San Francisco State University
We Make Great Things Happen
Introduction

The purpose of the meeting is to inform users about the various technology that is made available to the University.
Windows 10

*Basics & upcoming software center feature*
Questions?
VPN
t*virtual private network*
The university offers both Box.com for personal storage, as well as shares for departmental shares.
BOX.COM
Box.com

- 500 Gigs of free space
- Allows files to be retrieved to various devices
  - PC, Mac, Tablet, Smartphone
- Ability to sync between devices
- Allows for collaboration between users
  - *Does not require administrator
- Best way to share Video, Pictures that are too big for email.
• Use BoxSync to sync local computer to Box Folder
• Personal Box.Com account will Deactivate once a user leaves the university
  • This means that all that data will be lost unless data is transferred to the shared drive or department box account
• No level 1 is allowed on BOX.COM
  • http://policiesandpracticedirectives.sfsu.edu/content/confidential-data-policy
Department Share
Department Share

- For Department storage
  - EX. Shared drive
- Security Requires SF state credentials
- Stored within ITS Servers (On Campus)
  - Files will not be delete if owner’s account is terminated
Questions?
Zoom

- Video/Teleconference system
- University License
- Allows for both Telephone and Video Meetings
- Available on PC, Mac, Smartphone/Tablets
Zoom Demo
Zoom

Things to watch out for

• Be aware when broadcasting is live
  • Make use of mute/unmute
  • Determine if you want to use video
• User proper placement when broadcasting
  • Light should be in front
  • Remove distractions
    • Sounds, background, etc
Questions?
New university contact with Xerox
  • Goal is to help lower the overall costs of printing and lessen environmental impact
  • University did a survey of all the printers on campus (personal and MFP) and determined
    The needs of each unit and how to use printers more efficiently

Xerox Features
  • Printer usage is tracked by ITS, and charges units per page (Rather than cost of toner)
  • There is a service contract which will enable Xerox Technical staff to fix any issues for free
  • Toner and supplies for Xerox machines are sent automatically
    • No need for admin staff to buy toner
  • Printers are can handle multiple jobs simultaneously
    • EX. Printing and scanning
  • Pin codes can be used for secure printing
IT Security
IT Security

• Security set by the university
  • Single sign-on
    • Links logon credentials of Email, Wifi, Computer, Shared drives and web applications
    • If you account becomes locked, all of the linked applications will also be locked.
  • 2 solutions for lock out
    • 1) Reset password at SFSU.edu/Reset
    • 2) Wait 15 min for your account to allow you to log on again

• Technology Acquisition Review
  • All IT purchases must be approved by ITS/DPRC
  • The only exceptions are those on The Pre-approved list
    • [http://tech.sfsu.edu/guides/technologyacquisitionrequest](http://tech.sfsu.edu/guides/technologyacquisitionrequest)

• IT standards
  • IT standards/policies are located at the Tech.sfsu.edu website
  • Local IT are only allowed to support the university approved software/Hardware
    • Ex. Dropbox, Survey
IT Security

• Make sure that computer is screen is locked when you are away from your computer.
• Be aware of what kind of data you have and where you have it stored
  • Ex. Flash Drives, CD, DVD, Shared drives
• Be aware of any websites that you may visit, and what you type on the address bar
  • Ex. Sffuncheap.com VS SF.Funsheap.com
• Report and delete any suspicious email that you may receive.
  • Abuse@sfsu.edu
  • Genrique@sfsu.edu
  • Phish me
• Save often and take advantage of BOX.com and our shared drives.
• Log out of any applications when not in use.
IT Security

• If you have a laptop:
  • Make sure that it is locked when you are at your desk
  • When you are outside of the office, make sure that your laptop is always with you
  • Be Aware of your Surroundings
    • Ex. In the car, library, Starbucks/Cafe
Upcoming IT Initiatives
Upcoming IT Initiatives

• Phishme – University will be sending out emails that will test peoples awareness of phishing
• Level 1 Data users
  • Duo Factor Identification for vpn
  • Possibility for workstation Changes
Additional Information

• References
  • Tech.sfsu.edu
  • Lynda.com
  • Skillport
Questions?