To Book a Session:

Request a computer session by booking an Outlook meeting with FHS-MSKIF-ComputerStation. 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 (mskif@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 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 for the next user.
   b. Use headphones when listening to audio to avoid disturbing others in the MSK-IF space.