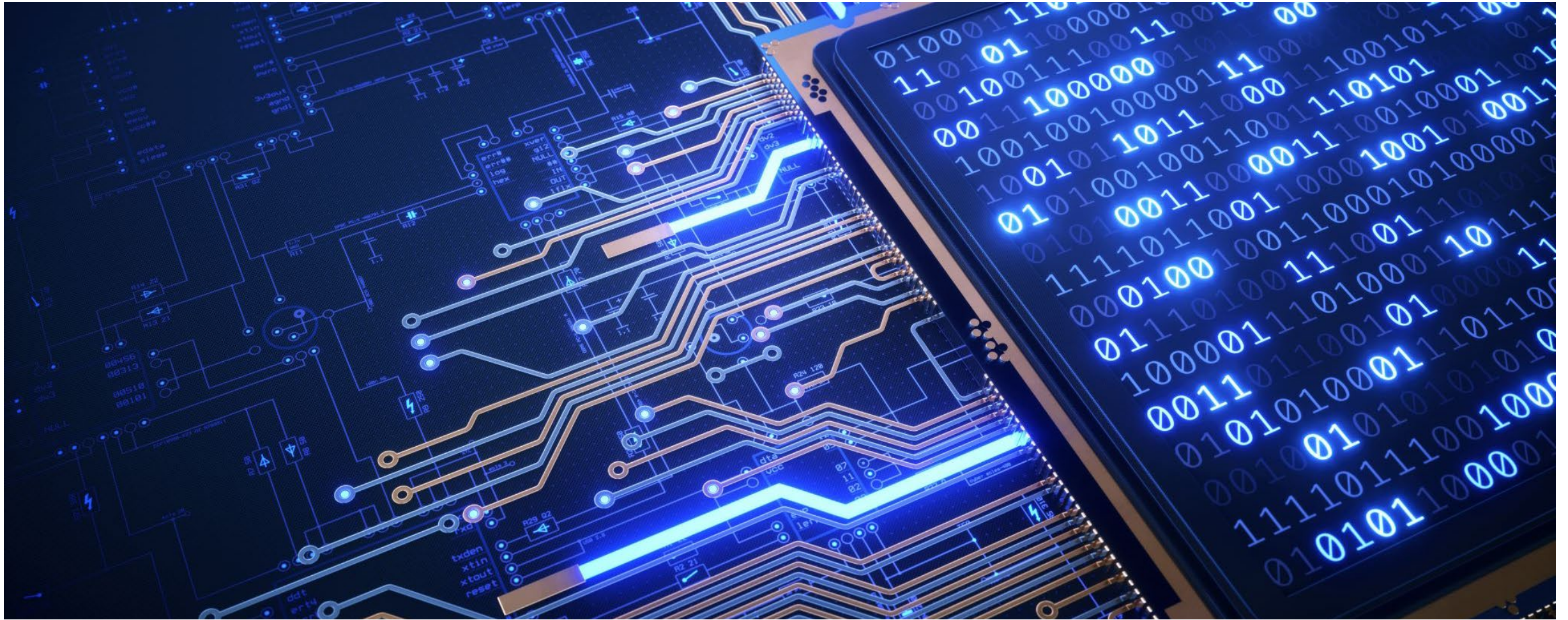


HEALTH COMPUTING

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>



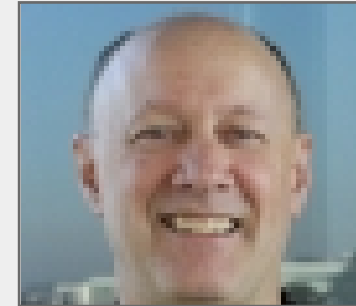
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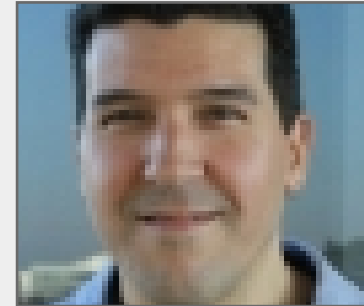
Health Computing Personnel



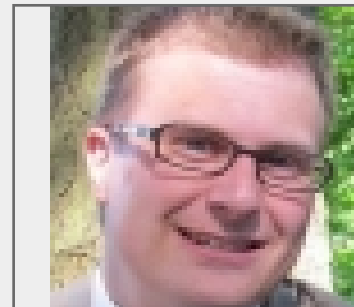
IT Director
Trevor Bain



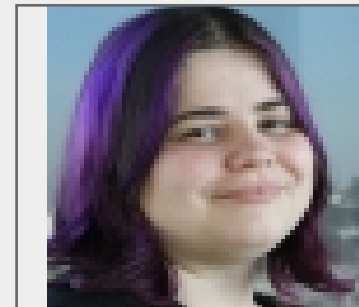
IT Specialist
Craig McDonald



IT Specialist
Brent Clerk



IT Specialist
Lowell Williamson

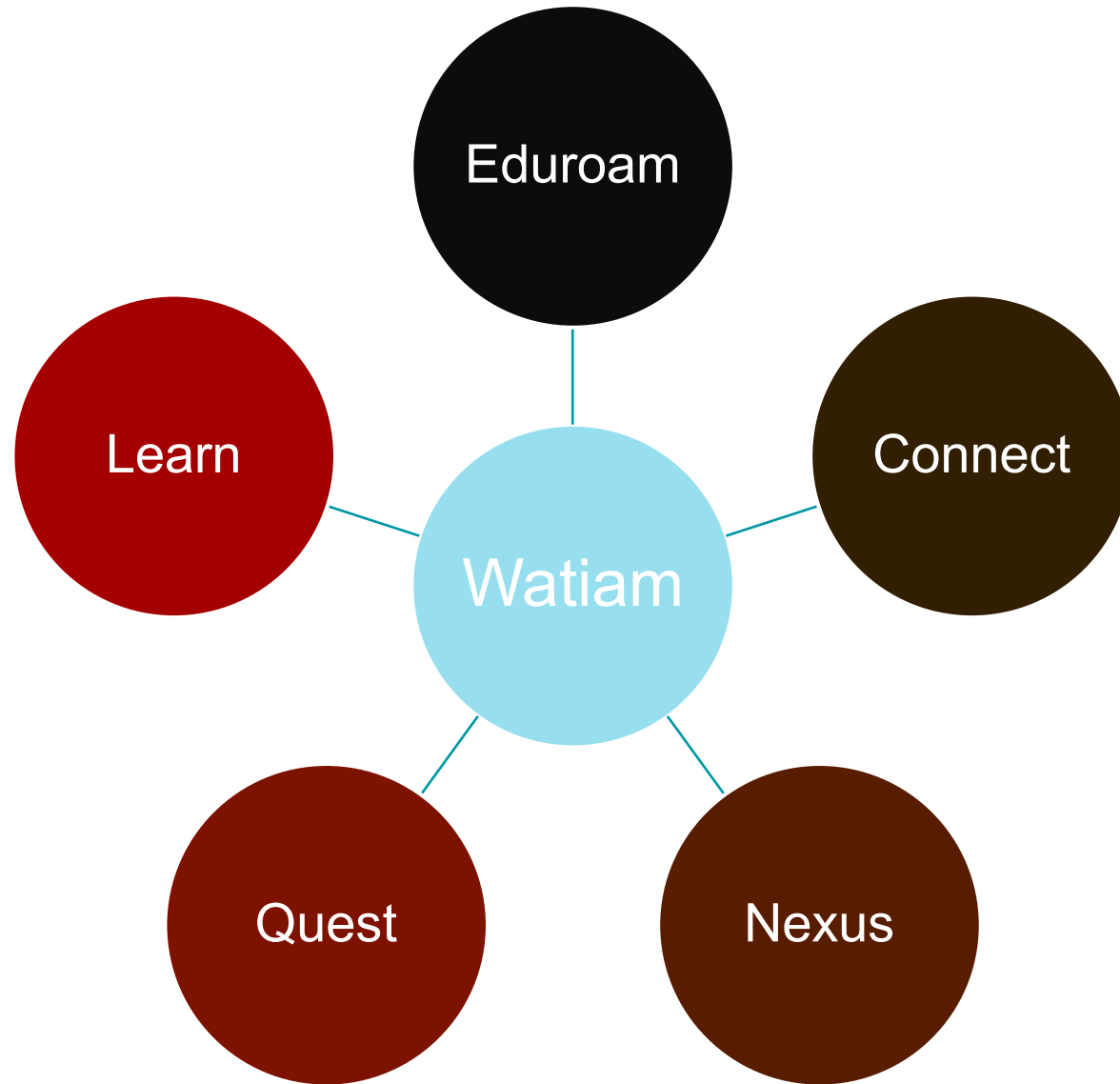


IST Account Rep
Cassie Bechard



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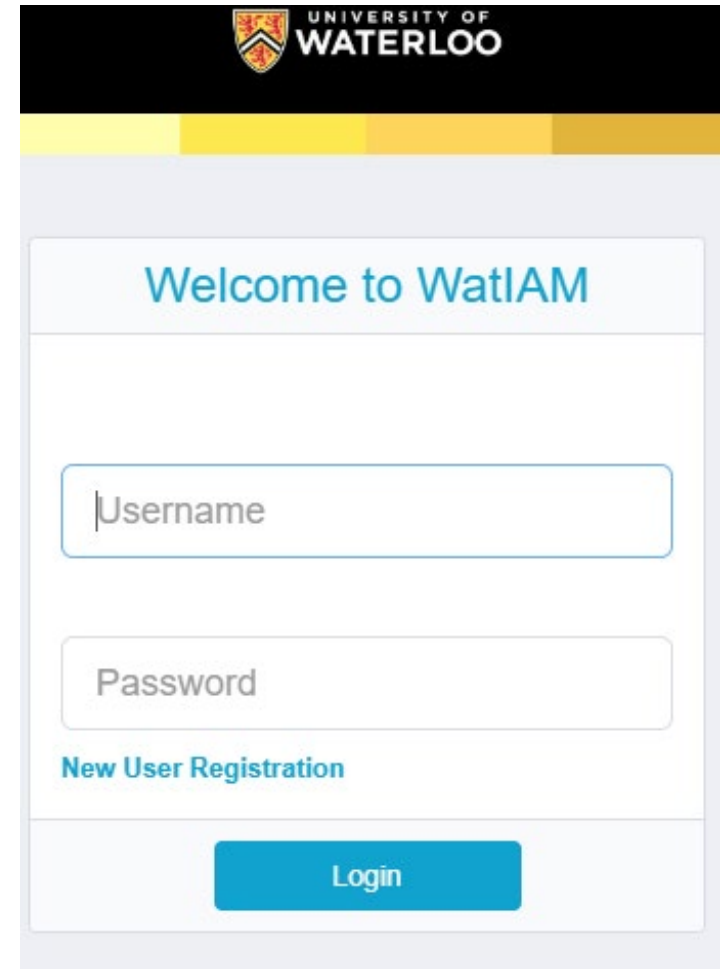


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WATIAM

- 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 name. Below this is a yellow decorative bar. The main content area is light blue and contains the text "Welcome to WatIAM". There are two input fields: "Username" and "Password". Below the password field is a link for "New User Registration". At the bottom, there is a blue "Login" button.



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Checking WATIAM

- To forward your email to another account fill in the Email Forward field in WATIAM
 - Should be set to:
username@connect.uwaterloo.ca
- Manage Chosen/Preferred Name
- You can also setup a Friendly Email address

Manage Email Settings



Mail Routing Address

llwillia@connect.uwaterloo.ca

The final destination where email is ultimately sent

Friendly Email Address

- ☒ llwillia@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

llwillia@uwaterloo.ca
llwilliamson@uwaterloo.ca
llwillia@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

 HIVE SYSTEMS

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



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TWO-FACTOR AUTHENTICATION

How do you get it? We use Duo Mobile. See:
<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)



≡ Settings

Send Me a Push

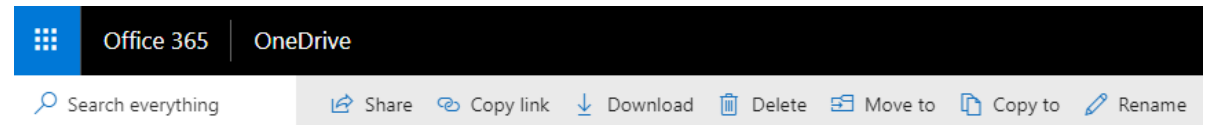
Call Me

Enter a Passcode

☐ Remember me for 30 days

Communication: Microsoft365

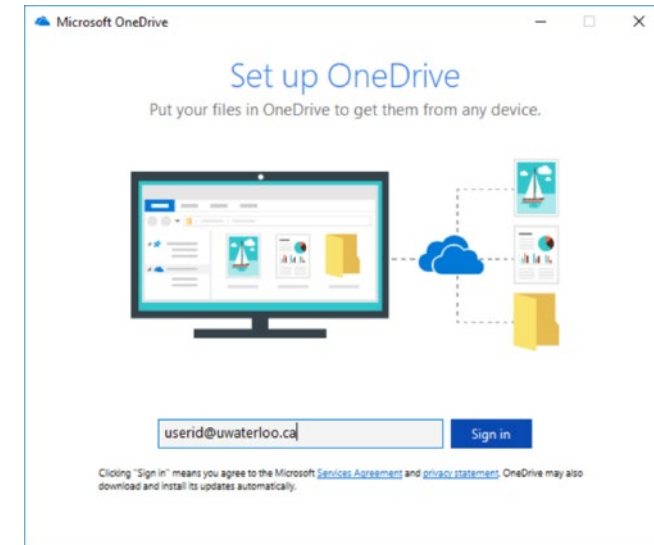
- All faculty, staff and students have access to Microsoft365
- Includes 5TB of OneDrive space and copies of Office software for installation on up to 5 personal devices (home)
- Share files with others at UW
- Account will remain valid for an additional 16 months after your last term registered as a student
- Please see: <https://uwaterloo.ca/office-365/>



OneDrive

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

<i>Storage location</i>	<i>Intended use</i>	<i>Account used</i>	<i>Server location</i>	<i>How to access?</i>
Office 365 OneDrive	Collaborative files, personal files, any work-related files that are not classified as <u>highly-restricted information</u>	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



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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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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



Webex

Used for connecting with people
outside UW

<https://webex.com/downloads.html>



Zoom

Used for connecting with people
outside UW

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

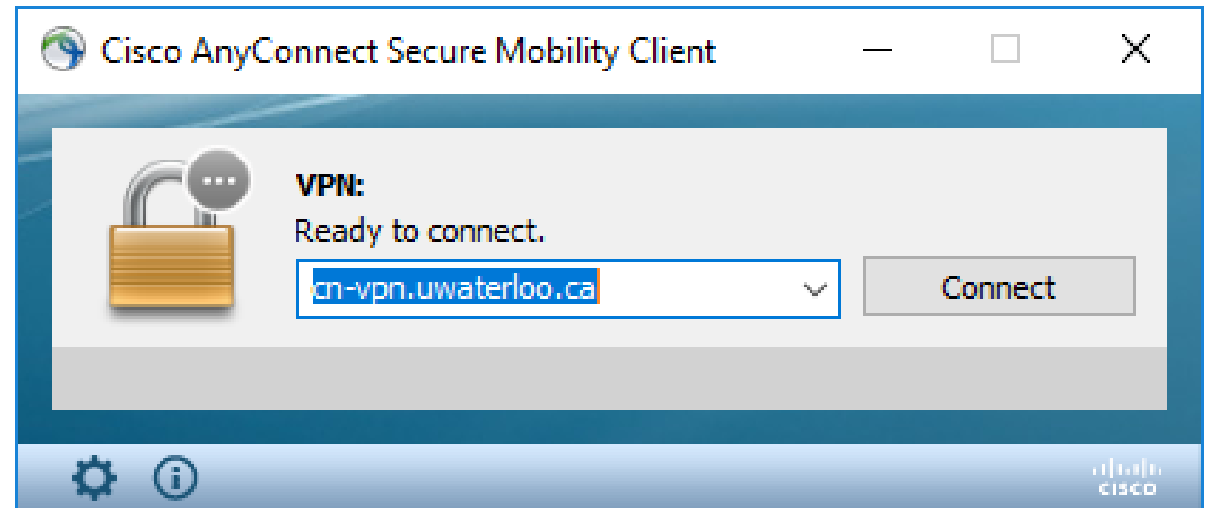


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VPN

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



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Remote access

NVIVO, SPSS & SAS

Remote access – SAS & SPSS

SAS

- AHS 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 the SAS login interface. At the top, the SAS logo is displayed in white on a blue background. Below the logo, there are two input fields: the first is labeled 'User ID' with a person icon to its left, and the second is labeled 'Password' with a key icon to its left. Both fields are dark blue with white text. Below these fields is a white 'Sign In' button with a blue border.

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Remote access – SPSS & NVIVO

- SPSS & NVIVO
- In partnership with IST, AHS Computing is offering SPSS remote access
 - <https://rdweb.wvd.microsoft.com/arm/webclient/index.html>
- About the Service
 - <https://uwaterloo.ca/health-computing/remote-access-spss-and-nvivo-windows>



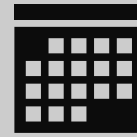
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Top Tips



Keep your Operating System up to date



Keep software up to date



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



Reboot/Shutdown often



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QUESTIONS?

Lowell Williamson, IT Specialist

BMH 1629, x42326, llwillia@uwaterloo.ca