

STUDENT AFFAIRS IT THE BYTE

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

Lynda.com Training

Lynda.com is a cutting-edge training website available to all students and Student Affairs staff. Lynda offers interactive trainings on a myriad of topics from software training to human resources topics to personal finance. Anything you want to learn, Lynda has training videos on it. Many software courses even come with practice files you can download and work on to get hands-on experience.

Lynda tracks your progress and saves the courses you have started so that you can easily jump back in. You can also curate playlists for yourself and share them with others, letting you standardize the



training your team goes through. Lynda also has apps for iPhones, iPads, and Android devices, so you can take learning on-the-go.

Getting Started:

1. Go to lynda.com on your browser. At the top right of the website, click Sign In.
2. At the bottom of the sign-in window, Click Sign in with your organization portal.

 [Sign in with your organization portal](#)

3. Enter ufl.edu and click continue. Wait to be re-directed to the gatorlink log-in page.

< Enter your organization's URL to log in through their portal:

Continue



Become a Manager



Become a Content Marketer



Become a Project Manager



Become an Excel 2013 Microsoft Office Specialist



Become a C++ Developer



Become a Front-End Web Developer

Meet Our Team Jose Morales



Jose Morales is an Application Developer II for Student Affairs IT. He has been a part of the application development team for 5 years, most of which has been spent helping develop the HMS system. In February, Jose was assigned to develop an application called Youth

Conference Registration System (YCRS), which takes information from HMS and uses it to determine whether or not someone is missing the required trainings needed to work with children. In his free time, Jose loves to play the piano, salsa dance, and focus on personal fitness. His favorite hobbies include playing pool and photography. One day, Jose hopes to travel to the Seven Wonders of the World with his brother alongside him.

Announcements Strong Passwords Campaign

October is Cyber Security Awareness Month. UFIT, in partnership with Division of Student Affairs IT, has started a campaign to increase password strength across campus. Longer, more complex passwords make it more difficult for hackers to steal and sell your information. Here are some tips:

- Use a phrase that you can easily remember
- Add numbers and symbols
- Don't use personal information like your birthday or address
- Use a password keeper like KeePass or LastPass to create and save more complex passwords

Test your passwords at

howsecureismypassword.net

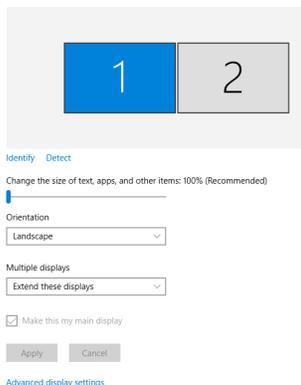
Top Tech Tips

Only for staff with 2+ monitors

Choosing a Main Monitor

Your main monitor has all your desktop icons, taskbar pins, and the log-in screen.

Customize your display



1. Right-click on your desktop.
2. Go to *Display Settings*.
3. At the top, click on the screen you want to be your main display.
4. Check the box that says *Make this my main display*.
5. Click *Apply* to make the changes.

Safety Tech Tips For Severe Weather

While in hurricane season, here are a few tips to protect your IT equipment in the event of severe rain, flooding and wind damages:

- Unplug all power strips and cables from the wall
- Remove all electronic devices off of the floor in case flooding occurs
- Move all computers, monitors, tablets, charging stations, and phones away from windows
- Cover all electronic devices with garbage bags to prevent any water damage

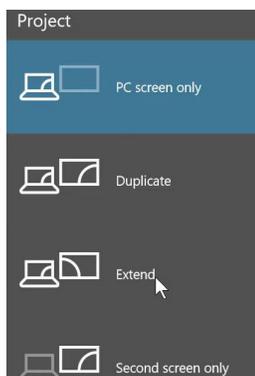


If you have any questions or concerns, please contact IT Help.

Extending Your Screens

If you have two monitors, you can extend the display on to both or duplicate the main display onto the second monitor.

1. Press the Windows key and P at the same time.
2. A menu will come up on the right side of the screen.
3. Click on whichever configuration you want and it will be applied immediately.



Project Updates Windows 10 Migration Completed

The Windows 10 migration is officially completed for the entire Division of Student Affairs. The project took 4 months to complete. If you notice any computers in your area that do not have Windows 10, please contact IT Help.

If you would like some additional training on Windows 10, please contact IT Help.

DATES TO REMEMBER

September 16: Florida vs. Tennessee

September 23: Florida vs. Vanderbilt

October 6: Homecoming

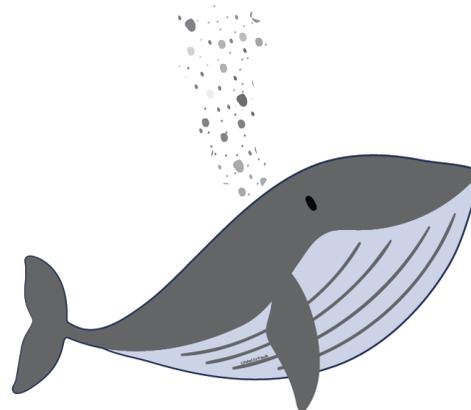
October 28: Florida-Georgia Game

HOW TO GET HELP

Call/Text: 352-392-2465

Email: ITHelp@ufsa.ufl.edu

Web: it.ufsa.ufl.edu



Stefan successfully migrated to the Division of Student Affairs

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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