

# Honorary and Visitors Support Guide

## Purpose

The guide is intended for UHS staff who hold an honorary or visitors contract with the University of Southampton. It provides an overview of relevant systems and processes and information on where to find out more. You may wish to bookmark any sites you find useful.

## Menu

### **1) Getting Started**

- a) Subscribe
- b) Multi-factor authentication (MFA)
- c) ID Card
- d) SUSSED
- e) Eduroam & Wi-Fi
- f) Health & Safety

### **2) Working away from campus**

### **3) Email and Communication**

- a) How to set up your email signature
- b) Printing
- c) Distribution lists
- d) Saving and Sharing Files (SharePoint and OneDrive)
- e) Website Staff Profile Pages

### **4) Our Culture and Environment**

- a) Our Southampton Behaviours
- b) Equality, Diversity and Inclusion (ED&I)
- c) Triple Helix
- d) Research Culture
- e) The Technician Commitment
- f) Research Ethics and Integrity
- g) University closure days

## **5) Navigating the University**

- a) Faculty of Medicine
- b) Faculty of Environmental and Life Sciences - School of Health Sciences
- c) iSolutions
- d) Serviceline
- e) SafeSend
- f) Room bookings
- g) Southampton General Hospital Map
- h) University Brand templates

## **6) Research Support**

- a) Clinical Research Data Services (CIRU)
- b) Fellowship Support
- c) Library Services
- d) Publishing Your Research – Joint Publications Policy
- e) Research and Innovation Services (RIS)
- f) Research Design Service South Central (RDS SC)
- g) Southampton Academy of Research (SoAR)
- h) UHS Clinical Research

## **7) IT Systems for Researchers**

- a) ERGO II (Ethics and Research Governance Online)
- b) Pure and ePrints

## **8) Research Centres and Facilities**

- a) Centre for Cancer Immunology (CCI)
- b) NIHR Biomedical Research Centre (BRC)
- c) MRC Lifecourse Epidemiology Centre (MRC LEC)
- d) NIHR Applied Research Collaboration Wessex
- e) NIHR Clinical Research Facility (CRF)
- f) Primary Care Research Centre
- g) Southampton Clinical Trials Unit (CTU)
- h) Southampton Centre for Research Engagement & Impact
- i) Southampton Imaging and Radiology Research Group (SIRRG)
- j) WISH Lab

## **9) Jargon Buster**

## **1. Getting Started**

### **Subscribe**

Subscribe is where you can create and manage your University email and computing account.

[Subscribe Self-service : University of Southampton \(soton.ac.uk\)](#)

### **Multi-factor authentication (MFA)**

Once you have created your account, you will need to set up multi-factor authentication (MFA). MFA will prompt you to confirm your identify when you sign in.

[IT - How to set up and manage Microsoft Multi-Factor Authentication \(MFA\) \(service-now.com\)](#)

### **ID Card**

All students and staff of the University of Southampton are issued with an ID Card, which they are required to carry while on University premises. Cards can be set up to provide access to specific areas. Where this is required check with your School or local contact for details of how to request access.

[Identity Cards : University of Southampton \(soton.ac.uk\)](#)

### **SUSSED**

SUSSED (Southampton University Staff/student Social & Educational Directory) is the University's Web portal. The portal provides a personalised view of the web resources that are available to you as a member of the University, as well as University News and Announcements. Many of the applications detailed in this guide can be accessed via SUSSED.

[SUSSED - Home \(sharepoint.com\)](#)

SUSSED for Researchers - [Research \(sharepoint.com\)](#)

SUSSED for Education - [Education \(sharepoint.com\)](#)

### **Eduroam Wi-Fi**

Eduroam is the University's free Wi-Fi service is available across all of our campuses and in Halls of Residence.

[Connecting to eduroam | iSolutions | University of Southampton](#)

### **Health and Safety**

University information - [Health & Safety - Home \(sharepoint.com\)](#)

## **2. Working away from campus**

### **Global Protect (VPN) and Southampton Virtual Environment (SVE)**

A VPN is establishing a private connection into the University network via your public internet connection. This is done from your own device. From here you can access specific network resources that are unavailable publicly, such as the HR system or Library journals.

SVE is a virtual desktop environment which aims to provide a consistent desktop experience from anywhere. This is a managed University desktop with specific software ready to go! This is ideal if you need a full desktop experience with access to a large software portfolio.

[How to Set up SVE or VPN.pdf](#)

[Southampton Virtual Environment \(SVE\) \(sharepoint.com\)](#)

## **3. Email and Communication**

### **How to set up your email signature**

<https://sotonac.sharepoint.com/teams/Brand/SitePages/Templates/EmailSignature.aspx>

### **Printing**

Computers managed by the University with a name like UOS-number (for example: UOS-1234567) and public work stations (computers in a teaching space), have printer queues automatically configured. Printers are called BlackWhite and Colour on [staff.myprint.soton.ac.uk](http://staff.myprint.soton.ac.uk) or [student.myprint.soton.ac.uk](http://student.myprint.soton.ac.uk).

Documents can be collected from any University printer. You will need to log in using your user name and password or by swiping your ID card.

You can also print from your own device by following the guidance below.

[https://sotonproduction.service-now.com/serviceportal?id=kb\\_article\\_view&sysparm\\_article=KB0079119](https://sotonproduction.service-now.com/serviceportal?id=kb_article_view&sysparm_article=KB0079119)

*Note – all printing costs will be charged to the School / Department they are assigned to.*

### **Distribution lists**

The all.soton mailing list service was created to provide a simple way for staff and students to communicate with specific groups within the university.

[All.Soton](#)

### **Emails and newsletters you can sign up to receive**

#### **RDS South Central eBulletin**

Contains details of the latest funding calls, news, training opportunities and events relating to health and social care research.

[Home - Research Design Service South Central \(nihr.ac.uk\)](#)

#### **Research Connect**

A specialist research funding database

<https://search.myresearchconnect.com/Default/Index?ReturnUrl=%2fHome>

### **Saving and Sharing Files** (SharePoint and OneDrive)

The University uses SharePoint Teams sites to provide a private space for collaborative working.

SharePoint Communication Sites are used to create portals to share information in an engaging manner with a wide audience.

#### **SharePoint**

Each individual with a University login has access to Microsoft OneDrive, a cloud-based storage platform which operates similar to hard drive storage. With OneDrive you can access files from all your Internet enabled devices. Access all your personal files and those files others share with you on all your devices, including mobile, Mac, and PC as well as in a web browser. You can also share files inside or outside of the University.

### **Website Staff Profile Pages**

During 2022 the University rolled out new staff profile pages on our University website. We hope to roll out the option for Honorary staff to have a University website profile page during 2023.

## **4. Our Culture and Environment**

### **Our Southampton Behaviours**

Our Southampton Behaviours outline the responsibility we each have in working collaboratively to achieve our strategy. They are about developing trust, respect and compassion, supporting and encouraging each other and striving to achieve the best outcome for all concerned.

[Our Southampton Behaviours - Home \(sharepoint.com\)](#)

### **Equality, Diversity and Inclusion (ED&I)**

Our EDI mission is to create an inclusive university community.

[Equality, Diversity and Inclusion - Home \(sharepoint.com\)](#)

### **Triple Helix**

People are at the core of our Triple Helix approach bringing together **education, research and knowledge exchange and enterprise (KEE)**.

[Triple Helix \(sharepoint.com\)](#)

### **Research Culture**

[Supporting research culture \(sharepoint.com\)](#)

Researcher Development Concordat - [index | Working as a Researcher | University of Southampton](#)

### **The Technician Commitment**

The Technician Commitment provides a voice for our technical staff to share their ideas, provide feedback to the senior management and network with colleagues from across the University.

[The Technician Commitment \(sharepoint.com\)](#)

### **Research Ethics and Integrity**

There are various sites that can help you understand what you need to know about ethics and governance for your research.

[Ethics \(sharepoint.com\)](#)

[Research Integrity, Ethics and Governance \(sharepoint.com\)](#)

[Research Ethics and Governance \(sharepoint.com\)](#) (Faculty of Medicine)

ERGO II is the University's online hub for ethics and governance.

[ERGO II \(Ethics and Research Governance Online\) \(sharepoint.com\)](#)

The Administrative Research Ethics and Quality Assurance (AREQA) process covers administrative market research activities undertaken to monitor, evaluate or inform the development of University strategy, plans and activities. In scope activities are predominantly led by Professional Services or non-academic faculty staff.

[Administrative Research Ethics and Quality Assurance \(AREQA\) Approval \(sharepoint.com\)](#)

### **University closure days**

Each year there are normally eight public holidays and up to six other days when the University is closed.

[Closure days and public holidays | Human Resources | University of Southampton](#)

## **5. Navigating the University**

### **University organisational chart**

The University organisational chart is available online, giving details of where each individual sits within the University.

<https://sotonac.sharepoint.com/teams/UniversityofSouthamptonOrganisationChart>

### **Honorary Clinical Appointments**

Honorary clinical appointments provide an opportunity for the University community to confer appropriate titles upon clinical colleagues who are not employees, but who make significant contribution to the University's overall profile.

<https://sotonac.sharepoint.com/teams/Promotion/SitePages/Honorary-Promotions.aspx>

### **The University is made up of five faculties**

- Arts and Humanities (FAH)
- Engineering and Physical Sciences (FEPS)
- Environmental and Life Sciences (FELS)
- Medicine (FMED)
- Social Sciences (FSS)

[Faculties, schools and departments | University of Southampton](#)

### **Faculty of Medicine**

The Faculty of Medicine has five Schools

- Cancer Sciences
- Clinical and Experimental Sciences
- Healthcare Enterprise & Innovation
- Human Development and Health
- Primary Care, Population Sciences & Medical Education

More information about the Faculty can be found on the Faculty intranet site –

<https://sotonac.sharepoint.com/teams/FacultyofMedicine>

A list of senior roles within the Faculty is held on our Intranet site -

<https://sotonac.sharepoint.com/teams/FacultyofMedicine/SitePages/About-the-Faculty-of-Medicine.aspx>



A list of research specific roles is also available.

<https://sotonac.sharepoint.com/teams/FacultyofMedicine/SitePages/Faculty-Reseach-Roles.aspx>

### **Faculty of Environmental and Life Sciences (FELS)**

A list of senior roles within FELS is available - [Schools Senior Roles and Champions](#) (pdf)

Each School has their own Intranet site with further information about the School.

- [Health Sciences - Home \(sharepoint.com\)](#)
- [School of Psychology - Home \(sharepoint.com\)](#)

### **iSolutions**

Our iSolutions team provide help with your university IT

[Getting help | iSolutions | University of Southampton](#)

The University provides a range of downloadable software - [Software \(sharepoint.com\)](#)

### **ServiceLine**

ServiceLine is portal to contact iSolutions and Human Resources.

[Home - Service Portal \(service-now.com\)](#)

### **SafeSend**

SafeSend is an encrypted service that is the University's preferred means of sending and receiving confidential files. SafeSend makes it easy for you to move files, including large files up to 200.0 GB, in and out of the University.

[SafeSend \(soton.ac.uk\)](#)

### **Room Bookings**

Central room booking service - [Scientia Enterprise Logon \(soton.ac.uk\)](#)

[Faculty of Medicine - Room Booking User Guide.pdf - All Documents \(sharepoint.com\)](#)

### **Southampton General Hospital Map**

[Site maps and accessibility guides to Southampton General Hospital - University Hospital Southampton \(uhs.nhs.uk\)](https://uhs.nhs.uk)

### **University Brand templates**

Our Brand SharePoint site outlines how we can consistently represent our University as a cohesive brand with a distinct identity. [Brand - Home \(sharepoint.com\)](https://sharepoint.com)

## **6. Research Support**

### **Clinical Research Data Services**

Designed to improve the quality and effectiveness of clinical research. This includes our cloud-based clinical trials management system 'EDGE' which gives access to real-time data.

[Clinical research data services | University of Southampton](https://uhs.nhs.uk)

### **Fellowship support**

The Faculty of Medicine and the School of Health Sciences have both implemented processes to support people applying for a fellowship.

Faculty of Medicine Support - [Fellowship Support & Local Opportunities \(sharepoint.com\)](https://sharepoint.com)

[School of Health Sciences contacts \(sharepoint.com\)](https://sharepoint.com)

### **Library Services**

The Library provide a wide range of support and training for researchers.

[Home - Library Services - LibGuides@Southampton at University of Southampton Library \(soton.ac.uk\)](https://soton.ac.uk)

The [Health Services Library](https://soton.ac.uk) is based at Southampton General Hospital providing services and resources to NHS staff at UHS and Solent NHS Trust, as well as University staff and students.

### **Publishing Your Research – Joint Publications Policy**

The University and UHS have a joint publications policy. This policy applies to all staff and students. A copy is held on the UHS website - [UHS Clinical Research](#)

### **Research and Innovation Services (RIS)**

The RIS team facilitate academic collaborations, industrial interactions and knowledge transfer, and support academics on research funding, bid proposals, research contracts and sponsorship.

[Research and Innovation Services - Home \(sharepoint.com\)](#)

[Sponsorship \(sharepoint.com\)](#)

### **RDS South Central**

Provides research design and methodological support to health and social care researchers to develop grant applications.

[Home - Research Design Service South Central \(nihr.ac.uk\)](#)

### **Southampton Academy of Research (SoAR)**

SoAR supports health professionals and scientists in Southampton to explore and pursue a career that incorporates health-related research.

[Home | SoAR \(soar-southampton.org\)](#)

### **Southampton Centre for Research Engagement & Impact**

The UHS-UoS Southampton Centre for Research Engagement and Impact combines communications, PPIE, EDI and impact teams.

[Southampton Centre for Research Engagement and Impact](#)

### **University Hospital Southampton (UHS) Clinical Research**

UHS research is a partnership with the University of Southampton. Our vision for research is to work with our partners at the leading edge of healthcare, realising the research potential in all areas of our hospital for the benefit of our patients and staff.

[UHS Clinical Research](#)

## 7. IT Systems for Researchers

### ERGO II (Ethics and Research Governance Online)

ERGO II is the system used to facilitate the process of gaining ethical, governance and insurance approval for research studies.

[ERGO II \(Ethics and Research Governance Online\) \(sharepoint.com\)](#)

### Pure and ePrints

The University is committed to making research outputs openly accessible via its institutional repository at the earliest opportunity to maximise the visibility and impact of research, recognising that there will be instances where ethical or contractual restrictions apply.

Pure is the University of Southampton research information system used to manage research outputs. The University requires research outputs to be deposited in Pure, which are then uploaded to [ePrints Soton](#), the University's Institutional Research Repository.

Pure is available to everyone with an honorary / visitors contract. Access is not automatic but can be requested when an honorary contract is set up.

Users need to be on campus to access Pure or logged in via a VPN or SVE.

[Pure - Home \(sharepoint.com\)](#)

[Pure - Login \(soton.ac.uk\)](#)

## **8) Research Centres and Facilities**

### **Centre for Cancer Immunology (CCI)**

In spring 2018, the University opened the Centre for Cancer Immunology, the UK's first centre dedicated to cancer immunology research.

[Centre for Cancer Immunology | University of Southampton](#)

### **MRC Lifecourse Epidemiology Centre (MRC LEC)**

The mission of the MRC Lifecourse Epidemiology Centre is to use lifecourse epidemiological methods to reduce the population burden of chronic musculoskeletal disease and disability.

[MRCLEC – MRC Lifecourse Epidemiology Centre \(soton.ac.uk\)](#)

### **NIHR Applied Research Collaboration Wessex**

The NIHR ARC Wessex is one of 15 ARCs across England. ARCs support applied health and care research that responds to, and meets, the needs of local populations and local health and care systems.

[NIHR Applied Research Collaboration for Wessex](#)

### **NIHR Biomedical Research Centre (BRC)**

The BRC takes new discoveries, treatments and technologies into the clinic, using unique tools, facilities and world-changing expertise.

[Home | Southampton BRC \(nihr.ac.uk\)](#)

### **NIHR Clinical Research Facility (CRF)**

The CRF is where the latest developments first enter the clinic, both from our own laboratories and from leading companies.

[Home | Southampton CRF | United Kingdom \(nihr.ac.uk\)](#)

### **Primary Care Research Centre**

Primary Care is a major research focus at Southampton. Since 2008 the Primary Care Research Centre has been a member of the [NIHR School for Primary Care Research](#).

[About us | Primary Care Research Centre | University of Southampton](#)

### **Southampton Clinical Trials Unit**

A UKCRC registered CTU with expertise in the design, conduct and analysis of multicentre interventional clinical trials.

[Clinical Trials Unit | University of Southampton](#) (new web page due to be developed)

### **Southampton Imaging and Radiology Research Group (SIRRG)**

The aim of this multi-disciplinary group is to encourage the academic development, visibility and robustness of imaging research within Southampton, across the UHS-UoS interface.

### **WISH Lab**

The Wessex Investigational Sciences Hub laboratory (WISH Lab) provides a bespoke laboratory for translational research.

[WISH Laboratory | Medicine | University of Southampton](#) (new web page due to be developed)

## **9. Jargon Buster**

Eduroam - University's free Wi-Fi service

iSolutions – The University IT support service

MyHR – University Human Resources system used to record holiday, absence, appraisals etc..

SoAR - Southampton Academy of Research

SUSSED- Southampton University Staff/student Social & Educational Directory. The University portal for staff and students.

WHP – Wessex Health Partners. Our University, via the Institute for Life Sciences and the Faculty of Medicine, is a founding member of the Wessex Health Partners (WHP), a new partnership of universities, and NHS organisations in Dorset, Hampshire and the Isle of Wight.

WISH Lab - Wessex Investigational Sciences Hub laboratory

### **Faculty of Medicine – list of abbreviations**

[FoM Resource Library – Abbreviations](#)

### **Open Access Jargon buster**

[https://library.soton.ac.uk/ld.php?content\\_id=33852269](https://library.soton.ac.uk/ld.php?content_id=33852269)

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