

## **Syllabus Plus Users Information Update – January/February 2005 Edition 7**

### **Introduction**

Welcome to the first edition of the Syllabus Plus Users Information Update for 2005. The year has been a busy one already for Syllabus Plus, with an updated version of the program being put in place last week.

### **Current Syllabus Plus Issues**

#### ***Updated Syllabus Plus Version (3.4.0)***

The upgrade from Syllabus Plus Version 3.3.2 to 3.4.0 of the software appears to have gone ahead reasonably smoothly. We thank you for your patience over this period, especially considering that we only upgraded to 3.3.2 late last year! As mentioned in the upgrade information sheet, we needed to update the software due to the fact that a small number of activities were ‘disappearing’ from the timetable. We are hopeful that the upgrade to the new version will see this problem ‘disappear’.

As you would have noticed already, there are no major differences in the interface in the new version of the software (none that we can spot anyway). Changes in the updated version have been made mostly behind the scenes.

As yet (touchwood), we have not found any major hiccups with the new software. If you do however notice any inconsistencies with the database, could you please advise our office?

If you are yet to upgrade to the new version, and are having difficulties doing so, please feel free to contact us.

#### ***Password Changes***

As a result of there being a larger number of users across campus, Networks have relaxed the requirement for the IP addresses (computer’s internet number) of machines using the program to be set up with ‘secure’ access to the Syllabus Plus server. Syllabus Plus can therefore be installed and run on any machine at the University. The tradeoff for greater flexibility however is less security. As a result of this alteration, it is necessary for you to alter your Syllabus Plus password to something other than that initially issued by the timetable office. In the last newsletter, we included information on how to change your password. This information has been included again at the end of this newsletter. If you haven’t already, please use this information to help you change your password. If you have any queries about this process, please feel free to contact our office.

### **Contact Us**

If you have any questions, or would like to give us some feedback, please feel free to get in touch with us. You can email us at:

[sa-timetable@unimelb.edu.au](mailto:sa-timetable@unimelb.edu.au), or give us a call.

Sandi Robertson – Timetable Coordinator x49689

Matt Wright - Timetabling Systems Support x43690

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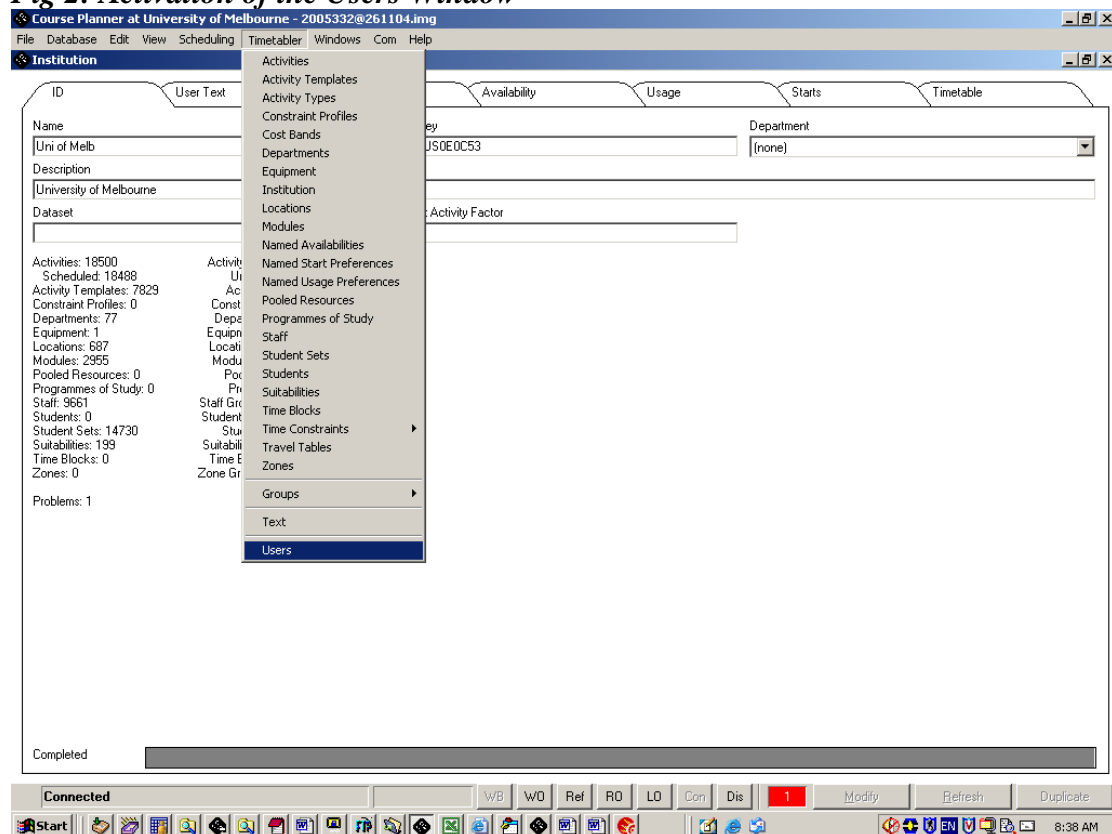
Chris Thornton – Manager, Timetabling, Venue & Conference Management x48858

## Appendix – Altering your Syllabus Plus Password

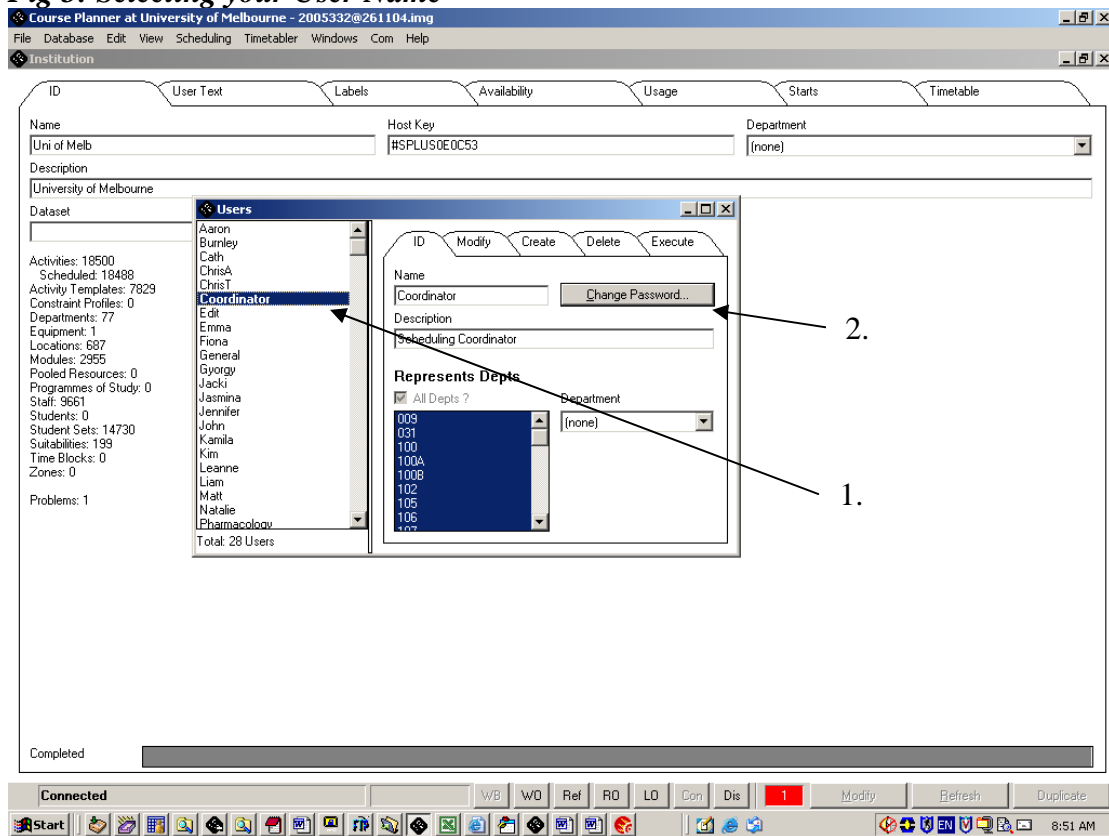
The Syllabus Plus password that you are initially issued by the Timetabling office is usually quite simple. To ensure that the system remains secure, we need you to alter your Syllabus Plus password to something more complex. This can be done as follows:

1. Open Syllabus Plus and select 'Users' from the 'Timetabler' menu (refer to Figure 2 below).
2. Select your user name (See Figure 3, 1.) and click on 'Change Password' (2.).
3. You should now be given the opportunity to reset your password.

**Fig 2: Activation of the Users Window**



**Fig 3: Selecting your User Name**



**Things to note about changing your password:**

- If you forget your password, or have problems changing it, you will need to contact the timetable office.
- If you have a group of people under the same user name (i.e TSS & Burnley), you will need to liaise with the remainder of the group to choose a suitable password.