

STUDENT AFFAIRS IT THE BYTE

ISSUE 5 | MAY 2018

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

IT RATIONALIZATION

The Division of Student Affairs IT is partnering with the UF Information Technology to utilize centrally provided IT services.



Most departments were moved to the UF Active Directory in spring of 2017, giving them access to communicate with everyone within the University. The next phase of the rationalization is the migration of email and Skype for Business.

Student Affairs IT has been conducting several tests in preparation for the Phase 2 rollout. Phase 2 will be utilizing the same rollout and support plan as Phase 1. UFSAIT staff will be on-site following the migrations to make sure there are no issues.

Timeline:

Phase 1: Ongoing

Use of Gatorlink account to log in to computers
Complete for HRE, DSO, CCC, GW, CLS, MCDA

Phase 2: August 2018

Migration of Email and Skype for Business

Phase 3: September 2018

Network Integration with UF Housing

Phase 4: November 2018

Voice-over-IP (VoIP) Migration

Phase 5: TBA

Student Affairs datacenter
co-location and migration



A new way to paperlessly sign, send, and store documents

UFDocuSign is an electronic signature service that allows anyone with a gatorlink account to securely sign and initial an electronic document instead of a paper copy. By signing up for an author role you can create the documents to be signed electronically. By signing up for a sender role you can also send electronic documents for signature—to one person or many people—and easily see the status of the documents you send.

UFDocuSign provides secure delivery of official UF documents and is valid and legally binding. With UFDocuSign, documents are electronically routed through the approval process as they are

signed, reducing turnaround time and manual staff labor. All the documents can be store electronically as well, cutting down on the need for storing copies and the costs to print and mail documents.

To learn more and sign up for sender and author roles, go here:

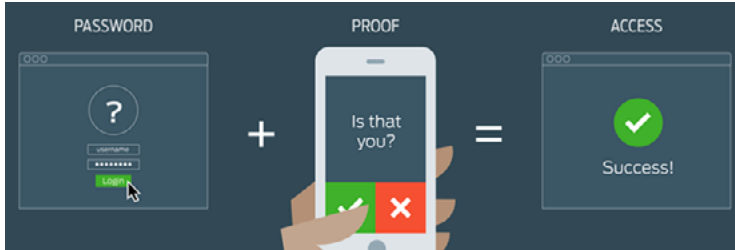


<https://it.ufsa.ufl.edu/tutorials/docusign/>

Announcements

Two-Factor Authentication

This new authentication methods gives you a second way of confirming your identity before you log into UF services. DSA faculty, staff, and affiliates will be eligible to use the service.



After entering your username and password, you'll use the Duo Security app to confirm it's you logging in. You can also opt to receive a phone call to confirm your identity. This helps fight against phishing, social engineering, password brute-force attacks and helps secure your logins from attackers exploiting weak or stolen credentials. Once enrolled in the program, two-factor authentication will start to seamlessly work on all Shibboleth protected (Gatorlink login) websites on May 14.

Timeline for enrollment:

- **April 30** - First email announcement, free to enroll now, printed materials distributed
- **May 7** - Second email announcement
- **May 14** - Go-live for adoption, first day you should start to enroll
- **June 25-29** - Daily reminders will be sent encouraging to enroll
- **June 27** - Directed reminders to staff not enrolled
- **June 29** - Deadline to enroll
- **July 1** - All new hires into Student Affairs required to opt-in

Staff expected to Enroll:

CWC Staff
DRC Staff
DSO Care Team
DSO SCCR Staff
HRE OCCS Staff
VPSA Office Staff
VPSC Members
DSA Financial Services
DSA Human Resources Staff
DSA IT Staff
DSA Mid-Managers
Staff who use Symplicity Applications
Staff with access to restricted data

Go to

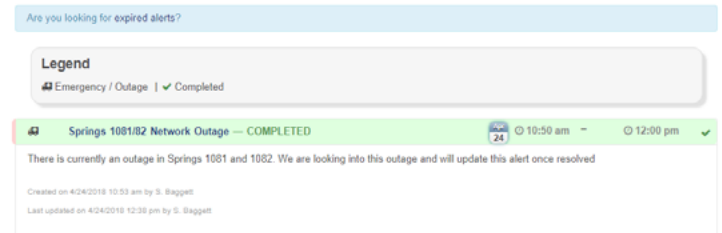
<https://it.ufl.edu/2fa/>

to learn more and get started!

Top Tech Tips IT Alerts

We provide up-to-date status on all services we provide. The IT alerts page is your one stop shop to see if any service is currently available. If you are experiencing issues with any IT service, please check this site before submitting a ticket.

IT Alerts



<https://ithelp.ufsa.ufl.edu>

DATES TO REMEMBER

May 5 - Commencement
May 13 - Mother's Day
May 14 - Summer A starts

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.



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