EMPLOYEE NEWS & INFORMATION

JUNE 2017

INFORMATION TECHNOLOGY SERVICES
ST. CLOUD STATE UNIVERSITY

http://www.stcloudstate.edu/its

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.

Campus Card Office Moving to HuskyTech

The Campus Card Office is moving to HuskyTech (Miller Center 102) and will open its new location on Monday, June 19th. Until then, the Campus Card Office will be located in Atwood Memorial Center's Glacier South room.

Campus Card Office Summer Hours: 7:30 AM – 4:00 PM

Starting in fall, the Campus Card Office will have extended hours in the evening.

IT Supporting Incoming Students

In partnership with Advising and Registration for A&R days, Information Technology Services is providing technology guidance and support to incoming students and their parents/guardians to set our new students up for success. Come see us Tuesdays-Fridays in the Atwood Ballroom until June 16th!

Students, faculty, and staff are also encouraged to stop by our primary HuskyTech location in Miller Center 102 from 7:30 AM – 4:30 this summer. Regular hours, including evening and weekend hours, will resume in fall.

VCRs and related EMS Updates

Faculty were notified during spring semester that VCR units will be phased out of electronic classrooms over the next two years. It is important for campus to know that the Event Management System (EMS) will be updated as changes are made. Faculty and staff who still use VCRs are strongly encouraged to move to online media to support your needs. The University Library, the Academic Technologies Team,

and the E-Classroom team are happy to help you out. Please see these individuals for guidance on the following:

- **Rachel Wexelbaum**, Collection Management Librarian
  - Locating content in DVD or streaming video, or seeking permissions for digitization
- **Tom Hergert**, Digital Media Studio
  - Advising on best practices for digitization
- **Greg Jorgensen** or **Sara Grachek**, Academic Technologies
  - Uploading media to Kaltura MediaSpace in D2L.
- **Sam P. Johnson**, HuskyTech/E-Classroom
  - Special equipment requests and questions about media players on campus

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Perceptive Content (ImageNow)

Perceptive Content, our document imaging solution formerly called ImageNow, is being upgraded this July. There are user training opportunities being offered in other states, including the University of Wisconsin - Madison. If there is enough interest, we will attempt to bring a training opportunity to our local campus. The training would be a two-day session with a cost of $600 per user, per day.

If you want to see a user training opportunity brought to SCSU and/or are interested in training opportunities offered elsewhere, please contact Gordon Schrubbe at gcschrubbe@stcloudstate.edu.

Did you know?

Sometimes technology requires downtime to complete maintenance and upgrades for systems hardware and software. You can find more information about St. Cloud State University's downtime, including regular times for planned maintenance and upgrades, on our Technology site. Minnesota State also offers a status page that includes planned IT maintenance and unplanned outages at the Minnesota State System-level.

For questions about downtime, please contact your technician or call HuskyTech at (320) 308-7000.

IT Security Tip

IT security issues have been making international headlines, and it's important that individuals take precautions to protect themselves. Please heed the following tips to better protect yourself from cyber-criminals:

- Proactively update software
- Do not click on links in emails you are not familiar with
- Do not store critical files on your local device (work computer), store on X: drive or One Drive

- Backup critical files at home regularly
- Change passwords frequently
- Do not use the same password for multiple accounts

If you have questions about IT security, please contact our IT Security Program Lead, Darrin Printy, at dprinty@stcloudstate.edu or (320) 308-3091.

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