

 Environment, Health & Safety Office Administrative Procedures	Procedure #: EHS-04-002
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TITLE: Computer Policy	Approved: Title: <i>Louis DiGerardinis</i> <hr/> Director, EHS
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New Employees

MIT ID - All employees, including term, part time, MITemps, and consultants should obtain an MIT ID.

Athena Account – All full time employees should automatically have an Athena account reserved for them. Other employees may need to have and Athena account created for them, at no cost to the EHS office. An MIT ID must be obtained before an Athena account can be created. To request an Athena account send an email to accounts@mit.edu, specifying the employee's full name, MIT ID number, and their role in the EHS office. Once the account has been reserved, the employee must register the account at <http://web.mit.edu/register>.

Kerberos Name - During the Athena registration process, the employee will choose a kerberos name and password. Kerberos is the primary means of authentication used at MIT. It is used for email, file transfer, and to obtain personal web certificates to access secure web sites. Employees should choose a kerberos name carefully since once selected they cannot easily be changed.

IP address – If a new computer is being purchased, or if the employee plans to use his or her own laptop on the MIT network, the IT Consultant should request a new host name and IP address by filling out the online form at <http://web.mit.edu/is/services/network/ip-request.html>.

File Access – The IT Consultant should be informed of which groups the new employee will be working with so that access can be granted to the appropriate network drives and web resources.

Mailing Lists – The mailing list administrator should add the employee to the appropriate mailing lists for his or her group affiliation and job function.

Computer Purchasing and Distribution

Prior to new employees starting to work in EHS, the IT Consultant should be informed on the employment status (part time, term, MITemp, consultant, etc.) and the type of work the employee will be doing. This way it can be determined if EHS currently has a computer, which will be suitable for their needs or if a new computer needs to be purchased.

The standard practice is to give all full time EHS employees the same class of equipment, with preferences given based on seniority and the responsibilities of each individual employee. Employees involved in computational intensive work may be given a higher class of computer. Part time employees and consultants may get slightly older equipment, but all equipment will meet or exceed MIT's minimum requirements. Requests for new computers or upgrades should go through the deputy directors, at which point we can review what class of computer is necessary for the type of work the employee is doing. Ergonomic complaints should be referred to IHP, and resultant purchases should be recommended by IHP.

Recommended Hardware

IS recommends the Dell Optiplex series of computers for desktop models, and the Dell Latitude series for laptop models.