



To Book a Session:

Please contact MSK-IF via email (mstkif@uwo.ca) with the title of “MSK-IF Computer Station Scheduling Request: [Date & Time]” to request a computer session. Upon receipt, the MSK-IF staff will accept or deny based on the station’s availability. It is recommended to send this request at least 24 hours in advance. Each session is 2 hours period from 9 am – 8 pm and the users can book up to 2 sessions per day. If it is your first time using the MSK-IF station, you will need to attend an orientation session held by MSK-IF staff.

Note: If you need a longer session, it is recommended to book the last session of the day for flexibility in time.

Please review the policy below before attending the computer session.

MSK-IF Computer Station Usage Policy

This documentation is for policy related to using the MSK-IF Computer Station located in Elborn College Room 1458. If you have any questions or need clarification, please contact MSK-IF via email (mstkif@uwo.ca).

1. Access and Authorization

- a. Priority access to the MSK-IF computer station is **primarily granted to trainees and students working on approved MSK-IF projects**. This allows them to utilize the software licenses that MSK-IF has purchased.
- b. The station is also accessible to other trainees and students who are working on Musculoskeletal (MSK)-related projects if it is not used for the approved projects.
- c. Users must log in with their UWO credentials and log out after each session.
- d. Users are **required to follow Western’s Campus Policies**.

2. Usage Policy

- a. The station is to be **primarily used for MSK project-related work**.
- a. The **first session will require the presence of MSK-IF staff** for training purposes

- i. When requesting the session, notify that the MSK-IF staff that this is their first time using the system. The user will walk through the orientation process.
 - b. **No installation of unauthorized software** is allowed.
 - c. **Do not alter system settings or configurations** without permission.
 - d. Report any hardware or software issues to the MSK-IF staff promptly.
- 3. Data Management**
- a. Save your work regularly to avoid potential data loss.
 - b. Store all data in designated folders or drives.
 - c. Within the Vyond account, users may create a new folder within the External Users folder to store their created videos. Please use your name as the folder name.
- 4. Security**
- a. **Keep passwords confidential and do not share them** with others.
 - b. **Only the person using the station during the session is permitted** in the MSK-IF space.
 - c. Lock the computer or log out when leaving it unattended.
 - d. Report any security incidents or suspicious activities to the MSK-IF staff.
- 5. Maintenance and Cleanliness**
- a. Keep the computer and surrounding area clean and tidy.
 - b. Use headphones when listening to audio to avoid disturbing others in the MSK-IF space.