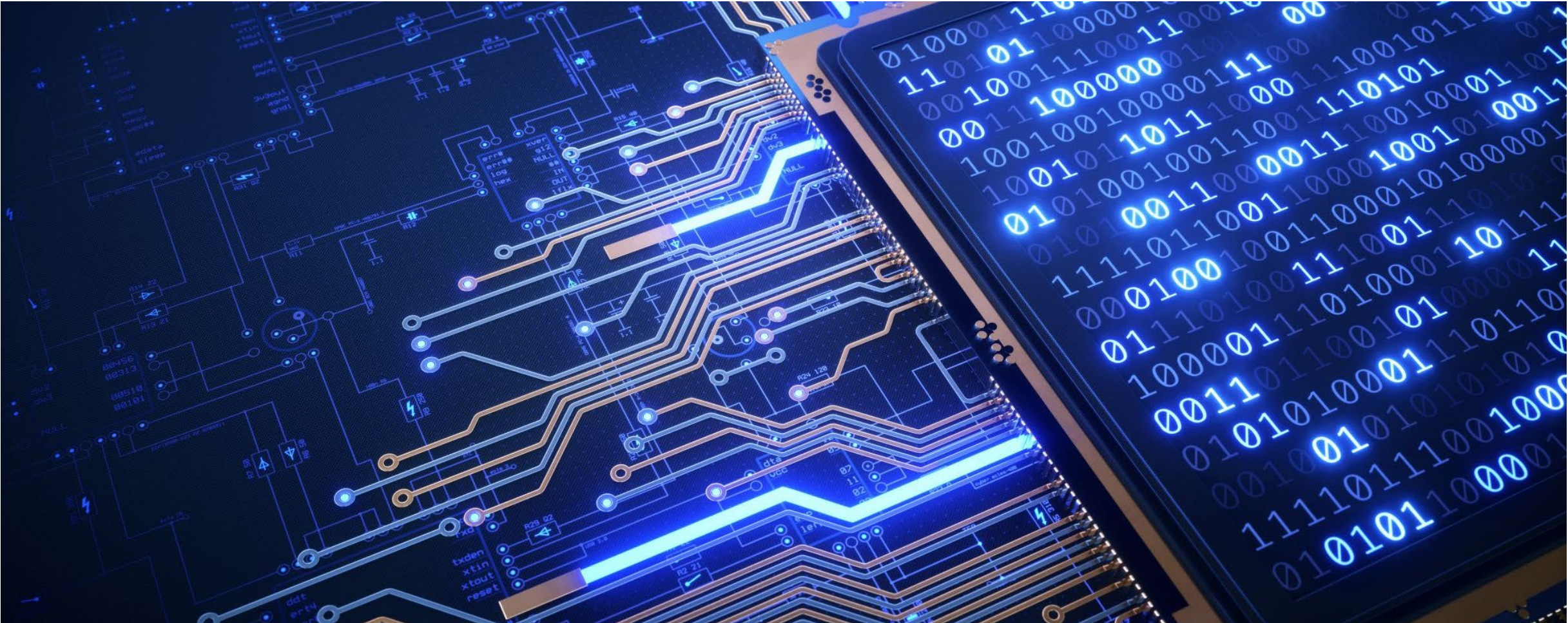


HEALTH COMPUTING INTRODUCTION TO COMPUTING



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Health Computing Office



The Health Computing Office is the Information Technology (IT) unit in the Faculty of Health dedicated to supporting teaching and research IT requirements of faculty, staff and students.



We provide advice on computing services and solutions available from within Health and offered centrally by [Information Systems & Technology \(IST\)](#)



On the web find us at: <https://uwaterloo.ca/health-computing> with information tailored to grad students at: <https://uwaterloo.ca/health-computing/graduate-students>



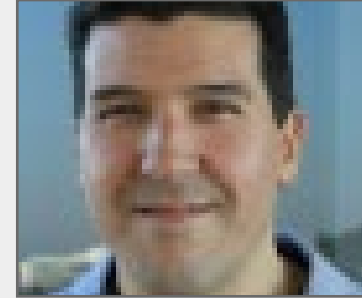
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Health Computing Personnel



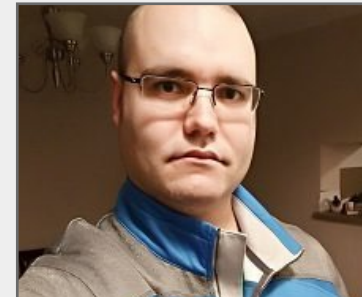
IT Director
Trevor Bain



IT Specialist
Brent Clerk



IT Specialist
Lowell Williamson

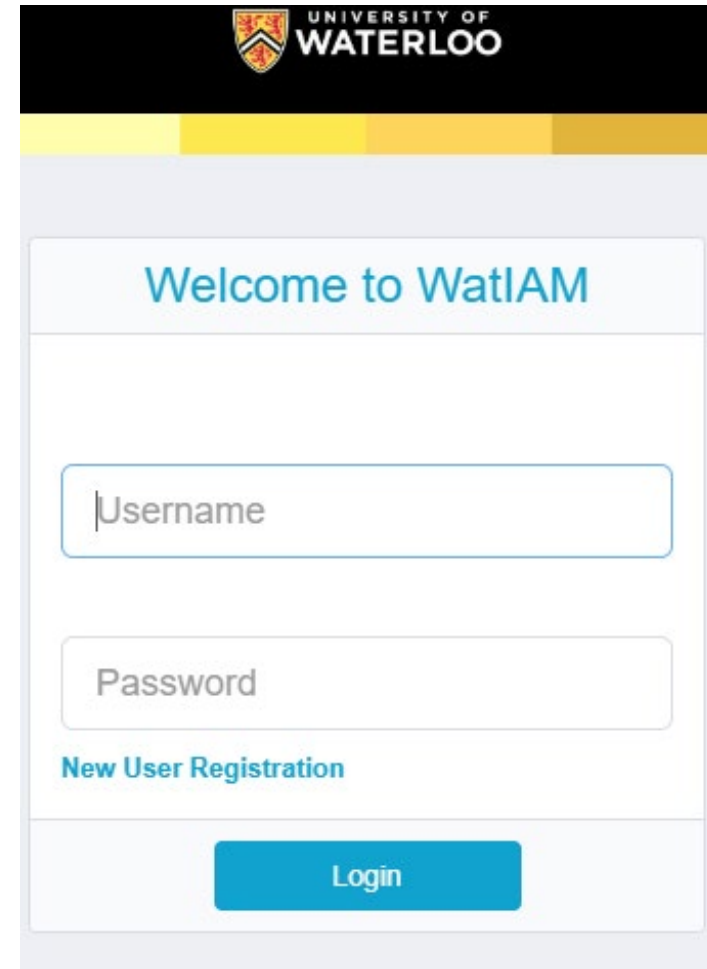


Client Support
Specialist
Josh Schmiedchen



WATIAM

- Logon to WATIAM
 - <http://watiam.uwaterloo.ca>
 - verify your personal information

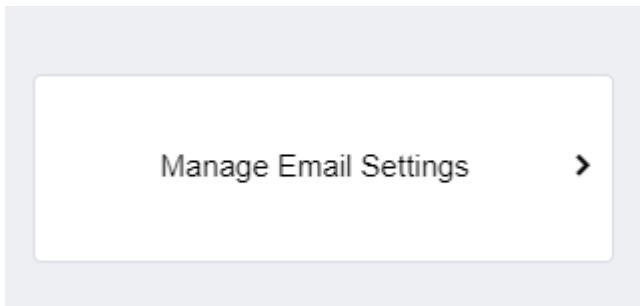


The screenshot shows the WATIAM login interface. At the top, there is a black header with the University of Waterloo logo and the text "UNIVERSITY OF WATERLOO". Below the header is a yellow decorative bar. The main content area is light gray and contains the text "Welcome to WatIAM" in blue. There are two input fields: "Username" and "Password". Below the password field is a link for "New User Registration" in blue. At the bottom, there is a blue "Login" button.



Checking WATIAM

- Manage Chosen/Preferred Name
- You can also setup a Friendly Email address



Mail Routing Address

lwillia@connect.uwaterloo.ca

The final destination where email is ultimately sent

Friendly Email Address

- lwillia@uwaterloo.ca
- lowell.williamson@uwaterloo.ca
- No friendly email address

Select an email alias for your accounts that is not linked to the username. Once a value has been saved, only an administrator may change the selection.

Additional Mail Aliases

Mail Aliases

These addresses represent the identity's mail aliases. Mail addressed to any of these addresses will be forwarded to the address supplied in the Mail Routing Address field

Mail Local Addresses

lwillia@uwaterloo.ca
lwilliamson@uwaterloo.ca
lwillia@uwaterloo.ca

Cancel

Submit



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Passwords and two-factor authentication

About those passwords...

- Never share it!
- IT support will never ask for your password
- When you change your password, make sure you change it on your mobile devices too
 - or the repeated attempts with the old password may lock out your account

TIME IT TAKES A HACKER TO BRUTE FORCE YOUR PASSWORD

| Number of Characters | Numbers Only | Lowercase Letters | Upper and Lowercase Letters | Numbers, Upper and Lowercase Letters | Numbers, Upper and Lowercase Letters, Symbols |
|----------------------|--------------|-------------------|-----------------------------|--------------------------------------|---|
| 4 | Instantly | Instantly | Instantly | Instantly | Instantly |
| 5 | Instantly | Instantly | Instantly | Instantly | Instantly |
| 6 | Instantly | Instantly | Instantly | 1 sec | 5 secs |
| 7 | Instantly | Instantly | 25 secs | 1 min | 6 mins |
| 8 | Instantly | 5 secs | 22 mins | 1 hour | 8 hours |
| 9 | Instantly | 2 mins | 19 hours | 3 days | 3 weeks |
| 10 | Instantly | 58 mins | 1 month | 7 months | 5 years |
| 11 | 2 secs | 1 day | 5 years | 41 years | 400 years |
| 12 | 25 secs | 3 weeks | 300 years | 2k years | 34k years |
| 13 | 4 mins | 1 year | 16k years | 100k years | 2m years |
| 14 | 41 mins | 51 years | 800k years | 9m years | 200m years |
| 15 | 6 hours | 1k years | 43m years | 600m years | 15 bn years |
| 16 | 2 days | 34k years | 2bn years | 37bn years | 1tn years |
| 17 | 4 weeks | 800k years | 100bn years | 2tn years | 93tn years |
| 18 | 9 months | 23m years | 6tn years | 100 tn years | 7qd years |

 -Data sourced from [HowSecureismyPassword.net](https://howsecureismypassword.net)



Two-Factor Authentication

- How do you get it?
 - We use Duo Mobile
 - <http://uwaterloo.ca/2fa>
- How it works?
- Logging into 2FA protected sites and applications is as simple as:
 - accepting a notification on your phone
 - plugging in an authenticator
 - entering a PIN from a text message or phone call

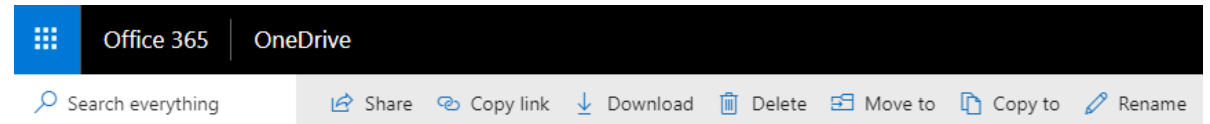


For security reasons, we require additional information to verify your account
(llwillia@uwaterloo.ca)

A screenshot of a Duo Mobile authentication interface. It features a header with the University of Waterloo logo and a "Settings" button. Below the header are three large green buttons: "Send Me a Push", "Call Me", and "Enter a Passcode". At the bottom, there is a checkbox labeled "Remember me for 30 days".

Communication: Microsoft365

- All faculty, staff and students have access to Microsoft365
- Includes 5TB of OneDrive space and copies of Office software for installation on up to 5 personal devices (home)

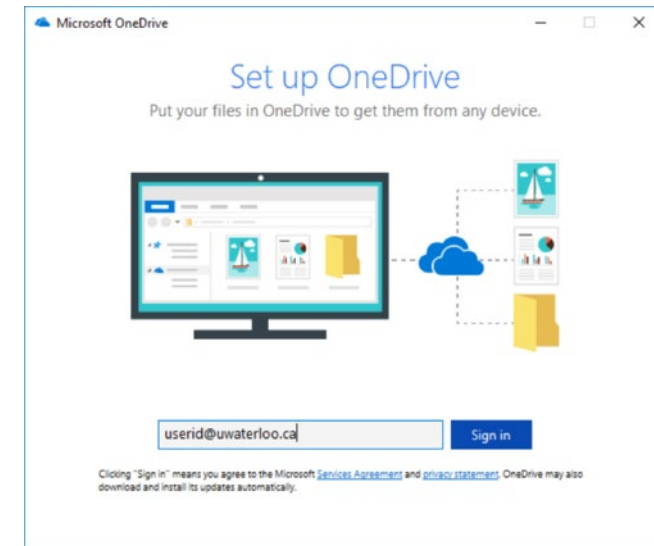


- Share files with others at UW
- Account will remain valid for an additional 16 months after your last term registered as a student
- Please see: <https://uwaterloo.ca/office-365/>

OneDrive

- [Guide to OneDrive](#)
- [How to share files using OneDrive](#)

| Storage location | Intended use | Account used | Server location | How to access? |
|-------------------------|--|---|---|-----------------------------------|
| Office 365 OneDrive | Collaborative files, personal files, any work-related files that are not classified as highly-restricted information | UWaterloo email address userID@uwaterloo.ca | Microsoft-hosted cloud servers (Canadian) | Web browser, OneDrive sync client |



Communication: Email and Calendar

- Setup instructions for software and devices are available in the IST website <https://uwaterloo.atlassian.net/wiki/spaces/ISTKB/pages/269156671/Office+365+Mail+Configuration+Guides>
- You can always get to your email with a web browser at <https://portal.office.com>
 - Log in with your [userid@uwaterloo.ca](mailto:user@uwaterloo.ca) and your UW password
 - Click on the Outlook icon on the left sidebar



COMMUNICATION: EMAIL AND CALENDAR



There are limits:

mail storage of 100GB for Microsoft365;
individual messages must be under 25MB
1000 messages per day



**It is expected that you use
your UW account**



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Communication: Email and Calendar

- UW scans emails for viruses and spam content
 - Spam messages will be delivered to your Junk Email folder. Some may be tagged with [Suspicious] in the subject line. Just don't open these!
- Calendar meeting invitations arrive by email and will be marked tentative in your calendar
- Respond to meeting invitation emails



Communication: Email and Calendar

- **Protecting your email account**
- Your email is a target.
- If an email claims to be related to a software, account or system upgrade, verify it with Health Computing.
- Look **closely** at the link before you click on it (uwatarloo.ca is not uwaterloo.ca)

Workday - Action(s) Required



uwaterloo@myworkday.com <myworkday@uwatarloo.ca>

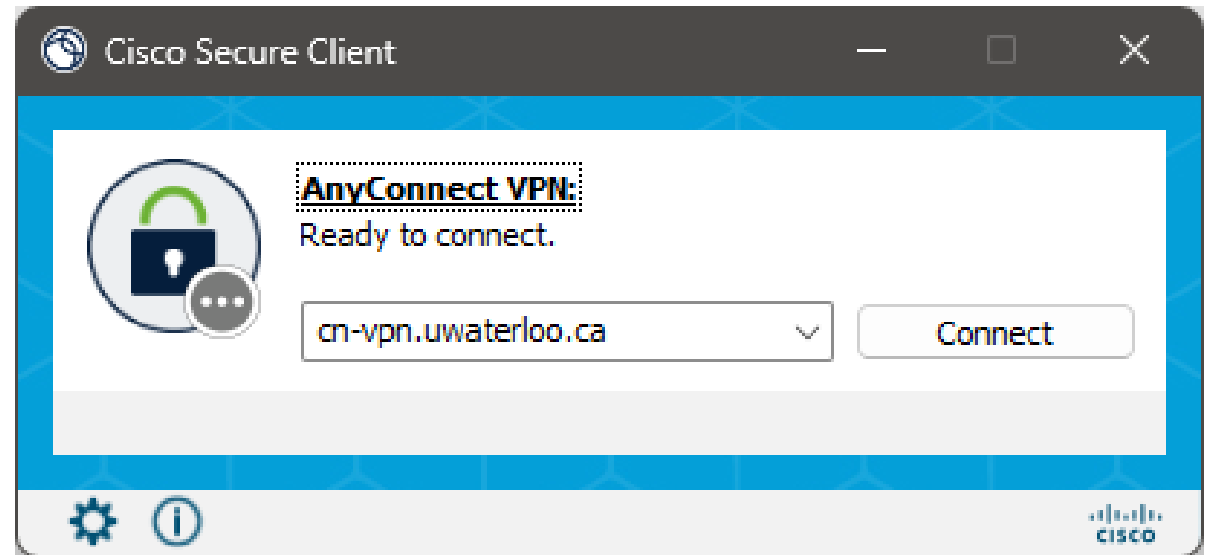


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VPN

- To connect to specific on-campus resources VPN is required
- [Instructions](#)
- <http://cn-vpn.uwaterloo.ca>



COMMUNICATION



MS Teams

Chat/Instant messages

Video/audio conference meetings from a few people to entire classes

Team projects which include managing & sharing files

- Collaborate on documents simultaneously.
- Schedule meetings & collaborate effectively with UW and non-UW people



Zoom

Used for connecting with people outside UW

<https://uwaterloo.zoom.us/download>



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Hybrid Meetings

- **Benefits**

- Increased attendance as off-site attendees can attend more readily due to reduced time commitment (travel) and scheduling (back-to-back meetings)
- Opportunity to bring in guest speakers

- **Challenges**

- Online attendees may miss out on in-room activities/discussions
- Technical issues with remote attendees can be disruptive

<https://uwaterloo.ca/health-computing/hosting-hybridheld-meetings>



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Available Rooms

- Each room is unique
- Best to do a test in advance
- Contact for Tech Support
 - Josh Schmiedchen
 - Client Support Specialist
 - josh.schmiedchen@uwaterloo.ca
 - 519-888-4567, ext. 45721
 - Location: LHS/BMH 1626
- Resources

<https://uwaterloo.ca/health-computing/classroom-video-conferencing-health>

<https://uwaterloo.atlassian.net/wiki/spaces/HEALTHHELP/pages/43061837910/Teaching+Seminar+Meeting+Rooms+and+Equipment#HealthRooms>



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Remote access

Computing in the Cloud



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Remote access – SAS

SAS

- Health hosts a SAS server for remote access.

<https://ahs-sas-edu.nexus.uwaterloo.ca/SASStudio/>

- About the Service

<https://uwaterloo.ca/health-computing/sas>

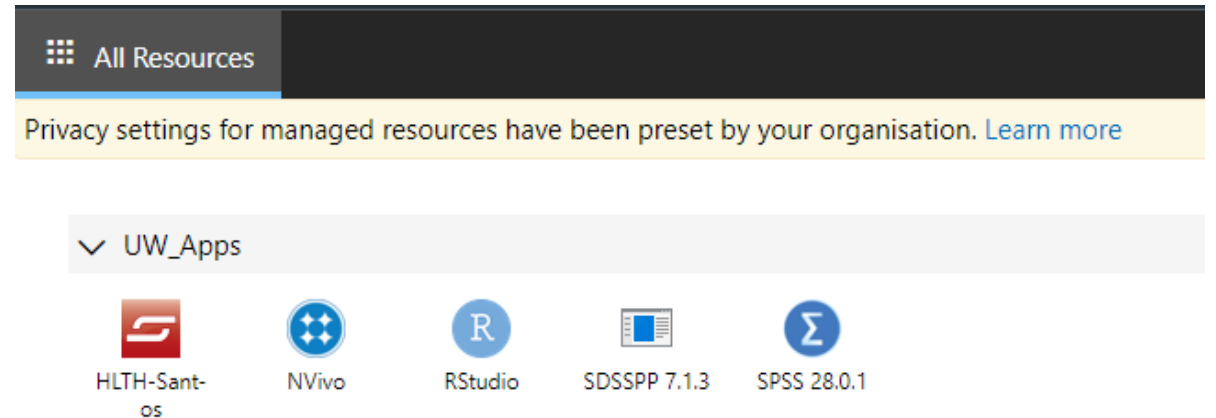


The image shows a screenshot of the SAS login page. At the top center is the SAS logo. Below it are two input fields: 'User ID' with a person icon and 'Password' with a key icon. A 'Sign In' button is located below the password field.



Remote access – SPSS & NVIVO

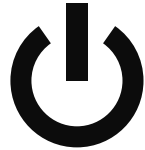
- In partnership with IST, Health Computing is offering SPSS & NVIVO remote access
 - <https://wvd.uwaterloo.ca>
- About the Service
 - <https://uwaterloo.ca/health-computing/health-virtual-computing-lab>



TOP TIPS



Keep your Operating System and Software up to date



Secure your identity with complicated & unique passwords and use 2FA



Reboot/Shutdown often



Provide useful information - answer the 5 Ws



Ask if you need help or are unsure



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QUESTIONS?

Lowell Williamson, IT Specialist

BMH 1629, x42326, llwillia@uwaterloo.ca