



## ***New Cybersecurity Training***

Protecting our community and network email accounts is a key goal within IT Services, and you are an important part of this goal. To raise awareness of the technological threats in our environment, prevent data breaches, and comply with regulations, you will be required to complete information security training. IT Services is partnering with Infosec IQ to provide training. You will need to complete a short 3-to-6-minute training video once per month. The videos focus on subjects like password management, identity theft, malware, social engineering, phishing, physical security, mobile data, and data privacy.

Getting started with training is simple. Once per month, you will receive an email from the **College of Saint Benedict and Saint John's University** ([notifications@securityiq-notifications.com](mailto:notifications@securityiq-notifications.com)) notifying you of an assigned course. The link in the email will take you directly to your dashboard. Please note, this is a legitimate company and link.

We appreciate your cooperation in completing the required training. If you have any questions regarding this, please contact us at 320-363-2228, [helpdesk@csbsju.edu](mailto:helpdesk@csbsju.edu), or submit a ticket from the [online portal](#).

## ***New Phone?***

If you purchased a new phone over break and need to activate it, [go to this page](#) for information on adding Duo to your new device.

## ***Adding the Academic Calendar or Your Class Schedule to Your Outlook Calendar***

Import your class schedule, academic calendar, or other events (i.e. student employment work schedule, music lessons, office hours) into your Outlook calendar. Click more Information below for instructions. Contact the Help Desk at [helpdesk@csbsju.edu](mailto:helpdesk@csbsju.edu) or 320-363-2228 with questions. [More Information](#)

## ***LastPass Security incident***

LastPass has recently disclosed a security incident. Details of the incident are found in [LastPass's press release](#)

Password managers remain a vital part of good personal security. They prevent reuse and allow you to use complex, unique passwords for every account. If you are looking for alternatives to LastPass, consider options such as [BitWarden](#) or [1Password](#).

No matter what password manager you choose, a strong primary or master password is vital to protecting your credentials. A strong password is a random combination of twelve or more upper case, lower case letters, numbers and symbols. Alternatively, you can use a passphrase made up of five random words such as: GraphPocketTricycleAnchorGlare.

## ***Are Your Students Using Technology on Campus to the Fullest to Help Them Succeed?***

If not, we can help! We are offering sessions in your classroom to show students the different technologies they can utilize to help them feel more confident on their use and how to find help if they need it.

We are offering both basic or advanced sessions. The basic session consists of topics such as: Folio, Outlook, Canvas, One Drive, downloading the Office programs, how to utilize resources available from the library (booking a room), and how to find help through IT Services. The advanced session goes a bit more in-depth on how to utilize Outlook (rules, calendaring, etc.) features in Word (tracking changes, saving to OneDrive, etc.), and Excel (functions, graphing, etc.). We will also cover Teams and how to utilize it for a class. If there are specific items you would like your students to know how to use, it can be added to either session.

If you are interested in a session like this with your students, please contact Cathy Robak at [crobak@csbsju.edu](mailto:crobak@csbsju.edu) or 363-5411 to setup a time.

## ***Instructional Technology Day - 5/16/2023***

Please save the date for **Instructional Technology Day 2023!** More information will be shared as it is developed. If you have topics you're interested in learning more about or something you'd like to present, please contact Miranda Novak at [mnovak@csbsju.edu](mailto:mnovak@csbsju.edu).

## ***Online Web Time Entry and Leave Reporting***

IT Services staff has joined the HR and Business Offices' pilot of the new Banner Employee Self-Service application. This includes electronic time entry and approval for CSB+SJU staff. Look for a wider rollout to more departments in the coming months.

## ***Human Resources Information System (HRIS)***

IT Services is looking at a replacement solution for the current HRIS system. A focus group has been meeting with stakeholders to outline project needs and wants. During meetings we created a project charter that includes project goals, assumptions, and a list of project requirements (prioritized and clarifying needs vs. wants). Next steps are to explore different vendors, have them respond to project requirements, collect security documentation, and demos. This project began fall of 2022 with a target go live date of summer 2024.