IT guide for new employees
V2.2 – 19.7.23

Welcome to the Faculty of Biology! We have put together some IT-related information to help you getting started.

IT support in the faculty consists first and foremost of the **local IT-admins** who organize direct support in the work groups. You can find out who this is from your colleagues and, in case of doubt, from the Faculty IT. The **Faculty-IT** is the second level and supports the local IT admins of the workgroups and the central services (s. site). As a third level, there is the **central LMU-IT** (site), but please do not contact them until you are asked to do so by the Faculty-IT.

The **earlier (!!)** you or your supervisor contact the Faculty-IT and your local IT admin, the easier it is to implement the required hardware and software in time for the start of work.

With your contract, you have received a sheet with your LMU/LRZ identifier and a start password. With these credentials, you can perform your **initial login** to the LMU portal and set a personal password. This is necessary to have full access to all services offered by LMU and the LRZ.

Please report to the Faculty-IT immediately **after your initial registration**, which will then assign your identifier to the correct workgroup ("LRZ project"). Only then, you will also have a mail address ...@bio.lmu.de, which you then please use to forward for your ...@lmu.de emails. Please note that mail forwarding to mail services outside the MWN (Münchner Wissenschaftsnetz) is not allowed according to the current LMU data protection regulations.

The LRZ ID is your access to all LRZ services (email, NAS file server, Eduroam, EduVPN etc.), to your computer (in the building of IT 1) and to all LMU services (LMU Portal, Zoom, Wiki, LMU Chat etc.). Note that you have to activate some of these services in the LMU portal first.

If you would like to have access to the NextCloud of the faculty, for example for the data protection-compliant transfer of examination results to the examination office, please contact Christian Strobl or Sven Schörnich.

Some useful info can be found in this wiki (first activate "LMU Confluence" in the LMU portal, see above)

For working from home or from locations outside the faculty building, you need a VPN access. You can find the necessary information under the following link.

Access to the Linux Cluster and Bio High Performance Cluster (BioHPC) can be requested through the heads of the working groups. More details can be found here.

The use of private computers for work in the faculty (BYOD) is generally not desired, but may be permitted in individual cases after a review of the device by the Faculty-IT.

Please note that any computer connected to a mini-switch has Internet access. However, for connections to the Biology-, LMU- and LRZ- intranets, the computer must be registered by the Faculty-IT. See also the FAQs

To clarify any unanswered questions, please feel free to stop by at the Faculty-IT or contact us via email or phone.