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INSTITUT DE HAUTES
ÉTUDES INTERNATIONALES
ET DU DÉVELOPPEMENT
GRADUATE INSTITUTE
OF INTERNATIONAL AND
DEVELOPMENT STUDIES

PUBLIC CORPORATE COMPUTERS

How to use the Public Corporate Computers

The Institute's computers at your disposal are valuable. As a courtesy to your peers, follow the rules of computers usage and civility.

Environment

The Computers Room (Lab), located in the Library, contains scientific software: Stata, Nvivo, Matlab, Rstudio, MiKTeX, TeXMaker, SPSS, as well as standard software, such as Microsoft Office and Acrobat pro.

In addition to the Lab, there are several computers at the entrance of the library. These computers contain standard software only.

Operation of the Public Corporate Computers (Win10)

- To start a public computer, press on "CTRL+Alt+Delete" and sign-in with your OneLogin account
- When you are signed-in for the first time, a roaming profile is created in the background to ensure that the data stored in your user profile will follow you on all the Institute's public computers. [More information on the roaming profile.](#)
- [Managing your Home Drive \(M:\)](#)

Rules

- Computers are exclusively for academic work.
- For security reasons, when you leave the computer for a short time, lock the screen (press "Windows + L").
- When you leave the Lab beyond a short pause, you should close your session using "restart" or "shutdown". You should not use the "sleep" state which prevents your peers from accessing the computer.

Civility

- Treat the IT Service equipment with the same care as you would on your own personal computer.
- Keep conversation and socialisation to a minimum in the lab so as not to disturb your peers.
- Avoid making phone calls in the Library.

- If a computer is down, please leave a sign on the screen and send a brief email notification to the IT Service desk.

Compliance with laws

- [Copyright in the Academic Context](#)
- [Copyright law in education in Switzerland](#)
- [Droits de la personne concernée & Dispositions particulières](#) (LPD, chap. 4 et 5)