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## 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.

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## 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 ([miskif@uwo.ca](mailto:miskif@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.