



THE UNIVERSITY  
*of* ADELAIDE

UniSpace

# USER GUIDE: ACCESS TO UNISPACE APPLICATIONS

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

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# UniSpace - HOME

## About:

**UniSpace - HOME** is the online portal for accessing all UniSpace applications and data. UniSpace - HOME facilitates the capture of places, people and things and allowing for information that is more accessible.

## Link:

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

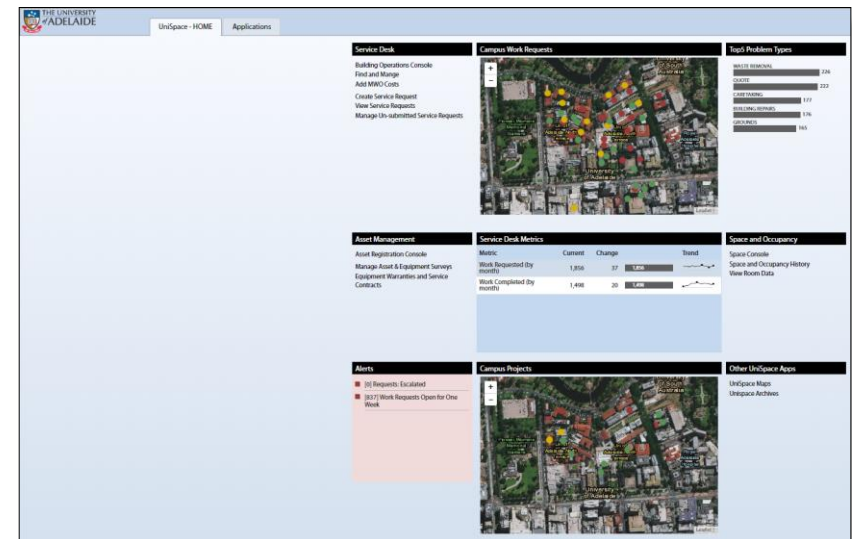
## For Access:

### Your Responsibilities:

- Provide BSI Team with the Generic or Visitor Account name/details.

### BSI Team Responsibilities:

- Provide access to application
  - Inform the user of their log in details
  - Maintain setup and User Guide information
- [Note we do not provide IT assistance]



# UniSpace Maps

## About:

**UniSpace Maps** is a self-service application that links Archibus data with Floor Plans. Users can access all sites, buildings and floor plans, and have access to room based information.

## Link:

<https://archibus.adelaide.edu.au>  
<https://unispace-map.adelaide.edu.au/default-uoas/home/>

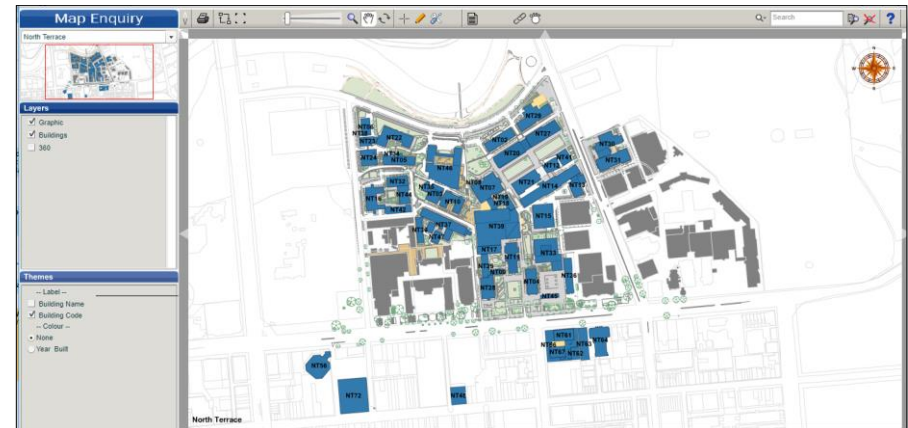
## For Access:

### Your Responsibilities:

- Provide BSI Team with the Generic or Visitor Account name.

### BSI Team Responsibilities:

- Provide access to application
  - Inform the user of their log in details
  - Maintain setup and User Guide information
- [Note we do not provide IT assistance]



# UniSpace Archives

## About:

**UniSpace Archives** is the web based self-service 'library' of documentation. The Archive stores drawings (plans, sections, elevations etc), manuals, photos, aerial photos, reports (heritage, building etc). Documents are searchable and transmittable via the Application

## Link:

(use IE Internet Explorer only)

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

## For Access:

### Your Responsibilities:

BSI Team will only provide ONE account per company.

- Check if the company has an existing account with BSI Team.

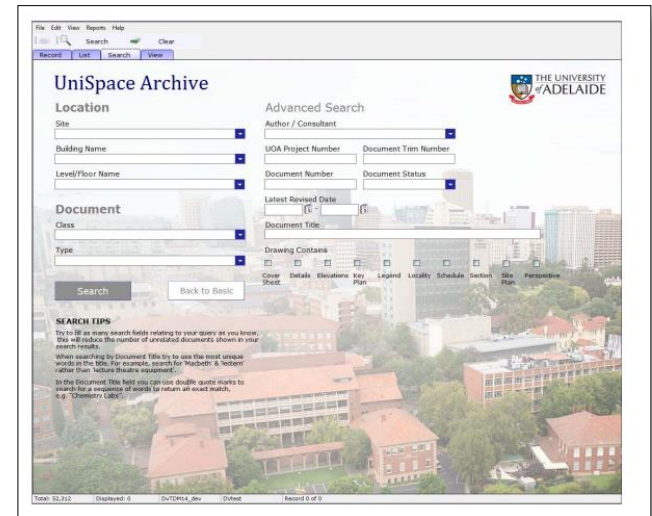
For new accounts, provide company details to BSI Team:

- Company Name:
- Contact name:
- Email:
- phone numbers:

### Infrastructure / BSI Team Responsibilities:

- Provide access to application
- Inform the user of their log in details
- Maintain setup and User Guide information

[Note we do not provide IT assistance]



# Access for University 'a number' holders:

For all University staff with valid 'a numbers', access is as follows:

## **Archibus HOME**

- All University staff with an 'a number' have access. (contact BSI Team if there are any issues)

## **UniSpace Archives**

- University staff with an 'a number' need to request access (contact BSI Team)

## **UniSpace Interactive Maps**

- University staff with an 'a number' need to request access (contact BSI Team)

# Access for External Consultants or Contractors

If you engage a Consultant or Contractor and they need access to any of the UniSpace Applications, you will need to arrange a University of Adelaide account for them.

## Access:

Similar to all UofA applications, a Consultant or Contractor needs either of the following:

- **Generic Account** or
- **Visitor Account**

[The exception to the rule is access to **UniSpace Archives** - refer to notes below]

## Responsibility:

As the Confidentiality Agreements and Inductions etc are the responsibility of the person engaging the Consultant or Contractor. It is also their responsibility to arrange an access account for the Consultant (or Contractor). Therefore, all details will be managed via one point of contact.

You will be responsible for:

- **collecting** all the required information to process the account
- **managing** terminating or extending the account
- **managing** all correspondence with the Consultant or Contractor
- **communicating** account details to BSI Team

## Link:

For information about accounts, creating accounts etc

Contact University of Adelaide's **Information Technology and Digital Services**.

phone 8313 3000

Email [servicedesk@adelaide.edu.au](mailto:servicedesk@adelaide.edu.au)

<https://www.adelaide.edu.au/technology/>

<https://www.adelaide.edu.au/technology/your-services/accounts-and-access/about-your-account>

<https://www.adelaide.edu.au/technology/your-services/accounts-and-access/generic-accounts>

# Generic Account – creating an account

[https://onlinerequests.adelaide.edu.au/submit/generic\\_account](https://onlinerequests.adelaide.edu.au/submit/generic_account)

University of Adelaide | Logout Matthew Craig Schapel | Search Current Site

## Online Requests

### New Generic Account

**Requestor/Owner Information**

Name of person requesting the account \* Matthew Craig Schapel

EmpId \* 1034234

Email Address \* matthew.schapel@adelaide.edu.au

Phone \* 0421081100

Department \* Infrastructure SBI

Role \* Senior Space Data Coordinator

Note: As the requestor of this generic account you are owner of this account, and you will receive all communications.

**Account Details**

Generic Account Type \* Flexible Generic Account

Account Name \*

Username / Email Address \*

Expiry Date \*

Email account

Staff Computer access

Internet access

Purpose for Account \*

Manager for Approval \*

Your Technology Advisor will also be asked to approve this request automatically.

**Submit Request to Onsite Partner**

**ACTION**

**FILL IN** - required fields

**ACTION**

**SELECT** - select account type  
(usually Flexible Generic)

**FILL IN** - required fields

**ACTION**

**SUBMIT** - [note - you and  
your manager will receive  
information and actions from  
ITDS]

# Visitor Account – creating an account

<https://apps.adelaide.edu.au/request/submit/visitor>

University of Adelaide  
Logout Matthew Craig Schapel | Search Current Site

## Online Requests

### Visitor Access to IT Services

This form must not be used for paid staff, official title holders, or currently enrolled students  
All fields marked with \* are mandatory  
For a detailed explanation of the Visitor Access Process, refer to: <https://www.adelaide.edu.au/technology/your-services/accounts/visitor>

**Requester Details**

The Requester will be contacted to verify details if required and be advised when processing is complete.

Name: Matthew Craig Schapel

Contact Phone Number \*

**Visitor Personal Details**

Access Type \*

Extend access  
 New access  
 Remove access

**Authorisation**

I authorise that the above named person be given access to IT services as described above.  
I acknowledge that the Department will be responsible for internet and charges for other IT services in respect of this visitor for the duration of this request.  
I undertake to advise the Technology Service Desk if the duration of the visitor's stay is reduced from the requested end date.

Department/Authoriser Name \* -- Please Select --  
Search for your area and select an approver

Required fields

Submit

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## ACTION

**FILL IN** - required fields  
[note - this section will expand depending on 'Access Type' selected]

[note - there are multiple \* Required fields]

## ACTION

**SELECT** - select appropriate Department / Authoriser Name

## ACTION

**SUBMIT** - [note - you and or your manager will receive information and actions from ITDS]



# 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  
document created

date  
2019-08-06



THE UNIVERSITY  

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