

Information about network services provided by Computer Center of the Faculty of Physics (OKWF)

It is necessary to distinguish between the services at:

- 1) the University (UW) level (CAS, USOS, mail @uw.edu.pl / for PhD students @student.uw.edu.pl, eduroam etc.)
- 2) the Faculty (FUW) level (mail @fuw.edu.pl, faculty cable and wifi network, Active Directory service, unix servers access etc.)
- 3) local level (sub-units servers, printers etc.)

Some procedures might link different levels!

ad 1) The services are described at <https://it.uw.edu.pl/> (this website is bilingual); probably the most usable service is CAS (Central Authentication Service).

The CAS account is routinely generated for every new employee or PhD student. Recommended access procedure (except for the Astronomical Observatory staff; in such case please consult local IT administrator) is as follow:

a) if you are a “regular” employee of the University, OKWF puts your faculty email address (@fuw.edu.pl) into a USOS system database (typically an address @uw.edu.pl / @student.uw.edu.pl is put there for start); please allow a week or so for data processing / migrations between various university systems / databases; an easy way to check the status is to find yourself at <https://spispracownikow.uw.edu.pl/>; once the address @fuw.edu.pl comes there, you will be able to perform next step, at least on the next day; PhD students are to check with their Doctoral School which address is in use and how to get university mailbox (@uw.edu.pl)

b) at <https://logowanie.uw.edu.pl/> use password reset (forgotten password) procedure; put your faculty email address there, then you will get an email with further details how to establish your password; then you will be able to manage various University service access at <https://mojekonto.uw.edu.pl/>.

Typically your login (username) for this service is your PESEL, unless it is not known when creating the account; in such case artificial login is established. If you are in doubt, please contact robert.budzynski@fuw.edu.pl and krzysztof.szymaszczyk@fuw.edu.pl for assistance.

ad 2) *Note: this part is, in general, not applicable to the Astronomical Observatory staff, having its own network services system.*

Typical set of faculty services consists of:

- email @fuw.edu.pl;
- faculty cloud (employees only);
- faculty wireless (FUW.*) network (ethernet usually does not require specific account, however in some areas mac-address registration might be necessary; consult local IT people if in doubt);
- VPN service (on user demand only);
- Active Directory (different than university one);
- faculty unix servers account;
- home catalog.

More about the services at <https://www.fuw.edu.pl/okwf-uslugi-prac.html> (in Polish)

More about faculty password system at <https://myfuw.fuw.edu.pl> (bilingual)

For start, you will usually obtain your master password. For security reasons the starting master password does not work and you have to change it within 48 hours at <https://myfuw.fuw.edu.pl> first to make it active. It is not a password for particular services (e.g. faculty email) yet! Then, at another tabs of this site you will be able to establish your passwords for various services you are authorized to use.

Note: If, for some reasons, the starting master password is being delivered remotely (e.g. through a third party, likewise your supervisor), the 48 hours period is not launched until you confirm to krzysztof.szymaszczyk@fuw.edu.pl you have got your credentials).

It is recommended to retain a sheet obtained at OKWF. The master password could be remotely (by OKWF) restored to its starting value (as given on the sheet) and you will be able to restart the procedure from scratch (e.g. in case you will forget your personal master password) without another visit to OKWF.

It seems be important to configure your mailbox as soon as possible. Your email address @fuw.edu.pl is used for such services as USOS/CAS (see item 1 above), internal official mailing list, staff directories (both university and faculty ones) and, last but not least, for some software registration (under faculty licenses – more at <https://www.fuw.edu.pl/oprogramowanie-licencje.html>).

The simplest way to access your mailbox is webmail at <https://www.fuw.edu.pl/poczta.html>. You can configure your email client as well – more at <https://www.fuw.edu.pl/email-pracownicy.html>.

Username (login) is common for all the faculty services. Do not mistake username with email address!

Be aware that, in general, the services are available to you as long as you are a member of the faculty community (employee, PhD student). If, for some reasons, you need to extend the services availability beyond this time, please apply to OKWF staff through your tutor or head of your sub-unit to avoid unexpected discontinuation.

ad 3) Consult local IT staff or your tutor / head of sub-unit for further instructions.

Some services may require changes to your faculty network account settings; local IT staff or data owners will request the changes at OKWF.

Be aware that OKWF is not responsible for a configuration of end user's devices, software installation etc. (except for the faculty administration staff).

Edition January 2024, prepared by Krzysztof Szymaszczyk (OKWF)