

# EMPLOYEE NEWS & INFORMATION

# **SEPTEMBER 2021**

#### **ITS Newsletter Archives**

Information Technology Services' series of monthly emails to all employees aimed at improving communications with campus about tips, information, technology updates and services offered in ITS.

#### **Student Devices for Fall Semester**



ITS is dedicated to supporting our students' technology needs. If you are aware of students who are in need of a laptop or other technology for fall semester, please direct them to <a href="HuskyTech"><u>HuskyTech</u></a>. HuskyTech has devices available for <a href="temporary checkout">temporary checkout</a> or <a href="purchase">purchase</a>.

# **Efficient IT Support**



If you are in need of technology support, we recommend using the <u>customer portal</u>. Using the portal helps gather important information specific to your needs and notifies multiple people of your request. The portal also offers a <u>Knowledge Base</u>, giving you 24/7 access to technology information, instructions and tips.

# **Network for Educational Development**



The Network for Educational Development (NED) is hosted by the Minnesota State System Office to help faculty and staff find development opportunities, a repository of development resources, opportunities for networking and conversations, and to provide connections to other Academic and Student Affairs (ASA) initiatives and priorities.

Learn more on the NED Resource Site and Events Calendar.

### Classroom, Lab and Meeting Space Services



Services specific to technology needs for campus spaces are now available in the customer portal, including requests for:

- Academic software for labs or classrooms
- Technology upgrades for campus spaces
- Classroom/technology walk-through's
- Classroom and meeting space support

You'll be connected directly with our Educational Technology Innovations Team to assist you with your classroom, lab or meeting space needs.

# IT Assistance for New Employee Onboarding



To help ensure prompt technology service and delivery for new employees, we recommend <u>contacting HuskyTech</u> as soon as know you will be filling a position and know what technology is needed. ITS will help you plan and coordinate technology needs, and prepare technology equipment for the new employee's arrival.

#### IT Security Tip: Be Wary of Imposters



Imposters may pretend to be someone you know in order to get private information. Be aware that imposters often change an email's "from" name to make it look it came from a familiar person. Look out for strange requests from familiar people, as it could be an imposter. These and other <a href="mailto:phishing attacks">phishing attacks</a> may be harder to spot on a small screen, such as a mobile device, so pay extra attention when you're on the go.

Contact HuskyTech for technical services, support and sales.



St. Cloud State University, a member of Minnesota State