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January 2026

Happy New Year from the Office of Information Technology!

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2026, NKU's Year of Workday

Welcome to 2026, our year of Workday Go-Live! In June 2026, NKU will begin using Workday for HR tasks including time entry, followed by Finance tasks in July. Over the next few months, you will begin to hear more details about the benefits of Workday for your department, see demos, and participate in training. You can stay up to date with the project resources on our webpage at nku.edu/workday.

Workday Project Updates

The project team successfully completed the Customer Confirmation Sessions before winter break. Congratulations to all the team members involved. Your

collaboration and dedication made this major accomplishment possible and positioned the team well for the upcoming testing cycles.

The project has now entered the Testing phase, which will continue through May 2026. This phase includes multiple testing cycles, each designed to validate specific aspects of the system configuration. During this time, the NKU project team will execute a range of testing scenarios to ensure Workday processes are functioning as designed.

Stay Informed

We encourage you to visit the **NKU Workday website** for the latest project updates, resources, and information. If you have any questions or feedback, please email **workday@nku.edu**.

Thank you for your continued engagement and support as we move forward with this important initiative.

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Hosting an after-hours event?

Please remember that successful events don't start the moment the doors open—they start with preparation.

To ensure a smooth, professional experience for all attendees, it is essential that event organizers **schedule a brief planning meeting in advance**.

Equally important is verifying that all **AV equipment is fully functional before the event begins.** Testing microphones, projectors, speakers, conferencing tools, and all required technology helps prevent last-minute disruptions and ensures the event runs seamlessly.

By meeting ahead of time and confirming your AV setup, we can deliver high-quality events that reflect well on our community and avoid unnecessary delays or technical issues.
Thank you for doing your part to keep after-hours events smooth, coordinated, and successful. Please contact the IT Help Desk to schedule a brief meeting before your important event.

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Data Clean up!

Help keep our systems organized and efficient! Please take a moment to review and clean your stored PC data, Department drive, and OneDrive. Delete outdated files, archive important ones, and ensure everything is stored in the correct location. Let's stay clutter-free and secure!

Please see the Records and Information Management Policy and the University Records and Information Management webpage for detailed retention and archiving requirements.
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Make OneDrive Your Go-To for File Storage and Sharing

Looking for a simpler, more secure way to store and share your files? OneDrive makes it easy to access your documents anytime, from anywhere, while keeping your work backed up and protected. Collaborate in real time, share files securely, and stay organized—whether you're on campus or working remotely. Start using OneDrive today to keep your files safe, connected, and always within reach.
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Classroom Computers

Make sure to give yourself extra time to log in to classroom computers on the first day of class. These computers may have been updated over winter break and it may take a few minutes to reconfigure your profile.

Remember, you should not save documents locally on classroom computers. Instead, use cloud storage via OneDrive, which can be accessed through webmail.nku.edu. Contact the IT Help Desk for more information on this process.
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Technology Support Hours

The **Norse Tech Bar** support hours are:
- Monday – Thursday, 9:00 am – 4:30 pm
- Friday, 9:00 am – 2:00 pm, limited coverage.
- Saturday through Sunday, closed.

The **IT Help Desk** support hours:

- Monday through Friday, 7:00 am – 10:00 pm
- Saturday through Sunday, closed.

Both the Norse Tech Bar and the Help Desk will be Closed Monday, January 19 in observance of Martin Luther King Day.

To chat with a Help Desk Technician, click the speech bubble symbol in the lower right corner of the IT Help Desk webpage during open hours and type *talk to a person*.

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AI Companion in Zoom: Your Smart Assistant for Meetings

Zoom users can now enhance their meeting experience with the **AI Companion**, an intelligent assistant designed to provide valuable support during meetings. The AI Companion can answer questions by accessing relevant Zoom data, including meeting summaries, Team Chat messages, shared documents, and other enabled data sources.

To help users better understand the AI companion features, Zoom has created a dedicated information page. This resource includes detailed feature descriptions and step-by-step instructions for how to enable or disable the AI Companion.

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Beware of Quishing Scams: Protect Yourself Online

Quishing scams involve QR codes embedded in emails, flyers, or websites that redirect you to malicious sites or steal your personal information. These deceptive codes can appear legitimate, but once scanned, they can compromise your data or infect your device.

How to Avoid Quishing Scams:

- **Verify Sources:** Only scan QR codes from trusted and verified sources.
- **Preview the Link:** Use your device to preview the URL before visiting it. Look for unexpected or suspicious web addresses.
- **Be Cautious with Emails:** Avoid scanning QR codes in unsolicited emails or messages.
- **Enable Security Features:** Keep your device and apps updated and use security software to identify threats.

Stay vigilant, and don't let convenience compromise your safety.

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Encryption and Personally Identifiable Information (PII)

Email is not a secure method to share sensitive data or personally identifiable information (PII). This is particularly important as we approach tax season. Remember to NOT email social security numbers, tax documents, or credit cards unless the email is encrypted.

Email messages can be compromised if they are intercepted in transit. Encrypting email is quick and easy with Outlook. See NKU IT's easy-to-follow email encryption instructions for how to send and how to open encrypted emails.

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Stay Informed with IT's "X" Account

Follow the NKUCIO account on "X" (previously Twitter) for the latest IT updates, technology tips, and important announcements. Stay up to date with real-time information on system maintenance, security alerts, and more. Don't miss out, stay connected with IT on "X".

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Antivirus

If you are bringing new technology to campus or are connecting your personally owned device to the campus network, make sure it is protected with antivirus software.

NKU does not endorse a specific antivirus product for your personal use, but you can find antivirus information, reviews, and options online.

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Use the Duo App for Faster, More Secure Authentication

For the best multi-factor authentication experience, we encourage everyone to use the Duo Mobile app instead of text message passcodes. The Duo app is faster, more reliable, and more secure—especially when cellular service is limited. With one-tap approvals and offline passcodes, Duo Mobile helps you sign in quickly while keeping your account protected. Download or switch to the Duo app today for a smoother, safer login experience.

Contact the IT Help Desk for assistance.

Service Alerts

IT's standard maintenance window occurs every Saturday from midnight to 6:00 am. Intermittent outages may occur during this time. Check the Service Alerts web page for updates.

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