

# VALPO VIRAL

## News and Updates from the Office of Information Technology

*Cybersecurity  
Tips*

*Self Service  
Updates*

*Updates to  
Campus Space*

*Equipment  
Upgrades*

### CYBERSECURITY: A GROWING NEED FOR UNDERSTANDING

It has been in national news and seen in campus wide emails in the last month- Cybersecurity threats are not going away. It has become increasingly important for us all to be aware of cyber scams and tactics for avoiding them.

As our office shared last month, there have been some attempts to target our campus via text message schemes aimed at staff and fraudulent job offer schemes aimed at our students. Because of these new attempts we want to be sure to continue to share information that can be used to protect you and our campus community. With that in mind, we have begun to investigate additional training opportunities we can offer to campus. Stay tuned for more information.

#### TIPS AND REMINDERS

We urge everyone to pay close attention to the sender of any message. Check to see if it is an email from an @valpo.edu account, notice if they have a University signature in the email and be wary of sharing personal or sensitive information with any account that you do not normally communicate with. Always report suspicious emails to our office at [Report.Phishing@valpo.edu](mailto:Report.Phishing@valpo.edu).



**IT is hiring for our Help Desk! Please encourage any students looking for campus employment to apply!**

*Student resumes should be sent directly to [Jessica.Wilson2@valpo.edu](mailto:Jessica.Wilson2@valpo.edu).  
Applications will be accepted until December 10th.*



## FROM DATAVU TO SELF-SERVICE

Several members from our department and other departments across campus have been working hard to provide updated procedures in Self-Service. Recently we have rolled out a few key functions like Student Registration, which includes an upgraded catalog and search feature, course registration, course planning, and the Payment Agreement form. Coming next will be enhancements to Planning and My Progress (degree audit) tools.

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## UPDATES AND UPGRADES: CAMPUS SPACES

The Office of Information Technology is constantly working to improve experiences for students, staff, faculty and guests. Here are just a few of the upgraded spaces we have worked in this fall: NSC 118/119, Mueller Refectory, Promenade West, Welcome Center Presentation Room, CLIR Writing Center, Fites addition and the Academic Success Center just to name a few.

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## PHONE SYSTEM AND OFFICE COMPUTER UPGRADES

Our office is working hard to keep systems and equipment updated. Currently we are making our way across campus to update every campus phone from the Nortel system to the Mitel system. This new Mitel system will convert voicemails to emails, has a simpler forwarding process and has a "do not disturb" function that you can use to silence your ringer during meetings.

In addition to the phone upgrades, we have been working our way, department by department, to provide new computers to staff. Be assured that this process is important to us but does take time. When your time for an upgrade arrives, you can be best prepared by making sure you have nothing saved on your desktop or local drive. Consider only saving items to your S or H drives.

### Tips from Tech Support

**"For security purposes, never leave your computer unattended without first locking it with "Windows key + L"**

*Jacob Williams, Educational Technology Specialist*