

June 2022

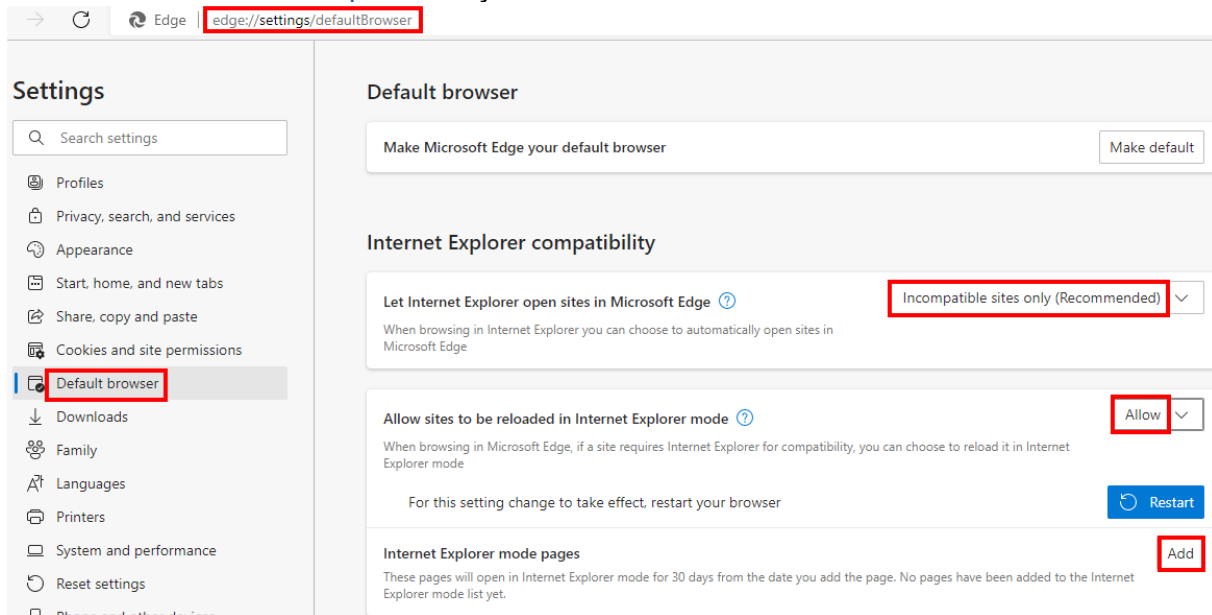


Changes for PARs

PARs are dependent on IE 11 which reaches end of life on June 15. Please use this work around process using the Edge browser for compatibility.

- Open the Edge browser
- Paste this into the URL window <edge://settings/defaultBrowser>
- Under Settings in the left column, go to default browser
- Then under Default browser in the right column make sure your settings are:
 - Let Internet Explorer open sites in Microsoft Edge = "incompatible sites only (Recommended)"
 - Allow sites to be reloaded in Internet Explorer mode = "allow"
 - Internet Explorer mode pages = "Add"
- Click the blue Restart button to restart the browser so that the changes take effect.

Please contact the [IT Help Desk](#) if you need assistance.



PDF Spring Cleaning!!

To help meet federal compliance requirements for website accessibility, IT and MarComm are partnering to host an inaugural “PDF Spring Cleaning” of the NKU website.

All web editors are asked to review and deactivate/delete all outdated and unnecessary PDF files on NKU webpages following these two easy steps:

1. Review [this video](#) for step-by-step directions on navigating to your documents in the digital asset manager.
2. Use the [decision tree](#) to determine if the content can be downloaded and then deactivated and deleted, or eventually converted to an accessible format.

The accessibility team will be reaching out in the next few weeks to set up one-on-one consultations to review and help you remediate any website accessibility issues you may have. In preparation for these consultations, please review your web pages for spelling errors, broken links or outdated content. Please remove or update any outdated information, or content that is no longer necessary. NKU has an archive site available for any older information that may need to be retained.

Consultations will be set up via meeting requests. If you are unable to attend during the requested meeting time, please suggest an alternate time to meet. If you have any questions or would like to meet beforehand, please [submit a service request](#) to the Web Accessibility Support Team.

Canvas Maintenance Outage

Thursday, June **23**, Canvas will have a service interruption for all quizzes. This outage is expected to last only a few minutes, however, the full duration of the **2:05 am – 4:05 am** maintenance window may be utilized if needed.

One.nku.edu

See one.nku.edu for quick access to many NKU services and departments. There you can find everything from Chartwells menus, to scheduling advising appointments, to ordering custom shirts for your department... and so much more! One.nku.edu is your one stop place to find everything NKU!!

Norse Alert Text Messages

Norse Alert is NKU's emergency contact system used to provide timely notifications in the event of emergency situations or campus closings. Currently, all NKU students, staff, and faculty are automatically registered in NORSE ALERT with their official university e-mail address.

During the month of June, cell phone numbers on file in myNKU will be added as text message contacts in Norse Alert. Starting in July, if an emergency alert is issued in Norse Alert, it will be received as an email message to your @nku.edu account and as a text message to the cell phone listed in your myNKU account.

This change only applies if you do not currently have a phone number listed in the Mobile Phones setting of Norse Alert. No changes will be made to personalized communication preferences already set, like voice communication. This change does not apply to visitor accounts as those are independently maintained per person.

Please review, customize, and update your contact information in Norse Alert. [More Norse Alert information is available online.](#)

DUO Multifactor Authentication

Faculty who are off campus for the summer may want to sign up for a more secure way to log in to online accounts using [multifactor authentication](#) before leaving campus. This will eliminate the challenge of having your password expire over the summer months. Remember with DUO multifactor authentication your password will not expire for 365 days!

Upload Files to OneDrive

To avoid losing stored documents, upload your files to [Microsoft OneDrive](#). This is a quick and easy way to back up your files. With OneDrive you can store files, and easily share them with other NKU faculty, staff, and students. Since OneDrive is a cloud storage solution, you can update and share your files from any internet-connected device.

Use OneDrive to Securely Share Documents

Saving your work in [OneDrive](#) makes it accessible from any internet-connected device. It is saved in a secure cloud and automatically backed up.

The files that you store in OneDrive are initially set to private, and available only to you. You may choose to share specific files with specified colleagues to enable easy collaboration.

Check out the [OneDrive tutorials](#) to learn how to save your files in OneDrive, and then how to work with them once they are there.

The Importance of Web Accessibility

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Your assistance is greatly appreciated to ensure we have an accessible website.

Fall Software request

As part of annual maintenance, all lab and classroom computers have the operating system reinstalled to clear the clutter that accumulates during a school year. Therefore, any specialized software previously installed on computers will NOT be automatically reinstalled unless IT receives a [service request](#) to do so.

If you would like any software added to or retained in departmental labs, smart classrooms, or IT computer labs, submit a service request **by July 15th**, along with appropriate licensing verification.

You may place your Software request early, before leaving campus for the summer!

How to Map your J: and K: Drives

Mapping your network drives allows you to access files saved to your J: and K: drives. [Drive Mapping Instructions](#) are available to assist you. Please contact the [IT Help Desk](#) if you need additional support.

Web-Editing Tips

Check these [five web-editing tips](#) to ensure you are editing efficiently while maintaining your website.

<https://nku.edu/it>

Check our website for the latest system alerts and news.

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