



IT guide for new employees

v1.1 – 25.10.22

Welcome to the Faculty of Biology! The following information should make your start easier and to quickly find the right contact persons in case of questions.

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 your IT group. As a second level, two **IT groups** have divided the support of the workgroups among themselves. Which group is responsible for you can be found on the website and is known by the IT admins. As a third level, there is also the **central LMU IT** (<https://www.it-servicedesk.lmu.de/kontakt/>), but please do not contact them until you are asked to do so by your IT group.

The **earlier** you or your supervisor contacts the IT group and your local IT manager, the easier it is to implement the required hardware and software in time for the start of work.

IT group 1

it1@bio.lmu.de

Martin McKenzie

Andy Spiegl

Christian Strobl

office: G00.009

IT group 2

it2@bio.lmu.de

Dietfried Molter

Werner Schimmel

Christian Strobl (part-time)

office: D00.029

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 (<https://login.portal.uni-muenchen.de/ea/>) and set a personal password. This is necessary to have full access to all services offered by LMU and the LRZ. If you have any questions about this or need assistance, you can always contact one of your IT group.

Please report to your IT group **immediately after** your initial registration, which will then assign your identifier to the correct workgroup ("LRZ project"). Only then will you 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.). Important note: You have to activate some of these services in the LMU Portal (see above) first.

If you need or prefer a different operating system on your workstation than the one provided (Linux / MacOS / Windows), please contact the IT admin of your workgroup. For the setup of your PC (e-mail, drives, printer) you will also get support from your IT group.

Some useful info of IT Group 1 can be found here (please activate "LMU Confluence" first, see above): <https://www.bio.lmu.de/Anwender-Wiki/>

Information on IT Group 2 and its locations is available at <https://it2.bio.lmu.de>

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: <https://doku.lrz.de/display/PUBLIC/VPN>

Access to the Linux Cluster and Bio High Performance Cluster (BioHPC) can be requested through the heads of the working groups. Details and further information can be found under the following link: <https://collab.lmu.de/display/BioHPCGenomics/BioHPC+Genomics>

If you require additional IT equipment, such as a second PC, webcam, mouse/keyboard, network cable, this will be ordered by the IT group and invoiced to your work group. In this respect, it is advantageous if you have discussed this with your supervisor or local IT admin in advance. The IT group is not responsible for ordering consumables such as toner or paper.

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

For clarification of open questions, please come by your IT group.