



THE UNIVERSITY  
*of* ADELAIDE

UniSpace

# INSTALLATION GUIDE: UNISPACE ARCHIVE

[adelaide.edu.au](http://adelaide.edu.au)

*seek* LIGHT

# UniSpace Archive - Links

## IMPORTANT

UniSpace Archive will only work using Internet Explorer (IE) in a Windows environment.

## ACTION

LOG IN - using your supplied University "A number" and your password to UniSpace HOME

## ACCESS

UniSpace Archive can be accessed via [UniSpace - Home](#) under **Other UniSpace Apps**.

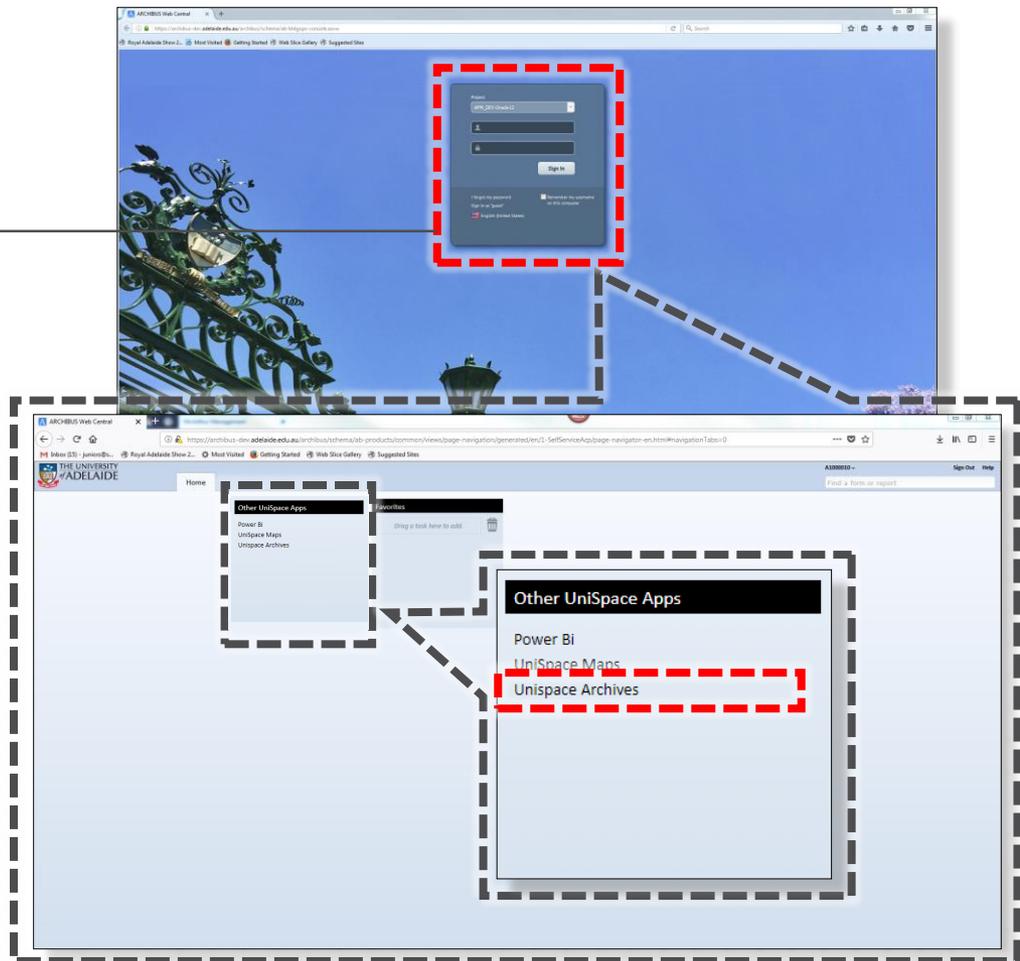
Alternatively, if you only have access to Archive you can use the direct link below

## DIRECT LINK

<https://unispace-archives.adelaide.edu.au/>

## SETUP

If you have issues accessing the website, refer to UniSpace Archive Installation Guide [here](#)



# UniSpace Archive – Correct Browser

## UNKNOWN BROWSER

If you get the following 'ERROR MESSAGE', double check you are in Internet Explorer (not Edge, Chrome, Firefox etc) and follow the steps below.

These actions will only need to be performed once on each computer.

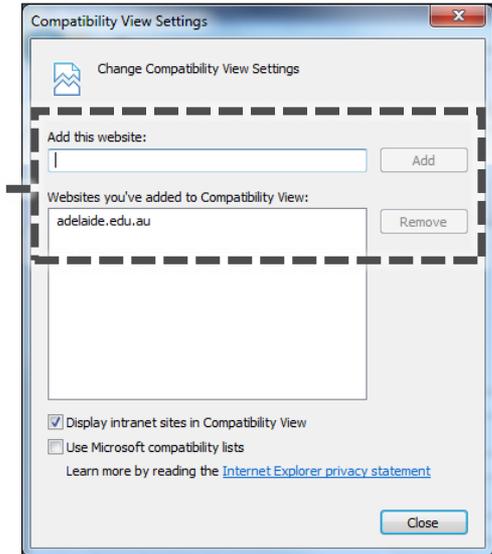
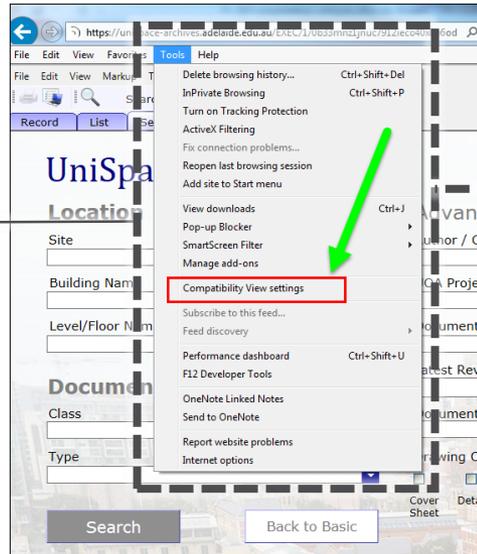


# UniSpace Archive – Browser Settings in IE

## 1. ACTION

via **TOOLS**, go to **Compatibility View Settings**.

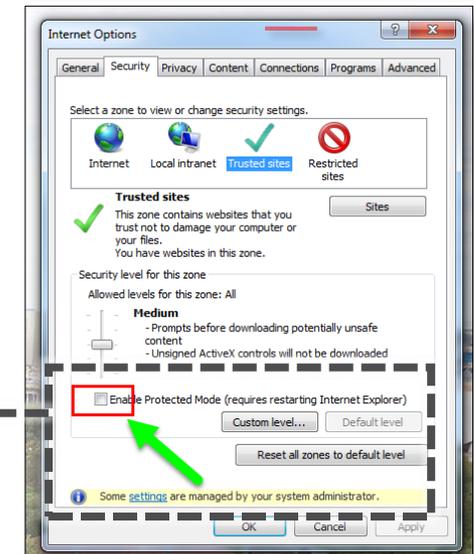
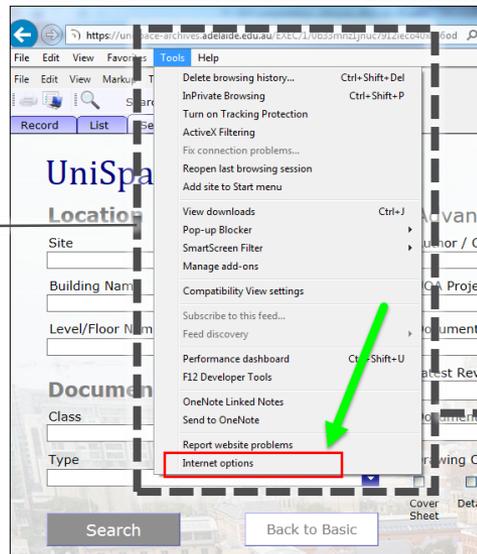
ADD 'adelaide.edu.au'



## 2. ACTION

via **TOOLS**, go to **Internet Options**.

UN-CHECK **Enable Protection Mode**



# UniSpace Archive – Access

## ACTION:

**LOG IN** - using the User Name & Password supplied.

New Users will be asked to reset their password before continuing on.

After the password has been reset, replace the temporary one in the Password field with the new one and press Login.



# UniSpace Archive – Viewing documents/Plugin

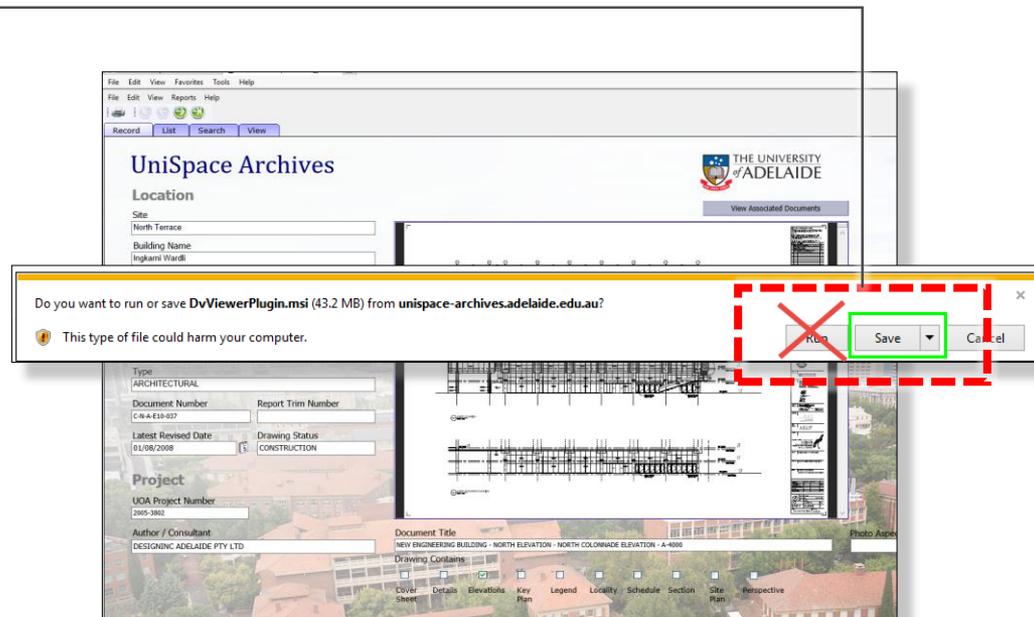
## ACTION:

The first time you attempt to view a document you may be prompted to run a plugin.

CLICK - 'Save' and once downloaded,

'Run' once prompted at its completion. Follow the prompts to complete the install.

Refresh the page



## Plugin Download

If the pop-up doesn't appear the download can be accessed [here](#)

## PDF's

PDF files will use your native viewer (e.g. Adobe Acrobat)

## General user guide

Now that setup is complete, refer to the User Guide [here](#) for general usage

# FAQs

## **Who are the BSI Team**

The Business Services & Improvement Team is part of The University of Adelaide's Infrastructure Branch.

## **How do I contact the BSI Team**

Contact BSI Team via email [Contact Us](#)

## **I have forgotten the website**

<https://archibus.adelaide.edu.au>

## **I have forgotten my password?**

Contact The University of Adelaide – Technology Services 83130 3000

Or use their self-service [Password Management](#)

## **I cant log in to the website**

You need a valid and activated University of Adelaide account to log in to UniSpace Home.

## **I would like to make a suggestion / improvement OR there is an issue with the Application I am using**

Create a Service Request via UniSpace Home, with the Type of Request as "UniSpace"

<https://archibus.adelaide.edu.au>

revision  
-

comment  
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