Nebula Changes at FY16

“I’M SO CONFUSED...”
FY16: Nebula Service changes

Biggest questions:

1. How does Nebula know what “belongs” to me?
2. How can I see what I’m going to be charged for?
3. How can I fix bad information?

*Have a piece of paper handy as you read through this.*
1. How does Nebula know what “stuff” belongs to me? #1: Departments

Your Nebula Department is used to identify:

- User accounts
- Computer accounts
- Budget information
- Contact information
- Your I:\groups folders

Take a moment and write down your Nebula department name(s).
1. How does Nebula know what “stuff” belongs to me? #2: Budgets

Your Budget is used to identify and pay for:

- User accounts: H: drive usage and consulting hours
- Computer accounts: Monthly Nebula fee
- Your I:\groups folders: I: drive usage

Take a moment and write down your Nebula budget(s).
2a. How can I see what I’m going to be charged for?

myIT: view & manage your dept’s Nebula “stuff” *(link & instructions on next slide)*. Write down a NetID *(not shared account)* for each role *(one person may have multiple roles)*:

<table>
<thead>
<tr>
<th>Role</th>
<th># of NetIDs</th>
<th>What they do</th>
<th>What they will see in myIT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Owner</td>
<td>1</td>
<td>Make strategic decisions</td>
<td>Resources associated with your dept.</td>
</tr>
<tr>
<td>Billing contact</td>
<td>1</td>
<td>Check invoices</td>
<td>Resources associated with your dept.</td>
</tr>
<tr>
<td>Technical contacts</td>
<td>1 or 2</td>
<td>Help with technical issues</td>
<td>Resources associated with your dept.</td>
</tr>
<tr>
<td>ManagedBy contact</td>
<td>1 per desktop</td>
<td>Technical contact for specific desktop</td>
<td>Specific desktops they are the contact for.</td>
</tr>
<tr>
<td>Budget contact</td>
<td>Multiple per budget</td>
<td>Manage budgets</td>
<td>Resources associated w/your budget: computers, users, consulting hours.</td>
</tr>
<tr>
<td>Budget approver</td>
<td>1 per user</td>
<td>cc’ed on billable requests</td>
<td>No longer available; phased out.</td>
</tr>
</tbody>
</table>
2b. How can I see...

...the myIT portal?

1. [https://support.nebula.washington.edu/myIT/](https://support.nebula.washington.edu/myIT/)

2. Type in the log in box: `netid\your_uwnetid`

3. Click on IT Things I Own/Manage and then explore the different menu items

*Can’t see anything? Write down the message you get and go the next slide.*
2c. How can I see...

....the right stuff in myIT? *(Skip this slide if you saw the right stuff.)*

1. *Earlier, you wrote down the budget numbers used by your department to pay for Nebula items. (If you don’t know which ones are Nebula, you can send us the whole list.)*

2. *If somebody else should also be able to see your Nebula items, write down their NetID too.*

3. *Now email us the information on that paper so we can assign the right roles in your department.*
3a. How can I fix bad information?

Once we assign the right role, you can *edit information that is specific to a computer or user*:

1. A budget for a computer
2. A primary user for a computer
3. The technical contact for a computer
4. The budget for a user’s support hours
5. Other budget info (Task, Option, Project codes)
6. The inventory field (to whatever you want; it’s a free text field)
7. The other roles for your department

You use a different method to add or remove computers or users.
3b. How can I fix bad information?

To add or remove computers and users that belong to your department:

**Same method for:**
- **Computers:** email name(s) to add/remove (adds need budget #)
- **Individual Users:** Neb Acct Request Form: [https://netman.cac.washington.edu/webforms/nebula](https://netman.cac.washington.edu/webforms/nebula)

**New Method for: Multiple Users:**

1. myIT has an Eligibility Group field for each department.
2. Each department’s H: drive usage will be limited to the NetIDs listed in the Eligibility Group.

For more help on Eligibility Groups, email us.