



***SCAPE IT Setup Guide**

Accounts • Devices • Wi-Fi & Tools

Purpose of This Guide

This IT Setup Guide provides new employees with a clear overview of the digital accounts, devices, and tools used at *SCAPE. It is designed to help you get set up quickly and work securely from day one.

1. Accounts & System Access

- 1 Email Account – Official *SCAPE email for all work communications.
- 2 Internal Platforms – Access to shared drives, collaboration tools, and internal systems.
- 3 Event & Programme Systems – Platforms used for programme management and registrations (where applicable).
- 4 Password Guidelines – Use strong passwords and do not share login credentials.

2. Work Devices

- 1 Company-Issued Devices – Laptops or tablets provided must be used primarily for work purposes.
- 2 Personal Devices – Access may be limited and subject to approval.
- 3 Software Installation – Only approved software should be installed on work devices.
- 4 Device Care – Employees are responsible for keeping devices secure and in good condition.

3. Wi-Fi & Network Access

- 1 Staff Wi-Fi – Secure network access for employees.
- 2 Guest Wi-Fi – Separate network for visitors and programme participants.
- 3 Security – Avoid accessing sensitive systems over unsecured networks.

4. Digital Tools & Collaboration

- 1 Communication Tools – Email, chat, and video conferencing platforms.
- 2 File Management – Shared folders and cloud storage for documents.
- 3 Project & Event Tools – Used to coordinate programmes, timelines, and tasks.

5. IT Support & Security

For technical issues, access requests, or device problems, please contact the designated IT or operations team. All employees are expected to follow cybersecurity best practices and report any suspicious activity immediately.