

STUDENT AFFAIRS IT THE BYTE

ISSUE 5 | JANUARY 2018

Stay up-to-date with the latest news, tips, project updates, and staff highlights from Student Affairs Information Technology

SPAM AND PHISHING

DSA IT has started awareness campaigns for spam and phishing emails. Spam email can be a nuisance when it gets into your inbox, but the real problem is legitimate email that gets put into your spam folder. DSA IT recommends you check your spam folder at least once a day for important emails that may show up. You can train your spam filter by using the spam buttons in Outlook to flag legitimate and spam email. When you are looking through your spam folder, always exercise caution. Don't open any emails that make you suspicious or from senders you do not recognize. Most

importantly, don't click on any links or unsolicited attachments while sifting through mail in your spam folder. If you don't already have them, you can install spam buttons for your outlook through the application catalogue. These buttons make it quick and easy to deal with spam.

Phishing is a specific type of spam email that poses a more unique threat. Phishing emails look like real emails from trustworthy companies or organizations, but they are actually clever attempts to get your personal information. They will often ask you to click on a link or reply to the email.



Spammy the Spam Pig

Never send personal information like credit cards or addresses over email. If you're unsure of the email, hover over the link to see if it goes to the same address it says it does. Spelling and grammar errors are common in phishing emails, so be on the look out for those. Learn more at: it.ufsa.ufl.edu/initiatives



Meet Our Team Ira Jain



Ira Jain joined the IT Application Development team earlier this month. Her position perfectly matches what she loves to work on - databases. She became interested in IT during college when she took classes on IT and databases.

She is currently working on production support and enhancement for existing apps but is hoping to lead up her own project soon. During her free time she loves to spend time with her family and visit the springs around Gainesville, especially Ichetucknee Springs. She also loves cooking food for her family. Her favorite thing to cook is Indian cuisine, but she also likes to try out anything vegetarian.

Top Tech Tips: Zoom

Zoom Video Conferencing is a free service available to all UF staff and students. Zoom lets you host meetings of 50 people for up to 40 minutes. This tool is especially useful for meeting with people outside of UF.

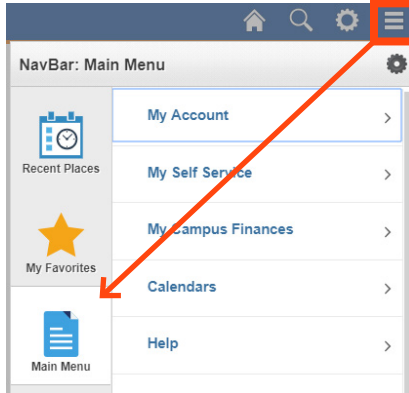


For a tutorial on how to get started zooming, visit

bit.ly/UF-Zoom

Announcements

MyUFL Upgrade



The UF Information Technology (UFIT) team has upgraded the MyUFL system with a new look and feel and added functionality for mobile devices. All the same options are available, but it may take an extra click to find them. We

encourage our staff to set up favorites for quicker access to frequently used modules.

To access the self-help tutorial visit:

<https://it.ufsa.ufl.edu/resources/tutorials>

IT Fun Fact

The Student Government spring elections are coming up! Did you know that UFSA IT provides all the computers in polling locations and is available for



DATES TO REMEMBER

February 9 - #UF22 Admissions Day
February 14 - Valentine's Day
February 16 - Baseball Opening Night
March 23 - KRONOS roll-out

HOW TO GET HELP

Call/Text: 352-392-2465
Email: ITHelp@ufsa.ufl.edu
Web: it.ufsa.ufl.edu

This publication is available in alternative formats upon request. Please contact us at 352-392-2465 or ithelp@ufsa.ufl.edu.

Project Updates

KRONOS for Housing

KRONOS is a new way for hourly employees in UF Housing to record their time at work. Rather than using SharePoint to record time, staff will now be able to clock in and out of work easily. This can either be done at a KRONOS time clock or through the KRONOS web portal. This system is designed to simplify the way employees record time while also improving the efficiency of payroll processing in HRE Human Resources. KRONOS will roll out on March 23rd, 2018. The HRE Learning and Development team will be scheduling several KRONOS training sessions. All hourly staff and supervisors will be provided extensive training prior to launch.



Father Time

World Class Wireless

This project was completed in December 2017 with the upgrades in Beaty and Jennings residence halls. Now students living in residence halls enjoy speeds comparable to wired in their rooms. DSA IT is working with Housing Facilities to plan and budget upgrades for villages.

MyReitz Time Reporting

The student assistants at RecSports, SAI, Reitz Union, and SG all currently use the super convenient MyReitz Time Reporting app. This app utilizes online submittal and approval that is available on their department's devices. If you want to implement this app in your department, email ITHelp@ufsa.ufl.edu

CRC Outreach App

This new app lets anyone schedule a CRC presentation on any of the available career focused topics for their college or student organization. In just minutes, you can have your event booked and confirmed. Go here to see the available topics and schedule your presentation: <https://app.crc.ufl.edu/Outreach>

Eduroam

Eduroam is a secure, worldwide wireless roaming access service. It enables immediate Internet connectivity in 54 countries and over 5,000 educational institutions worldwide. Phase I began January, 2018, and is expected to take 18 months. Housing residents will transition off 'uf' and onto 'eduroam' wireless throughout Spring 2018. Go here: <https://it.ufsa.ufl.edu/projects/eduroam> for more info and training documents.

