

VALPO VIRAL

News and Updates from the Office of Information Technology

*Meet our
Interns*

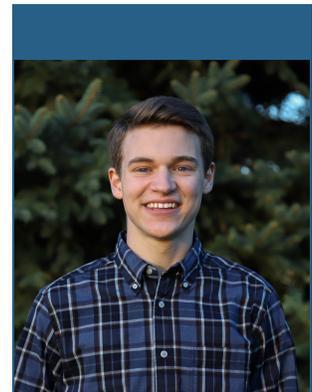
*Confluence
Training*

*Microsoft 365 Free
Download*

*Purchasing
Reminders*

OUR NEW SUMMER INTERNS

Our first intern, Charles Smith, is a Sophomore Computer Engineering major. This summer, he will be working on projects to prepare for FOCUS, fall training as well as some tech support tasks. Recently, he has been creating IT resources for the incoming students at FOCUS and will also be helping to process the new students' OneCards and information for their Welcome folders. Soon, he will be updating the classroom information in the Event Management System and preparing the classrooms for FOCUS. Charles shared, "I am really excited to help out and ensure new students have a smooth transition to campus this fall!"



Next is Jackie Sullivan. Jackie is a Marketing major with an Art minor. This summer, she is working on the rebranding of the IT logo, preparing for FOCUS, creating the monthly IT Newsletters, and collaboratively launching a survey project campus-wide. For FOCUS, Jackie is creating presentations, flyers, and posters, with Charles, to have for each session and services fair during June. Jackie is excited to improve skills such as time management and communication for any future opportunities. She is grateful to be able to experience working in a different field, as well as, being able to work with the IT Department's staff members.



Finally, we have Charlie Malachinski, a Senior Computer Science major with a Communications minor. Charlie is currently updating the IT Website, rebranding the IT logo, working collaboratively on a new survey project launch, and creating video projects. When asked about his thoughts on this internship opportunity so far, he explained, "I personally like the flexibility offered by this internship and working collaboratively as a team on multiple projects that impact the campus community. I think this internship will help me improve my communication and problem-solving skills for my future career. The independence offered by this position makes me feel more confident in my decisions and the changes I pursue. As someone working towards a career in the technology field, I believe the Valparaiso University IT Department is a perfect place for me to refine my skills and get started in the professional field."



PURCHASING REMINDERS

We would like to remind everyone that per the University policy all purchases of software and technology equipment should go through the IT department so that we can:

- Control campus cybersecurity.
- Ensure that the technology/software/service purchased is properly evaluated for integration with existing systems.
- Ensure that all equipment is inventoried and properly tagged as University property.
- To make sure that we are getting the best price for our equipment.

We ask that you submit a ticket for any of your technology needs by emailing the IT Help Desk at helpdesk@valpo.edu.

Microsoft 365

Did you know that you can get Microsoft 365 for free using your Valpo email address? It is true! Students, faculty and staff at all eligible institutions can sign up for Office 365 Education for free, including Word, Excel, PowerPoint, OneNote, and now Microsoft Teams.

To access the free download, visit the Valpo IT website at valpo.edu/it and click the "downloads" option. From there, follow the Microsoft image and directions.

Having issues with your download? Need to reset your Microsoft Password? Email the Help Desk for assistance!

CONFLUENCE TRAINING

It's vacation season - does your department have your processes documented so that your staff can take and enjoy their well-deserved time off without worrying about things being taken care of back at the office? Join us for Confluence training to learn how to create documentation for internal use, or to share in the Knowledge Base to be used by the broader campus community.

The next session will be offered on June 28th at 1:30 in CLIR 261A. The session is hands-on, and we will be scheduling future sessions for additional training, or if you are not able to attend this one. Sign up using Bookwhen <https://tinyurl.com/5n699b42>



Tips from Tech Support

"Leave your PC on. Just log off/lock your device when you're leaving. This will cut down on startup processes and make the PC available to run updates as needed."

Brett Vester, Associate Director of Information Technology