



## Saint Peter's College Information Technology Services Newsletter

COMMITTED TO PROVIDING THE HIGHEST QUALITY TECHNOLOGY BASED SERVICES AND PRODUCTS TO THE SCHOOL COMMUNITY

Website: <http://www.spc.edu/TechHelp> Telephone: 201-761-7800

### In This Issue

What's New in ITS

Blackboard News

HelpDesk Advisory

Datatel News

### Helpdesk Frequently Asked Questions

Why when I walk away from my computer for a few minutes I have to log in again when I come back to it?

In order to keep valuable and confidential information safe and to comply with industry standard security practices, if you walk away from your

**Issue: 2**

**March/2010**

## What's New in ITS!

### ITS Brown Bag Lunch

Join us  
March 23  
Pope Lecture Hall  
12-1 pm

Meet the ITS Staff and learn all about what is happening in Information Technology.

### New Technical Director has Joined Saint Peter's

Please join us in welcoming Javier Leon who joined the Information Technology Department on Monday, March 8<sup>th</sup> as our new Technical Director. Javier comes to us with an MS Degree in Computer Engineering from New Jersey Institute of Technology. He brings to Saint Peter's College a broad level of technical experience and a history of achievements at all levels of technology operations. Some of these include, network systems design and administration, information security,

computer for more than half hour you will have to log into the network when you return.

**How can I transfer my calls to another number when I will not be at my desk during the work day?**

You simply press \*300 put your phone extension and then the extension you want to transfer to. To undo press #300 and your extension.

**Can I reset my own password for my email account?**

If you log on through webmail, on the left hand column all the way down to the bottom, you will see an options section, within that section you can reset your email/network password. Your password should include a capital letter, lower case letter and a number. It can be up to 8 characters long and not be anything that you have used before.

project management and business process analysis and design.

Javier's work experience includes 9 years in various IT leadership roles at Bergen Community College and prior to that as Network Manager at Waters, McPherson, McNeill P.C. in Secaucus, NJ. Javier has also taught college credit courses in data security, computer networking, and operating system administration at Bergen Community College and at Chubb Computer Services.

Javier will be managing St. Peter's Network Operating Center which is the backbone of our Network and Support Systems. We are pleased to have him on board.

If you have any questions about our Network Operation or want to meet and greet Javier, please come to 104 Glenwood Avenue, Henneberry Hall, First Floor. Javier can be reached at ext. 7834.

## More Storage for Email and Files

If you have been in the habit of saving your documents to the H drive then this is good news. Six terabytes of additional space has been added to SPCfast, SPCStudent, EXchfast and EXchstudent servers. This means more storage space for faculty and staff on the H drive. We are reviewing policies that will cap the amount of space for each user to a more reasonable amount.

## Student Housing Room Selection is now Online!

On February 22 the Office of Residence Life unveiled a new service to students, the Odyssey Housing Management System. While Odyssey has been in the back office for some time now, with the help of Information Technology Services, Res Life is now able to make use of one of the more powerful features of the system, the student web interface. Students are able to submit an application, request specific roommates, search for compatible roommates, and select a room all from the comfort of their own

How can I retrieve phone messages from home?

Dial 201-761-6001, put your extension in and then your password.

### Quick Links

[ITS Website](#)

[Helpdesk](#)

[Blackboard](#)

[ITS System Service](#)

[Advisory](#)

[SPIRIT](#)

[FAQs](#)

residence hall room. In support of this project, ITS provided various services including an automated data link for moving student demographic data from Datatel to Odyssey, establishing SSL security on the Odyssey web server, and integration of the Odyssey web login to the existing SPC network domain.



### A "Green" ITS Initiative

In anticipation of stricter controls on wasteful printing and to further the College's quest for a Green environment, as of Monday, March 1st, 2010, the college has implemented a system to track the degree of paper usage over a prolonged period. These usage figures will enable the development of a reasonable and fair printed page allocation for all students.

Students, faculty and staff will be required to swipe their ID cards before printing at the following locations:

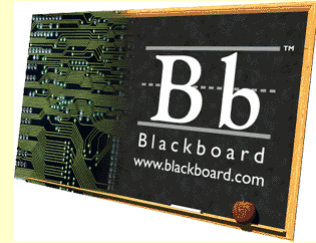
- Loyola Lab 12
- Loyola Lab 13
- Loyola Lab 14
- Library- two printers next to each other controlled by 1-Omega Terminal
- D333
- Call Center - Pope Hall
- Kiosk-McDermott Hall

At this point in time, there are no printing limits, nor will there be any charges. This is only a pilot to determine usage.

For daytime support, please visit the ITS Department in the basement of Loyola Hall. After normal business hours, please call our Helpdesk at 201-761-7800. If you have any questions please email our Helpdesk at [helpdesk@spc.edu](mailto:helpdesk@spc.edu).

## Blackboard News

### Ten Things You Can Do In Blackboard in Less Than 5 Minutes



In the 21st century classroom Blackboard has become a valuable tool for instructors and an important resource for students. From 24/7 access to course materials to better communication, the advantages of using Blackboard far outweigh the disadvantages. Here is a list of 10 easy and quick things you can do in Blackboard in very little time:

1. Post an assignment link
2. Grade an assignment with a rubric
3. Take and post a picture to your instructor page
4. Create and post an audio introduction to your instructor page
5. Create an external link to a blog or a wiki
6. Embed a video
7. Add grade columns to the grade center
8. Create a discussion board forum
9. Post an announcement and/or email everyone in your class
10. Create, post and schedule a quiz

To learn how to do any of the above, come to the Blackboard Lab every Monday, Wednesday and Thursday from 12-1 pm or contact Renee Evans at 201-761-7806 or [revans@spc.edu](mailto:revans@spc.edu)

## HelpDesk Advisory

### Helpful Tips to Protect Your Computer

Here are some helpful tips when using a computer at work or school:

1. Keep your desktop locked at all times behind locked doors.
2. If you are using a laptop, purchase Kensington security cables and keep it locked at all times.
3. Keep the front and back of the unit well ventilated
4. Do not overload the power-strip where the computer is plugged into. Avoid plugging in the microwave, toaster oven, paper shredder, space heater or any high-voltage appliances on the same power line as the computer. Sudden surges will damage the computer and you will lose all your work.
5. Do not share your password with someone else
6. Do not download applications that are not work or school related.
7. Check your SPC email account regularly. All official college correspondences are sent to that account.
8. Limit the use of your college email to work. Yahoo, Gmail and Hotmail all provide free email service to anyone that signs up. Please help us to minimize SPAM in our email server.

### Malicious Emails

Emails asking the recipient to click on a link or provide username/password to keep his or her mailbox operational are bogus and have malicious intent. They are not ITS-generated emails. ITS would never ask for information or instruct to click on a link. Be aware that these are emails intent on allowing a virus, spyware, or malware to infiltrate the recipient's network. They also can be phishing emails.

### What is Phishing?

Phishing is a form of social engineering that uses email or instant messages that appear to be from a government agency, financial institution, Internet Service Provider (ISP), Internet-based company or business you trust and/or do business. The intent of phishing communication is to deceive you into divulging personal information such as web site usernames and passwords, credit card numbers, financial account numbers, Social Security numbers, dates of birth and any other form of personal or account information that an identity thief or cybercriminal can use to carry out criminal activity. PLEASE DO NOT RESPOND TO

THESE EMAILS AND DELETE THEM IMMEDIATELY

## Datatel News

### It's Tax Time! W2's Viewable from Spirit Online



W2 forms are available to view from within SPIRIT Online. This is a new feature that will allow users to view their W2 information and to also print a copy, if necessary. There are currently 4 years of data available: 2006 through to 2009. While printing the W2 is available, it is no substitute for the original W2 received via mail from the HR department and should not be used as an official document to for tax purposes.

### Improved Interface for Datatel Fund Management Report

The Fund Management Report (FMGT) in Datatel is an essential report used by the Financial Aid Department and the Controller's office for tracking the aggregate amounts of aid awarded by award code. However, if you have to run the report repeatedly for specific groups of award codes, (for example all NJ State Awards, all loans, or all Endowed Awards) this report can be tedious to use. At the suggestion of Shirley Curry in the Controller's Office, ITS created a custom front end to the Datatel delivered FMGT report which allows the operator to define groups of award codes once, and re-use them without the time or risk of error involved in re-keying codes.

