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Advising Day
 Tuesday, November 11
 No classes from 8:00-4:30
GUXpress Registration Begins
 Wednesday, November 12

Planning for a Successful GUXpress Registration

GUXpress registration for 09/SP classes will begin Wednesday, November 12th. GUXpress is now on a new server. We expect that this will prevent the performance issues we've experienced in the past.

Students:

1. Before meeting with your Advisor, print out your *Academic Evaluation* to take with you. The Academic Evaluation outlines the requirements for your program of study, and helps you know you're registering for the right courses.
2. Check *My Registration Information*. This page will tell you what day and time you are eligible to register, if you have your Advisor's approval to register, and if there are any holds that will prevent you from registering. Be sure to address any concerns before your registration day.
3. Before your time to register, build your *Preferred Sections*. This feature allows you to preselect sections you plan to register for. Building Preferred Sections will make your registration experience much faster. Note that closed sections and section requirements, such as prerequisites, will not

be checked until you actually register for the course. Click on the title of a course to see if there are prerequisites.

4. When it's time to register, choose *Register or Remove Preferred Sections*. This will bring you to a page listing your preselected sections. Simply select 'RG - Register' beside the sections you wish to register for, or choose 'Register' at the 'Action for ALL Pref. Sections' prompt and click submit.

Advisors:

1. Encourage each of your Advisees to run their *Academic Evaluation* in advance and bring it with them. The Academic Evaluation is one of the most resource intensive processes on GUXpress. A great deal of time can be saved if evaluations are run prior to Advising Day.
2. After determining which spring courses your advisees should register for, suggest that they add them to their *Preferred Sections* in GUXpress. Their registration process will be much faster, and they may be more likely to get into the sections they need.
3. Check *Advisee Registration Sign-Off* to be sure you have allowed your advisees to register using GUXpress. They cannot register online without this approval.

Faculty/Staff:

To conserve system resources for our registering students, we ask that you restrict your usage of GUXpress after 4:00pm on these days. We also ask that usage of the Datatel system be limited to critical processing only after 3:30 on these days.

Student Corner: P2023 Computer Lab Updated

Gannon's latest computer lab update is Palumbo 2023. Previously there were 16 computers in this lab. By knocking out a wall and arranging the desks in a curved layout, we now have 40 computers in the same room. Each of those computers has a CD/DVD burner and an easily accessible media card reader. This lab also has a network printer capable of holding 1,500 pages. Last month this lab had 31,695 printed pages, the highest amount of pages printed by any of the labs.

Tip of the Month: Keep Your Computer Data Confidential

How do you keep your sensitive and confidential computer data safe from intrusion? Sure, your Gannon ITS department provides the necessary firewall and antivirus here on campus. But, what about access to your data through your office computer? How many times have you walked away from your desk without locking your computer or logging off? How about your password? Easy to crack passwords or having your password written down on a post-it stuck to your monitor are all ways your computer data can be easily compromised. Allowing another person to use your account while you are logged into a computer is an enormous security risk and against Gannon University policy.

Training ourselves to be more security conscious on our office computers is a necessity in maintaining a secure venue for confidential and sensitive data. Locking your computer when you leave your desk or office area is a good way to prevent access to your computer and unauthorized viewing of information left on your screen. Pressing your Ctrl/Alt/Del keys at the same time and then selecting "Lock Computer" will lock your computer. The quickest way to lock your computer screen is to press your Windows key (bottom left on your keyboard) and the "L" key. To unlock your computer, simply press the Ctrl/Alt/Del keys again and enter your network password. Locking your computer lets you keep all of the applications you are running activated. For example, if you were typing a MS Word document and had to leave for a meeting. There is no need to close MS Word. Locking your computer allows you to keep this application in place and ready to work on when you return. Please note that locking your computer does not save any work you are currently working on. Always save periodically to ensure that none of your work will be lost in the case of a power outage or hardware failure.

The most important step in password security is to create a password that is hard to guess. Once you've created your secure password, refrain from sharing it with anyone or writing it down and placing it anywhere in your immediate office area.

Manage Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records.

During the course of a semester, concerned parent(s) may contact faculty to inquire about a student's academic performance. Business offices also receive similar calls pertaining to students' financial or residential issues. As University personnel this can be a difficult situation when protecting the privacy of student records. The good news is that a solution is coming soon to GUXpress!

Prior to semester end, faculty will have the ability to view their students' listing of individuals who are granted permission to inquire about academics, financial or residential issues. From the My Advisee or Student Roster GUXpress page a new option will appear to view a student's FERPA contacts. When selected, this option will open an inquiry page listing individuals who are granted general release, and parents who have parental access to student records. Business office staff will access the same inquiry page via their GUXpress employee menu.

Students, what if you need academic or other pertinent information released for employment, graduate applications, or financial reasons? You will have the online capability to grant persons outside the university the ability to speak to appropriate Gannon University faculty and staff about your academic records. You will be able to manage this option via GUXpress under the Current Students Menu link "Manage Release of Student Information". This new link will allow you to designate and manage individuals of your choice as persons that university faculty and staff can communicate with about your records. In addition to this new feature you will still be able to manage parental access to GUXpress from the same webpage.

Watch for portal announcements this month about this new GUXpress feature.

What Is a Safe Password?

People who steal your password steal your identity. This may involve access to personal records and financial information, as well as performing illegal activities in your name. Prevent these problems by choosing a strong password.

Gannon University voicemail, email, its public and assigned PCs, and its websites -- are all shared resources. To ensure that they are only used by Gannon faculty, staff, and students, we require you to login before you can use them. Your Gannon NETWORKID and password are your tickets to using any of these resources.

When you login, you provide two pieces of information: first, your NETWORKID to identify your account, and second, your password, to confirm that you are the account's owner. Your NETWORKID is public knowledge -- it is part of your email address and is published in the Gannon online global address book -- so you must make sure that you keep your password private. This document explains how to change your password and gives some hints on what to use and what not to use for your password.

Gannon University password policy:
Network Passwords are set to expire every 60 days!

Passwords should be at least 8 characters long, have at least 1 capital letter, 1 lower case letter, and 1 number, but no spaces, should not be based on your name, should not be based on simple repeating patterns, and should not be one that you have used in the past year. You should be able to type it quickly, so someone cannot look over your shoulder and pick it up that way.

Do not use personal information in your password that someone else is likely to be able to figure out. Obviously, things like your name, phone number, and address are to be avoided. Even names of acquaintances and the like should be avoided. Do not use words, geographical names, or biographical names that are listed in standard dictionaries. Never use a password that is the same as your account name. Do not use passwords that are easy to spot while you're typing them in. Avoid passwords like 12345, qwerty (i.e., all keys right next to each other), and nnnnnn.

If you are having difficulty picking a good password, one good method is to use the first letter of each word in a phrase you can easily remember. For example, "McDonald's is your kind of place" is miykop. That will need some modification because you need an uppercase letter and a number too and it's not long enough, so how about: Mc5iykop

Another method is to intentionally use misspelled words, or words with a number or punctuation mark. For example: Co77ege. (Since the password should to be 8 characters long, the period on the end is part of the password.)

These are too easy to guess, so don't use them: your spouse's name, your name, your parent's name, your pet's name, your child's name, names of close friends or coworkers, names of your favorite fantasy characters, your boss's name, anybody's name, the name of the operating system you're using, the hostname of your computer, your phone number, your license plate number, any part of your social security number, anybody's birth date, other information that is easily obtained about you, words such as wizard, guru, gandalf, and so on, any username on the computer in any form (as is, capitalized, etc.), a word in the English dictionary, a place, a proper noun, any of the above spelled backwards, any of the above preceded or followed by one or two digits.

	<p>HELP DESK CLOSED:</p> <p>Thursday, 11/27 Friday, 11/28 Saturday, 11/29 Sunday, 11/30</p>
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The Gannon University PC Allocation Program

The goal of PC Allocation is to provide faculty and staff with technology to meet their fundamental computing needs while avoiding PC proliferation. ITS will fund the replacement of identified old systems with a University standard system. If the faculty or staff identified for a new system has a need for peripherals, components, or specifications greater than the University standard, that department or division would be responsible for any additional costs. The first \$1,000 is covered for a laptop. Faculty and staff primary systems are the only systems eligible for replacement under this program.

The program begins in the Fall semester. A list of the oldest faculty/staff computers is created for replacement prioritization and is presented to each Vice President or Dean for prioritization. ITS also requests that each Vice President and Dean circulate a "Computing Needs" form to their staff. With this information, the final Allocation list is created and systems are ordered. The faculty and staff are then contacted to make arrangements for replacement. Installation will begin in December. This year's program will generally be replacing Optiplex GX270 and GX280 desktops and Latitude D610 laptops.

Computers that are replaced from PC Allocation are either re-allocated or discarded based on the condition of those computers and at the discretion of ITS.

Current standard system specifications:

Desktop

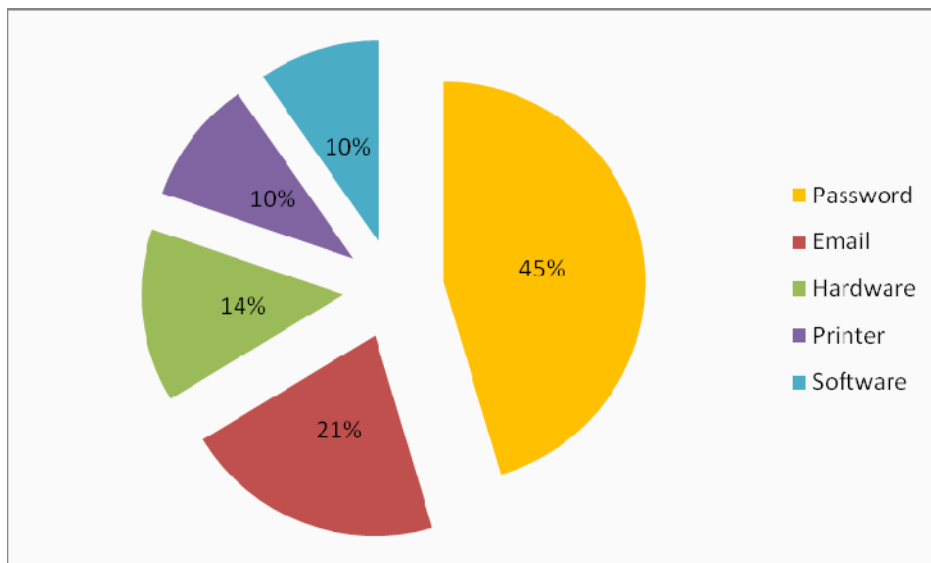
- Dell Optiplex GX755
- Intel Core 2 Duo 2.33 GHz
- 17" Flat Panel LCD
- 2 GB Memory
- 80 GB hard drive
- 48x32 CDRW/DVD
- Integrated sound
- Keyboard, optical mouse
- Windows XP & Office 2003

Laptop

- Dell Latitude E6400 (about \$1180)
- Intel Core 2 Duo, 1.8 GHz
- 4.37 lbs
- 1 GB Memory
- 14.1" Display
- 80GB HD
- 24X CDRW/DVD
- Integrated Wi-Fi a/b/g
- Nylon Carrying Case
- Backlit keyboard
- Windows XP & Office 2003

If you have any questions regarding the program, contact Dan Giannelli at 7460.

Top 5 Help Desk Calls



* Includes calls and work orders received within the month of October.

Staff Focus



Matthew P. Andrews
Database Analyst
ITS

Matt has a BS in Computer Science from Edinboro University. He has been with Gannon for 10 years and is responsible for creating and maintaining databases used for a wide variety of applications throughout Gannon. He maintains Datatel accounts and security and is responsible for the administration of ImageNow software. He also helps to maintain the Angel software too.

One of Matt's latest projects has been the implementation of the ImageNow software. This is a document imaging system that Gannon uses to electronically file documents and link them back to Datatel. Setting up the scanning stations, creating users and assigning security were just a few of the tasks to this process.

Matt spends his free time Geocaching. Using a Global Positioning System (GPS), his family searches for hidden caches that contain a log book and small trinkets that the kids can trade. The coordinates to the caches can be found on the website www.geocaching.com and the terrain can range from a difficult hike to an easy adventure. So look for Matt and his family hiking the woods in search of treasure.

From the Director's Desk

I am often asked, "Why do you make us change our password so often?" Although my answer doesn't eliminate the hassle, it is usually lessened when someone understands the rationale behind our requirements.

Everyone must understand that your NetworkID and Password are used to authenticate your access to nearly all network resources (the network itself, email, MyGannon, GUXpress, network drives, InsideGU, etc.) and a strong password is the first line of defense to prevent unauthorized access to all of your information. A compromised password is a gateway in for a hacker to obtain your personal information, steal your identity, send threats or viruses from your email account, or attempt to access university servers and academic records.

Thanks for your cooperation. More information can be found at http://www.gannon.edu/resource/compctr/password_changes.asp.



- Mark Jordano

Special thanks to our contributors:
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Info bITS
Committee:
Carol Kugler, Help Desk Technician
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Laurie Fullerton, Applications Manager
Stephen Landis, Junior Systems Administrator
Tom Wager, Help Desk Supervisor

<p>ITS Help Desk Palumbo 3000 (814) 871-7501 www.gannon.edu/its</p>	<p>OFFICE HOURS M – F 8:00 am - 4:30 pm</p> <p>PHONE SUPPORT M – Th 8:00 am – 9:00 pm F 8:00 am – 4:30 pm Sa – Su 12:00 pm – 6:00 pm</p>
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