Getting Started

Arranging Your Staff Card

Your Staff Card will incorporate access to:

- ABP Buildings
- Car Parking (if applicable)
- All University Libraries

To arrange your Staff Card, you will need to visit the University’s Access Control office, located at Ground Floor, 213 Grattan Street, Carlton (a 5 minute walk from the Architecture building) between 8.00 am to 4.00 pm Monday to Friday.

Bring along some form of photo ID (Driver’s Licence/Passport) and a copy of your contract.

Building Access

As Building Access is programmed directly to your staff card, you will need to ensure that you first visit our Access Control Office (as referred to in “Arranging Your Staff Card”) to obtain your Staff Card, before applying for Building Access.

Once your Staff Card has been arranged, please personally attend our Facilities area on Level 4 of the Architecture Building (Room 414), to arrange building access (abp-facilities@unimelb.edu.au) and provide the following details:

- Staff ID Number
- Position Title
- Contract End Date

You will be notified via email once your card has been activated.

You will have 24/7 access to computer labs and 2nd floor teaching spaces and after hours access to the main doors of the Architecture building, staff and copy rooms.
Email Account

Please note that it is a compulsory requirement to activate your Central Account (Email/Themis).

- To set up and create your Central Account you will need to contact the Central IT Help Desk on 834 40888.
- The Central IT Help Desk will provide you with your Central Username and temporary password to enable you to create your Central Account.

Once you have obtained your Central Username and temporary password, please follow the below steps to set up your central account (Email and Themis):

1. Open a web browser and navigate to the Account Management website (http://accounts.unimelb.edu.au/).

2. Click on the Staff button. The Staff Account Management screen will display.

3. Click on the change my password link in the Changing my password section. A log in screen for the IdMS for staff will display.

Staff Account Management

Welcome to the University’s Staff Account Management page. Using the specific links provided below you can manage all aspects of your University of Melbourne Accounts from this page.

For step-by-step instructions on all of the links below, refer to the other information on the right-hand side of this page.

If this is the first time you are logging into the Identity Management System there will be some additional steps that you will be required to complete. Detailed instructions are available here.

Changing my password

I want to change my password. You will need your current User ID and password to complete this task. If you are responding to a Themis notification regarding account expiry, click on the change my password option. You will need to use your central password.

You will also be required to answer authentication questions which will be used to identify you should you require to reset your password at a later time.

Log In to the Identity Management System for Staff

User ID: Central Username
Password: *******
Log In | Forgot User ID? | Forgot Password?

User ID - you should use your staff username or your UMID. This page is relevant to staff only. Students wishing to activate their accounts should click here.
4. Enter your User ID and Password then click the **Log In** button. As this is the first time you have accessed the system, you will be prompted to provide answers to the authentication questions which will be used to allow you access to the system if you forget your password in the future.

5. Enter an answer for a **minimum of four** of the authentication questions.

### Change Answers to Authentication Questions

**Default**

Please answer at least 4 of the following questions.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is your PIN Number?</td>
<td>Your Themis PIN number</td>
</tr>
<tr>
<td>What was your childhood nickname?</td>
<td></td>
</tr>
<tr>
<td>What is your oldest sibling’s middle name?</td>
<td></td>
</tr>
<tr>
<td>What school did you attend for last year of primary school?</td>
<td></td>
</tr>
<tr>
<td>In what city does your nearest sibling live?</td>
<td></td>
</tr>
<tr>
<td>In what city or town was your first job?</td>
<td></td>
</tr>
<tr>
<td>In what city or town did your mother and father meet?</td>
<td></td>
</tr>
<tr>
<td>What was the model of the first car you owned?</td>
<td></td>
</tr>
</tbody>
</table>

**Personalized Authentication Questions**. Answers will be automatically converted to upper-case.

<table>
<thead>
<tr>
<th>Question</th>
<th>Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** your current Themis PIN Number will display. You can chose to retain it as one of your answers or select another four including a personalised question.

6. **Click the Save button.** The Identity Manager tabs will display.
7 Click on the Profile tab. The Enter Your Identity Management Login Information screen will display.

8 Enter your current password and click the OK button. Important: For the first login, your current password will be your PIN number, which can be set in Themis HR. If you haven’t set a PIN, it defaults to the last four digits of the primary bank account where your salary is deposited. Note: if your salary is deposited into more than one account, your primary account is the account where no set dollar amount is specified. The Change password screen will display. Important: because this is the first time you have logged in to the IdMS an Error message informing you that your password has expired will display at the top of the screen.

9 Enter and confirm your new password then click the Change Password button. A confirmation message will display. Enter and confirm your new password then click the Change Password button. A confirmation message will display.

10 Select Requests Tab/ Launch Requests/Update My Roles.
11 **Update My Roles**

Themis User and Account Registration status need to indicate “Assigned” in the Status Column. In most instances your Themis User account will already be assigned. However, if either has not been assigned manual activation will be required. This can be done by selecting ‘Themis User’ and/or ‘Account Registration’ which will appear under Available Roles and submitting. This step will complete registration of your Themis User and/or Exchange Email Account.

Selection ‘OK’. This will return you to the **Home** tab. Click the **Logout** button if you wish to end your IdMS session.

**Themis Account**

Some staff may be required to submit Timecard Entries (please refer to ‘Getting Paid – Submitting Timecards’ section of this document to confirm whether you will be required to do so).

The submitting of Timecard Entries is available through Themis. Your Central Account will need to be active to be able to submit your Timecard details.
Occupational Health, Safety & Environment

There is a legal as well as an operational requirement for all ABP staff to undertake Occupational Health, Safety & Environment training within a short time following their appointment.

You will be contacted by the Faculty OHS & E Officer via email to arrange this on-line training. Provision has been made for sessional staff to be paid for 1 hour at the ‘other required academic activity’ rate (currently $39.25 per hour) to cover the time associated with this training. When you complete the training the OHS&E Officer will initiate the payment process.

The training will cover the following areas for most academic staff and professional supervisors:
- Roles and Responsibilities for Supervisors and Managers
- Incident Investigation
- Risk Assessment

Non-supervisors such as Research Assistant's and many professional staff will need to complete Roles and Responsibilities for non-supervisors

Please contact the OHS & E Officer on (Tel) 903 54992 (Ext) 54992 (Email: gbell@unimelb.edu.au) if you require additional information.

Off Campus Activities

Please be aware that staff planning student off-site visits (building sites, construction sites and other off-campus or overnight visits) have a duty of care to ensure that OHS & E and other related arrangements are in place. Arrangements should be made through your Subject Coordinator.

Please contact Rohan Sforcina (rohanps@unimelb.edu.au) for arrangements in this regard.

Teaching and Learning Training and Support

All sessional staff who are new to the Faculty are required to attend Teaching and Learning training.

Provision has been made for sessional staff to be paid for 2 hours at the ‘other required academic activity’ rate (currently $39.25 per hour) to cover the time associated with this training. When you complete the training the ABP Teaching and Learning Unit will initiate the payment process.

Teaching and Learning training sessions normally take place in the week before semester or in semester Weeks 1 & 2. You will be contacted by a member of the ABP Teaching and Learning Unit prior to, or at the start of, semester with an invitation to attend a training session.

Teaching and Learning Training is designed to help you develop your skills as an effective teacher and give you confidence in your role. Areas covered by the Teaching and Learning training will include:
- Introduction to teaching at the University of Melbourne
- The ‘Melbourne Model’, and how it affects your students
- OH&S Basics, and how they relate to teaching in Faculty disciplines
- Studio teaching and learning (if relevant to your teaching)
- Promoting students’ transition to university
- Your first session
- Small group teaching strategies
- Dealing with problems
- Contacts and resources

Teaching and Learning training is organized and run by the ABP Teaching and Learning Unit (TLU), with assistance from Human Resources and Facilities Office staff. For further information, contact Dr Warren Sellers (warren.sellers@unimelb.edu.au) or Dr Catherine Howell (chowell@unimelb.edu.au).
The first port of call for any issues and concerns relating to your teaching should always be your Subject Coordinator. Staff at the Eastern Precinct Student Centre can also advise you on academic issues such as Special Consideration: http://studentcentre.unimelb.edu.au/eastern/

The University’s Academic Skills Unit provides support students development of academic and writing skills. They run courses and workshops for students at all levels on topics such as English for Academic Purposes, offer individual consultations, and have a wide range of academic skills and study skills resources: http://www.services.unimelb.edu.au/asu/

The ABP Teaching and Learning Unit supports staff to develop teaching expertise and innovation, including helping staff to apply for University and national teaching awards. Dr Warren Sellers (Lecturer in Teaching and Learning Development) and Dr Catherine Howell (Senior Lecturer in Teaching and Learning Development) are available to advise you on teaching and learning matters, including University resources and opportunities.

Learning Management System (LMS)

As a sessional academic staff member, you will require access to the LMS (the University system for online delivery of subject materials including communicating with students). You will require an activated staff email address to use the LMS. Once you have this, to arrange access and training, please contact Farhad Goodarzy, (goodarzy@unimelb.edu.au).

Please speak to your Subject Coordinator about their expectations of your role on LMS.

IT Support

Should you experience any IT problems, (e.g. hardware, software, network, connection/set up/programs/replacement) including lab computers, please direct these queries to the ABP IT Team.

Please submit details of the issue via the following link http://www.abp.unimelb.edu.au/it-support/request.html following which an IT representative will be in contact with you, or send an email to abp-support@unimelb.edu.au.

If internet access is unavailable to log your issue, please contact the ABP IT Team:

Telephone: 834 48925   (Ext 48925)
Location: Room 414, Level 4, Architecture Building (between 8.45 am – 5.00 pm (Mon-Fri).

Getting Paid (Submitting Timecards)

For Sessional Staff teaching in the:

- Melbourne School of Design / Faculty of Architecture Building and Planning
  - Sessional Academic Appointments (With Set Hours)
    You do not need to submit a timecard. This will be arranged for you by staff in the Finance Team. Your teaching hours will be calculated and divided evenly over the teaching semester. (Please note: No payments will be scheduled during mid semester break)
  - Sessional Academic Appointments (Varying / Additional Hours)
    In the event that your hours or type of teaching varies to originally set hours in any specific pay period, it will be the responsibility of the Subject Coordinator/Senior Tutor to inform the Finance Team, and arrange for your timecard to be altered to reflect this.

These changes should be submitted to the Finance Team abp-finance@unimelb.edu.au by midday Friday of the non-casual pay week.
For Sessional Staff teaching in the:

- **Bachelor of Environments**
  - For Tutors employed in Constructing Environments, Designing Environments, Urban Environments and Virtual Environments.
    You will be automatically paid each fortnight according to the hours and type of teaching specified in your contract. You do not need to enter a timecard. This will be done by staff within the Finance Team. In the event that your hours or type of teaching varies in any specific pay period it will be the responsibility of the Subject Coordinator/Senior Tutor to inform abp-finance@unimelb.edu.au.
    
    *(Please note: No payments will be scheduled during mid semester break)*
  - For Tutors employed in Natural Environments, Reshaping Environments and Governing Environments
    You will need to submit pay claims electronically on a fortnightly basis through Themis Timecards. Timecards will need to approved by your Subject Coordinator. Further queries should be directed to Linda Rowley lrowley@unimelb.edu.au.

*Time Card Entry Instructions:*  

*Payroll Calendar:*  

### General Staff Facilities

- **Staff Room** - The Staff Room is located on Level 1 of the Architecture Building and is equipped with tea and coffee, a shared refrigerator and cooking facilities. The Staff Room is also available as an informal meeting area. To book this space please contact our Facilities area (abp-facilities@unimelb.edu.au).

- **Sessional Staff Office Facilities** – Shared office space is available for Sessional Staff use. For further information, please contact the Facilities area (abp-facilities@unimelb.edu.au).

- **Staff Lockers** – A limited number of lockers are available for use by Sessional Staff outside Room 505. Please note that you will need to provide your own lock.

- **Mail** – Staff pigeon holes are located on Level 1 of the Architecture Building, outside the staff room. Mail is sorted into Sessional Staff pigeonholes alphabetically by surname. Mail is distributed twice daily (before 10.00am and after 2.00 pm).

  - **Outgoing Mail** – There are 2 separate boxes for ‘Outgoing’ Mail.
    - **“Outgoing Internal”** for deliveries within the University and
    - **“Outgoing External”** for non-university mail.

    Take care to place the mail items in the appropriate outgoing mail box.

### Stationery

Stationery required for teaching and marking (ie whiteboard markers, pens, files etc) can be obtained from the Stationery Room (Room 147, Architecture Building).

The stationery room access code is “2459”.

Any other stationery specific requirements/needs other than general stationery should be directed to ABP Facilities abp-facilities@unimelb.edu.au with noted approval by your Subject Coordinator and themis charge code (which your Subject Coordinator will be able to assist you with).
Printing and Photocopiers

The main Staff Copy Room is located on the 1st floor of the Architecture Building.

Your Subject Coordinator will provide you with a photocopy code that will enable you to have access to all Faculty photocopiers.

Should you require assistance with photocopiers, please contact ABP Facilities by email abp-facilities@unimelb.edu.au or telephone 834 46222 (Ext 46222) between 8.45 am – 5.00 pm (Mon-Fri).

Equipment and Room Bookings

**Audio Visual Equipment Bookings:**

Audio visual equipment can be booked through the Facilities Team (abp-facilities@unimelb.edu.au).

Equipment is available for collection from 8.45 am and must be returned by 5.00 pm, unless otherwise arranged.

As there are a limited number of laptops and projectors, it is recommended that you book well in advance. When arranging bookings, please ensure that you allow sufficient time to collect, set up and return equipment.

Training in set up and operation can be arranged through ABP Facilities (abp-facilities@unimelb.edu.au).

Additional equipment that can be booked includes several mobile telephones for off-campus activities, such as satellite telephone, a small megaphone and 2 GPS / emergency message devices.

**Lectern Keys** are available from Facilities (Room 414) upon presentation of your Staff ID which will provide access to all lecterns and computer cabinets in teaching spaces and theatres across the University.

Keys will be allocated for the period of employment and must be returned to Facilities at the end of your contract.

**Room Support:**

**Faculty Maintained Teaching Spaces**

The Faculty of Architecture Building and Planning maintains the following Teaching Spaces:

- **Level 1**: Japanese Room (148), Seminar Room (137)
- **Level 2**: 203, 206, 207, 208, 209, 210, 211
- **Level 3**: 304, 306, 307, 308, 320, 321, 322, 324
- **Level 5**: 524, 527
- **Level 6**: 604

For enquiries and support in these spaces please contact Facilities on abp-facilities@unimelb.edu.au or Tel: 834 46222 (ext 46222).
Shared Teaching Spaces
The following rooms are maintained by the University's Learning Environments department and NOT by Faculty of Architecture Building and Planning.

Ground Floor: Prince Philip Theatre, Sisalkraft Theatre
Level 1: E-Zone Theatre, Chinese Room (135), Indian Room (136), Rooms (142 and 143)
Level 2: James Hardie Theatre
Level 3: Design Space (303)

For enquiries and support in these rooms please contact the Learning Environments Service Desk on Tel: 834 47064 (ext 47064). Telephones are provided in each of these spaces for your use.

The Service Desk hours of operation are:
8:00 am – 6:30 pm          During semester
9:00 am – 5:00 pm           Saturday’s during semester
9:00 am – 5:00 pm           Monday – Friday during examination and non-teaching periods.

More information on these shared learning spaces can be found at http://www.infodiv.unimelb.edu.au/tss

Lists of equipment and details on these rooms are available at http://www.infodiv.unimelb.edu.au/tss/access/database.html

List of equipment available and details of spaces may be viewed at: http://www.infodiv.unimelb.edu.au/tss/access/database.html

Room Bookings

Classes and Teaching - For one off bookings for classes or teaching purposes please contact abp-timetabling@unimelb.edu.au. Include date, time, expected attendance, equipment required and preferred room(s).

Timetabling Related - If you wish to make a booking (or change to your timetabled class) in relation to your timetabling please do so through your Subject Coordinator.

Meetings / Other Bookings - For bookings not directly related to classes (ie meetings) contact abp-facilities@unimelb.edu.au. Include date, time, expected attendance, equipment required and preferred room(s).

Exhibition Spaces - If you wish to stage an exhibition, please contact Rosanna Verde, Events and Exhibitions Coordinator on rverde@unimelb.edu.au.

The following rooms are available as exhibition spaces:
  o Wunderlich Gallery (Ground Floor, Architecture Building)
  o Atrium (Level 1, Architecture Building)
  o Atrium Annex Gallery (Level 1, Architecture Building)

Accessing Rooms
Booked rooms will be opened by a Building Supervisor approximately 15 minutes before the start of your booking. If a room is not open, please contact a Building Supervisor.

Building Supervisors:
7:00am to 3:00pm                    3:00pm to 10:00pm
Michael Barbadonis                  Dean Greig
Mob: 0425 729 704                    Mob: 0425 853 730

Facilities:
8:45am to 5:00pm       Tel: 834 46222 (Ext 46222)

Security:                           Tel: 834 44674 (Ext 44674)
Equipment and Room Bookings Cont:

After Hours Contacts for Room Support and Audio Visual Equipment Queries:

For support on campus after 5pm please contact:
Zone Attendant    Tony Villella    Mob: 0425853729

Tony may be contacted to unlock rooms and to assist with any issues in regards to Audio Visual Equipment.

Parking

Casual parking is available in the University Square carpark, access is by ticket entry. Entrance to this car park is via Bouverie Street (cost up to $10.00 per day).

Alternate carparking is also available at the Eastern Precinct Carpark located near the corner of Cardigan and Faraday Street. Ticket machines are located on northwest of the carpark on levels 2, 3 and 4. Alternatively, access to parking can be arranged to be attached to your staff card. Please note that your staff card will need to be activated by the parking office before access is permitted to this carpark.

There is metered public parking in the streets surrounding the University and this is actively monitored by City Council Officers.

For further information, contact the parking office http://www.pcs.unimelb.edu.au/services/parking.

After Hour Security Escort Service and Emergency Contacts

Campus security patrols are available to escort you to your car, public transport, the residential colleges or other location on or near Campus. This service is available to Staff and Students. It is recommended that you pre book this service. Contact Security on 834 44674 (Ext 44674) or 834 46666 (Ext 46666), or free call 1800 24 6066. If a guard is not available, other arrangements can be made.

Emergencies: Please call, 834 46666 (Ext 46666) Freecall 1800 24 6066.

Security will be responsible for calling Police, Ambulance or Fire Brigade, if required.